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MARCIA S. ADAMS  
EXECUTIVE DIRECTOR

April 8, 2013

Dear President:

The guidelines for preparing the 2012-2013 Accountability Report are being sent to you and your Chief Financial Officer electronically. The guidelines will also be made available on our website at <http://www.budget.sc.gov/OSB-accountability-planning.phtm> for any other individuals in your agency who may want access to the guidelines.

As in previous years, the Accountability Report is intended as a concise, straightforward report on your organization's performance for review by the Governor and the General Assembly. Changes that have been made from last year are the result of continuous improvement to the national performance excellence criteria on which the questions are based, feedback from institutions of higher learning, and requests from the General Assembly; however, you should still find the guidelines anchored to the Malcolm Baldrige Criteria, ensuring some continuity in philosophy from year to year.

Please think of the accountability report as a "big picture" look at your organization, and present it in such a way that makes it easy for any reader to get an overall understanding of how your agency performed for the year. As you are reporting your performance results, please remember that it is not expected that detailed information be reported, but rather should be retained at the organizational level should more detail be desired by the Governor or General Assembly. However, please do keep in mind, as you report your performance measures, that trends over time and across your organization are very important to the users of the report.

You are also encouraged to use the accountability report as a self-assessment tool and as an aid towards continuous improvement in your organization's operations. To provide additional assistance, the Budget Office has two associates to assist state supported institutions of higher learning and state government agencies in the preparation process, subsequent assessment of the annual accountability reports and related training and consultation.

The Organizational Effectiveness and Accountability unit have a wealth of knowledge and experience in organizational excellence and in preparing and assessing these reports. Please contact my team member should you have questions or if you desire assistance. The contact information is:

Suzie Rast – [srast@budget.sc.gov](mailto:srast@budget.sc.gov)  
803-734-0647

In order to meet the statutory deadline and prepare the reports for Internet availability, it is important that your THREE (3) hard copies and ONE (1) electronic copy of your Accountability Report be submitted to the State Budget Division no later than Monday, September 16, 2013.

Sincerely,

Les Boles