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**To:** Deshpande, AbhijitAbhijit.Deshpande@admin.sc.gov  
**Date:** 7/8/2016 4:03:03 PM  
**Subject:** Annual Accountability Report Training  
**Attachments:** Agencies by Functional Area.pdf

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Annual Accountability Report Contacts,

The guidelines for preparing the 2015-16 Annual Accountability Report were sent to you and your Chief Financial Officer electronically on June 13, 2016. The training to complete the report will be offered multiple times in the months of July and August by functional areas of state agencies and each session will be held from 9:00 a.m. until 12:30 p.m. The agencies are strongly encouraged to choose a session which is scheduled for their primary functional area; however, agencies are free to choose any other session if they're unable to join the functional area. The listing of agencies by functional area is attached.

Each agency can send up to two representatives and sign up for one of the scheduled training sessions. Each training session will have 30 open spots and all registrations will be made on a first-come, first-served basis. Senior management and individuals, who complete the strategic planning template and the major program template, are strongly recommended to attend the training. You may click on the link below to sign up for the scheduled training sessions.

<http://www.signupgenius.com/go/4090c48a8ad2ea5fb6-annual>

#### **Annual Accountability Report Training Schedule**

**Session 1.** Tuesday, July 26: 9:00 am – 12:30 pm **(Economic Development/Natural Resources)**

**Session 2.** Wednesday, July 27: 9:00 am – 12:30 pm **(Higher Ed)**

**Session 3.** Thursday, July 28: 9:00 am – 12:30 pm **(K-12/Cultural)**

**Session 4.** Friday, July 29: 9:00 am – 12:30 pm **(Legislative/Executive)**

**Session 5.** Monday, August 1: 9:00 am – 12:30 pm **(Public Health/Social Services)**

**Session 6.** Wednesday, August 3: 9:00 am – 12:30 pm **(Public Safety)**

**Session 7.** Thursday, August 4: 9:00 am – 12:30 pm **(Transportation/ Regulatory)**

**Session 8.** Friday, August 5: 9:00 am – 12:30 pm **(All state agencies)**

Thanks,

Abhijit “Abhi” Deshpande, M.S., M.B.A.

*Performance Improvement and Transparency Manager, Executive Budget Office*

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**Note:** Act 121 of 2014 (SC Restructuring Act of 2014) abolished the Budget and Control Board. Effective July 1, 2015, the Executive Budget Office has been transferred to the Department of Administration. **Please update your contact information.**