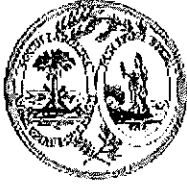


Agency Name:  
Agency Code:

Revenue & Fiscal Affairs Office  
E500

Section:

103



Fiscal Year FY 2022-2023

Agency Budget Plan

**FORM A - BUDGET PLAN SUMMARY**

**OPERATING  
REQUESTS**  
**(FORM B1)**

For FY 2022-2023, my agency is (mark "X"):	
<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
<input type="checkbox"/>	Requesting Federal/Other Authorization.
<input type="checkbox"/>	Not requesting any changes.

**NON-RECURRING  
REQUESTS**  
**(FORM B2)**

For FY 2022-2023, 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 2022-2023, 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 2022-2023, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
<input checked="" type="checkbox"/>	Not requesting any proviso changes.


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

**PRIMARY  
CONTACT:**  
**SECONDARY  
CONTACT:**

<i>Name</i>	<i>Phone</i>	<i>Email</i>
Carrie Bundrick	(803) 734-3650	carrie.bundrick@rfa.sc.gov
Paul Athey	(803) 734-3789	paul.athey@rfa.sc.gov

I have reviewed and approved the enclosed FY 2022-2023 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

**SIGN/DATE:**  
**TYPE/PRINT  
NAME:**

<i>Agency Director</i>	<i>Board or Commission Chair</i>
 9/21/2021	Edward B. Grimball 9/24/21
FRANK A. ROWLAND	Edward B. Grimball

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

Agency Name:	Revenue & Fiscal Affairs Office
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BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Workforce and Infrastructure	485,000	0	0	0	485,000	0.00	0.00	0.00	0.00	0.00
TOTALS			485,000	0	0	0	485,000	0.00	0.00	0.00	0.00	0.00

Agency Name:	Revenue & Fiscal Affairs Office		
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## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>1</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Workforce and Infrastructure</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$485,000</b> <b>Federal: \$0</b> <b>Other: \$0</b> <b>Total: \$485,000</b>
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*What is the net change in requested appropriations for FY 2022-2023? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>0.00</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input checked="" type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
	<input checked="" type="checkbox"/>	Government and Citizens

<b>ACCOUNTABILITY OF FUNDS</b>	<p>The specific strategies that relate to this request align with the goals of the accountability report, and agency's overall strategic five year plan -</p> <p>Strategy 1.4 - Support public well-being and infrastructure by delivering efficient support services</p> <p>Strategy 3.1 - Ensure IT Operational and Security objectives align with the agency's mission and balance priorities across technology, security, and customer needs</p> <p>Strategy 3.2 - Exceed industry standards for protecting the agency's infrastructure and data</p> <p>Strategy 4.1 - Attract, recruit, and retain a professional workforce</p> <p>Use of the funds would be evaluated through internal and external customer satisfaction surveys. The agency's overall effectiveness of using the funds would also be evaluated through employee retention and workforce satisfaction. The RFA will continue to monitor and evaluate staff resources and vacancies for cost savings opportunities as it has done in the past.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

**RECIPIENTS OF FUNDS**

Funds will be used by the South Carolina Revenue and Fiscal Affairs Office to meet agency's objectives and strategic plan.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**JUSTIFICATION OF REQUEST**

The staff of the SC Revenue and Fiscal Affairs Office are our greatest asset. They ensure that our provided services are of the highest quality and caliber, and are innovative and on edge of technology. The additional appropriations will allow the RFA to meet workforce demands by recruiting and retaining valuable skills, expertise, and knowledge in crucial service areas. It will also enable the agency to respond to increased customer expectations, including the General Assembly for providing more complex data and fiscal analysis, expanding GIS data, and leveraging data resources we have for additional services. The additional funds for operations will continue to assist the agency with maintaining and updating IT infrastructure and advancing its security posture.

Fully funding this request will allow the Revenue and Fiscal Affairs Office to continue operations that meet the agency's diverse group of stakeholders' increased demand in its varying service levels, while continuing to expand service offerings. The Revenue and Fiscal Affairs Office has increased its service offerings and has not requested recurring General Fund Appropriations since becoming an agency in 2014. Up until this request, the RFA has funded its own advancements in technology and security initiatives through cost savings measures.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Revenue & Fiscal Affairs Office		
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## **FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN**

<b>TITLE</b>	Agency Cost Savings and General Fund Reduction Contingency Plan
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<b>AMOUNT</b>	\$156,441
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*What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.*

<b>ASSOCIATED FTE REDUCTIONS</b>	Two (2)
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*How many FTEs would be reduced in association with this General Fund reduction?*

<b>PROGRAM / ACTIVITY IMPACT</b>	<p>The short-term plan would be to offset the 3% reduction with funds carried over from FY 2020-21 under Proviso 117.23 which authorizes agencies to carry forward up to 10% of general fund appropriations. These funds are currently earmarked for special projects that are long-term or one-time in nature, and contingent upon available funding absent a mid-year budget cut.</p> <p>However, a 3% general fund reduction that extends beyond the current fiscal year would need to be offset in our recurring expenditures. Of the total \$5,214,709 of general fund appropriations for FY 2021-22, 83% is appropriated to personnel items and 17% is allocated to operations. These general funds support all divisions and functions of the Revenue and Fiscal Affairs Office. Since our budget is primarily personnel related, we would achieve primary cost savings in that area to reach the \$156,441 reduction. Identified vacancies within the agency would not be immediately filled in order to achieve these cost savings. While programs would not be eliminated, the delivery of services may be affected by slower response times.</p>
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*What programs or activities are supported by the General Funds identified?*

<b>SUMMARY</b>	<p>Two vacancies with a combined total salary of \$120,000 and combined fringe of \$49,200 (41% fringe rate) would meet the required \$156,711 reduction in general funds. Requests from the general public and governmental entities may take longer to complete with the reduction in available staff.</p> <p>Should there be no vacancies at the time of a 3% reduction is put into effect, budget reduction options would include reducing the contracts made to private surveyors to assist with mapping boundaries, eliminating paid internships and temporary staff, and reducing investments in technology infrastructure. If the additional measures do not achieve a 3% reduction, the options of shifting current personnel to other funded activities and voluntary furloughs would be explored.</p>
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*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**

The Revenue and Fiscal Affairs office continuously evaluates vacant positions for alignment with strategic objectives and duty absorption by other staff. The differential between the salaries of upcoming retirements and the replacements of vacant positions have allowed cost savings to be reallocated across the agency.

*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?*