

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		1	2	3	4
Item number	1	2	3	4	
Associated laws	Section 33-56-30	Section 33-56-40	Section 33-56-45	Section 33-56-50	
Does state or federal law specifically require this deliverable?	Yes	Yes	No	No	
Deliverable description	Charitable Organization Registration Statement Filing - Charitable organizations soliciting in South Carolina are required to file a registration statement that discloses specific information required by statute.	Children's Trust Fund of South Carolina Registration Statement Filing - The Children's Trust Fund of South Carolina is required to file a registration statement that discloses specific information required by statute, but is not required to pay the filing fee of \$50.00.	Fire Department Registration Statement Filings - Fire departments soliciting contributions in South Carolina are required to file a registration statement that discloses specific information required by statute, but the local governing body of multiple fire departments (e.g. the county) may pay a single \$50.00 registration fee for all of the fire departments within its jurisdiction.	Charitable Organization Annual Registration Exemption Application Filing - Some types of charitable organizations may file an annual application for registration exemption in lieu of a registration statement. The annual application for registration exemption does not include a filing fee, and exempts qualifying charitable organizations from filing an annual financial report.	
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	
Results Sought					
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	
Associated performance measure item numbers from the Performance Measures Chart, if any	1; 4; 6; 10	1; 4	1; 4	1; 4	
Customer Details					
Customer description	Charitable Organizations	Children's Trust Fund of South Carolina	Fire Departments	Charitable Organizations	
Does the agency evaluate customer satisfaction? 2017-18	No	No	No	No	
Counties served in last completed fiscal year 2017-18	Unknown	Richland	Unknown	Unknown	
Number of customers served in last completed FY 2017-18	10,761	1	39	2,783	
Percentage change in customers served predicted for current FY 2018-19	3.00% increase	0.00%	0.00%	2% increase	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	1	Unknown	Unknown	
Units Provided and Amounts Charged to Customers					
Description of a single deliverable unit	Registration Statement for a Charitable Organization	Registration Statement for a Charitable Organization	Registration Statement for a Charitable Organization	Annual Application for Registration Exemption	
Number of units provided 2017-18	10,761	1	39	2,783	
2016-17	9,810	1	39	2,753	
2015-16	9,646	1	40	2,734	
Does law prohibit charging the customer for the deliverable? 2017-18	No	Yes	No	Yes	
If yes, provide law 2016-17	No applicable law	Section 33-56-40	No applicable law	Section 33-56-50	
If yes, provide law 2015-16	No	Yes	No	Yes	
If yes, provide law 2015-16	No applicable law	Section 33-56-40	No applicable law	Section 33-56-50	
If yes, provide law 2015-16	No	Yes	No	Yes	
If yes, provide law 2015-16	No applicable law	Section 33-56-40	No applicable law	Section 33-56-50	
Amount charged to customer per deliverable unit 2017-18	\$50.00	\$0.00	\$0.00	\$0.00	
2016-17	\$50.00	\$0.00	\$0.00	\$0.00	
2015-16	\$50.00	\$0.00	\$0.00	\$0.00	
Costs					
Total employee equivalents required (37.5 hour per week units) 2017-18	0.82	0.01	0.01	0.30	
2016-17	0.87	0.01	0.01	0.38	
2015-16	0.61	0.01	0.01	0.21	
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$37,974.48	\$485.28	\$866.26	\$15,025.57	
2016-17	\$38,307.23	\$441.27	\$806.82	\$19,675.31	
2015-16	\$28,665.37	\$413.93	\$798.11	\$12,508.61	
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	1.24%	0.02%	0.03%	0.49%	
2016-17	1.40%	0.02%	0.03%	0.72%	
2015-16	1.12%	0.02%	0.03%	0.49%	
Agency expenditures per unit of the deliverable 2017-18	\$3.53	\$485.28	\$22.21	\$5.40	
2016-17	\$3.90	\$441.27	\$20.69	\$7.15	
2015-16	\$2.97	\$413.93	\$19.95	\$4.58	
Amount generated from providing deliverable					
Total collected from charging customers 2017-18	\$538,050.00	\$0.00	\$0.00	\$0.00	
2016-17	\$490,500.00	\$0.00	\$0.00	\$0.00	
2015-16	\$482,300.00	\$0.00	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	\$0.00	\$0.00	
Total collected from charging customers and non-state sources 2017-18	\$538,050.00	\$0.00	\$0.00	\$0.00	
2016-17	\$490,500.00	\$0.00	\$0.00	\$0.00	
2015-16	\$482,300.00	\$0.00	\$0.00	\$0.00	
Agency Comments					
Additional comments from agency (optional)					

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		5	6	7	8
Item number		5	6	7	8
Associated laws		Section 33-56-60	Section 33-56-60(A)	Section 8-11-92	Section 33-56-110
Does state or federal law specifically require this deliverable?		Yes	No	Yes	Yes
Deliverable description		Charitable Organization Annual Financial Report - Charitable organizations that have filed a registration statement or that are soliciting contributions in South Carolina are required to file an annual financial report.	Charitable Organization Annual Financial Report Extension Request Filings - Charitable organizations may request up to a six month extension to file their annual financial report.	Charitable Organization Application to Participate in State Payroll Deduction - The Secretary of State shall determine on an annual basis if a charitable organization meets the criteria to receive charitable contributions from state employees through payroll deduction.	Professional Solicitor Company Registration Application - Professional solicitors are required to file with the Secretary of State a registration application that discloses specific information required by statute, and that includes a professional solicitor's bond.
Responsible organizational unit (primary)		Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought					
Does the legislature state intent, findings, or purpose?		Yes	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	The Comptroller General, and the governing body of any school district may, upon written authorization by any officer or employee, deduct from the salary or wages of any such officer or employee contributions to be paid over to eligible nonprofit charitable organization, or groups of such organizations, in the manner prescribed by Sections 8-11-92 through 8-11-07. (Section 8-11-91)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any		1, 4	1, 4	None	1, 8
Customer Details					
Customer description		Charitable Organizations	Charitable Organizations	Charitable Organizations; Comptroller General's Office	Professional Solicitor Companies
Does the agency evaluate customer satisfaction?	2017-18	No	No	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown	None	Unknown
Number of customers served in last completed FY	2017-18	10,062	5,663	1	105
Percentage change in customers served predicted for current FY	2018-19	7% increase	12% increase	0.00%	5% decrease
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers					
Description of a single deliverable unit		Annual Financial Report	Extension to File an Annual Financial Report	Application for Payroll Deduction	Registration Application for a Professional Solicitor Company
Number of units provided	2017-18	10,062	5,663	1	105
	2016-17	8,166	6,619	1	105
	2015-16	8,490	6,787	1	111
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law	No applicable law
	2015-16	No applicable law	No applicable law	No applicable law	No applicable law
	2017-18	No applicable law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00	\$50.00
	2016-17	\$0.00	\$0.00	\$0.00	\$50.00
	2015-16	\$0.00	\$0.00	\$0.00	\$50.00
Costs					
Total employee equivalents required (37.5 hour per week units)	2017-18	1.05	1.29	0.01	0.04
	2016-17	0.99	1.21	0.01	0.05
	2015-16	0.61	1.09	0.01	0.04
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$61,261.54	\$71,285.13	\$866.26	\$2,758.08
	2016-17	\$46,147.08	\$64,363.95	\$806.82	\$3,204.93
	2015-16	\$40,319.89	\$66,373.13	\$798.11	\$2,467.66
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	1.99%	2.32%	0.03%	0.09%
	2016-17	1.68%	2.35%	0.03%	0.12%
	2015-16	1.57%	2.59%	0.03%	0.10%
Agency expenditures per unit of the deliverable	2017-18	\$6.09	\$12.59	\$866.26	\$26.27
	2016-17	\$5.65	\$9.72	\$806.82	\$30.52
	2015-16	\$4.75	\$9.78	\$798.11	\$22.23
Amount generated from providing deliverable					
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00	\$5,250.00
	2016-17	\$0.00	\$0.00	\$0.00	\$5,250.00
	2015-16	\$0.00	\$0.00	\$0.00	\$5,550.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00	\$5,250.00
	2016-17	\$0.00	\$0.00	\$0.00	\$5,250.00
	2015-16	\$0.00	\$0.00	\$0.00	\$5,550.00
Agency Comments					
Additional comments from agency (optional)					

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		9	10	11	12
Item number	Associated laws	Section 33-56-110	Section 33-56-110	Section 33-56-110	Section 33-56-70
Does state or federal law specifically require this deliverable?		Yes	Yes	Yes	Yes
Deliverable description		Professional Solicitor Registration Application for Individual Employed by Company - Individual professional solicitors that are employed by a professional solicitor company are required to file with the Secretary of State a registration application that discloses specific information required by statute.	Professional Fundraising Counsel Registration Application - Professional fundraising counsel are required to file with the Secretary of State a registration application that discloses specific information required by statute.	Commercial Co-venturer Registration Application Filing - Commercial co-venturers are required to file with the Secretary of State a registration application that discloses specific information required by statute.	Professional Fundraising Contracts and Notices of Solicitation - Professional solicitors, professional fundraising counsel, and commercial co-venturers that are soliciting or providing services in South Carolina are required to file their professional fundraising contracts with the Secretary of State. Professional solicitors and commercial co-venturers are also required to file a notice of solicitation with their contracts.
Responsible organizational unit (primary)		Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought					
Does the legislature state intent, findings, or purpose?		Yes	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any		1; 8	1; 8	1; 8	1; 4
Customer Details					
Customer description		Individual Professional Solicitors employed by Professional Solicitor Companies	Professional Fundraising Counsel	Commercial Co-venturers	Professional Solicitors; Professional Fundraising Counsel; Commercial Co-venturers
Does the agency evaluate customer satisfaction?	2017-18	No	No	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown	Unknown	Unknown
Number of customers served in last completed FY	2017-18	933	255	294	1,401
Percentage change in customers served predicted for current FY	2018-19	8% decrease	13% increase	3% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers					
Description of a single deliverable unit		Registration Application for an Individual Professional Solicitor	Registration Application for a Professional Fundraising Counsel	Registration Application for a Commercial Co-venturer	Contract and Notice of Solicitation
Number of units provided	2017-18	933	225	294	366
	2016-17	1,246	221	280	358
	2015-16	1,380	226	264	357
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	2017-18	No applicable law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$50.00	\$50.00	\$50.00	\$0.00
	2016-17	\$50.00	\$50.00	\$50.00	\$0.00
	2015-16	\$50.00	\$50.00	\$50.00	\$0.00
Costs					
Total employee equivalents required (37.5 hour per week units)	2017-18	0.20	0.07	0.05	0.22
	2016-17	0.14	0.03	0.05	0.17
	2015-16	0.23	0.05	0.05	0.27
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$10,640.55	\$4,170.20	\$3,312.93	\$12,516.20
	2016-17	\$7,262.45	\$2,144.07	\$3,102.59	\$9,478.23
	2015-16	\$10,531.56	\$2,893.16	\$2,936.49	\$13,165.59
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.35%	0.14%	0.11%	0.41%
	2016-17	0.26%	0.08%	0.11%	0.35%
	2015-16	0.41%	0.11%	0.11%	0.51%
Agency expenditures per unit of the deliverable	2017-18	\$11.40	\$18.53	\$11.27	\$34.20
	2016-17	\$5.83	\$9.70	\$11.08	\$26.48
	2015-16	\$7.63	\$12.80	\$11.12	\$36.88
Amount generated from providing deliverable					
Total collected from charging customers	2017-18	\$46,650.00	\$11,250.00	\$14,700.00	\$0.00
	2016-17	\$62,300.00	\$11,050.00	\$14,000.00	\$0.00
	2015-16	\$69,000.00	\$11,300.00	\$13,200.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$46,650.00	\$11,250.00	\$14,700.00	\$0.00
	2016-17	\$62,300.00	\$11,050.00	\$14,000.00	\$0.00
	2015-16	\$69,000.00	\$11,300.00	\$13,200.00	\$0.00
Agency Comments					
Additional comments from agency (optional)					

