

NIKKI HALEY, CHAIR  
GOVERNOR

CURTIS M. LOFTIS, JR.  
STATE TREASURER

RICHARD ECKSTROM, CPA  
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

Office of the Executive Director  
Marcia S. Adams  
EXECUTIVE DIRECTOR

(803) 734-2320  
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HUGH K. LEATHERMAN, SR.  
CHAIRMAN, SENATE FINANCE COMMITTEE

W. BRIAN WHITE  
CHAIRMAN, HOUSE WAYS AND MEANS  
COMMITTEE

## MEMORANDUM

**To:** Brenda E. Hart, State Budget Director

**From:** Marcia Adams, Executive Director *Marcia Adams*

**RE:** Bank Account Transparency and Accountability Report Transmittal

**Date:** September 8, 2014

As required by 2014 Act 4701, Part IB, paragraph 117.88, I am submitting a report of composite reservoir bank accounts maintained by the Budget and Control Board. The report provides transaction detail, balances and the names and titles of persons responsible for withdrawals and reconciliation for each account.

If you have any questions regarding the report, please contact me at 734-2320.

Thank you.

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**Proviso 117.88, Bank Account Transparency and Accountability  
FY 2014-15 Appropriations Act**

**117.88.** (GP: Bank Account Transparency and Accountability) Each state agency, except state institutions of higher learning, which has composite reservoir bank accounts or any other accounts containing public funds which are not included in the Comptroller General's Statewide Accounting and Reporting System or the South Carolina Enterprise Information System shall prepare a report for each account disclosing every transaction of the account in the prior fiscal year. The report shall be submitted to the Budget and Control Board, through the Division of State Budget by October first of each fiscal year. The report shall include the name(s) and title(s) of each person authorized to sign checks or make withdrawals from each account, the name and title of each person responsible for reconciling each account, the beginning and year-end balance of funds in each account, and data related to both deposits and expenditures of each account. The report shall include, but not be limited to, the date, amount, and source of each deposit transaction and the date, name of the payee, the transaction amount, and a description of the goods or services purchased for each expenditure transaction. To facilitate review, the Budget and Control Board shall prescribe a common format for the report which agencies must use. In order to promote accountability and transparency, a link to the report shall be posted on the Comptroller General's website as well as the agency's homepage.

When the State Auditor conducts or contracts for an audit of a state agency, accounts of the agency subject to this proviso must be included as part of the review.

If an agency determines that the release of the information required in this provision would be detrimental to the state or the agency, the agency may petition the Budget and Control Board to grant the agency an exemption from the reporting requirements for the detrimental portion. The meeting to determine whether an exemption should be granted shall be closed. However, the exemption may only be granted upon a majority vote of the Budget and Control Board in a public meeting.

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**FY 2013-14 Bank Account and Transparency Accountability Report  
FY 2014-15 Appropriation Act, Proviso 117.88**

**Agency Name/Number:** Budget and Control Board - F03  
**Account Name:** Office of General Services Federal Surplus Property Overseas Program Deposit  
**Purpose of Account:** One-time initiation fee to the National Association of State Agencies for Surplus Property (NASASP) to participate in the Overseas Program. The program employs overseas screeners to locate reusable Federal surplus property outside the Continental United States and make it available to participating members of NASASP.

**Exemption Requested:** Yes \_\_\_\_\_ No **X**  
**If exemption is requested, reason:**

**Exemption Approved in Prior Year:** Yes \_\_\_\_\_ No **X**

**Authorized Personnel**

**Check Writing/Withdrawal:** One-time fee, no check writing  
**Name:** Tom Hornsby  
**Title:** Program Manager, Surplus Property

**Name:**  
**Title:**

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**Reconciliation:**

**Name:** Tom Hornsby  
**Title:** Program Manager, Surplus Property

**Name:**  
**Title:**

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**Financial Information**

**Beginning Balance at July 1, 2013:** \_\_\_\_\_ 1,350.00

**Detailed Transactions During FY 2013 -2014:**

**Deposits** (Please list each deposit separately. Add lines as needed.)

DATE	Amount	Source
	-	

**Withdrawals:** (Plese list each withdrawal separately. Add lines as needed)

DATE	Amount	Payee	Description of Goods/Services Purchased
	-		

**Ending Balance at June 30, 2014:** \_\_\_\_\_ 1,350.00

**FY 2013-14 Bank Account and Transparency Accountability Report  
FY 2014-15 Appropriation Act, Proviso 117.88**

**Agency Name/Number:** Budget and Control Board - F03  
**Account Name:** Office of Research and Statistics SC State Mapping Advisory Committee Account

**Purpose of Account:** Managed on behalf of the SC State Mapping Advisory Committee to pay expenses of the annual SC GIS Conference. All funds have been expended and the account has been closed.

**Exemption Requested:** Yes \_\_\_\_\_ No X  
**If exemption is requested, reason:**

**Exemption Approved in Prior Year:** Yes \_\_\_\_\_ No X

**Authorized Personnel**

**Check Writing/Withdrawal:**

Name: Cindy Masi  
Title: GIS Manager I

Name: Alan-Jon Zupan  
Title: Program Manager I

**Reconciliation:**

Name: Alan-Jon Zupan  
Title: Program Manager I

Name: Linda Harmon, Approver  
Title: Administrative Coordinator I

**Financial Information**

**Beginning Balance at July 1, 2013:** \_\_\_\_\_ 3,744.28

**Detailed Transactions During FY 2013 -2014:**

**Deposits** (Please list each deposit separately. Add lines as needed.)

DATE	Amount	Source
	-	

**Withdrawals:** (Plese list each withdrawal separately. Add lines as needed)

DATE	Amount	Payee	Description of Goods/Services Purchased
10/1/2013	874.40	EmbroidMe	Lanyards for 2014 GIS Conference
10/1/2013	2,869.88	SCARC	Workshops for 2014 GIS Conference
	-		

**Ending Balance at June 30, 2014:** \_\_\_\_\_ -