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MARCIA S. ADAMS  
EXECUTIVE DIRECTOR

September 4, 2013

Dear Agency Directors and Chief Financial Officers,

Proviso 117.91, Bank Account Transparency and Accountability (attached), of the FY 2013-14 Appropriation Act requires state agencies which have a composite reservoir bank account which is not included in STARS or SCEIS to submit a report to the members of the Budget and Control Board through the State Budget Division. For an account to be considered as operating within SCEIS, individual transactions must be recorded within SCEIS throughout the year. Inclusion of these accounts only as part of closing packages does not constitute an account included in SCEIS and a report is required.

If your agency *has* a composite account, please provide the State Budget Division with your report. If your agency *does not* have a composite account operating outside of STARS or SCEIS, please submit a letter indicating such. The proviso directs that for *each account* the report is to include the name and title of each person authorized to sign checks and/or make withdrawals; the name and title of each person responsible for performing reconciliations; the beginning and year-end balance of funds; and, data related to both deposits and expenditures from this account. Attached for your use is an Excel Template for the report.

If your agency determines that release of the required information would be detrimental to the state or the agency and an exemption was not approved last year, the agency may request an exception from this reporting requirement. A detailed justification must accompany your request. The Budget and Control Board may grant the exemption upon approval by the majority of the members in a public meeting. *If you are requesting an exemption, please complete the report excluding the detailed deposit and withdrawal information for each account. However, include total deposits and expenditures.*

*For agencies that received an exemption by the Budget and Control Board at its October 30, 2012 meeting, a request for an exemption is not required. However, the Board's action included the requirement that agencies annually report: the name of the account, name and title of each individual responsible for making withdrawals and deposits, and the beginning balance, total deposits, total expenditures and year-end balance of the account. Please use attached Excel report template for the required information. Under the detailed financial information include total deposits and total expenditures.*

This information is due no later than **October 1, 2013**. Please provide two printed copies of the Excel report for each account and send an email with the Excel documents attached. This information should be sent to Karen Rhinehart at [Krhinehart@budget.sc.gov](mailto:Krhinehart@budget.sc.gov).

If you have any questions, feel free to contact me at 734-2149.

Sincerely,

Brenda Hart

Attachments

Cc: Marcia Adams  
Eddie Gunn  
Bill Leidinger