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		13	14	15
Item number	Associated laws	Section 33-56-70	Section 33-56-140(D); Section 33-56-30; Section 33-56-50; Section 33-56-60; Section 33-56-70; Section 33-56-110	Section 33-56-140(B)
Does state or federal law specifically require this deliverable?		Yes	No	Yes
Deliverable description		Professional Solicitor and Commercial Co-venturer Joint Financial Report Filing - Professional solicitors and commercial co-venturers are required to file joint financial reports with the Secretary of State within 90 days of the end of their fundraising campaign, or within 90 days of each anniversary of a fundraising campaign lasting more than one year.	Solicitation of Charitable Funds Act Filing Rejection - The Secretary of State may reject any registration application, statement, report, or other information filed by a charitable organization, professional solicitor, professional fundraising counsel, or commercial co-venturer that contains false or misleading statements. The Secretary of State also rejects registration forms, applications for registration exemption, and financial reports that do not include the information required under the Solicitation of Charitable Funds Act.	Solicitation of Charitable Funds Act Notice of Violation - The Secretary of State must send notices via certified mail to charitable organizations, professional solicitors, professional fundraising counsel, and commercial co-venturers for violations of the Solicitation of Charitable Funds Act.
Responsible organizational unit (primary)		Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought				
Does the legislature state intent, findings, or purpose?		Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any		1; 4	1; 4	1; 4
Customer Details				
Customer description		Professional Solicitors; Commercial Co-venturers	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-venturers	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown	Unknown
Number of customers served in last completed FY	2017-18	1,174	3,481	3,561
Percentage change in customers served predicted for current FY	2018-19	3% increase	33% increase	8% increase
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Joint Financial Report	Rejection of Filing	Notice of Violation
Number of units provided	2017-18	339	3,481	3,561
	2016-17	280	2,147	3,293
	2015-16	274	4,075	3,419
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law	2017-18	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.23	0.70	0.48
	2016-17	0.18	0.74	0.57
	2015-16	0.32	0.61	0.50
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$12,911.75	\$42,812.97	\$24,835.23
	2016-17	\$9,612.71	\$38,376.81	\$24,796.05
	2015-16	\$17,473.23	\$36,034.43	\$17,348.75
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.42%	1.39%	0.81%
	2016-17	0.35%	1.40%	0.90%
	2015-16	0.68%	1.41%	0.68%
Agency expenditures per unit of the deliverable	2017-18	\$38.09	\$12.30	\$6.97
	2016-17	\$34.33	\$17.87	\$7.53
	2015-16	\$63.77	\$8.84	\$5.07
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		16	17	18	19
Item number	16	17	18	19	
Associated laws	Section 33-56-140(B); Section 33-56-60(E); Section 33-56-70(G); Section 33-56-75(D); Section 33-56-90(C); Section 33-56-110(H)	Section 33-56-140(E)	Section 33-56-140(E)	Section 33-56-140(E)	Section 33-56-140(C); Section 33-56-140(E)
Does state or federal law specifically require this deliverable?	No	No	No	No	No
Deliverable description	Solicitation of Charitable Funds Act Notice of Administrative Fine - The Secretary of State may assess administrative fines of up to \$2,000.00 per violation of the Solicitation of Charitable Funds Act, and notify the customer of the imposition of fine via certified mail.	Solicitation of Charitable Funds Act Notice of Suspension - The Secretary of State may suspend the registration of a charitable organization or professional fundraiser that has failed to pay an administrative fine or request an evidentiary hearing within 30 days of receipt of the certified notice of fine.	Appeal of Administrative Action - A person who has been assessed an administrative fine, or has had their registration suspended or rejected, may file an appeal with the Administrative Law Court within 30 days of receipt of the certified notice.	Petition for Injunctive Relief - The Secretary of State may bring an action before the Administrative Law Court to enjoin a charitable organization, professional fundraiser, or other person from violating the Solicitation of Charitable Funds Act, or against a charitable organization or professional fundraiser who has been suspended for failure to pay an administrative fine.	
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Legal	Legal	
Results Sought					
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	
Associated performance measure item numbers from the Performance Measures Chart, if any	1, 4	10	10	10	
Customer Details					
Customer description	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-	Charitable Organizations; Professional Solicitors; Professional Fundraising	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-venturers; Other	
Does the agency evaluate customer satisfaction?	2017-18 No	2017-18 No	2017-18 No	2017-18 No	
Counties served in last completed fiscal year	2017-18 Unknown	2017-18 Unknown	2017-18 Unknown	2017-18 Unknown	
Number of customers served in last completed FY	2017-18 2,113	2017-18 482	2017-18 2	2017-18 7	
Percentage change in customers served predicted for current FY	2018-19 9% increase	2018-19 7% increase	2018-19 0.00%	2018-19 100% increase	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	Unknown	
Units Provided and Amounts Charged to Customers					
Description of a single deliverable unit	Notice of Administrative Fine	Notice of Suspension	Appeal of Administrative Action	Petition for Injunctive Relief	
Number of units provided	2017-18 2,113	2017-18 482	2017-18 2	2017-18 7	
	2016-17 1,941	2016-17 451	2016-17 3	2016-17 5	
	2015-16 1,690	2015-16 394	2015-16 1	2015-16 1	
Does law prohibit charging the customer for the deliverable?	2017-18 No	2017-18 No	2017-18 No	2017-18 No	
If yes, provide law	2016-17 No applicable law	2016-17 No applicable law	2016-17 No applicable law	2016-17 No applicable law	
	2015-16 No applicable law	2015-16 No applicable law	2015-16 No applicable law	2015-16 No applicable law	
	2014-15 No applicable law	2014-15 No applicable law	2014-15 No applicable law	2014-15 No applicable law	
Amount charged to customer per deliverable unit	2017-18 Up to \$2,000.00	2017-18 \$0.00	2017-18 \$0.00	2017-18 \$0.00	
	2016-17 Up to \$2,000.00	2016-17 \$0.00	2016-17 \$0.00	2016-17 \$0.00	
	2015-16 Up to \$2,000.00	2015-16 \$0.00	2015-16 \$0.00	2015-16 \$0.00	
Costs					
Total employee equivalents required (37.5 hour per week units)	2017-18 0.58	2017-18 0.10	2017-18 0.01	2017-18 0.07	
	2016-17 0.61	2016-17 0.12	2016-17 0.02	2016-17 0.05	
	2015-16 0.58	2015-16 0.13	2015-16 0.01	2015-16 0.01	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$44,160.68	2017-18 \$6,675.02	2017-18 \$1,124.27	2017-18 \$7,869.91	
	2016-17 \$39,466.93	2016-17 \$6,932.14	2016-17 \$2,105.93	2016-17 \$5,264.81	
	2015-16 \$39,837.02	2015-16 \$7,334.30	2015-16 \$995.25	2015-16 \$1,124.27	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 1.44%	2017-18 0.22%	2017-18 0.04%	2017-18 0.26%	
	2016-17 1.44%	2016-17 0.25%	2016-17 0.08%	2016-17 0.19%	
	2015-16 1.56%	2015-16 0.29%	2015-16 0.04%	2015-16 0.04%	
Agency expenditures per unit of the deliverable	2017-18 \$20.90	2017-18 \$13.85	2017-18 \$562.14	2017-18 \$1,124.27	
	2016-17 \$20.33	2016-17 \$15.37	2016-17 \$701.98	2016-17 \$1,052.96	
	2015-16 \$23.57	2015-16 \$18.61	2015-16 \$995.25	2015-16 \$1,124.27	
Amount generated from providing deliverable					
Total collected from charging customers	2017-18 \$301,182.00	2017-18 \$0.00	2017-18 \$0.00	2017-18 \$0.00	
	2016-17 \$282,190.00	2016-17 \$0.00	2016-17 \$0.00	2016-17 \$0.00	
	2015-16 \$277,180.00	2015-16 \$0.00	2015-16 \$0.00	2015-16 \$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	2017-18 \$0.00	2017-18 \$0.00	2017-18 \$0.00	
	2016-17 \$0.00	2016-17 \$0.00	2016-17 \$0.00	2016-17 \$0.00	
	2015-16 \$0.00	2015-16 \$0.00	2015-16 \$0.00	2015-16 \$0.00	
Total collected from charging customers and non-state sources	2017-18 \$301,182.00	2017-18 \$0.00	2017-18 \$0.00	2017-18 \$0.00	
	2016-17 \$282,190.00	2016-17 \$0.00	2016-17 \$0.00	2016-17 \$0.00	
	2015-16 \$277,180.00	2015-16 \$0.00	2015-16 \$0.00	2015-16 \$0.00	
Agency Comments					
Additional comments from agency (optional)			The Administrative Law Court charges a \$150.00 filing fee to persons filing an appeal.		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		20	21	22
Item number	20	21	22	
Associated laws	Section 33-56-140(A); Section 33-56-160(A); Section 33-57-160(A)	Section 33-56-140(A)	Section 33-56-140(A)	Section 33-56-140(A)
Does state or federal law specifically require this deliverable?	No	No	No	
Deliverable description	Charitable Solicitation Complaint Form - The Secretary of State provides a charitable solicitation complaint form on its website to facilitate the filing of complaints regarding charitable solicitation activities. The form may be filed online or the customer may print out a form and mail it to the Secretary of State's Investigations Division.	Investigations of Charitable Organizations and Professional Fundraisers - The Secretary of State may investigate charitable organizations and professional fundraisers to determine if they have violated the Solicitation of Charitable Funds Act or have filed false information with the Division of Public Charities. Investigations may result from complaints received from the public, law enforcement, other state or federal agencies including charity regulators; media inquiries and reports; and review of the Internal Revenue Service exempt organization master list, newly formed nonprofit corporations, and expired and suspended lists of charitable organizations.	Investigative Subpoenas - The Secretary of State may subpoena or audit persons and require production of documents to aid in the investigation of alleged violations of the Solicitation of Charitable Funds Act.	
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks	Legal	
Results Sought				
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	
Associated performance measure item numbers from the Performance Measures Chart, if any	1; 4; 8	4	4	
Customer Details				
Customer description	General Public	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-venturers	Charitable Organizations; Professional Fundraisers; Other persons providing	
Does the agency evaluate customer satisfaction? 2017-18	No	No	No	
Counties served in last completed fiscal year 2017-18	Unknown	Unknown	Unknown	
Number of customers served in last completed FY 2017-18	78	537	4	
Percentage change in customers served predicted for current FY 2018-19	0.00%	2% increase	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Charitable Solicitation Complaint Form	Investigation of a Charitable Organization or Professional Fundraiser	Investigative Subpoena	
Number of units provided 2017-18	78	537	4	
2016-17	14	197	19	
2015-16	0	170	12	
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No	
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law	
If yes, provide law 2015-16	No	No	No	
If yes, provide law 2017-18	No applicable law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	\$0.00	
Costs				
Total employee equivalents required (37.5 hour per week units) 2017-18	0.02	1.32	0.01	
2016-17	0.02	0.56	0.02	
2015-16	DNE	0.58	0.01	
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$1,732.60	\$83,563.32	\$1,124.27	
2016-17	\$1,621.48	\$45,401.20	\$2,105.93	
2015-16	\$0.00	\$42,956.47	\$995.25	
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.06%	2.72%	0.04%	
2016-17	0.06%	1.65%	0.08%	
2015-16	0.00%	1.68%	0.04%	
Agency expenditures per unit of the deliverable 2017-18	\$22.21	\$155.61	\$281.07	
2016-17	\$115.82	\$230.46	\$110.84	
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$252.69	\$82.94	
Amount generated from providing deliverable				
Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	\$0.00	
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	\$0.00	
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	23	24	25
Associated laws	Section 33-56-190	Proviso 96.2; Section 33-56-90	Proviso 96.3; Section 33-56-120
Does state or federal law specifically require this deliverable?	No	Yes	Yes
Deliverable description	Multistate Enforcement Actions and Initiatives - The Secretary of State may share information and engage in joint enforcement actions and public education initiatives with other states with respect to charitable organizations, professional solicitors, professional fundraising counsel, and commercial co-venturers.	Referral of Disclosure Violations to Attorney General - The Secretary of State shall refer to the Attorney General for investigation any persons who have violated Section 33-56-90 (Disclosures to solicited parties; penalties) of the Solicitation of Charitable Funds Act and have been fined \$10,000 or more.	Referral of Misrepresentation Violations to Attorney General - The Secretary of State shall refer to the Attorney General for investigation any persons who have violated Section 33-56-120 (Misrepresentations prohibited) of the Solicitation of Charitable Funds Act and have been fined \$10,000 or more.
Responsible organizational unit (primary)	Legal	Legal	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To refer professional solicitors who have been fined \$10,000.00 or more disclosure violations to the Attorney General's Office for criminal investigation.	To refer charitable organizations, professional solicitors, professional fundraising counsel, commercial co-venturers, and other persons who have been fined \$10,000 or more misrepresentation violations to the Attorney General Office for criminal investigation.
Associated performance measure item numbers from the Performance Measures Chart, if any	6	4	4
Customer Details			
Customer description	Other State and Federal Agencies; General Public; Charitable Organizations; Professional Solicitors;	Attorney General	Attorney General
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	Unknown	None	None
Number of customers served in last completed FY 2017-18	4	None	0
Percentage change in customers served predicted for current FY 2018-19	50% increase	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Multistate Enforcement Action and/or Public Education Campaign	Referral to Attorney General of professional solicitors who have been fined \$10,000 or more for violations of Section 33-56-90 of the Solicitation of Charitable Funds Act	Referral to Attorney General of professional solicitors who have been fined \$10,000 or more for violations of Section 33-56-120 of the Solicitation of Charitable Funds Act
Number of units provided 2017-18	4	0	0
2016-17	5	0	0
2015-16	3	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.08	0.00	0.00
2016-17	0.10	0.00	0.00
2015-16	0.08	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$8,994.18	\$0.00	\$0.00
2016-17	\$10,529.62	\$0.00	\$0.00
2015-16	\$7,962.00	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.29%	0.00%	0.00%
2016-17	0.38%	0.00%	0.00%
2015-16	0.31%	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$2,248.55	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	\$2,105.92	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	\$2,654.00	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)		Agency recommends deletion of Proviso 96.2.	Agency recommends deletion of Proviso 96.3.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	26	27	
Associated laws	Section 33-56-80	Section 33-56-80	
Does state or federal law specifically require this deliverable?	No	No	
Deliverable description	Bingo Report to Department of Revenue - The Secretary of State periodically provides a report to the Department of Revenue of the registration status of charitable organizations and bingo promoters registered as professional solicitors, to assist with enforcement of the Bingo Tax Act.	Charitable Organization Website Search Engine - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State provides a Charity Search feature on its website, through which members of the public can search to see if a charitable organization is properly registered to solicit in South Carolina, and review the most recent information provided in the organization's annual financial report including total revenue, total expenses, program expenses and fundraising expenses.	
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	1; 8	
Customer Details			
Customer description	Department of Revenue	General Public	
Does the agency evaluate customer satisfaction? 2017-18	No	No	
Counties served in last completed fiscal year 2017-18	None	All	
Number of customers served in last completed FY 2017-18	1	27,140	
Percentage change in customers served predicted for current FY 2018-19	0.00%	Unknown	
Maximum number of potential customers, if unlimited resources available to the agency	1	Unknown	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Bingo Report	Charity Search Engine on Website	
Number of units provided 2017-18	12	1	
2016-17	12	1	
2015-16	12	1	
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	
If yes, provide law 2016-17	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.01	0.00	
2016-17	0.01	0.00	
2015-16	0.01	0.00	
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$866.26	\$0.00	
2016-17	\$806.82	\$0.00	
2015-16	\$798.11	\$0.00	
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.03%	0.00%	
2016-17	0.03%	0.00%	
2015-16	0.03%	0.00%	
Agency expenditures per unit of the deliverable 2017-18	\$72.19	\$0.00	
2016-17	\$67.23	\$0.00	
2015-16	\$66.51	\$0.00	
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Agency Comments			
Additional comments from agency (optional)	The number of customers served represents the number of unique pageviews of the Charity Search Engine on the agency's website in FY 2017-18.		

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		28	29
Item number	Associated laws	Section 33-56-80	Section 33-56-80
Does state or federal law specifically require this deliverable?		No	No
Deliverable description	Suspended Charitable Organization Website Listing - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State provides a listing of charitable organizations on its website that have been suspended from soliciting in the State of South Carolina for violations of the Solicitation of Charitable Funds Act.		Charitable Organization Angel Announcement - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, each year the Secretary of State names 10 charitable organizations as Angels to recognize their efficient use of donor contributions.
Responsible organizational unit (primary)		Public Charities & Municipalities	Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?		Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any		1, 8, 9	8, 9
Customer Details			
Customer description		General Public	General Public
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	All	All
Number of customers served in last completed FY	2017-18	3,259	Unknown
Percentage change in customers served predicted for current FY	2018-19	Unknown	Unknown
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Suspended List on Website	Annual Angel Announcement
Number of units provided	2017-18	1	1
	2016-17	1	1
	2015-16	1	1
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
	2015-16	No applicable law	No applicable law
	2017-18	No applicable law	No applicable law
	2016-17	No applicable law	No applicable law
	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.30
	2016-17	0.00	0.24
	2015-16	0.00	0.24
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$24,682.02
	2016-17	\$0.00	\$20,854.24
	2015-16	\$0.00	\$19,796.28
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.80%
	2016-17	0.00%	0.76%
	2015-16	0.00%	0.77%
Agency expenditures per unit of the deliverable	2017-18	\$0.00	\$24,682.02
	2016-17	\$0.00	\$20,854.24
	2015-16	\$0.00	\$19,796.28
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)		The number of customers served represents the number of unique pageviews of the Suspended Charities List on the agency's website in FY 2017-18.	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed media reports of the Angel Announcement.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	30	31
Associated laws	Section 33-56-80	Section 33-56-80
Does state or federal law specifically require this deliverable?	No	No
Deliverable description	Solicitation of Charitable Funds Information Publication (Wise Giving and Professional Solicitor Report) - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State releases a report listing the financial information provided in all joint financial reports filed by professional solicitors in the previous calendar year, as well as a listing of current professional solicitor contracts on file. The report includes the percentage that the professional solicitor remits to the charitable organization. The Wise Giving and Professional Solicitor Report is released in conjunction with the Angel Announcement.	Solicitation of Charitable Funds Information Publication (Wise Charitable Giving Brochure) - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State has developed and published a brochure on Wise Charitable Giving to distribute to the public.
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any	8, 9	8, 9
Customer Details		
Customer description	General Public	General Public
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	All	Unknown
Number of customers served in last completed FY 2017-18	Unknown	Unknown
Percentage change in customers served predicted for current FY 2018-19	Unknown	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Wise Giving and Professional Solicitor Report	Wise Charitable Giving Brochure
Number of units provided 2017-18	1	4,000
2016-17	1	0
2015-16	0	1,000
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.05	0.01
2016-17	0.06	0.00
2015-16	0.03	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$4,425.32	\$1,124.27
2016-17	\$5,302.96	\$0.00
2015-16	\$2,219.22	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.14%	0.04%
2016-17	0.19%	0.00%
2015-16	0.09%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$4,425.32	\$0.28
2016-17	\$5,302.96	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the report on the agency's website during that time period due to the formatting of the report.	The agency listed the number of customers served in FY 2017-18 as "unknown" because the Wise Charitable Giving Brochure is offered at speaking engagements, in the agency's lobby, and on the agency's website.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable	
Item number	32
Associated laws	Section 33-56-80
Does state or federal law specifically require this deliverable?	No
Deliverable description	Solicitation of Charitable Funds Information Publication (Wise Charitable Giving Public Service Announcement) - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State runs a public service announcement on Wise Charitable Giving on radio and television stations statewide during the holiday season.
Responsible organizational unit (primary)	Public Charities & Municipalities

Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act, No 461)

