

Deliveries for the following should be to:

Room 327	Completed Reporting Forms	Kenneth Burton	<a href="mailto:keburton@cg.sc.gov">keburton@cg.sc.gov</a>	(803) 734-4178
Room 326	Draft and final financial statements	Kyle Whitson	<a href="mailto:kwhitson@cg.sc.gov">kwhitson@cg.sc.gov</a>	(803) 734-5043

Mailing address for the Statewide Financial Reporting Division of the Comptroller General's Office is:

Wade Hampton Office Building,  
Room 305, 1200 Senate Street, Columbia, South Carolina 29201.

For Questions related to the following:

Section of Reporting Manual <sup>(1)</sup>	Subject	Due Date	Staff Member
2.0	Master Reporting Package Checklist	July 13	Margaret McNeill <sup>(2)</sup>
2.1	Subsequent Events Package	November 9	Margaret McNeill
3.1	Cash and Investments Reporting Forms	July 31	Kenneth Burton
3.2	Tax Revenues Reporting Forms	August 31	Margaret McNeill
3.3	Grant/Contribution Revenues Reporting Forms	September 20	Kenneth Burton
3.4	Miscellaneous Revenues Reporting Forms	August 15	Kenneth Burton
3.5a	Loan Receivables Reporting Forms	July 31	Kenneth Burton
3.5b	Refund Receivables Reporting Forms	August 31	Kenneth Burton
3.6	Inventory Reporting Forms	August 15	Kenneth Burton
3.7	Prepaid Expense Reporting Forms	August 13	Kenneth Burton
3.8	Capital Assets Reporting Forms	September 28	Margaret McNeill
3.12	Accounts Payable Reporting Forms	September 14	Kyle Whitson
3.13	Litigation Reporting Forms	July 31	Margaret McNeill
3.14	Grant Disallowances Reporting Forms	July 31	Kenneth Burton
3.15	Claims Reporting Forms	August 15	Kyle Whitson
3.16	Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms	August 15	Kyle Whitson
3.17	Compensated Absences Reporting Forms	July 31	Kyle Whitson
3.18	Interfund Payables Reporting Forms	September 10	Kyle Whitson
3.19	Operating Leases Reporting Forms	August 31	Margaret McNeill
3.20	Fund Balance Reporting Forms	September 20	Margaret McNeill
4.0	State Treasurer's Office Reporting Formss: Cash and Investments Debt (bonds, notes, master lease program) Capital Leases Interfund Loans Unclaimed Property	September 14 July 31 July 31 August 15 August 15	Margaret McNeill Margaret McNeill Margaret McNeill Margaret McNeill Margaret McNeill
<sup>(4)</sup>	College/University Spreadsheets	Varies	Margaret McNeill
<sup>(4)</sup>	Non-College Financial Statements	Varies	Margaret McNeill
---	Other GAAP and Reporting Forms issues	--	Margaret McNeill

<sup>(1)</sup> For the *Reporting Policies and Procedures Manual*, go to the Comptroller General's home page, click [State Agency Info](#), then click [GAAP Reporting](#), then click [Agencies that Submit Year-End Reporting Packages](#).

<sup>(2)</sup> Phone number (803) 734-2542 or email [mmcneill@cg.sc.gov](mailto:mmcneill@cg.sc.gov).

<sup>(3)</sup> Room numbers shown are in the Wade Hampton Office Building located behind the South Carolina State House.

<sup>(4)</sup> For policies and procedures, go to the Comptroller General's home page, click [State Agency Info](#), then click [GAAP Reporting](#), then click [Agencies that Submit Financial Statements](#).