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**To:** Deshpande, Abhijit [Abhijit.Deshpande@admin.sc.gov](mailto:Abhijit.Deshpande@admin.sc.gov)  
**Date:** 7/7/2015 4:14:51 PM  
**Subject:** Accountability Report Technical Assistance/Training  
**Attachments:** [State Library Directions.doc](#)

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Agency Leaders/Managers,

The guidelines for preparing the 2014-15 Accountability Report are sent to your agency electronically on June 18, 2015. Considering the significant changes in the requirements of the Accountability Reports, the Executive Budget Office recognizes the need to provide necessary technical assistance/training to agency leaders on the new format and its use in financial, organizational, and accountability improvement. The executive-level leadership and senior management of agencies are **STRONGLY ENCOURAGED** attending training sessions. Two representatives from each agency will be allowed to attend the training.

The detail schedule of the training is listed below. Each training session will have 20 open spots and all registrations will be accepted on a first-come, first-served basis. Please contact Abhijit "Abhi" Deshpande (803-737-0699, [Abhijit.Deshpande@admin.sc.gov](mailto:Abhijit.Deshpande@admin.sc.gov)) or your agency contact in the Executive Budget Office to register for the training.

**Training Location:**

The State Library (Room: Coastal CTR, Basement)—Please see attached directions to the State Library.  
1500 Senate St  
Columbia, SC 29201

**Training Dates and Timings:**

Tuesday, July 21, 2015    Session 1: 8:30 am – 10:30 am  
                                 Session 2: 10:45 am – 12:45 pm

Tuesday, July 28, 2015    Session 1: 8:30 am – 10:30 am  
                                 Session 2: 10:45 am – 12:45 pm

Tuesday, August 4, 2015    Session 1: 8:30 am – 10:30 am  
                                 Session 2: 10:45 am – 12:45 pm

Best Regards,



Abhijit "Abhi" Deshpande, M.S.; M.B.A.  
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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 Office of the Executive Budget has been transferred to the Department of Administration. Please update your contact information.