Associated performance measure item numbers from the Performance Measures Chart, if any	9
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Customer Details	
Customer description	General Public
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	All
Number of customers served in last completed FY 2017-18	2,621 paid ads with the addition of 2,372 free or "comp" ads; 10,846,800 estimated total impressions
Percentage change in customers served predicted for current FY 2018-19	Unknown (2,621 paid ads with the addition of 2,372 free or "comp" ads; estimated total impressions unavailable at this time)
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Public Service Announcement. This deliverable unit can be evaluated as either number of media impressions or number of ads, or both. A media impression is a comprehensive calculation of the number of people who have heard about a media campaign within a given time period. For instance, if an advertisement was mentioned on a TV show that had 1 million viewers, that would count as 1 million media impressions. The number of ads refers to the number of 30-second television or radio advertisements.
Number of units provided 2017-18	2,621 paid ads with the addition of 2,372 free or "comp" ads; 10,846,800 estimated network television, cable television, and radio impressions.
2016-17	1,313 paid ads with the addition of 945 free or "comp" ads; 17,603,100 estimated network television, cable television, and radio impressions.
2015-16	1,801 paid ads with the addition of 689 free or "comp" ads; 8,224,600 estimated network television and radio impressions.
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2015-16	No applicable law
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00
2016-17	0.00
2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%
2016-17	0.00%
2015-16	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Agency Comments	
Additional comments from agency (optional)	The actual costs of this deliverable were included in the agency operations deliverable. The agency spent the following amounts on this deliverable for the fiscal years included in this report: FY 2018-19 - \$59,999.50; FY 2017-18 - \$80,900.00; FY 2016-17 - \$39,985.00; FY 2015-16 - \$39,980.50. The amount for FY 2017-18 included production costs for the public service announcement.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		33	34	35
Item number	Associated laws	33 Section 33-56-80; Section 33-57-110; Section 33-57-120; Section 33-57-130; Section 33-57-140; Section 33-57-150; Section 33-57-160	Section 33-57-120	Section 33-57-150
Does state or federal law specifically require this deliverable?		No	Yes	Yes
Deliverable description		Solicitation of Charitable Funds Act Training and Education (Wise Charitable Giving Presentations) - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State conducts presentations throughout the state on wise charitable giving and the requirements of the Solicitation of Charitable Funds Act. Audiences include professional associations, civic organizations, and social clubs. Since 2015, the Secretary of State has provided information on nonprofit raffles as well.	Nonprofit Raffle Annual Registration Form - Nonprofit organizations that intend to conduct raffles that are not exempt under Section 33-57-120(B) are required to file an annual raffle registration form with the Secretary of State.	Nonprofit Raffle Annual Financial Report - Nonprofit organizations that conduct raffles that are not exempt under Section 33-57-120(B) are required to file an annual financial report that contains itemized information for each non-exempt raffle held during the fiscal year.
Responsible organizational unit (primary)		Investigations & Trademarks	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought				
Does the legislature state intent, findings, or purpose?		Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].
Associated performance measure item numbers from the Performance Measures Chart, if any		7; 8; 9; 17	1	1
Customer Details				
Customer description		General Public; Professional Associations; Civic Organizations; Other Entities with an Interest in the Solicitation of Charitable Funds Act	Nonprofit Organizations	Nonprofit Organizations
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	Beaufort; Chesterfield; Florence; Marion; Richland	Unknown	Unknown
Number of customers served in last completed FY	2017-18	17	639	763
Percentage change in customers served predicted for current FY	2018-19	0.00%	10% increase	7% increase
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Wise Charitable Giving Presentations	Annual Raffle Registration Form	Annual Raffle Financial Report
Number of units provided	2017-18	17	639	763
	2016-17	13	545	534
	2015-16	8	450	166
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
	2015-16	No applicable law	No applicable law	No applicable law
	2017-18	No applicable law	No applicable law	No applicable law
	2016-17	No applicable law	No applicable law	No applicable law
	2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$50.00	\$0.00
	2016-17	\$0.00	\$50.00	\$0.00
	2015-16	\$0.00	\$50.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.03	0.08	0.08
	2016-17	0.04	0.07	0.09
	2015-16	0.06	0.08	0.06
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$2,856.83	\$4,732.60	\$4,783.36
	2016-17	\$3,481.25	\$3,246.45	\$4,784.37
	2015-16	\$4,755.88	\$4,505.57	\$3,679.71
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.09%	0.15%	0.16%
	2016-17	0.13%	0.12%	0.17%
	2015-16	0.19%	0.18%	0.14%
Agency expenditures per unit of the deliverable	2017-18	\$168.05	\$7.41	\$6.27
	2016-17	\$267.79	\$5.96	\$8.96
	2015-16	\$594.49	\$10.01	\$22.17
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00	\$31,950.00	\$0.00
	2016-17	\$0.00	\$27,250.00	\$0.00
	2015-16	\$0.00	\$22,250.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$31,950.00	\$0.00
	2016-17	\$0.00	\$27,250.00	\$0.00
	2015-16	\$0.00	\$22,250.00	\$0.00
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	36	37	38
Associated laws	Section 33-57-120(C); Section 33-57-150(C); Section 33-57-160(C)	Section 33-57-160(B); Section 33-57-160(C); Section 33-57-120; Section 33-57-130; Section 33-57-140; Section 33-57-150	Section 33-57-160(C)
Does state or federal law specifically require this deliverable?	No	No	No
Deliverable description	Nonprofit Raffle Filing Rejection - The Secretary of State may reject raffle registration forms and raffle financial reports that do not meet the requirements of Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes) or include the specific information required under Section 33-57-120 and Section 33-57-150.	Nonprofit Raffle Notice of Administrative Fine - The Secretary of State may assess administrative fines of up to \$500.00 per violation of Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes), or up to \$2,000.00 per violation for late raffle financial reports. The Secretary of State must notify the customer of the imposition of fine via certified mail.	Nonprofit Raffle Notice of Suspension - The Secretary of State may suspend the registration of a nonprofit organization that has failed to pay an administrative fine or request an evidentiary hearing within 30 days of receipt of the certified notice of fine.
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].
Associated performance measure item numbers from the Performance Measures Chart, if any	1	1; 10	1; 10
Customer Details			
Customer description	Nonprofit Organizations; Persons operating raffles for charitable purposes	Nonprofit Organizations; Persons operating raffles for charitable purposes	Nonprofit Organizations; Persons operating raffles for charitable purposes
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	Unknown	Unknown	Unknown
Number of customers served in last completed FY 2017-18	31	187	16
Percentage change in customers served predicted for current FY 2018-19	0.00%	24% increase	33% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Rejection of Raffle Filing	Notice of Administrative Fine	Notice of Suspension
Number of units provided 2017-18	31	187	16
2016-17	38	151	12
2015-16	58	11	2
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No	No	No
If yes, provide law 2017-18	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	Up to \$2,000.00	\$0.00
2016-17	\$0.00	Up to \$2,000.00	\$0.00
2015-16	\$0.00	Up to \$2,000.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.03	0.09	0.01
2016-17	0.03	0.04	0.01
2015-16	0.01	0.02	0.01
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$1,906.40	\$6,879.48	\$866.26
2016-17	\$1,778.52	\$3,041.94	\$806.82
2015-16	\$413.93	\$1,793.36	\$798.11
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.06%	0.22%	0.03%
2016-17	0.06%	0.11%	0.03%
2015-16	0.02%	0.07%	0.03%
Agency expenditures per unit of the deliverable 2017-18	\$61.50	\$36.79	\$54.14
2016-17	\$46.80	\$20.15	\$67.24
2015-16	\$7.14	\$163.03	\$399.06
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$6,370.00	\$0.00
2016-17	\$0.00	\$10,790.00	\$0.00
2015-16	\$0.00	\$1,250.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$6,370.00	\$0.00
2016-17	\$0.00	\$10,790.00	\$0.00
2015-16	\$0.00	\$1,250.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		39	40	41
Item number	Associated laws	Section 33-57-160(C)	Section 33-57-160(B); Section 33-57-160(C)	Section 33-57-160(A)
Does state or federal law specifically require this deliverable?		No	No	No
Deliverable description	<p>Appeal of Administrative Action - A person who has been assessed an administrative fine under Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes), or has had their registration suspended or rejected, may file an appeal with the Administrative Law Court within 30 days of receipt of the certified notice.</p> <p>Petition for Injunctive Relief - The Secretary of State may bring an action before the Administrative Law Court to enjoin a nonprofit organization or other person from violating Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes), or against a nonprofit organization or other person who has been suspended for failure to pay an administrative fine.</p> <p>Investigations of Nonprofit Raffles - The Secretary of State may investigate nonprofit organizations to determine if they have violated the provisions of Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes), or have filed false information with the Division of Public Charities. Investigations may result from complaints received from the public, law enforcement, other state or federal agencies including charity regulators; and media inquiries and reports.</p>			
Responsible organizational unit (primary)	Legal	Legal	Investigations & Trademarks	
Results Sought				
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	<p>It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].</p> <p>It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].</p> <p>It is the intention of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].</p>			
Associated performance measure item numbers from the Performance Measures Chart, if any	10	10	4	
Customer Details				
Customer description	<p>Nonprofit Organizations; Other persons who have been assessed an administrative fine under Chapter 57, Title 33.</p> <p>Nonprofit Organizations; Persons operating raffles for charitable purposes</p> <p>Nonprofit Organizations; Persons operating raffles for charitable purposes</p>			
Does the agency evaluate customer satisfaction?	2017-18 No	No	No	
Counties served in last completed fiscal year	2017-18 Unknown	None	Unknown	
Number of customers served in last completed FY	2017-18 1	0	10	
Percentage change in customers served predicted for current FY	2018-19 100% decrease	0.00%	100% increase	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	<p>Appeal of Administrative Action</p> <p>Petition for Injunctive Relief</p> <p>Investigation of a Nonprofit Raffle</p>			
Number of units provided	2017-18 1	0	10	
	2016-17 1	0	15	
	2015-16 0	0	11	
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No	
If yes, provide law	2016-17 No applicable law	No applicable law	No applicable law	
	2015-16 No	No	No	
	2016-17 No applicable law	No applicable law	No applicable law	
	2015-16 No	No	No	
	2016-17 No applicable law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	\$0.00	
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.00	0.03	
	2016-17 0.01	0.00	0.03	
	2015-16 0.00	0.00	0.02	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$1,124.27	\$0.00	\$1,832.51	
	2016-17 \$1,052.96	\$0.00	\$2,432.21	
	2015-16 \$0.00	\$0.00	\$1,481.26	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.04%	0.00%	0.06%	
	2016-17 0.04%	0.00%	0.09%	
	2015-16 0.00%	0.00%	0.06%	
Agency expenditures per unit of the deliverable	2017-18 \$1,124.27	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$183.25	
	2016-17 \$1,052.96	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$162.15	
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$134.66	
Amount generated from providing deliverable				
Total collected from charging customers	2017-18 \$0.00	\$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	\$0.00	
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	\$0.00	
Agency Comments				
Additional comments from agency (optional)	The Administrative Law Court charges a \$150.00 filing fee to persons filing an appeal.			

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		42	43	44
Item number	42	43	44	
Associated laws	Section 33-57-160(A)	Section 33-57-110; Section 33-57-120; Section 33-57-130; Section 33-57-140; Section 33-57-150; Section 33-57-160	Section 33-57-110; Section 33-57-120; Section 33-57-130; Section 33-57-140; Section 33-57-150; Section 33-57-160	
Does state or federal law specifically require this deliverable?	No	No	No	
Deliverable description	Investigative Subpoenas - The Secretary of State may subpoena or audit persons and organizations and require the production of documents to aid in the investigation of alleged violations of Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes).	Nonprofit Raffle Training and Education Webinar - In order to provide information to nonprofit organizations and the general public regarding requirements for nonprofit raffles, the Secretary of State provides a raffles webinar on its website.	Nonprofit Raffle Education (Brochure) - In order to provide information to nonprofit organizations and the general public regarding requirements for nonprofit raffles, the Secretary of State has developed, published, and distributed an educational brochure on nonprofit raffles.	
Responsible organizational unit (primary)	Legal	Legal	Public Charities & Municipalities	
Results Sought				
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	
Associated performance measure item numbers from the Performance Measures Chart, if any	4; 10	1; 8; 9	1; 8; 9	
Customer Details				
Customer description	Nonprofit Organizations; Persons operating raffles for charitable purposes	Nonprofit Organizations; General Public	Nonprofit Organizations; General Public	
Does the agency evaluate customer satisfaction?	2017-18 No	No	No	
Counties served in last completed fiscal year	2017-18 Unknown	All	Unknown	
Number of customers served in last completed FY	2017-18 1	Unknown	Unknown	
Percentage change in customers served predicted for current FY	2018-19 100% increase	Unknown	Unknown	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Investigative Subpoena	Webinar Nonprofit Raffles	Raffles Brochure	
Number of units provided	2017-18 1	1	2,000	
	2016-17 0	1	0	
	2015-16 0	1	0	
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No	
If yes, provide law	2016-17 No applicable law	No applicable law	No applicable law	
	2015-16 No	No	No	
	2016-17 No applicable law	No applicable law	No applicable law	
	2015-16 No	No	No	
	2016-17 No applicable law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	\$0.00	
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.00	0.01	
	2016-17 0.00	0.00	0.01	
	2015-16 0.00	0.00	0.00	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$1,124.27	\$0.00	\$1,124.27	
	2016-17 \$0.00	\$0.00	\$1,052.96	
	2015-16 \$0.00	\$0.00	\$0.00	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.04%	0.00%	0.04%	
	2016-17 0.00%	0.00%	0.04%	
	2015-16 0.00%	0.00%	0.00%	
Agency expenditures per unit of the deliverable	2017-18 \$1,124.27	\$0.00	\$0.56	
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	
Amount generated from providing deliverable				
Total collected from charging customers	2017-18 \$0.00	\$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	\$0.00	
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	\$0.00	
Agency Comments				
Additional comments from agency (optional)		The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine at this time how many persons viewed the webinar in FY 2017-18. According to YouTube, there have been 379 views of the webinar through its website since the webinar was posted on April 3, 2015.	The agency listed the number of customers served in FY 2017-18 as "unknown" because the Nonprofit Raffles Brochure is offered at speaking engagements, in the agency's lobby, and on the agency's website.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	45	46
Associated laws	Section 39-15-1190	Section 39-15-1190
Does state or federal law specifically require this deliverable?	No	No
Deliverable description	Investigations of Distribution, Trafficking, and Production of Counterfeit Marks - The Secretary of State independently investigates and assists law enforcement in investigations of illegal distribution, trafficking, and production of counterfeit marks, as well as refers evidence to solicitors and the Department of Revenue for prosecution.	Training and Education on Distribution, Trafficking, and Production of Counterfeit Marks - The Secretary of State provides training to law enforcement agencies as well as members of the general public on identification of counterfeit goods, the harm caused by counterfeit goods, and resources offered by the Secretary of State.
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)

Associated performance measure item numbers from the Performance Measures Chart, if any	4	4
Customer Details		
Customer description	Law Enforcement Agencies; Solicitors; Department of Revenue	Law Enforcement Agencies; General Public
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	Unknown	Beaufort; Charleston; Cherokee; Chester; Chesterfield; Marion; Richland; Sumter; York
Number of customers served in last completed FY 2017-18	35	9
Percentage change in customers served predicted for current FY 2018-19	30% decrease	46% decrease
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Investigation of Counterfeit Distribution, Trafficking and Production	Training and Public Education on Counterfeit Distribution, Trafficking and Production
Number of units provided 2017-18	35	9
2016-17	26	4
2015-16	29	3
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.24	0.03
2016-17	0.16	0.04
2015-16	0.18	0.01
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$17,221.56	\$2,598.91
2016-17	\$12,971.77	\$3,242.94
2015-16	\$11,850.06	\$740.63
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.56%	0.08%
2016-17	0.47%	0.12%
2015-16	0.46%	0.03%
Agency expenditures per unit of the deliverable 2017-18	\$492.04	\$288.77
2016-17	\$498.91	\$810.74
2015-16	\$408.62	\$246.88

Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Agency Comments		
Additional comments from agency (optional)		During the FY 2016-17 the Secretary of State's Office conducted a statewide training with the International Anti-Counterfeiting Coalition.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	47	48	
Associated laws	Section 26-1-230; Section 36-9-516(b)(8); Section 36-9-516(b)(9)	Section 41-25-110	
Does state or federal law specifically require this deliverable?	No	No	
Deliverable description	Sovereign Citizen Document Rejection - The Secretary of State's Office is authorized under statute to reject documents submitted for an Apostille or Uniform Commercial Code filing if it is determined that the documents are being submitted for an improper purpose. Often, sovereign citizens submit documents for improper and/or fraudulent purposes, which are reviewed and rejected by staff with a letter explaining the reason for rejection. In addition, when fraudulent or improper UCC filings are completed online, staff files officer statements indicating that the filings are improper. Attempted fraudulent and improper filings are provided to law enforcement for review.	Investigations of Violations of the South Carolina Private Personnel Placement Services Act - The Secretary of State, along with the Division of Labor, Attorney General, Department of Consumer Affairs, South Carolina Law Enforcement Division, Circuit Solicitors, local law enforcement agencies, and any persons who have been damaged by or is aware of a violation of the South Carolina Private Personnel Placement Services Act, has jurisdiction and authority to enforce the Act.	
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks	
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought is to prevent the filing or certification of fraudulent and improper documents.	The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	
Customer Details			
Customer description	General Public; Law Enforcement	Private Personnel Placement Services	
Does the agency evaluate customer satisfaction? 2017-18	No	No	
Counties served in last completed fiscal year 2017-18	Unknown	Unknown	
Number of customers served in last completed FY 2017-18	199	25	
Percentage change in customers served predicted for current FY 2018-19	34% increase	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Rejection of a Submitted Document, UCC Filing, Certification or Apostille	Investigation of Violations of the South Carolina Private Personnel Placement Services Act	
Number of units provided 2017-18	199	25	
2016-17	182	1	
2015-16	87	9	
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	
If yes, provide law 2016-17	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	
If yes, provide law 2017-18	No applicable law	No applicable law	
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.09	0.06	
2016-17	0.07	0.01	
2015-16	0.07	0.01	
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$6,512.53	\$2,520.55	
2016-17	\$6,314.43	\$810.74	
2015-16	\$5,750.58	\$740.63	
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.21%	0.08%	
2016-17	0.23%	0.03%	
2015-16	0.22%	0.03%	
Agency expenditures per unit of the deliverable 2017-18	\$32.73	\$100.82	
2016-17	\$34.69	\$810.74	
2015-16	\$66.10	\$82.29	
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Agency Comments			
Additional comments from agency (optional)		The Secretary of State recommends that the General Assembly evaluate what outcomes it is seeking in the regulation of employment agencies, and to update the Act to address the changes of the past 35 years.	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	49	50
Associated laws	Section 6-11-1640(A)	Section 39-15-1105; Section 39-15-1120; Section 39-15-1125; Section 39-15-1140; Section 39-15-1185
Does state or federal law specifically require this deliverable?	No	Yes
Deliverable description	Investigation of Failure to File Notification Form and Filing Extensions - The Secretary of State shall investigate failures of special purpose districts to disclose required information and grant filing extensions to special purpose districts not to exceed 60 days.	Trademark and Service Mark Registration Application - The Secretary of State examines trademark and service mark applications and registers trademarks and service marks for use in South Carolina.
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended, (Section 4, 1994 Act. No 486)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	4
Customer Details		
Customer description	Special Purpose Districts	Persons seeking to register a trademark or service mark
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	Unknown
Number of customers served in last completed FY 2017-18	0	589
Percentage change in customers served predicted for current FY 2018-19	0.00%	15% decrease
Maximum number of potential customers, if unlimited resources available to the agency	256	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Investigation of Special Purpose District	Trademark or Service Mark Registration
Number of units provided 2017-18	0	589
2016-17	0	618
2015-16	0	567
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$15.00 per mark, per class
2016-17	\$0.00	\$15.00 per mark, per class
2015-16	\$0.00	\$15.00 per mark, per class
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.27
2016-17	0.00	0.27
2015-16	0.00	0.27
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$23,372.02
2016-17	\$0.00	\$22,194.45
2015-16	\$0.00	\$20,804.05
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.76%
2016-17	0.00%	0.81%
2015-16	0.00%	0.81%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$39.68
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$35.91
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$36.69
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$12,255.00
2016-17	\$0.00	\$13,110.00
2015-16	\$0.00	\$12,210.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$12,255.00
2016-17	\$0.00	\$13,110.00
2015-16	\$0.00	\$12,210.00
Agency Comments		
Additional comments from agency (optional)		The exact total dollars collected from charging customers for initial Trademark and Service Mark filings cannot be broken out as the application fee assessed is in \$15.00 increments depending upon the number of classes/categories in which the applicant wishes to register the mark (\$15.00 per class/category).

