

**From:** Burton, Kenneth <[krburton@aging.sc.gov](mailto:krburton@aging.sc.gov)>  
**To:** Danny Varat [DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)  
**CC:** Lily Cogdill [LilyCogdill@scstatehouse.gov](mailto:LilyCogdill@scstatehouse.gov)  
Broome, Darryl [Darryldbroom@aging.sc.gov](mailto:Darryldbroom@aging.sc.gov)  
**Date:** 3/6/2017 8:07:43 AM  
**Subject:** RE: Lieutenant Governor's Administration Operating Budget

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Danny and Lily,

We can carry forward up to 10% of our total state funds into next fiscal year if the state does not run a deficit. Any amount over 10% is put back into the General Fund for next year. Our office could carry forward based on last year information around a million dollars if the Comptroller General's Office does not change the formula in determining the factors in the calculations. Last Year, we carried over \$600,000 into this fiscal year, which I used to offset the shortage in salaries and fringe. The Clemson University training related to assessment was paid for by the carry forward funds of \$114,000. We have replaced some old computers and in the process of replacing some additional old computers using the carry forward funds. Kevin and I discussed establishing a process of computer and equipment rotations of every 3 to 4 years that will spread the cost of replacement over a period to lower the cost for any one fiscal year. It is easier to replace 10-12 computers per fiscal year than 40+ in a fiscal year. Pierce develop some recommendations to save time and make IT more efficient, which LGOA is using some carry forward to implement the recommendations.

I do know with the new leadership at the Comptroller General's Office that agencies could see changes in the future regarding yearend processes. The Comptroller General's Office will provide the carry forward in mid-August to state agencies after it has certified that the state is did not run a deficit. If I hear of any changes that will impact the carry forward calculation, I will keep you informed. I would note that the Comptroller General's Office does monitor the 4<sup>th</sup> quarter to see if agencies goes on a higher than normal spending spree; however, with new leadership in our agency, we can justify the spending as long as it is reasonable and needed to improve the office.

If you have any additional questions or concerns, please let me know.

Thanks,

Ken Burton  
Finance Manager  
Lieutenant Governor's Office  
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**From:** Danny Varat [<mailto:DannyVarat@scstatehouse.gov>]  
**Sent:** Saturday, March 4, 2017 8:00 AM  
**To:** Burton, Kenneth  
**Cc:** Lily Cogdill ; Broome, Darryl  
**Subject:** Re: Lieutenant Governor's Administration Operating Budget

Thanks very much. Does this money carry over if not used?

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**From:** Burton, Kenneth <[krburton@aging.sc.gov](mailto:krburton@aging.sc.gov)>  
**Sent:** Friday, March 3, 2017 2:23 PM  
**To:** Danny Varat  
**Cc:** Lily Cogdill; Broome, Darryl

Subject: Lieutenant Governor's Administration Operating Budget

Danny and Lily,

I have attached the year-to-date operating budget for the administration of the Lieutenant Governor's Office. As of March 2, 2017, \$48,554.07 is available operating budget to last through June 30, 2017. The operating budget can be used to purchase the following:

- Printing
- Travel
- Lodging
- Conferences
- Office Supplies
- Furniture
- Equipment – Office, computers, laptops, etc....
- Telephone expenditures
- Copier expenditures
- Software licenses
- Promotional Items
- Business Card/letterhead/envelopes
- Stamps
- Publications
- Membership due/fee related to position, such as Lieutenant Governor's Association

This is some examples but not an all-inclusive list of every item that the funds can be used to purchase. The former Chief of Staff had a tablet to be more efficient as an example that Kevin Pondy could arrange for purchase through IT. Please let me know if you have any questions or concerns.

Thanks,

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