Agency Activity Inventory  
by Agency  
Appropriation Period: FY 2010-11

Agency: E12 - Comptroller General  
Functional Group: Legislative, Executive & Administrative

121 Statewide Payroll

Processes payroll for approximately 47,000 state employees in 75 agencies and for the independent Lottery Commission. Gross annual payroll processed is approximately $1.7 billion. Processes almost 1 million requests for changes to individual payroll records annually. Calculates net payroll each payday, remits all payroll deductions (including court ordered deductions), collects and remits employer contributions for FICA and State Retirement Systems. Prepares payroll related reports and tax returns on a payday, quarterly, and annual basis, issues W-2's and Form 1099 returns to recipients and income tax authorities. Enabling legislation: §8-11-35, §8-11-70, §8-11-75, §8-11-78, §8-11-80, §8-11-83, §8-11-90, §8-11-91, §8-11-93.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide Accountability to the citizens of South Carolina in all State Government Services.

FY 2010-11

<table>
<thead>
<tr>
<th>Total</th>
<th>General Funds</th>
<th>Federal Funds</th>
<th>Non-Recurring Provisos</th>
<th>Part III (ARRA Funds)</th>
<th>Other Funds</th>
<th>FTEs</th>
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<tr>
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Other Fund - Subfund No. & Title:  
3035 Operating Revenue

Budgetary Program No.: II.

Expected Results:
Employees must be paid on a precise twice-a-month schedule. Special off-cycle payrolls must be run monthly. Deductions must be remitted within 24 hours of each payday. Withholding tax deposits and returns must be processed according to mandated deadlines to avoid penalties. Retirement System, W-2, and Form 1099 reports must be timely and accurate. Because SCEIS allows the Statewide payroll division more detailed access to agencies and employees' payroll data, the divisions work in reviewing and correcting State agency payrolls will increase.

Outcome Measures:
Agency has never missed a payroll deadline. Agency has always disbursed deductions within established deadlines. Agency has always maintained employee payroll deduction files and made all savings bond purchases on time. Agency has never incurred penalties for late deposits or untimely filings.

Agency: E12 - Comptroller General  
Functional Group: Legislative, Executive & Administrative

122 Statewide Accounts Payable
Agency Activity Inventory by Agency
Appropriation Period: FY 2010-11

Processes approximately 1.1 million requests for vendor payments each year from 75 state agencies. Reviews payment requests, certifies warrants for approved payments to the State Treasurer on a daily basis, maintains over 159,000 centralized vendor files to ensure accuracy for tax reporting, and prepares approximately 11,900 Form 1099's for income tax authorities. Administers major functions of the statewide Purchasing Card Program. Enabling legislation: §11-3-130, §11-3-170, §11-3-185.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide Accountability to the citizens of South Carolina in all State Government Services.

<table>
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<tr>
<td>FTEs</td>
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</table>

Outcome Measures:
Average turnaround time is approximately 2.5 business days for vendor payment processing. Total Purchasing Card Program rebate distributed to the General Fund and State Agencies in 2009 was $3.2 million. Increased transparency by placing all Purchasing Card transactions for state agencies, technical colleges and institutions of higher education on the Comptroller General’s website.

Information Technology
Supports the SCEIS project team in implementing the new statewide computer system. Provides information technology application development, maintenance, production control, local area network (LAN) and PC support services for the Comptroller General’s Office. Develops applications for statewide accounting and payroll, Optional Retirement Program (ORP), and internal agency administration. Provides management of LAN/PC support by working with Division of State Information Technology (DSIT) network and desktop support to maintain and install new servers, workstations and peripherals. Manages the development of the agency WEB site, our primary means of promulgating accountability and transparency guidelines to state agencies. Enabling legislation: H.R.J. 3799, 2005 SC Acts 151

Statewide Result Area: Strengthen central state government and other governmental services

Agency: E12 - Comptroller General

Functional Group: Legislative, Executive & Administrative

123 Information Technology
Agency Activity Inventory
by Agency

Appropriation Period: FY 2010-11

Strategy: Provide Accountability to the citizens of South Carolina in all State Government Services.

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<thead>
<tr>
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Other Fund - Subfund No. & Title:
3035 Operating Revenue

Budgetary Program No.: IV.

Expected Results:
Support the SCEIS project integration. Meet information technology needs to management's satisfaction. Develop new applications and/or modification of existing applications that are identified as necessary to meet agency program requirements. Complete and distribute all production processing for STARS agencies and the Comptroller General's Office as scheduled. Receive no exceptions from office's annual Information Technology audit.

Outcome Measures:
Met all requested development and maintenance needs of the office. Developed and maintained the STARS/SAP interface to use until SCEIS is fully implemented. Converted 69 to the SCEIS FI/MM system as well as 67 agencies in HR/PR. Updated the agency WEB site to allow for more interactive use by agencies communicating with the Comptroller General's Office. Based on Executive Order, maintained Spending Transparency and Stimulus Transparency websites designed to keep public informed and ensure high levels of transparency and accountability. Maintained the state American Recovery and Reinvestment Act (ARRA) website. No audit exceptions were received from annual IT audit performed as part of the statewide audit. The costs for all IT activities compared favorably to the estimated cost of contracting for these services from either the Budget and Control Board - DSIT or through private services available on State contract for IT personnel.