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		51	52	53	54
Item number	51	52	53	54	
Associated laws	Section 39-15-1130; Section 39-15-1185	Section 39-15-1135; Section 39-15-1185	Section 39-15-1110; Section 39-15-1115; Section 39-15-1120; Section 39-15-1130; Section 39-15-1135; Section 39-15-1185.	Section 39-15-1120	
Does state or federal law specifically require this deliverable?	Yes	Yes	No	No	
Deliverable description	Trademark and Service Mark Registration Renewal - The owner of a mark may renew its trademark or service mark registration for an additional five years by filing a renewal application with the Secretary of State.	Trademark and Service Mark Registration Assignment - The owner of a trademark or service mark may assign registration of the mark to another person by filing an assignment with the Secretary of State.	Trademark and Service Mark Registration Application, Renewal, or Assignment Rejection - The Secretary of State may reject any trademark or service mark application that does not meet the statutory requirements for registration.	Appeal of a Denial to Register a Trademark or Service Mark - If the Secretary of State refuses to register a mark, the applicant may appeal the decision to the circuit court in Richland County in accordance with the Administrative Procedures Act.	
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks	Investigations & Trademarks	Legal	
Results Sought					
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	
Associated performance measure item numbers from the Performance Measures Chart, if any	4	4	4	4	
Customer Details					
Customer description	Owners of previously-registered trademarks or service marks	Owners of registered trademarks and service marks; Persons receiving assignment of the	Persons seeking to register a trademark or service mark	Persons seeking to register a trademark or service mark	
Does the agency evaluate customer satisfaction?	2017-18 No	No	No	No	
Counties served in last completed fiscal year	2017-18 Unknown	Unknown	Unknown	None	
Number of customers served in last completed FY	2017-18 165	29	628	0	
Percentage change in customers served predicted for current FY	2018-19 9% decrease	29% decrease	20% decrease	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	Unknown	
Units Provided and Amounts Charged to Customers					
Description of a single deliverable unit	Trademark or Service Mark Renewal	Assignment of Trademark or Service Mark	Rejection of Trademark or Service Mark Application	Appeal of Rejection of Trademark or Service Mark Application	
Number of units provided	2017-18 165	29	628	0	
	2016-17 148	23	566	0	
	2015-16 147	16	536	0	
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No	No	
If yes, provide law	2016-17 No applicable law	No applicable law	No applicable law	No applicable law	
	2016-17 No	No	No	No	
If yes, provide law	2015-16 No applicable law	No applicable law	No applicable law	No applicable law	
	2015-16 No	No	No	No	
If yes, provide law	2015-16 No applicable law	No applicable law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit	2017-18 \$5.00 per application	\$3.00 per application	Up to \$15.00 per mark, per class if application is not amended and resubmitted within 15 days.	\$0.00	
	2016-17 \$5.00 per application	\$3.00 per application	Up to \$15.00 per mark, per class if application is not amended and resubmitted within 15 days.	\$0.00	
	2015-16 \$5.00 per application	\$3.00 per application	\$0.00	\$0.00	
Costs					
Total employee equivalents required (37.5 hour per week units)	2017-18 0.05	0.01	0.24	0.00	
	2016-17 0.05	0.01	0.24	0.00	
	2015-16 0.05	0.01	0.24	0.00	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$4,286.07	\$883.43	\$21,202.40	\$0.00	
	2016-17 \$4,056.73	\$844.59	\$20,270.18	\$0.00	
	2015-16 \$3,756.48	\$811.19	\$19,468.50	\$0.00	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.14%	0.03%	0.69%	0.00%	
	2016-17 0.15%	0.03%	0.74%	0.00%	
	2015-16 0.15%	0.03%	0.76%	0.00%	
Agency expenditures per unit of the deliverable	2017-18 \$25.98	\$30.46	\$33.76		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 \$27.41	\$36.72	\$35.81		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 \$25.55	\$50.70	\$36.32		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable					
Total collected from charging customers	2017-18 \$825.00	\$87.00	\$0.00	\$0.00	
	2016-17 \$740.00	\$69.00	\$0.00	\$0.00	
	2015-16 \$735.00	\$48.00	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	\$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	\$0.00	\$0.00	
Total collected from charging customers and non-state sources	2017-18 \$825.00	\$87.00	\$0.00	\$0.00	
	2016-17 \$740.00	\$69.00	\$0.00	\$0.00	
	2015-16 \$735.00	\$48.00	\$0.00	\$0.00	
Agency Comments					
Additional comments from agency (optional)					

