

AGENCY NAME:**Office of the Comptroller General****AGENCY CODE:****E120****SECTION:****97**

Fiscal Year 2020-21 Agency Budget Plan

FORM A - BUDGET PLAN SUMMARY

**OPERATING
REQUESTS
(FORM B1)**
For FY 2020-21, my agency is (mark "X"):

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Requesting General Fund Appropriations. |
| <input type="checkbox"/> | Requesting Federal/Other Authorization. |
| <input checked="" type="checkbox"/> | Not requesting any changes. |

**NON-RECURRING
REQUESTS
(FORM B2)**
For FY 2020-21, my agency is (mark "X"):

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Requesting Non-Recurring Appropriations. |
| <input type="checkbox"/> | Requesting Non-Recurring Federal/Other Authorization. |
| <input checked="" type="checkbox"/> | Not requesting any changes. |

**CAPITAL
REQUESTS
(FORM C)**
For FY 2020-21, my agency is (mark "X"):

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Requesting funding for Capital Projects. |
| <input checked="" type="checkbox"/> | Not requesting any changes. |

**PROVISOS
(FORM D)**
For FY 2020-21, my agency is (mark "X"):

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Requesting a new proviso and/or substantive changes to existing provisos. |
| <input checked="" type="checkbox"/> | Only requesting technical proviso changes (such as date references). |
| <input type="checkbox"/> | Not requesting any proviso changes. |

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	William E. Gunn	803-734-2121	EGunn@cg.sc.gov
SECONDARY CONTACT:	Allison Williams	803-734-5011	AWilliams@cg.sc.gov

I have reviewed and approved the enclosed FY 2020-21 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
SIGN/DATE:	09/20/19	
TYPE/PRINT NAME:	Richard A. Eckstrom	

This form must be signed by the agency head – not a delegate.

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

FORM D – PROVISO REVISION REQUEST

NUMBER	118.1
---------------	--------------

Cite the proviso according to the renumbered list for FY 2020-21 (or mark "NEW").

TITLE	Year End Cutoff
--------------	------------------------

Provide the title from the FY 2019-20 Appropriations Act or suggest a short title for any new request.

BUDGET PROGRAM	II. Statewide Payroll/Accounts Payable & V. Statewide Accounting Services
-----------------------	--

Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	N/A
-------------------------------	-----

Is this request associated with a budget request you have submitted for FY 2020-21? If so, cite it here.

REQUESTED ACTION	Amend
-------------------------	--------------

Choose from: Add, Delete, Amend, or Codify.

OTHER AGENCIES AFFECTED	All SCEIS agencies
--------------------------------	--------------------

Which other agencies would be affected by the recommended action? How?

SUMMARY & EXPLANATION	<p>Summary: Deadline for agencies to submit input documents and electronic workflow supporting their year-end expenditures to the Office of the Comptroller General for processing.</p> <p>Explanation: To update the due date for state agencies to submit all current fiscal year input documents and electronic workflow for accounts payable transactions to the Office of the Comptroller General for processing.</p>
----------------------------------	--

Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

FISCAL IMPACT	None
----------------------	------

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISIO TEXT	<p>Unless specifically authorized herein, the appropriations provided in Part IA of this act as ordinary expenses of the State Government shall lapse on July 31, 2020 <u>July 31, 2021</u>. State agencies are required to submit all current fiscal year input documents and all electronic workflow for accounts payable transactions to the Office of Comptroller General by July 14, 2020 <u>July 14, 2021</u>. Appropriations for Permanent Improvements, now outstanding or hereafter provided, shall lapse at the end of the second fiscal year in which such appropriations were provided, unless definite commitments shall have been made, with the approval of the State Fiscal Accountability Authority and Joint Bond Review Committee, toward the accomplishment of the purposes for which the appropriations were provided. Appropriations for other specific purposes aside from ordinary operating expenses, now outstanding or hereafter provided, shall lapse at the end of the second fiscal year in which such appropriations were provided, unless definite commitments shall have been made, with the approval of the State Fiscal Accountability Authority, toward the accomplishment of the purposes for which the appropriations were provided.</p>
-------------------------------	--

Paste FY 2019-20 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

FORM D – PROVISO REVISION REQUEST

NUMBER 1A.7
Cite the proviso according to the renumbered list for FY 2020-21 (or mark "NEW").