Agency: E12 - Comptroller General

Functional Group: Legislative, Executive & Administrative

124 Statewide Financial Reporting
Provides centralized reporting of the State's financial activities in accordance with the program structure mandated by the General Assembly, Generally Accepted Accounting Principles (GAAP), and the Governmental Accounting Standards Board (GASB). Provides timely, accurate statewide financial data for State government and external parties including national bond rating services, potential bond investors, other State creditors, citizens, and agencies of the Federal government. Enabling legislation: §11-3-170, §11-3-175, §11-3-185, Annual Appropriation Act, Part1B, Section 75

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide Accountability to the citizens of South Carolina in all State Government Services.
Agency Activity Inventory
by Agency

Appropriation Period: FY 2010-11

Expected Results:
Produce the State's Comprehensive Annual Financial Report (CAFR) in accordance with GAAP, implementing all new accounting standards required by the GASB. Receive Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the CAFR. Produce General Fund bond statements and other reports as necessary for issuing State bonds.

Outcome Measures:
Received an unqualified audit opinion on the CAFR. Earned the Certificate of Achievement for Excellence in Financial Reporting for the CAFR. Produced the Popular Annual Financial Report (PAFR) (16 pages) and Citizens Report (4 pages). Received GFOA's highest award for PAFR. Produced timely and accurate bond statements that were used in numerous bond offerings.

Agency: E12 - Comptroller General

Functional Group: Legislative, Executive & Administrative

125 Statewide Accounting Services
Provides statewide accounting services for State financial activities. Processes and maintains a data center for financial documents (e.g. SCEIS/STARS input, payroll) submitted by agencies to the Comptroller General's Office for verification and processing. (Documents received by the data center support the State's financial activities.) Administers the Unemployment Compensation Fund for State employees. Enabling legislation: §11-3-50, §8-11-35 (D), Annual Appropriation Act, Part1B, Section 75, 75.4, Section 89, 89.33

Statewide Result Area: Strengthen central state government and other governmental services
Strategy: Provide Accountability to the citizens of South Carolina in all State Government Services.

FY 2010-11

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Other Fund - Subfund No. & Title:
3035 Operating Revenue

Budgetary Program No.: III.
Agency Activity Inventory  
by Agency  
Appropriation Period: FY 2010-11

3035 Operating Revenue  

Budgetary Program No.:  V.  

Expected Results:  
Develop and maintain statewide accounting policies and procedures for state agencies. Provide technical accounting assistance to agencies. Monitor agencies' financial activities to ensure compliance with the Appropriation's Act. Distribute reports on financial activity to agencies daily, weekly, monthly, and yearly. Respond to requests for information by the General Assembly, federal agencies, media, auditors, and citizens. Prepare reports required by the General Assembly, such as the Dual Employment Report and the State Travel Report. Retain documents in accordance with the Public Records Act and established records retention schedules. Ensure that documents are available when requested by auditors, legislators, media, or other appropriate parties.

Outcome Measures:  
Set up 100% (6,801) of the accounts required to account for the state's financial activities in accordance with the Appropriations Act. Monitored and accounted for $53.3 billion of financial transactions in accordance with the Appropriations Act. Promulgated policies and procedures to state agencies via agency web site. Based on Executive Order, co-chairs the Stimulus Oversight Accountability and Coordination Task Force in conformance with the American Reinvestment and Recovery Act. Distributed approximately 3,100 accounting reports to state agencies. Responded to 412 requests for information from the General Assembly, media, auditors and others. Processed and warehoused over 6.5 million documents in accordance with the State's Public Records Act and the Department of Archives and History's records retention schedules.

Agency: E12 - Comptroller General  
Functional Group: Legislative, Executive & Administrative

126 Administrative Services  
Provides executive leadership and supervision of all office operations and coordination and support of agency activities of important statewide financial functions. Provides financial services, communications, public information, administrative support and legislative liaison activity to support the agency's functions. Enabling legislation: Art. VI § 7 SC Constitution, §11-3-240,

Statewide Result Area: Strengthen central state government and other governmental services  
Strategy: Administration

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Other Fund - Subfund No. & Title:  
3035 Operating Revenue
Agency Activity Inventory
by Agency
Appropriation Period: FY 2010-11

Budgetary Program No.: I.

Expected Results:
The Comptroller General serves as one of five members of the Budget and Control Board, on the SCEIS Executive Oversight Committee, and Co-chairs the SC Military Base Task Force and the Stimulus Oversight Task Force. Provide procurement, financial, and administrative support services for the agency. Provide payroll and benefits system for office staff; coordinate staff development and training. Strive for no audit exceptions in the areas of insurance, procurement, personnel, and finance.

Outcome Measures:
Maintained and provided payroll and insurance records for all employees. Provided information for all EPMS reviews, reclassifications, performance appraisals and increases for covered positions.

AGENCY TOTALS
Comptroller General

<table>
<thead>
<tr>
<th>TOTAL AGENCY FUNDS</th>
<th>TOTAL GENERAL FUNDS</th>
<th>TOTAL FEDERAL FUNDS</th>
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