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Accountability Report Transmittal Form

Agency Name: **Lieutenant Governor of South Carolina**

Date of Submission: **September 15, 2003**

Agency Director: **Lieutenant Governor André Bauer**

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**OFFICE OF THE LIEUTENANT GOVERNOR
ANNUAL ACCOUNTABILITY REPORT
July 1 2002-June 30, 2003**

EXECUTIVE SUMMARY

The Office of the Lieutenant Governor strives to provide leadership where and whenever possible on legislative matters and public policy for the State of South Carolina. A primary goal for the Office of the Lieutenant Governor is to be a key factor in developing methods for efficient government, a better educational system and a progressive plan to improve the economy of the State of South Carolina. In addition, the Office of the Lieutenant Governor takes a very active role in the area of constituent service by providing assistance to all individuals seeking help. The office continues to maintain its Program Assistance Line and coordinates and administrates the Lieutenant Governor's Writing Awards Program. Additionally, the Lieutenant Governor's Office provides an academic recognition program for students throughout the state who achieve Honor Roll status.

BUSINESS OVERVIEW

Currently the Office of the Lieutenant Governor staffs three full-time employees and one temporary employee. The budget for the upcoming fiscal year is \$274,390.00. In terms of operating, the Office will seek the most efficient method to operate to include the areas of personnel, operating expenses and purchasing.

The staff of the Lieutenant Governor's office is located in the east wing of the State House.

Active Major Programs of the Lt. Governor's Office are:

- Member of the Governor's MAP Commission
- Constituent Service
- Program Assistance Line
- Lt. Governor's Writing Awards Program
- Recognition Programs

2002-03 Accountability Report - Lt. Governor's Office contd.

ELEMENTS OF MALCOLM BALDRIDGE AWARD CRITERIA

Category 1 Leadership

Will be better able to assess in 2003-04.

Category 2 Strategic Planning/Customer Focus

Will be better able to assess in 2003-04.

Category 3 Information and Analysis

Will be better able to assess in 2003-04.

Category 4 Human Resources

Will be better able to assess in 2003-04.

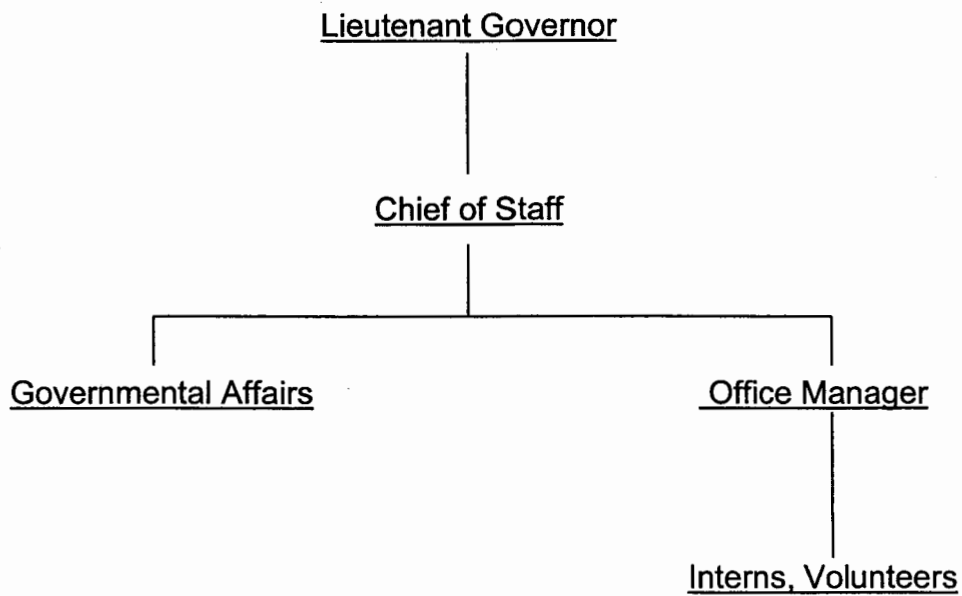
Category 5 Process Management

Will be better able to assess in 2003-04.

Category 6 Business results

Will be better able to assess in 2003-04.

ORGANIZATIONAL STRUCTURE
LIEUTENANT GOVERNOR'S OFFICE



Accountability Report Appropriations/Expenditures Chart Example

The chart form is available at www.state.sc.us/osb. Use the chart for Section II Business Overview Item 3 in the accountability report.

Base Budget Expenditures and Appropriations

Major Budget Categories	01-02 Actual Expenditures		02-03 Actual Expenditures		03-04 Appropriations Act	
	Total Funds	General Funds	Total Funds	General Funds	Total Funds	General Funds
Personal Service	239,423.63	239,423.63	218,555.74	218,555.74	195,871.00	195,871.00
Other Operating	23,436.72	23,436.72	10,504.22	10,504.22	25,783.00	25,783.00
Special Items	\$	\$	\$	\$	\$	\$
Permanent Improvements	\$	\$	\$	\$	\$	\$
Case Services	\$	\$	\$	\$	\$	\$
Distributions to Subdivisions	\$	\$	\$	\$	\$	\$
Fringe Benefits	43,400.31	43,400.31	79,125.82	79,125.83	52,736.00	52,736.00
Non-recurring	\$	\$	\$	\$	\$	\$
Total	306,259.66	306,259.66	308,183.78	308,183.78	274,390.00	274,390.00

Other Expenditures

Sources of Funds	01-02 Actual Expenditures	02-03 Actual Expenditures
Supplemental Bills	NA	NA
Capital Reserve Funds	NA	NA
Bonds	NA	NA

Interim Budget Reductions

Total 01-02 Interim Budget Reduction	Total 02-03 Interim Budget Reduction
\$	2,744.00