

MEMORANDUM

TO: Agency Heads
FROM: Brenda Hart
DATE: June 13, 2016
RE: Accountability Report Guidelines

The guidelines for preparing the 2015-16 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.admin.sc.gov/budget/agency-accountability-reports>.

As in previous years, the Accountability Report is intended to report on your agency's performance for review by the Governor and the General Assembly. The Accountability Report provides for both a discussion of prior year expenditures and associates expenditures with prospective goals, strategies and objectives to move the agency forward in future years. Training by Executive Budget Office staff is being planned and your agency will be notified once finalized.

Abhijit "Abhi" Deshpande is our Performance Improvement and Transparency Manager. If you should have any questions about the guidelines or preparation of the reports, he can be contacted at 803-737-0699 or Abhijit.Deshpande@admin.sc.gov.

To meet the statutory deadline and prepare the reports for Internet availability, it is important that your electronic copy of your Accountability Report and the original signed copy of the Submission Form be submitted to Lauren Henry at Lauren.Benjamin@admin.sc.gov no later than Thursday, September 15, 2016.

Thank you.