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		55	56	57	58
Item number	Associated laws	Section 39-15-1140	Section 47-9-260; Section 47-9-270; Section 47-9-280; Section 47-9-330; Section 47-9-340; Section 47-9-390; Section 47-9-400	Section 47-9-270	Section 33-1-200; Section 33-1-210; Section 33-1-220; Section 33-1-230; Section 33-1-240; Section 33-1-250
Does state or federal law specifically require this deliverable?		No	Yes	Yes	Yes
Deliverable description	Active Trademark and Service Mark List on Website - The Secretary of State provides a listing of all current trademarks and service marks on its website that is updated daily. This allows customers to determine whether the mark they would like to register is currently in use or similar to a mark that is already registered.	Livestock Brands and Earmarks Registration Application - The Secretary of State examines and files applications for registration of livestock brands in South Carolina.	Livestock Brands and Earmarks Registration Application Rejection - The Secretary of State may reject any livestock brand or earmark application that does not meet the statutory requirements for registration.	Business Corporation Filings - The Secretary of State shall file all business corporation filings that meet the legal requirements of Chapters 1 through 20 of Title 33 (Corporations, Partnerships, and Associations), that satisfy formatting requirements and that are properly executed, and collect the statutory fee for each filing.	
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks	Investigations & Trademarks	Business Filings	
Results Sought		Yes	No	No	Yes
Does the legislature state intent, findings, or purpose?		Yes	No	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To record unique livestock brands for owners of cattle, horses, mules, asses, hogs, sheep and goats, in order to facilitate identification of ownership.	To record unique livestock brands for owners of cattle, horses, mules, asses, hogs, sheep and goats, in order to facilitate identification of ownership.	"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)	
Associated performance measure item numbers from the Performance Measures Chart, if any	12; 17	4	4	2; 3; 16; 18	
Customer Details		Persons seeking to register a trademark or service mark; General Public	Owners or stock owners of cattle, horses, mules, asses, hogs, sheep and goats	Owners or stock owners of cattle, horses, mules, asses, hogs, sheep and goats	Business Corporations
Customer description		Persons seeking to register a trademark or service mark; General Public	Owners or stock owners of cattle, horses, mules, asses, hogs, sheep and goats	Owners or stock owners of cattle, horses, mules, asses, hogs, sheep and goats	Business Corporations
Does the agency evaluate customer satisfaction?	2017-18	No	No	No	No
Counties served in last completed fiscal year	2017-18	All	Unknown	Unknown	Unknown
Number of customers served in last completed FY	2017-18	Unknown	18	2	15,357
Percentage change in customers served predicted for current FY	2018-19	Unknown	13% decrease	200% increase	54% increase
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers		Website Listing of Active Trademarks and Service Marks	Registration of Livestock Brand or Earmark	Rejection of a Livestock Brand or Earmark Application	Business Corporation Filing
Description of a single deliverable unit		Website Listing of Active Trademarks and Service Marks	Registration of Livestock Brand or Earmark	Rejection of a Livestock Brand or Earmark Application	Business Corporation Filing
Number of units provided	2017-18	1	18	2	15,357
	2016-17	1	22	5	13,453
	2015-16	0	19	5	14,794
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	Yes	No
If yes, provide law	2016-17	No applicable law	No applicable law	Section 47-9-270	No applicable law
	2015-16	No applicable law	No applicable law	Section 47-9-270	No applicable law
	2017-18	No applicable law	No applicable law	Section 47-9-270	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$3.00	\$0.00	Up to \$135.00
	2016-17	\$0.00	\$3.00	\$0.00	Up to \$135.00
	2015-16	\$0.00	\$3.00	\$0.00	Up to \$135.00
Costs		0.00	0.01	0.01	0.64
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.01	0.01	0.64
	2016-17	0.00	0.01	0.01	0.70
	2015-16	0.00	0.01	0.01	0.88
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$883.43	\$883.43	\$29,800.85
	2016-17	\$0.00	\$844.59	\$844.59	\$33,624.05
	2015-16	\$0.00	\$811.19	\$811.19	\$39,601.25
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.03%	0.03%	0.97%
	2016-17	0.00%	0.03%	0.03%	1.23%
	2015-16	0.00%	0.03%	0.03%	1.55%
Agency expenditures per unit of the deliverable	2017-18	\$0.00	\$49.08	\$441.72	\$1.94
	2016-17	\$0.00	\$38.39	\$168.92	\$2.50
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$42.69	\$162.24	\$2.68
Amount generated from providing deliverable		\$0.00	\$54.00	\$0.00	\$912,580.00
Total collected from charging customers	2017-18	\$0.00	\$54.00	\$0.00	\$912,580.00
	2016-17	\$0.00	\$66.00	\$0.00	\$868,405.00
	2015-16	\$0.00	\$57.00	\$0.00	\$822,669.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$54.00	\$0.00	\$912,580.00
	2016-17	\$0.00	\$66.00	\$0.00	\$868,405.00
	2015-16	\$0.00	\$57.00	\$0.00	\$822,669.00
Agency Comments		The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the list on the agency's website during that time period due to the formatting of the report.			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	59	60	61
Associated laws	Section 33-31-120; Section 33-31-121; Section 33-31-122; Section 33-31-123; Section 33-31-124; Section 33-31-125.	Section 33-41-1110; Section 33-41-1160; Section 33-41-1170	Section 33-42-210; Section 33-42-260; Section 33-42-1630
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Nonprofit Corporation Filings - The Secretary of State shall file all nonprofit corporation filings that meet the legal requirements of Chapter 31 of Title 33 (S.C. Nonprofit Corporation Act), that satisfy formatting requirements and that are properly executed, and collect the statutory fee for each filing.	Limited Liability Partnership Filings - A partnership or foreign limited liability partnership may file an application or renewal application to form a limited liability partnership or transact business as a limited liability partnership with the Secretary of State.	Limited Partnership Filings - A limited partnership may form by filing a certificate of limited partnership with the Secretary of State. The Secretary of State shall file certificates of limited partnership, amendment, and cancellation if they conform to law and the filing fees are paid.
Responsible organizational unit (primary)	Business Filings	Business Filings	Business Filings
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the Secretary of State, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents. (Official Comment, 1994 Act No. 384)	To provide for the filing of formation and other business documents for limited liability partnerships in the state of South Carolina.	The Uniform Limited Partnership Act was derived from the Revised Uniform Limited Partnership Act originally approved by the National Conference of Commissioners on Uniform State Laws in 1976 and revised in 1985. The Revised Uniform Limited Partnership Act is intended to modernize the Uniform Limited Partnership Act of 1916 while retaining the special character of limited partnerships as compared with corporations. (Comment, 1986 Act. No. 533)
Associated performance measure item numbers from the Performance Measures Chart, if any	3; 16	2; 3; 16	2; 3; 16
Customer Details			
Customer description	Nonprofit Corporations	Limited Liability Partnerships	Limited Partnerships
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	Unknown	Unknown	Unknown
Number of customers served in last completed FY 2017-18	5,162	524	400
Percentage change in customers served predicted for current FY 2018-19	0.00%	8% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Nonprofit Corporation Filing	Limited Liability Partnership Filing	Limited Partnership Filing
Number of units provided 2017-18	5,160	524	400
2016-17	5,039	464	601
2015-16	3,519	377	618
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	Up to \$25.00	Up to \$100.00	\$10.00
2016-17	Up to \$25.00	Up to \$100.00	\$10.00
2015-16	Up to \$25.00	Up to \$100.00	\$10.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.22	0.06	0.06
2016-17	0.28	0.07	0.07
2015-16	0.22	0.06	0.08
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$11,130.32	\$4,995.87	\$4,768.67
2016-17	\$13,067.07	\$5,030.19	\$5,253.44
2015-16	\$11,171.12	\$4,647.41	\$5,372.26
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.36%	0.16%	0.16%
2016-17	0.48%	0.18%	0.19%
2015-16	0.44%	0.18%	0.21%
Agency expenditures per unit of the deliverable 2017-18	\$2.16	\$9.53	\$11.92
2016-17	\$2.59	\$10.84	\$8.74
2015-16	\$3.17	\$12.33	\$8.69
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$86,270.00	\$47,720.00	\$3,990.00
2016-17	\$80,190.00	\$43,575.00	\$6,020.00
2015-16	\$73,752.00	\$35,375.00	\$6,140.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$86,270.00	\$47,720.00	\$3,990.00
2016-17	\$80,190.00	\$43,575.00	\$6,020.00
2015-16	\$73,752.00	\$35,375.00	\$6,140.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		64	65
Item number		64	65
Associated laws		Section 33-36-220; Section 33-36-230	Section 33-36-1320
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		Corporation Not-for Profit Filings - The Secretary of State shall file all corporation not-for-profit filings and collect the statutory fee for each filing.	Conversion of Corporation Not-for-Profit to a Public Service District - A corporation not-for-profit may submit a petition to the Secretary of State to convert to a public service district.
Responsible organizational unit (primary)		Business Filings	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?		Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The General Assembly finds that corporations not for profit established pursuant to this chapter have been authorized to provide the local governmental functions of water service or sewage treatment or a combination of both, fire protection service, ambulance service, and medical clinic facilities. Corporations not for profit exist for a public purpose, and the General Assembly declares that corporations not for profit must be treated like special purpose districts for purposes of Chapter 78 of Title 15, Chapter 56 of Title 12, and Sections 56 3 780 and 58 31 30(23) of the 1976 Code. Corporations not for profit may participate, under the same conditions as afforded special purpose districts, in the State Retirement System, the State Health Insurance System, state purchasing programs, and Sections 1 11 140 and 1 11 141 of the 1976 Code. (2000 Act. No 404)	The General Assembly finds, under certain conditions, that the not-for-profit corporations organized under Act 1030 of 1964, for the purposes of providing water services, should be granted the right to elect to become public bodies politic and corporate for reasons including, but not limited to, the following: (1) the opportunity to receive funding, loans, and grants from other sources such as the State Revolving Fund will be increased or enhanced; (2) the right to participate in a joint municipal system as authorized under Chapter 25, Title 6 of the 1976 Code will be afforded, and (3) the cost of borrowing money for infrastructure construction and expansion will be lower and growth demands more economically met. (2001 Act No. 78)
Associated performance measure item numbers from the Performance Measures Chart, if any		2; 3; 16	2; 3; 16
Customer Details			
Customer description		Corporations Not-for-Profit	Corporations Not-for-Profit
Does the agency evaluate customer satisfaction? 2017-18		No	No
Counties served in last completed fiscal year 2017-18		None	None
Number of customers served in last completed FY 2017-18		0	0
Percentage change in customers served predicted for current FY 2018-19		0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Corporation Not-for-Profit Filing	Charter to Convert from a Corporation Not-for-Profit to a Public Service District
Number of units provided 2017-18		0	0
2016-17		0	0
2015-16		0	0
Does law prohibit charging the customer for the deliverable? 2017-18		No	No
If yes, provide law 2016-17		No applicable law	No applicable law
If yes, provide law 2015-16		No applicable law	No applicable law
If yes, provide law 2015-16		No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18		Up to \$10.00	\$0.00
2016-17		Up to \$10.00	\$0.00
2015-16		Up to \$10.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18		0.04	0.04
2016-17		0.04	0.04
2015-16		0.04	0.04
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18		\$4,314.27	\$4,314.27
2016-17		\$4,137.21	\$4,137.21
2015-16		\$3,922.55	\$3,922.55
Total deliverable expenditures as a percentage of total agency expenditures 2017-18		0.14%	0.14%
2016-17		0.15%	0.15%
2015-16		0.15%	0.15%
Agency expenditures per unit of the deliverable 2017-18		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers 2017-18		\$0.00	\$0.00
2016-17		\$0.00	\$0.00
2015-16		\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18		\$0.00	\$0.00
2016-17		\$0.00	\$0.00
2015-16		\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18		\$0.00	\$0.00
2016-17		\$0.00	\$0.00
2015-16		\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)		Although no units were reported for this deliverable, the expenditures reported represent staff time spent on development of the new Business Filings system.	Although no units were reported for this deliverable, the expenditures reported represent staff time spent on development of the new Business Filings system.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	66	67
Associated laws	Section 33-37-210; Section 33-37-910	Section 33-38-120, Section 33-38-200
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Business Development Corporation Filings - Persons seeking to form a business development corporation for the purpose of promoting, developing, and advancing the prosperity and economic welfare of South Carolina may incorporate with the Secretary of State. The general business corporation laws under Chapters 1 through 20 of Title 33 (Corporations, Partnerships, and Associations) apply to business development corporations unless they otherwise conflict with Chapter 37 (Business Development Corporations).	Benefit Corporation Filings - A domestic corporation may incorporate or convert to a benefit corporation, and must identify a specific public benefit purpose in its articles of incorporation. The general corporation laws under Chapters 1 through 19 of Title 33 (Corporations, Partnerships, and Associations) apply to benefit corporations unless they otherwise conflict with Chapter 38 (S.C. Benefit Corporation Act).
Responsible organizational unit (primary)	Business Filings	Business Filings
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purposes for which business development corporations are formed must be to: "(i) promote, stimulate, develop, and advance the business prosperity and economic welfare of the corporation's area of operations and its citizens; (ii) encourage and assist through loans, investments, or other business transactions, in the location of new business and industry in its area of operations, and to rehabilitate and assist existing business and industry; (iii) stimulate and assist in the expansion of all kinds of business activity which will tend to promote the business development and maintain the economic stability of its area of operations, provide maximum opportunities for employment, encourage thrift, and improve the standard of living of the citizens of its area of operations; (iv) cooperate and act in conjunction with other organizations, public or private, in the promotion and advancement of industrial, commercial, agricultural, and recreational developments in its area of operations; and (v) provide financing for the promotion, development, and conduct of all kinds of business activity in its area of operations." (Section 33-37-210)	To "[permit] a corporation to elect as a corporate purpose the providing of certain public benefits without subjecting the corporation or its directors to liability or derivative suit except for specified reasons." (2012 Act No. 277)
Associated performance measure item numbers from the Performance Measures Chart, if any	2; 3; 16	2; 3; 16
Customer Details		
Customer description	Business Development Corporations	Benefit Corporations
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	DNE	Unknown
Number of customers served in last completed FY 2017-18	0	11
Percentage change in customers served predicted for current FY 2018-19	0.00%	33% decrease
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Business Development Corporation Filing	Benefit Corporation Filing
Number of units provided 2017-18	0	11
2016-17	1	16
2015-16	1	9
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	Up to \$135.00	Up to \$135.00
2016-17	Up to \$135.00	Up to \$135.00
2015-16	Up to \$135.00	Up to \$135.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.04	0.04
2016-17	0.04	0.04
2015-16	0.04	0.04
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$4,314.27	\$4,326.86
2016-17	\$4,137.21	\$4,141.00
2015-16	\$3,922.55	\$4,314.27
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.14%	0.14%
2016-17	0.15%	0.15%
2015-16	0.15%	0.17%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$393.35
2016-17	\$4,137.21	\$258.81
2015-16	\$3,922.55	\$479.36
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$710.00
2016-17	\$0.00	\$1,080.00
2015-16	\$0.00	\$1,040.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$710.00
2016-17	\$0.00	\$1,080.00
2015-16	\$0.00	\$1,040.00
Agency Comments		
Additional comments from agency (optional)	Although no units were reported for this deliverable, the expenditures reported represent staff time spent on development of the new Business Filings system.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		68	69	70
Item number	68	69	70	
Associated laws	Section 33-45-40; Section 33-45-50; Section 33-45-140	Section 33-47-40, Section 33-47-70, Section 33-47-260	Section 33-46-90	
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes	
Deliverable description	Cooperative Association Filings - Persons seeking to form a cooperative association may petition the Secretary of State and receive a certificate of charter once the requirements for formation are met.	Marketing Cooperative Association Filings - The Secretary of State shall file articles of incorporation, articles of amendment, and other corporate filings for marketing cooperative associations.	Telephone Cooperative Filings - A telephone cooperative must file corporate documents with the Secretary of State. If the filing conforms to requirements of Chapter 46 of Title 33 (Telephone Cooperative Act), and the filing fees as prescribed in Section 33-1-220 (Filing, service, and copying fees) are paid, the Secretary of State shall file it.	
Responsible organizational unit (primary)	Business Filings	Business Filings	Business Filings	
Results Sought				
Does the legislature state intent, findings, or purpose?	No	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To permit persons to form a cooperative association for the purpose of conducting any agricultural, dairy, mercantile, mining, mechanical, or manufacturing business in South Carolina. (Section 33-45-30)	The Cooperative Marketing Act was enacted "[i]n order to promote, foster and encourage the intelligent and orderly marketing of agricultural products through cooperating, to communication and information services and for such other and eliminate speculation and waste, to make the distribution of further acquisitions, construction, and extensions as may be agricultural products as direct as can be efficiently done reasonably necessary and expedient for the proper control and between producer and consumer and to stabilize the operation of said communication and/or information system." (Section 33-47-30)	"Telephone cooperative nonprofit membership corporations may be organized under this chapter for the purpose of rendering services to their members and for such other and to stabilize the operation of said communication and/or information system." (Section 33-46-210)	
Associated performance measure item numbers from the Performance Measures Chart, if any	2; 3; 16	2; 3; 16	2; 3; 16	
Customer Details				
Customer description	Cooperative Associations	Marketing Cooperative Associations	Telephone Cooperatives	
Does the agency evaluate customer satisfaction?	No	No	No	
Counties served in last completed fiscal year	Unknown	Unknown	Unknown	
Number of customers served in last completed FY	Unknown	Unknown	Unknown	
Percentage change in customers served predicted for current FY	Unknown	Unknown	Unknown	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Cooperative Association Filing	Marketing Cooperative Association Filing	Telephone Cooperative Filing	
Number of units provided	2017-18 2016-17 2015-16	Unknown Unknown Unknown	Unknown Unknown Unknown	
Does law prohibit charging the customer for the deliverable?	No	No	No	
If yes, provide law	No applicable law	No applicable law	No applicable law	
If yes, provide law	No	No	No	
If yes, provide law	No	No	No	
Amount charged to customer per deliverable unit	2017-18 2016-17 2015-16	Up to \$110.00 Up to \$110.00 Up to \$110.00	Up to \$10.00 Up to \$10.00 Up to \$10.00	Up to \$25.00 Up to \$25.00 Up to \$25.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18 2016-17 2015-16	0.04 0.04 0.04	0.04 0.04 0.04	0.04 0.04 0.04
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 2016-17 2015-16	\$4,316.75 \$4,137.21 \$3,944.69	\$4,314.27 \$4,137.21 \$3,922.55	\$4,314.27 \$4,137.21 \$3,922.55
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 2016-17 2015-16	0.14% 0.15% 0.15%	0.14% 0.15% 0.15%	0.14% 0.15% 0.15%
Agency expenditures per unit of the deliverable	2017-18 2016-17 2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable				
Total collected from charging customers	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Total collected from charging customers and non-state sources	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Agency Comments				
Additional comments from agency (optional)	Cooperatives are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.	Cooperatives are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.	Cooperatives are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	71	72	73
Associated laws	Section 33-49-80	Section 33-49-90	Section 33-53-10
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Electric Cooperative Filings - The Secretary of State shall file articles of incorporation, amendment, consolidation, merger, conversion or dissolution for electric cooperatives if they conform to the requirements of Chapter 49 of Title 33 (Electric Cooperatives), and the required filing fees are paid.	Transmission of Electric Cooperative Filings to County Officials - Upon receipt of an electric cooperative filing, the Secretary of State shall transmit a certified copy to the county clerk of the county or counties in which the principal office of the each electric cooperative affected by the filing is located. The Secretary of State shall also forward a certified copy of the filing to the clerk of court or register of mesne conveyance of any county in which the cooperative owns affected property.	Business Trust Filings - A business trust created under common law or doing business in South Carolina under an express trust instrument shall file a certified copy of the trust instrument with the Secretary of State. The business trust filing must set forth the name of the entity, as well as a registered agent and registered address for service of process.
Responsible organizational unit (primary)	Business Filings	Business Filings	Business Filings
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	"Cooperative nonprofit membership organizations may be organized under [Chapter 49 of Title 33] for the purpose of supplying electric energy and promoting and extending the use thereof." (Section 33-49-210)		
Associated performance measure item numbers from the Performance Measures Chart, if any	2; 3; 16	None	2; 3; 16
Customer Details			
Customer description	Electric Cooperatives	Electric Cooperatives	Business Trusts
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	Unknown	None	Unknown
Number of customers served in last completed FY	Unknown	0	Unknown
Percentage change in customers served predicted for current FY	Unknown	0.00%	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Electric Cooperative Filing	Transmission of Electric Cooperative Filings to County Officials	Business Trust Filing
Number of units provided	2017-18 2016-17 2015-16	0 0 0	Unknown Unknown Unknown
Does law prohibit charging the customer for the deliverable?	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$110.00 \$110.00 \$110.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 2016-17 2015-16	0.04 0.04 0.04	0.04 0.04 0.04
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 2016-17 2015-16	\$4,314.27 \$4,137.21 \$3,922.55	\$4,314.27 \$4,137.21 \$3,922.55
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 2016-17 2015-16	0.14% 0.15% 0.15%	0.14% 0.15% 0.15%
Agency expenditures per unit of the deliverable	2017-18 2016-17 2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Total collected from charging customers and non-state sources	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Agency Comments			
Additional comments from agency (optional)	Cooperatives are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.		Business trusts are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	74	75
Associated laws	Section 27-40-130	Section 30-11-10; Section 30-11-20; Section 30-11-40
Does state or federal law specifically require this deliverable?	No	Yes
Deliverable description	Notice of Appointment of a Registered Agent by a Nonresident Landlord - The South Carolina Residential Landlord and Tenant Act permits nonresident landlords, including corporations not authorized to do business in South Carolina, to designate and file with the Secretary of State a registered agent.	Railroad Document Filings - The Secretary of State's Office files deeds, mortgages, deeds of trust, and documents of railroads. Filings are made in duplicate and the Secretary files one copy, giving it a file number, indexing the document, and retaining the document. The other copy is properly endorsed, given the filing number from the Secretary of State and returned to the filer.
Responsible organizational unit (primary)	Business Filings	Legal

Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The underlying purposes and policies of the Residential Landlord and Tenant Act are (1) to simplify, clarify, modernize, and revise the law governing rental of dwelling units and the rights and obligations of landlords and tenants; and (2) to encourage landlords and tenants to maintain and improve the quality of housing. (Section 27-40-20)	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the recordation of deeds and documents of railroads.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	5
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Customer Details		
Customer description	Nonresident Landlords	Railroad Companies
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	Unknown	None
Number of customers served in last completed FY 2017-18	1	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Notice of Appointment of a Registered Agent by a Nonresident Landlord	Filing and recording of a document received from a railroad company, including satisfaction of a mortgage
Number of units provided 2017-18	1	0
2016-17	4	0
2015-16	1	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$10.00	\$0.00
2016-17	\$10.00	\$0.00
2015-16	\$10.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.00
2016-17	0.00	0.00
2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.97	\$0.00
2016-17	\$3.10	\$0.00
2015-16	\$0.88	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.00%
2016-17	0.00%	0.00%
2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$0.97	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	\$0.78	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	\$0.88	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$10.00	\$0.00
2016-17	\$40.00	\$0.00
2015-16	\$10.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$10.00	\$0.00
2016-17	\$40.00	\$0.00
2015-16	\$10.00	\$0.00

Agency Comments	
Additional comments from agency (optional)	Currently this filing is not included in the online Business Filings system and must be filed using a paper form.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	76	77
Associated laws	Section 58-15-10; Section 58-15-40; Section 58-15-100	Section 58-15-30
Does state or federal law specifically require this deliverable?	Yes	No
Deliverable description	Petition for incorporation of Railroad, Street Railway, Steamboat or Canal Company - If three or more persons desire to form a corporation to build a railroad, or carry on a street railway, steamboat, or canal business, they may file a written declaration and petition with the Secretary of State. On filing of the declaration and payment of \$3.00, the Secretary of State files and indexes the declaration and issues to two or more of the petitioners a commission constituting them a board of incorporators, allowing them to open books of subscription to capital stock after public notice not less than 30 days to be published in a newspaper in each of the counties where the proposed road shall pass. In the case of steamboat companies, notice is given at the termini only.	Appearance of Opponents of Railroad, Street Railway, Steamboat, or Canal Business Petition - Opponents of the application may appear and oppose it. On such showing, the Secretary of State may refuse to grant the charter or may grant it according to his judgment.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the incorporation and organization of railroad, street railway, steamboat, and canal companies.	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the incorporation and organization of railroad, street railway, steamboat, and canal companies.
Associated performance measure item numbers from the Performance Measures Chart, if any	5	5
Customer Details		
Customer description	Petitioners for Formation of Railroad Company; Petitioners for Formation of Street Railway Company; Petitioners for Formation of Steamboat Company; Petitioners for Formation of Canal Company	General Public (specifically persons who oppose formation of a railroad company, street railway company, steamboat company,
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	None
Number of customers served in last completed FY 2017-18	0	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Filing and indexing of a written declaration and petition to form a corporation to build a railroad, or carry on a street railway, steamboat, or canal business	Determination of whether to grant or refuse a charter to a railroad, street railway, steamboat, or canal business
Number of units provided 2017-18	0	0
2016-17	0	0
2015-16	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.00
2016-17	0.00	0.00
2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.00%
2016-17	0.00%	0.00%
2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	
Item number	78
Associated laws	Section 58-15-70; Section 58-15-90; Section 58-15-100
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Certificate of Charter for Railroad, Street Railway, Steamboat, or Canal Business - On completion of organization of the corporation, incorporators file with the Secretary of State a return, duly attested, that they have complied with the requirements. The return must include names, residences, and amount subscribed by each subscriber and names and residences of the board of directors, president, and secretary of the company. Upon the filing of the return and the payment of charter fees required by Chapter 29 of Title 33, the Secretary of State shall issue to the board of directors a certificate, to be known as a charter, that the corporation has been fully organized, according to the laws of this State under the name and for the purpose indicated in the written declaration; that it is fully authorized to commence business under its charter; that it is a body politic and corporate and as such may sue and be sued in any of the courts of this State; and, in the case of a railroad corporation, that it is entitled to all the rights and privileges and subject to all the liabilities of railroad corporations under the laws of this State.
Responsible organizational unit (primary)	Legal

Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the incorporation and organization of railroad, street railway, steamboat, and canal companies.