TITLE **Disbursements / Other Entities**
Provide the title from the FY 2019-20 Appropriations Act or suggest a short title for any new request.

BUDGET PROGRAM
Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST N/A
Is this request associated with a budget request you have submitted for FY 2020-21? If so, cite it here.

REQUESTED ACTION **Amend**
Choose from: Add, Delete, Amend, or Codify.

OTHER AGENCIES AFFECTED
Which other agencies would be affected by the recommended action? How?

SUMMARY & EXPLANATION

Summary: The Department of Revenue disburses funds appropriated by the General Assembly on a quarterly basis directly to the state agencies and entities referenced in Part IA, Section 1, VIII.F. except for the Teacher Loan Program, Centers of Excellence, the Education Oversight Committee and School Technology, which shall receive their full appropriation at the start of the fiscal year from available revenue.

Explanation: This function is performed by the Department of Revenue and the Executive Budget Office. The Comptroller General’s Office is no longer involved.

Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

FISCAL IMPACT	None
----------------------	------

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISIO TEXT	<p>Notwithstanding the provisions of Sections 2-7-66 and 11-3-50, South Carolina Code of Laws, it is the intent of the General Assembly that funds appropriated in Part IA, Section 1, VIII.F. Other State Agencies and Entities shall be disbursed on a quarterly basis by the Department of Revenue directly to the state agencies and entities referenced except for the Teacher Loan Program, Centers of Excellence, the Education Oversight Committee and School Technology, which shall receive their full appropriation at the start of the fiscal year from available revenue. The Comptroller Generals Office is authorized to make necessary appropriation reductions in Part IA, Section 1, VIII.F. to prevent duplicate appropriations. If the Education Improvement Act appropriations in the agency and entity respective sections of the General Appropriations Act at the start of the fiscal year do not agree with the appropriations in Part IA, Section 1, VIII.F. Other State Agencies and Entities, the other funds appropriations in the respective agency and entity sections of the General Appropriations Act will be adjusted by the Comptroller Generals Office to conform to the appropriations in Part IA, Section 1, VIII.F. Other State Agencies and Entities. Further, <u>The</u> Department of Revenue is directed to provide the full appropriation of the funding appropriated in Part IA, Section 1, VIII.C.2. Teacher Supplies to the Department of Education at the start of the fiscal year from available revenue. The Department of Revenue is also directed to provide the first quarter appropriation of the funding appropriated in Part IA, Section 1, VIII.H. Charter School District to the Department of Education at the start of the fiscal year from available revenue.</p>
-------------------------------	--

Paste FY 2019-20 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

FORM D – PROVISO REVISION REQUEST

NUMBER	82.3 <i>Cite the proviso according to the renumbered list for FY 2020-21 (or mark "NEW").</i>
---------------	---

TITLE	DPPA Compliance Audit <i>Provide the title from the FY 2019-20 Appropriations Act or suggest a short title for any new request.</i>
--------------	---

BUDGET PROGRAM	 <i>Identify the associated budget program(s) by name and budget section.</i>
-----------------------	--

RELATED BUDGET REQUEST	N/A <i>Is this request associated with a budget request you have submitted for FY 2020-21? If so, cite it here.</i>
-------------------------------	--

REQUESTED ACTION	Amend <i>Choose from: Add, Delete, Amend, or Codify.</i>
-------------------------	--

OTHER AGENCIES AFFECTED	 <i>Which other agencies would be affected by the recommended action? How?</i>
--------------------------------	---

SUMMARY & EXPLANATION	<p>Summary: The Department of Motor Vehicles may charge fees to defray the costs associated with auditing and enforcing compliance of all Federal or State statutes and regulations.</p> <p>Explanation: This is a function now performed by the Department of Motor Vehicles. The Comptroller General’s Office is no longer involved.</p>
----------------------------------	--

Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

FISCAL IMPACT	None
----------------------	------

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISO TEXT	<p>The Department of Motor Vehicles may charge fees to defray the costs associated with auditing and enforcing compliance of all Federal or State statutes and regulations pertaining to personal information for customers receiving information disseminated by the department as allowed by law. This provision does not pertain to state agencies. The Comptroller General shall place the funds into a special restricted account to be used by the department.</p>
------------------------------	---

Paste FY 2019-20 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

**FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION
CONTINGENCY PLAN**

TITLE	Agency Cost Savings and General Fund Reduction Contingency Plan
--------------	---

AMOUNT	\$76,808
---------------	-----------------

What is the General Fund 3% reduction amount (minimum based on the FY 2019-20 recurring appropriations)? This amount should correspond to the reduction spreadsheet prepared by EBO.

ASSOCIATED FTE REDUCTIONS	1
----------------------------------	---

How many FTEs would be reduced in association with this General Fund reduction?

PROGRAM/ACTIVITY IMPACT	Statewide Accounting Services
--------------------------------	-------------------------------

What programs or activities are supported by the General Funds identified?

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

SUMMARY	<p>The Office of Comptroller General would attempt to absorb a 3% general fund reduction by delaying the filling of a vacant position in our Statewide Accounting Services division. The previous employee to hold the position earned an annual salary of \$64,874, plus employer costs for retirement \$13,371 and FICA \$4,963 for a total cost to the agency of \$83,208.</p> <p>By further delaying the filling of this position, it would lessen the capacity of our Statewide Accounting Services division to achieve its overall goal in accordance with the agency’s FY 2018 – 2019 Accountability Report. This goal calls for the division to provide centralized accounting and support for the State’s financial activities in accordance with the program structure mandated by the S.C. General Assembly by providing accounting direction and support to other state agencies.</p>
----------------	---

Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.

AGENCY COST SAVINGS PLANS	<p>The Office of the Comptroller General continuously strives to reduce costs and save. We do this by delaying the filling of vacant positions, and filling positions at a lower salary.</p> <p>As a contingency, we would delay filling a position in our Administrative Services Division, which would reduce agency costs about \$70,000. However, these funds will be needed to fill this vacant position.</p>
----------------------------------	--

What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	Reduction/Termination of Agency Fees, if absolutely required.
--------------	--

Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	Approximately \$50,000 for citizens making court-supervised child support payments
--	---

What is the expected savings to South Carolina’s businesses and citizens that is generated by this proposal? The savings could be related to time or money.

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply: <input type="checkbox"/> Repeal or revision of regulations. <input checked="" type="checkbox"/> Reduction of agency fees or fines to businesses or citizens. <input type="checkbox"/> Greater efficiency in agency services or reduction in compliance burden. <input type="checkbox"/> Other
--	---

METHOD OF CALCULATION	Fees collected for FY 2018 – FY 2019
------------------------------	--------------------------------------

Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.

REDUCTION OF FEES OR FINES	Child Support Processing Fee Enabling authority for the fee is Code §63-17-1460 (C)
-----------------------------------	--

Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?

REDUCTION OF REGULATION	N/A
--------------------------------	-----

Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?

AGENCY NAME:	Office of the Comptroller General		
AGENCY CODE:	E120	SECTION:	97

SUMMARY

This fee helps support our Statewide Payroll staff, which is a staff of four, that process payroll for state employees.

These four employees ensure that retirement, deferred compensation, bonuses, special payments, special voluntary deductions (premiums for insurance products not offered by state government, elective credit union deposits, tax liens, and court-ordered wage garnishments), and regular compensation is processed correctly and timely for approximately 45,000 state employees. They are also responsible for issuing approximately 56,500 W-2s annually, and depositing state and federal tax withholdings.

To reduce or lose this fee, would significantly impact our ability to perform these vital functions in a timely manner.

Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?