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MEMORANDUM

TO: Agency Heads
FROM: Brenda Hart
Interim Director
DATE: June 18, 2015
RE: **Accountability Report**

The guidelines for preparing the 2014-15 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.budget.sc.gov/EBO-accountabilty-planning.phtm>.

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 adeshpande@budget.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 Kim Gibson at kgibson@budget.sc.gov no later than Tuesday, September 15, 2015.