Associated performance measure item numbers from the Performance Measures Chart, if any	5
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Customer Details	
Customer description	Railroad Companies; Street Railway Companies; Steamboat Companies; Canal Companies
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	None
Number of customers served in last completed FY 2017-18	0
Percentage change in customers served predicted for current FY 2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Providing a certificate of charter for a railroad, street railway, steamboat, or canal business
Number of units provided 2017-18	0
2016-17	0
2015-16	0
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2015-16	No applicable law
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00
2016-17	0.00
2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%
2016-17	0.00%
2015-16	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		79	80
Item number		79	80
Associated laws		Section 58-15-100; Section 58-15-160; Section 58-15-170; Section 58-15-200	Section 58-17-340; Section 58-17-430
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		Amendment of Charter for Railroad, Street Railway, Steamboat, or Canal Business - Any corporation organized under the provisions of this article or chartered by the General Assembly prior to February 28, 1899 may have its charter amended by the Secretary of State, by filing with the Secretary of State a written declaration showing the desired changes in its charter and paying a fee of \$5.00 to cover the issuance, filing, and indexing of the amended charter. After notice as the Secretary of State may prescribe, the Secretary issues a certificate to the corporation as supplement to its charter, which is filed and recorded as charters are required to be under Section 58-15-100 (Recordation and filing of charter and other documents) with the changes, additions, or alterations sought. Any railroad, steamboat, street railway, or canal company wanting to increase or decrease its capital stock must have a stockholders' meeting and a resolution with any proposed changes or amendments adopted attached with the petition to amend filed with the Secretary of State.	Formation of Company to Own and Maintain Railroad Filing and Certificate - In the sale of a railroad wholly or partially in South Carolina, a corporation may be formed for the purpose of owning and maintaining the railroad, by filing in the Secretary of State's Office a certificate with the name and style of the corporation, number of directors, names of directors and period of services not to exceed one year, amount of capital stock of the corporation, and number of shares into which it will be divided.
Responsible organizational unit (primary)		Legal	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?		No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The outcome sought by the agency is to comply with the duties outlined in the statutes governing the incorporation and organization of railroad, street railway, steamboat, and canal companies.	The outcome sought by the agency is to comply with the duties outlined in the general railroad law.
Associated performance measure item numbers from the Performance Measures Chart, if any		5	5
Customer Details			
Customer description		Railroad Companies; Street Railway Companies; Steamboat Companies; Canal Companies	Railroad Companies
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	Colleton; Hampton; Orangeburg	None
Number of customers served in last completed FY	2017-18	1	0
Percentage change in customers served predicted for current FY	2018-19	100% decrease	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		File and index petitions for amendments and attached resolutions, when required, and providing an amended charter certificate to a railroad, street railway, steamboat, or canal business	Filing and providing a certificate for formation of a company to own and maintain a railroad
Number of units provided	2017-18	1	0
	2016-17	0	0
	2015-16	0	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$5.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01	0.00
	2016-17	0.00	0.00
	2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,124.27	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.04%	0.00%
	2016-17	0.00%	0.00%
	2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18	\$1,124.27	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$5.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$5.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)		The railroad filing in question is from a company that appears to have at least operated across the three counties named above.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	81	82	83
Associated laws	Section 58-17-620; Section 58-17-630; Section 58-17-660	Section 33-1-250(c); Section 33-31-125(c); Section 33-41-1110; Section 33-41-1170; Section 33-42-260; Section 33-42-1630; Section 33-44-206	Section 33-1-260; Section 33-31-126
Does state or federal law specifically require this deliverable?	Yes	Yes	No
Deliverable description	Filing of Railroad Consolidation Agreement - If an agreement to consolidate railroad companies is adopted, the agreement or a certified copy of it must be filed in the office of the Secretary of State. Upon consolidation, a fee is paid to the Secretary of State on the capital stock of the combined company, but credit is given for any charter fees paid by the companies forming the consolidated company. On perfecting the agreement and act of consolidation and filing it, or a copy, with the Secretary of State, the corporations are deemed one corporation by the name provided in the agreement.	Rejection of Business Filing - If the Secretary of State refuses to file a document, the Secretary of State must return it to the business entity within five days with a brief written explanation of the reason it was rejected.	Appeal of Rejection of Business Filing - If the Secretary of State refuses to file a document, a business entity may file an appeal with the Richland County Circuit Court.
Responsible organizational unit (primary)	Legal	Business Filings	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	No	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in the general railroad law.	"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)	"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	2	None
Customer Details			
Customer description	Railroad Companies	Business Entities	Business Entities
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	None	Unknown	None
Number of customers served in last completed FY 2017-18	0	21,618	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	6% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Filing of Railroad Consolidation Agreement	Rejection of Business Filing	Appeal of Rejection of Business Filing
Number of units provided 2017-18	0	21,618	0
2016-17	0	17,984	0
2015-16	0	13,712	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.82	0.00
2016-17	0.00	0.88	0.00
2015-16	0.00	0.76	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$33,850.52	\$0.00
2016-17	\$0.00	\$35,391.74	\$0.00
2015-16	\$0.00	\$28,209.63	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	1.10%	0.00%
2016-17	0.00%	1.29%	0.00%
2015-16	0.00%	1.10%	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.57	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.97	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$2.06	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		84	85
Item number	Associated laws	Section 33-14-200; Section 33-14-210; Section 33-15-300; Section 33-15-310; Section 33-44-1006	Section 33-31-1420; Section 33-31-1421; Section 33-31-1530; Section 33-31-1531
Does state or federal law specifically require this deliverable?		Yes	No
Deliverable description	Administrative Dissolution of Business Corporations - The Secretary of State may administratively dissolve a business corporation if grounds exist and the corporation does not correct the grounds within 60 days after notice. The Secretary of State may also revoke or cancel certificates of authority of foreign corporations and limited liability companies.		Administrative Dissolution of Nonprofit Corporations - The Secretary of State may administratively dissolve a nonprofit corporation if grounds exist and the corporation does not correct the grounds within 60 days after notice. The Secretary of State must also notify the Attorney General. The Secretary of State may also revoke the certificate of authority of a foreign nonprofit corporation to transact business in South Carolina
Responsible organizational unit (primary)	Business Filings	Business Filings	Business Filings
Results Sought		Yes	Yes
Does the legislature state intent, findings, or purpose?		Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	"The experience of most states has been that administrative dissolution, or the threat thereof, is an effective enforcement mechanism for a variety of statutory obligations...[Administrative dissolution] not only reduces the number of records maintained by the secretary of state, but also avoids further wasteful attempts to compel compliance by the abandoned corporations and returns the corporate name promptly to the status of available names." (Official Comment, 1988 Act No. 444)		The Secretary of State is authorized but is not required to commence dissolution proceedings for the reasons set forth in the statute. The Secretary of State may commence the proceedings immediately or may give additional notices or time to the offending corporation. An administrative dissolution saves the time, money, and effort that might otherwise be required for a judicial dissolution. This is particularly important in the nonprofit area as numerous corporations with insignificant funds may fade into oblivion without any responsible person following the formalities required for a voluntary dissolution. The notice provisions are designed to give the offending corporation an opportunity to avoid dissolution. (Official Comment, 1994 Act No. 384)
Associated performance measure item numbers from the Performance Measures Chart, if any	3	2; 3	
Customer Details		Business Corporations; Limited Liability Companies	Nonprofit Corporations; Attorney General
Customer description			
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown
Number of customers served in last completed FY	2017-18	4	31
Percentage change in customers served predicted for current FY	2018-19	163,000.00% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers		Administrative Dissolution of Business Corporation	Administrative Dissolution of Nonprofit Corporation
Description of a single deliverable unit			
Number of units provided	2017-18	4	31
	2016-17	0	5
	2015-16	2,322	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
	2015-16	No	No
If yes, provide law	2015-16	No applicable law	No applicable law
	2015-16	No	No
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.06	0.10
	2016-17	0.06	0.10
	2015-16	0.16	0.04
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$5,993.74	\$9,352.68
	2016-17	\$5,715.57	\$8,881.23
	2015-16	\$8,754.93	\$3,922.55
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.20%	0.30%
	2016-17	0.21%	0.32%
	2015-16	0.34%	0.15%
Agency expenditures per unit of the deliverable	2017-18	\$1,498.44	\$301.70
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1,776.25
	2015-16	\$3.77	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments		The expenditures reported for FY 2016-17 and FY 2017-18 represent staff time spent on development of the new Business Filings system.	
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	86	
Associated laws	Section 36-9-501; Section 36-9-502; Section 36-9-503; Section 36-9-504; Section 36-9-516; Section 36-9-519; Section 36-9-521; Section 36-9-526	
Does state or federal law specifically require this deliverable?	Yes	
Deliverable description	UCC-1 Financing Statement Filings - A secured party may file a notice of a security interest with the Secretary of State by filing a UCC-1 Financing Statement.	
Responsible organizational unit (primary)	Business Filings	
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)	
Associated performance measure item numbers from the Performance Measures Chart, if any	17	
Customer Details		
Customer description	Secured Parties and Debtors; General Public	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	Unknown
Number of customers served in last completed FY	2017-18	57,608
Percentage change in customers served predicted for current FY	2018-19	3% decrease
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	UCC-1 Financing Statement	
Number of units provided	2017-18	57,608
	2016-17	54,403
	2015-16	48,931
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	Up to \$20.00
	2016-17	Up to \$20.00
	2015-16	Up to \$20.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	1.14
	2016-17	1.14
	2015-16	1.14
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$41,527.71
	2016-17	\$17,122.84
	2015-16	\$44,767.02
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	1.35%
	2016-17	0.62%
	2015-16	1.75%
Agency expenditures per unit of the deliverable	2017-18	\$0.72
	2016-17	\$0.31
	2015-16	\$0.91
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$472,504.00
	2016-17	\$449,957.00
	2015-16	\$404,051.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$472,504.00
	2016-17	\$449,957.00
	2015-16	\$404,051.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number		87
Associated laws		Section 36-9-501; Section 36-9-502; Section 36-9-503; Section 36-9-504; Section 36-9-516; Section 36-9-519; Section 36-9-521; Section 36-9-526
Does state or federal law specifically require this deliverable?		Yes
Deliverable description		UCC-3 Amendment Filings - A person may file a UCC-3 Amendment with the Secretary of State tracking changes to a UCC-1 to continue a financing statement, to amend a financing statement, to terminate a financing statement, or assign a security interest.
Responsible organizational unit (primary)		Business Filings
Results Sought		
Does the legislature state intent, findings, or purpose?		Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)
Associated performance measure item numbers from the Performance Measures Chart, if any		12; 17
Customer Details		
Customer description		Secured Parties and Debtors; General Public
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	Unknown
Number of customers served in last completed FY	2017-18	30,910
Percentage change in customers served predicted for current FY	2018-19	16% increase
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		UCC-3 Amendment
Number of units provided	2017-18	30,910
	2016-17	26,598
	2015-16	23,109
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	Up to \$20.00
	2016-17	Up to \$20.00
	2015-16	Up to \$20.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.60
	2016-17	0.54
	2015-16	0.54
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$21,856.69
	2016-17	\$9,012.02
	2015-16	\$21,205.43
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.71%
	2016-17	0.33%
	2015-16	0.83%
Agency expenditures per unit of the deliverable	2017-18	\$0.71
	2016-17	\$0.34
	2015-16	\$0.92
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$250,846.00
	2016-17	\$214,740.00
	2015-16	\$185,714.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$250,846.00
	2016-17	\$214,740.00
	2015-16	\$185,714.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	
Item number	88
Associated laws	Section 36-9-518
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	UCC-5 Information Statement Filings - A person may file a UCC-5 Information Statement with the Secretary of State to demonstrate that a filing was inaccurate or wrongfully filed.
Responsible organizational unit (primary)	Business Filings

Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)

Associated performance measure item numbers from the Performance Measures Chart, if any	17
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Customer Details	
Customer description	Secured Parties and Debtors; General Public
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	Unknown
Number of customers served in last completed FY 2017-18	29
Percentage change in customers served predicted for current FY 2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	UCC-5 Information Statement
Number of units provided 2017-18	29
2016-17	18
2015-16	31
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2016-17	No
If yes, provide law 2015-16	No applicable law
If yes, provide law 2015-16	No
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	Up to \$20.00
2016-17	Up to \$20.00
2015-16	Up to \$20.00

Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.02
2016-17	0.02
2015-16	0.02
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$728.56
2016-17	\$300.40
2015-16	\$785.39
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.02%
2016-17	0.01%
2015-16	0.03%
Agency expenditures per unit of the deliverable 2017-18	\$25.12
2016-17	\$16.69
2015-16	\$25.34

Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$232.00
2016-17	\$144.00
2015-16	\$248.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$232.00
2016-17	\$144.00
2015-16	\$248.00

Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	89
Associated laws	Section 36-9-519; Section 36-9-523
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	UCC-11 Search and Copies - A person may file a UCC-11 Search form with the Secretary of State to perform a search of a debtor or secured party. Also, a person may request regular and certified copies of Uniform Commercial Code filings on file with the Secretary of State.
Responsible organizational unit (primary)	Business Filings
Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)
Associated performance measure item numbers from the Performance Measures Chart, if any	17
Customer Details	
Customer description	Secured Parties and Debtors; General Public
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	Unknown
Number of customers served in last completed FY 2017-18	12,332
Percentage change in customers served predicted for current FY 2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown
Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	UCC-11 Search and Copy of Filing
Number of units provided 2017-18	12,332
2016-17	12,443
2015-16	12,159
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2015-16	No
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$5.00 per search; \$1.00 per page for copies; \$2.00 certification fee per document.
2016-17	\$5.00 per search; \$1.00 per page for copies; \$2.00 certification fee per document.
2015-16	\$5.00 per search; \$1.00 per page for copies; \$2.00 certification fee per document.
Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.22
2016-17	0.26
2015-16	0.28
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$8,014.12
2016-17	\$3,905.21
2015-16	\$10,995.41
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.26%
2016-17	0.14%
2015-16	0.43%
Agency expenditures per unit of the deliverable 2017-18	\$0.65
2016-17	\$0.31
2015-16	\$0.90
Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$282,437.00
2016-17	\$279,663.00
2015-16	\$282,532.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$282,437.00
2016-17	\$279,663.00
2015-16	\$282,532.00
Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number		90
Associated laws		Section 36-9-516
Does state or federal law specifically require this deliverable?		No
Deliverable description		UCC Filing Rejection - The Secretary of State may reject a filing under Chapter 9 of Title 36 (Commercial Code - Secured Transactions) if it does not contain the statutorily required information, or the Secretary of State determines that it has been filed for an improper purpose, the filing is not within the scope of Chapter 9, or the secured party and debtor are the same.
Responsible organizational unit (primary)		Business Filings
Results Sought		
Does the legislature state intent, findings, or purpose?		Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)
Associated performance measure item numbers from the Performance Measures Chart, if any		12; 17
Customer Details		
Customer description		Secured Parties and Debtors; General Public
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	Unknown
Number of customers served in last completed FY	2017-18	2,519
Percentage change in customers served predicted for current FY	2018-19	24% increase
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		Rejection of Uniform Commercial Code Filings
Number of units provided	2017-18	2,519
	2016-17	2,465
	2015-16	2,386
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.06
	2016-17	0.08
	2015-16	0.06
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$3,136.58
	2016-17	\$2,479.56
	2015-16	\$2,993.51
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.10%
	2016-17	0.09%
	2015-16	0.12%
Agency expenditures per unit of the deliverable	2017-18	\$1.25
	2016-17	\$1.01
	2015-16	\$1.25
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	91	92
Associated laws	Section 36-9-520	Section 33-1-280; Section 33-31-128; Section 33-36-230; Section 33-41-1110; Section 33-42-210; Section 33-44-208
Does state or federal law specifically require this deliverable?	No	No
Deliverable description	Appeal of Rejection of UCC Filing - A person whose Uniform Commercial Code filing has been rejected by the Secretary of State may file an appeal with the Administrative Law Court.	Certificates of Existence for Business Entities - The Secretary of State may furnish a certificate of existence for a business entity that may be relied upon as conclusive evidence that the business entity is in existence or is authorized to do business in South Carolina.
Responsible organizational unit (primary)	Legal	Business Filings
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act No. 96)	"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)
Associated performance measure item numbers from the Performance Measures Chart, if any	None	2; 3; 16
Customer Details		
Customer description	Secured Parties and Debtors; General Public	Business Entities; General Public
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	Unknown
Number of customers served in last completed FY 2017-18	0	37,441
Percentage change in customers served predicted for current FY 2018-19	0.00%	39% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Appeal of Rejection of Uniform Commercial Code Filing	Certificate of Existence
Number of units provided 2017-18	0	37,441
2016-17	0	25,892
2015-16	0	16,599
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No Applicable Law	No applicable law
If yes, provide law 2015-16	No Applicable Law	No
If yes, provide law 2015-16	No Applicable Law	No applicable law
If yes, provide law 2015-16	No Applicable Law	No
If yes, provide law 2015-16	No Applicable Law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$10.00
2016-17	\$0.00	\$10.00
2015-16	\$0.00	\$10.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	1.42
2016-17	0.00	1.24
2015-16	0.00	0.94
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$56,570.72
2016-17	\$0.00	\$48,786.54
2015-16	\$0.00	\$40,165.42
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	1.84%
2016-17	0.00%	1.78%
2015-16	0.00%	1.57%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.51
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.88
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$2.42
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$374,890.00
2016-17	\$0.00	\$259,718.00
2015-16	\$0.00	\$165,990.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$374,890.00
2016-17	\$0.00	\$259,718.00
2015-16	\$0.00	\$165,990.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		93	94	95	96
Item number	93	94	95	96	
Associated laws	Section 1-5-50; Section 33-1-220; Section 33-1-270; Section 33-31-122; Section 33-31-127; Section 33-36-230	Section 30-11-50	Section 58-17-430; Section 58-17-620	Section 1-5-50; Section 33-1-220; Section 33-1-270; Section 33-31-122; Section 33-31-127; Section 33-36-230	
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes	No	
Deliverable description	Copies of Business and UCC Filings - The Secretary of State shall collect fees for copying and certifying copies of filed documents related to business entities. Certified copies are conclusive evidence that the original document is on file with the Secretary of State.	Certified Copies of Railroad Documents - A certificate or certified copy of a document filed with the Secretary of State under Title 30, Chapter 11 (Recordation of Deeds and Documents of Railroads) is competent evidence of the filing and facts contained in the document so filed and certified in all courts of this State.	Certified Copy of Railroad Filing - A copy of the railroad incorporation or consolidation document certified by the Secretary of State is evidence in all courts and places of incorporation or a new corporation following consolidation.	Corporate Database Query - The Secretary of State's Office provides bulk business filings data at the request of customers. The Secretary of State's Office also provides data in response to specific search requests.	
Responsible organizational unit (primary)	Business Filings	Legal	Legal	Business Filings	
Results Sought					
Does the legislature state intent, findings, or purpose?	Yes	No	No	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the recordation of deeds and documents of railroads.	The outcome sought by the agency is to comply with the duties outlined in the general railroad law.	To efficiently provide bulk data to customers.	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	5	5	2; 12; 17	
Customer Details					
Customer description	Business Entities	Railroad Companies; Courts	Railroad Companies; Courts; General Public	Businesses; Legal Professionals; General Public	
Does the agency evaluate customer satisfaction? 2017-18	No	No	No	No	
Counties served in last completed fiscal year 2017-18	Unknown	None	None	Unknown	
Number of customers served in last completed FY 2017-18	18,495	0	0	3	
Percentage change in customers served predicted for current FY 2018-19	280% increase	0.00%	0.00%	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	Unknown	
Units Provided and Amounts Charged to Customers					
Description of a single deliverable unit	Copy of Filing	Certified Copy of Railroad Document	Certified Copy of Railroad Filing	Corporations Bulk Data	
Number of units provided 2017-18	18,495	0	0	3	
2016-17	12,486	0	0	3	
2015-16	9,813	0	0	3	
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No	No	
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit 2017-18	\$1.00 for first page and \$.50 for each additional page for copies; \$2.00 for certification of copies.	\$0.00	\$0.00	\$12,000 yr	
2016-17	\$1.00 for first page and \$.50 for each additional page for copies; \$2.00 for certification of copies.	\$0.00	\$0.00	\$12,000 yr	
2015-16	\$1.00 for first page and \$.50 for each additional page for copies; \$2.00 for certification of copies.	\$0.00	\$0.00	\$12,000 yr	
Costs					
Total employee equivalents required (37.5 hour per week units) 2017-18	0.70	0.00	0.00	0 (Note: this deliverable is generated by system and sent to FTP site)	
2016-17	0.58	0.00	0.00	0 (Note: this deliverable is generated by system and sent to FTP site)	
2015-16	0.58	0.00	0.00	0 (Note: this deliverable is generated by system and sent to FTP site)	
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$21,130.73	\$0.00	\$0.00	\$0.00	
2016-17	\$20,574.53	\$0.00	\$0.00	\$0.00	
2015-16	\$25,668.27	\$0.00	\$0.00	\$0.00	
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.69%	0.00%	0.00%	0.00%	
2016-17	0.75%	0.00%	0.00%	0.00%	
2015-16	1.00%	0.00%	0.00%	0.00%	
Agency expenditures per unit of the deliverable 2017-18	\$1.14	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00	
2016-17	\$1.65	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00	
2015-16	\$2.62	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00	
Amount generated from providing deliverable					
Total collected from charging customers 2017-18	\$122,455.00	\$0.00	\$0.00	\$36,000.00	
2016-17	\$80,978.50	\$0.00	\$0.00	\$36,000.00	
2015-16	\$66,640.00	\$0.00	\$0.00	\$36,000.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	\$0.00	\$0.00	
Total collected from charging customers and non-state sources 2017-18	\$122,455.00	\$0.00	\$0.00	\$36,000.00	
2016-17	\$80,978.50	\$0.00	\$0.00	\$36,000.00	
2015-16	\$66,640.00	\$0.00	\$0.00	\$36,000.00	
Agency Comments					
Additional comments from agency (optional)				This deliverable is system-generated and submitted through File Transfer Protocol (FTP) site.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable				
Item number	97	98	99	100
Associated laws	Section 1-5-50; Section 36-9-523	Section 1-5-50; Section 33-1-220; Section 33-1-270; Section 33-31-122; Section 33-31-127; Section 33-36-230; Section 36-9-523	Section 11-44-60	Section 11-44-60
Does state or federal law specifically require this deliverable?	No	No	Yes	No
Deliverable description	Uniform Commercial Code Bulk Data and Images - The Secretary of State's Office provides bulk Uniform Commercial Code data at the request of customers. The Secretary of State's Office also provides data in response to specific search requests.	Corporations/Uniform Commercial Code Bulk Combo - The Secretary of State's Office provides bulk business filings and Uniform Commercial Code data at the request of customers. The Secretary of State's Office also provides data in response to specific search requests.	Qualified Business Registration Application - The Secretary of State reviews applications and registers businesses as qualified businesses when applicants meet criteria for registration, and may revoke a registration if false information is provided in application.	Qualified Business Letters of Certification and Application Copies - The Secretary of State provides copies of certification letters and filed applications for registration as a qualified business to the Department of Revenue.
Responsible organizational unit (primary)	Business Filings	Business Filings	Legal	Legal
Results Sought				
Does the legislature state intent, findings, or purpose?	No	No	Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To efficiently provide bulk data to customers.	To efficiently provide bulk data to customers.	The General Assembly desires to support the economic development goals of this State by improving the availability of early stage capital for emerging high-growth enterprises in South Carolina. To further these goals, this chapter is intended to: (1) encourage individual angel investors to invest in early stage high-growth, job-creating businesses; (2) enlarge the number of high-quality, high-paying jobs within the State; (3) expand the economy of this State by enlarging its base of wealth-creating businesses; and (4) support businesses seeking to commercialize technology invented in this state's institutions of higher education. (Section 11-44-20)	While not specifically required by statute, the Secretary of State's Office provides a copy of the certification letter and filed application for registration as a qualified business for each registered qualified business to the Department of Revenue to assist that agency in carrying out its duties under the High Growth Small Business Job Creation Act.
Associated performance measure item numbers from the Performance Measures Chart, if any	17	17	24	None
Customer Details				
Customer description	Businesses; Legal Professionals; General Public	Businesses; Legal Professionals; General Public	Qualified Businesses	Department of Revenue
Does the agency evaluate customer satisfaction?	No	No	No	No
Counties served in last completed fiscal year	Unknown	Unknown	Anderson; Berkeley, Charleston; Greenville; Greenwood; Lexington; Newberry; Pickens; Richland; Spartanburg; Union; York	None
Number of customers served in last completed FY	2	2	82	1
Percentage change in customers served predicted for current FY	0.00%	0.00%	20% decrease	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	1
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Uniform Commercial Code Bulk Data and Images	Corporations/Uniform Commercial Code Bulk Combo	Registration of a Qualified Business	Email Copies of Certification Letter and Filed Application for Registration as a Qualified Business to Department of Revenue
Number of units provided	2	2	82	82
	2016-17	2	72	72
	2015-16	2	78	78
Does law prohibit charging the customer for the deliverable?	No	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	No	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	No	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	\$4,500.00/month	\$20,000.00/year	\$0.00	\$0.00
	2016-17	\$4,500.00/month	\$0.00	\$0.00
	2015-16	\$4,500.00/month	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	0 (Note: this deliverable is system generated and sent to FTP site)	0 (Note: this deliverable is system generated and sent to FTP site)	0.06	0.02
	2016-17	0 (Note: this deliverable is system generated and sent to FTP site)	0.06	0.02
	2015-16	0 (Note: this deliverable is system generated and sent to FTP site)	0.06	0.02
Total deliverable expenditures each year (operational and employee salary/fringe)	\$0.00	\$0.00	\$5,038.41	\$1,679.47
	2016-17	\$0.00	\$4,735.09	\$1,578.36
	2015-16	\$0.00	\$4,268.21	\$1,422.74
Total deliverable expenditures as a percentage of total agency expenditures	0.00%	0.00%	0.16%	0.05%
	2016-17	0.00%	0.17%	0.06%
	2015-16	0.00%	0.17%	0.06%
Agency expenditures per unit of the deliverable	\$0.00	\$0.00	\$61.44	\$20.48
	2016-17	\$0.00	\$65.77	\$21.92
	2015-16	\$0.00	\$54.72	\$18.24
Amount generated from providing deliverable				
Total collected from charging customers	\$71,000.00	\$40,000.00	\$0.00	\$0.00
	2016-17	\$66,000.00	\$0.00	\$0.00
	2015-16	\$60,000.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	\$0.00	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	\$71,000.00	\$40,000.00	\$0.00	\$0.00
	2016-17	\$66,000.00	\$0.00	\$0.00
	2015-16	\$60,000.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)	This deliverable is system-generated and submitted through File Transfer Protocol (FTP) site.	This deliverable is system-generated and submitted through File Transfer Protocol (FTP) site.		

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	101	102
Associated laws	Section 11-44-60	Section 11-44-60
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Qualified Business Annual Report - The Secretary of State must provide annual reports containing a list of qualified businesses to the House Ways and Means Committee, Senate Finance Committee, and the Governor by January 31st of each year.	Qualified Business Information and Report on Website - The Secretary of State must post an aggregate statewide report of the number of qualified businesses and other information on the Secretary of State's website and update the report annually.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly desires to support the economic development goals of this State by improving the availability of early stage capital for emerging high-growth enterprises in South Carolina. To further these goals, this chapter is intended to: (1) encourage individual angel investors to invest in early stage high-growth, job-creating businesses; (2) enlarge the number of high-quality, high-paying jobs within the State; (3) expand the economy of this State by enlarging its base of wealth-creating businesses; and (4) support businesses seeking to commercialize technology invented in this state's institutions of higher education. (Section 11-44-20)	The General Assembly desires to support the economic development goals of this State by improving the availability of early stage capital for emerging high-growth enterprises in South Carolina. To further these goals, this chapter is intended to: (1) encourage individual angel investors to invest in early stage high-growth, job-creating businesses; (2) enlarge the number of high-quality, high-paying jobs within the State; (3) expand the economy of this State by enlarging its base of wealth-creating businesses; and (4) support businesses seeking to commercialize technology invented in this state's institutions of higher education. (Section 11-44-20)
Associated performance measure item numbers from the Performance Measures Chart, if any	24	17
Customer Details		
Customer description	Governor; House Ways and Means Committee; Senate Finance Committee	General Public
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	All
Number of customers served in last completed FY 2017-18	3	150
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	3	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Annual Report of Qualified Businesses	Website Report of Qualified Businesses
Number of units provided 2017-18	3	1
2016-17	3	1
2015-16	3	1
Does law prohibit charging the customer for the deliverable?	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.05	0.00
2016-17	0.05	0.00
2015-16	0.05	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$4,198.67	\$0.00
2016-17	\$3,945.91	\$0.00
2015-16	\$3,556.84	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.14%	0.00%
2016-17	0.14%	0.00%
2015-16	0.14%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$1,399.56	\$0.00
2016-17	\$1,315.30	\$0.00
2015-16	\$1,185.61	\$0.00
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)		The number of customers served represents the number of unique pageviews of the Qualified Business Report on the agency's website in FY 2017-18.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number		103
Associated laws		Section 1-1-810; Section 1-1-820; Section 1-1-1310; Section 1-5-40; Section 1-23-120; Section 6-11-1630; Section 11-44-60; Section 26-1-5; Section 26-1-10; Section 26-1-15; Section 26-1-20; Section 26-1-25; Section 26-1-30; Section 26-1-40; Section 26-1-50; Section 26-1-60; Section 26-1-90; Section 26-1-100; Section 26-1-110; Section 26-1-120; Section 26-1-130; Section 26-1-140; Section 26-1-150; Section 26-1-160; Section 26-1-200; Section 26-1-230; Section 30-4-30; Section 33-1-200; Section 33-1-210; Section 33-1-220; Section 33-1-230; Section 33-1-240; Section 33-1-250; Section 33-1-260; Section 33-1-280; Section 33-1-300; Section 33-15-200; Section 33-31-120; Section 33-31-121; Section 33-31-122; Section 33-31-123; Section 33-31-124; Section 33-33-125; Section 33-31-128; Section 33-31-130; Section 33-31-1520; Section 33-37-210; Section 33-37-910; Section 33-38-120; Section 33-38-200; Section 33-41-1110; Section 33-41-1160; Section 33-41-1170; Section 33-41-1190; Section 33-42-210; Section 33-42-220; Section 33-42-260; Section 33-42-1620; Section 33-44-202; Section 33-44-206; Section 33-44-207; Section 33-44-208; Section 33-44-1007; Section 33-56-30; Section 33-56-50; Section 33-56-60; Section 33-56-70; Section 33-56-80; Section 33-56-110; Section 33-56-140; Section 33-57-120; Section 33-57-150; Section 36-9-501; Section 36-9-502; Section 36-9-503; Section 36-9-504; Section 36-9-516; Section 36-9-518; Section 36-9-519; Section 36-9-521; Section 36-9-522; Section 36-9-523; Section 37-17-30; Section 39-15-420; Section 39-15-1115; Section 39-15-1140; Section 39-57-50; Section 39-57-55; Section 40-43-83; Section 41-25-30; Section 47-9-260; Section 58-12-310; Section 58-12-325; Section 58-12-330; Proviso 117.29; Proviso 117.73; State Executive Order 2017-09
Does state or federal law specifically require this deliverable?		Yes
Deliverable description		Secretary of State's Website - The Secretary of State provides information on its website to inform customers of the services provided by the agency; forms for filings submitted to the office as well as online filing portals; searchable databases of records collected by the agency; public education materials on wise charitable giving and counterfeit goods; and statutorily required reports and information.
Responsible organizational unit (primary)		Information Technology
Results Sought		
Does the legislature state intent, findings, or purpose?		No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To provide information on its website to inform customers of the services provided by the agency; forms for filings submitted to the office as well as online filing portals; searchable databases of records collected by the agency; public education materials on wise charitable giving and counterfeit goods; and statutorily required reports and information.
Associated performance measure item numbers from the Performance Measures Chart, if any		1; 2; 3; 8; 9; 12; 16; 17; 18
Customer Details		
Customer description		General Public; Businesses; Charitable Organizations; Professional Fundraisers; Government Officials; Boards and Commissions; Notaries Public
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	All
Number of customers served in last completed FY	2017-18	2,350,385
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		Secretary of State's Website
Number of units provided	2017-18	1
	2016-17	1
	2015-16	1
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
	2015-16	No
If yes, provide law	2016-17	No applicable law
	2015-16	No
If yes, provide law	2016-17	No applicable law
	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.07
	2016-17	0.06
	2015-16	0.06
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$5,903.50
	2016-17	\$3,862.11
	2015-16	\$5,985.69
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.19%
	2016-17	0.14%
	2015-16	0.23%
Agency expenditures per unit of the deliverable	2017-18	\$5,903.50
	2016-17	\$3,862.11
	2015-16	\$5,985.69
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		The number of customers served represents the number of unique pageviews of the Secretary of State's Website in FY 2017-18.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number		104
Associated laws		Proviso 117.112
Does state or federal law specifically require this deliverable?		Yes
Deliverable description		Information Technology Plan Workbook - As a state agency, the Secretary of State is required to submit to the Department of Administration an annual information technology plan and information security plan.
Responsible organizational unit (primary)		Information Technology
Results Sought		
Does the legislature state intent, findings, or purpose?		No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To provide the Department of Administrative an annual information technology plan and information security plan that includes the following: (1) the information technology objectives of the state agency; (2) an inventory of the state agency's information technology; (3) any performance measures used by the state agency for implementing its information technology objectives; (4) how the state agency's development of information technology coordinates with other governmental entities; (5) the state agency's budget plans for information technology for the coming fiscal year which must include: (a) all fixed, recurring information technology costs, regardless of funding sources; (b) new information technology expenditures for services, hardware upgrades/replacements and software purchases, regardless of funding sources; (c) new information technology projects, regardless of funding sources; and (d) FTE counts, temporary personnel counts, and salary information and position descriptions for all information technology personnel, regardless of funding sources; and (6) the state agency's need for appropriations for information technology.
Associated performance measure item numbers from the Performance Measures Chart, if any		None
Customer Details		
Customer description		Department of Administration
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	None
Number of customers served in last completed FY	2017-18	1
Percentage change in customers served predicted for current FY	2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		1
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		Information Technology Plan Workbook
Number of units provided	2017-18	1
	2016-17	1
	2015-16	1
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.05
	2016-17	0.05
	2015-16	0.03
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$4,751.33
	2016-17	\$4,404.79
	2015-16	\$3,283.70
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.15%
	2016-17	0.16%
	2015-16	0.13%
Agency expenditures per unit of the deliverable	2017-18	\$4,751.33
	2016-17	\$4,404.79
	2015-16	\$3,283.70
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		106	107	108
Item number		106	107	108
Associated laws		Section 1-1-810; Section 1-1-820; Proviso 117.29	Section 11-11-40	Section 11-11-40
Does state or federal law specifically require this deliverable?		Yes		No
Deliverable description		Accountability Report - As a state agency, the Secretary of State must send to the Governor and the General Assembly an annual accountability report that contains the agency's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met.	Master Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual master report. The master report helps agencies to determine which reporting packages are required, and informs the Comptroller General's Office which reporting packages to expect from an agency.	Capital Assets Year-End Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual report of the capital assets of the agency, in order for the Comptroller General's Office to record capital assets in the State's financial statements.
Responsible organizational unit (primary)		Administration & Internal Operations	Administration & Internal Operations	Administration & Internal Operations
Results Sought				
Does the legislature state intent, findings, or purpose?		Yes	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		Agencies annual accountability reports for the prior fiscal year, as required in Section 1-1-810, must be accessible to the Governor, Senate Finance Committee, House Ways and Means Committee, and to the public on or before September fifteenth, for the purpose of a zero-base budget analysis and in order to ensure that the Agency Head Salary Commission has the accountability reports for use in a timely manner. Accountability Report guidelines shall require agencies to identify key program area descriptions and expenditures and link these to key financial and performance results measures. The Executive Budget Office is directed to develop a process for training agency leaders on the annual agency accountability report and its use in financial, organizational, and accountability improvement. (Proviso 117.29, 2018-19 General Appropriations Bill H.4950)	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.
Associated performance measure item numbers from the Performance Measures Chart, if any		1-24	None	None
Customer Details				
Customer description		Governor; General Assembly; General Public	Comptroller General's Office	Comptroller General's Office
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	None	None	None
Number of customers served in last completed FY	2017-18	181	1	1
Percentage change in customers served predicted for current FY	2018-19	Unknown	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	1	1
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Accountability Report	Master Report	Capital Assets Year-End Report
Number of units provided	2017-18	1	1	1
	2016-17	1	1	1
	2015-16	1	1	1
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law	2017-18	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.08	0.02	0.02
	2016-17	0.08	0.02	0.02
	2015-16	0.08	0.02	0.02
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$13,466.18	\$1,492.85	\$1,711.57
	2016-17	\$12,634.74	\$1,417.11	\$1,611.44
	2015-16	\$11,858.97	\$1,361.71	\$1,489.07
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.44%	0.05%	0.06%
	2016-17	0.46%	0.05%	0.06%
	2015-16	0.46%	0.05%	0.06%
Agency expenditures per unit of the deliverable	2017-18	\$13,466.18	\$1,492.85	\$1,711.57
	2016-17	\$12,634.74	\$1,417.11	\$1,611.44
	2015-16	\$11,858.97	\$1,361.71	\$1,489.07
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)		The number of customers served represents the number of unique pageviews of the Accountability Report on the agency's website in FY 2017-18 (179), along with the Governor and the General Assembly.		

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		109	110	111
Item number		109	110	111
Associated laws		Section 11-11-40	Section 11-11-40	Section 11-11-40
Does state or federal law specifically require this deliverable?		No	No	No
Deliverable description		Cash and Investments Report - As a state agency, the Secretary of State is required to submit to the Comptroller General's Office an annual report of the types of cash and investments owned by the agency, in order for the Comptroller General's Office to report the amount of cash and investments in the State's financial statements.	Operating Leases Report - As a state agency, the Secretary of State is required to submit to the Comptroller General's Office an annual report of the terms of its noncancelable operating leases. In addition to total rental expenditures for the current year, future minimum rental payments are presented for each of the five succeeding fiscal years and in five year increments thereafter. Any payments for contingent rentals are required to be disclosed separately. This information is included by the Comptroller General's Office in the State's financial statements.	Litigation Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual litigation report. The litigation report provides information relating to situations arising or changing during the year and subsequent to year-end where the agency has consulted private attorneys for legal advice or representation. This information is included by the Comptroller General's Office in the State's financial statements.
Responsible organizational unit (primary)		Administration & Internal Operations	Administration & Internal Operations	Administration & Internal Operations
Results Sought				
Does the legislature state intent, findings, or purpose?		No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None	None
Customer Details				
Customer description		Comptroller General's Office	Comptroller General's Office	Comptroller General's Office
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	None	None	None
Number of customers served in last completed FY	2017-18	1	1	1
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		1	1	1
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Cash Investments Report	Operating Leases Report	Litigation Report
Number of units provided	2017-18	1	1	1
	2016-17	1	1	1
	2015-16	1	1	1
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.02	0.02	0.02
	2016-17	0.02	0.02	0.02
	2015-16	0.02	0.02	0.02
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,492.85	\$1,492.85	\$1,492.85
	2016-17	\$1,417.11	\$1,417.11	\$1,417.11
	2015-16	\$1,361.71	\$1,361.71	\$1,361.71
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.05%	0.05%	0.05%
	2016-17	0.05%	0.05%	0.05%
	2015-16	0.05%	0.05%	0.05%
Agency expenditures per unit of the deliverable	2017-18	\$1,492.85	\$1,492.85	\$1,492.85
	2016-17	\$1,417.11	\$1,417.11	\$1,417.11
	2015-16	\$1,361.71	\$1,361.71	\$1,361.71
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		112	113	114
Item number		112	113	114
Associated laws		Section 11-11-40	Proviso 117.26	Section 11-11-40
Does state or federal law specifically require this deliverable?		No	Yes	No
Deliverable description		Fund Balance and Net Assets Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual report of the agency's fund balance and net assets, which provides information regarding constraints on the use of revenue sources and resulting fund balance. This information is included by the Comptroller General's Office in the State's financial statements.	Travel Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual travel report. The travel report provides information on state travel expenditures during the fiscal year including a summary of total travel expenditures by the agency and a breakdown of the top 10% of employees for whom travel expenses were paid.	Subsequent Events Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual subsequent events report. The subsequent events report informs the Comptroller General's Office of events or information obtained subsequent to submission of the master reporting package. This information is included by the Comptroller General's Office in the State's financial statements.
Responsible organizational unit (primary)		Administration & Internal Operations	Administration & Internal Operations	Administration & Internal Operations
Results Sought				
Does the legislature state intent, findings, or purpose?		No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.	To provide transparency of agency travel expenses.	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None	None
Customer Details				
Customer description		Comptroller General's Office	Comptroller General; Senate Finance Committee; House Ways and Means Committee; Statehouse Press Room; Media; General Public	Comptroller General's Office
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	None	None	None
Number of customers served in last completed FY	2017-18	1	Unknown	1
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		1	Unknown	1
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Fund Balance Report	Travel Report	Subsequent Events Report
Number of units provided	2017-18	1	1	1
	2016-17	1	1	1
	2015-16	1	1	1
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
	2015-16	No	No	No
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
	2015-16	No	No	No
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.02	0.02	0.02
	2016-17	0.02	0.02	0.02
	2015-16	0.02	0.02	0.02
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,492.85	\$1,492.85	\$1,492.85
	2016-17	\$1,417.11	\$1,417.11	\$1,417.11
	2015-16	\$1,361.71	\$1,361.71	\$1,361.71
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.05%	0.05%	0.05%
	2016-17	0.05%	0.05%	0.05%
	2015-16	0.05%	0.05%	0.05%
Agency expenditures per unit of the deliverable	2017-18	\$1,492.85	\$1,492.85	\$1,492.85
	2016-17	\$1,417.11	\$1,417.11	\$1,417.11
	2015-16	\$1,361.71	\$1,361.71	\$1,361.71
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)			The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons have viewed the report through the Comptroller General's website, in addition to the direct recipients of the report.	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	115	
Associated laws	Section 11-35-5240	
Does state or federal law specifically require this deliverable?	Yes	
Deliverable description	Minority Business Enterprise (MBE) Utilization Plan - As a state agency, the Secretary of State's Office is required to submit its Minority Business Enterprise (MBE) Utilization Plan to the Small and Minority Business Assistance Office on an annual basis, and file quarterly progress reports.	
Responsible organizational unit (primary)	Administration & Internal Operations	
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The South Carolina General Assembly declares that business firms owned and operated by minority persons have been historically restricted from full participation in our free enterprise system to a degree disproportionate to other businesses. The General Assembly believes that it is in the state's best interest to assist minority owned businesses to develop fully as a part of the state's policies and programs which are designed to promote balanced economic and community growth throughout the State. The General Assembly, therefore, wishes to ensure that those businesses owned and operated by minorities are afforded the opportunity to fully participate in the overall procurement process of the State. The General Assembly, therefore, takes this leadership role in setting procedures that will result in awarding contracts and subcontracts to minority business firms in order to enhance minority capital ownership, overall state economic development and reduce dependency on the part of minorities. (Section 11-35-5210)	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	
Customer Details		
Customer description	SC Division of Small and Minority Business Contracting and Certification	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	None
Number of customers served in last completed FY	2017-18	1
Percentage change in customers served predicted for current FY	2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	2017-18	1
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Quarterly Report	
Number of units provided	2017-18	4
	2016-17	4
	2015-16	4
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01
	2016-17	0.01
	2015-16	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$788.76
	2016-17	\$730.42
	2015-16	\$644.45
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.03%
	2016-17	0.03%
	2015-16	0.03%
Agency expenditures per unit of the deliverable	2017-18	\$197.19
	2016-17	\$182.61
	2015-16	\$161.11
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		116	117
Item number		116	117
Associated laws		Section 11-35-5260	Proviso 117.13
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		Report of Number and Dollar Value of Contracts Awarded to Minority Vendors - As a state agency, the Secretary of State's Office is restricted to report to the Small and Minority Business Assistance Office the number and dollar value of contracts awarded to a certified minority firm during the preceding fiscal year. The Small and Minority Business Assistance Office must report annually in writing to the Governor the number and dollar value of contracts awarded for each governmental body to a certified minority firm during the preceding fiscal year.	Report of Agency Progress on Affirmative Action Plan - As a state agency, the Secretary of State is required to submit to the State Human Affairs Commission an annual report of employment and filled vacancy data by race and sex.
Responsible organizational unit (primary)		Administration & Internal Operations	Administration & Internal Operations
Results Sought			
Does the legislature state intent, findings, or purpose?		Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The South Carolina General Assembly declares that business firms owned and operated by minority persons have been historically restricted from full participation in our free enterprise system to a degree disproportionate to other businesses. The General Assembly believes that it is in the state's best interest to assist minority owned businesses to develop fully as a part of the state's policies and programs which are designed to promote balanced economic and community growth throughout the State. The General Assembly, therefore, wishes to ensure that those businesses owned and operated by minorities are afforded the opportunity to fully participate in the overall procurement process of the State. The General Assembly, therefore, takes this leadership role in setting procedures that will result in awarding contracts and subcontracts to minority business firms in order to enhance minority capital ownership, overall state economic development and reduce dependency on the part of minorities. (Section 11-35-5210)	It is the policy of the State of South Carolina to recruit, hire, train, and promote employees without discrimination because of race, color, sex, national origin, age, religion or physical disability. This policy is to apply to all levels and phases of personnel within state government, including but not limited to recruiting, hiring, compensation, benefits, promotions, transfers, layoffs, recalls from layoffs, and educational, social, or recreational programs. It is the policy of the State to take affirmative action to remove the disparate effects of past discrimination, if any, because of race, color, sex, national origin, age, religion or physical disability. (Proviso 117.13, 2018-19 General Appropriations Bill H.4950)
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None
Customer Details			
Customer description		SC Division of Small and Minority Business Contracting and Certification	South Carolina Human Affairs Commission
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	None	None
Number of customers served in last completed FY	2017-18	1	1
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		1	1
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Quarterly Report	Report of Agency Progress on Affirmative Action Plan
Number of units provided	2017-18	4	1
	2016-17	4	1
	2015-16	4	1
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01	0.01
	2016-17	0.01	0.01
	2015-16	0.01	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$788.76	\$788.76
	2016-17	\$730.42	\$730.42
	2015-16	\$644.45	\$644.45
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.03%	0.03%
	2016-17	0.03%	0.03%
	2015-16	0.03%	0.03%
Agency expenditures per unit of the deliverable	2017-18	\$197.19	\$788.76
	2016-17	\$182.61	\$730.42
	2015-16	\$161.11	\$644.45
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	118	119	
Associated laws	Section 42-7-75	Regulation 47-15	
Does state or federal law specifically require this deliverable?	Yes	Yes	
Deliverable description	Payroll Report - As a state agency, the Secretary of State's Office must provide an annual reports of the agency's gross payroll and number of employees to the State Accident Fund in order to determine premiums for workers' compensation. Contribution and Wage Report - As a state agency, the Secretary of State's Office must provide quarterly reports of employees' wages and contributions to the Department of Employment and Workforce to determine premiums for unemployment insurance.		
Responsible organizational unit (primary)	Administration & Internal Operations	Administration & Internal Operations	
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	"There is established as a separate agency of state government a separate fund to be known as the State Accident Fund, hereinafter referred to as the "fund" or "state fund" in this article. This fund consists of annual premium charges, recoveries from the Second Injury Fund, recoveries by subrogation and...of all income or revenue derived from investing these funds. Receipts for the credit of the fund and expenditures from the fund must be handled in the manner provided by law governing all state funds." (Section 42-7-10) Economic insecurity due to unemployment is a serious menace to health, morals and welfare of the people of this State; involuntary unemployment is therefore a subject of general interest and concern which requires appropriate action by the General Assembly to prevent its spread and to lighten its burden which so often falls with crushing force upon the unemployed worker and his family, the achievement of social security requires protection against this greatest hazard of our economic life; this can be provided by encouraging the employers to provide more stable employment and by the systematic accumulation of funds during periods of employment to provide benefits for periods of unemployment, thus maintaining purchasing power and limiting the serious social consequences of poor relief assistance. The General Assembly therefore declares that in its considered judgment the public good and the general welfare of the citizens of this State require the enactment of this measure, under the police powers of the State, for the compulsory setting aside of unemployment reserves to be used for the benefit of persons unemployed through no fault of their own. (Section 41-27-20)		
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	
Customer Details			
Customer description	South Carolina State Accident Fund	South Carolina Department of Employment and Workforce	
Does the agency evaluate customer satisfaction? 2017-18	No	No	
Counties served in last completed fiscal year 2017-18	None	None	
Number of customers served in last completed FY 2017-18	1	1	
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	1	1	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Payroll Report	Contribution and Wage Report	
Number of units provided 2017-18	1	1	
2016-17	1	1	
2015-16	1	1	
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	
If yes, provide law 2016-17	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.01	0.01	
2016-17	0.01	0.01	
2015-16	0.01	0.01	
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$883.43	\$788.76	
2016-17	\$844.59	\$730.42	
2015-16	\$811.19	\$644.45	
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.03%	0.03%	
2016-17	0.03%	0.03%	
2015-16	0.03%	0.03%	
Agency expenditures per unit of the deliverable 2017-18	\$883.43	\$788.76	
2016-17	\$844.59	\$730.42	
2015-16	\$811.19	\$644.45	
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		120	121
Item number		120	121
Associated laws		Section 11-35-2440	Proviso 117.82
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		Procurement Records and Reports - As a state agency, the Secretary of State's Office is required to submit to the chief procurement officer a quarterly report of all contracts made pursuant to Section 11-35-1560 (Sole Source Procurement) and Section 11-35-1570 (Emergency Procurements). A copy of the report must be submitted annually to the State Fiscal Accountability Authority and made available for public inspection.	Bank Account Transparency and Accountability Report - As a state agency, the Secretary of State's Office must provide to the State Fiscal Accountability Authority an annual report of every transaction of the composite reservoir bank account that is not included in the Comptroller General's South Carolina Enterprise Information System (SCEIS).
Responsible organizational unit (primary)		Administration & Internal Operations	Administration & Internal Operations
Results Sought			
Does the legislature state intent, findings, or purpose?		Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The underlying purposes and policies of [the South Carolina Consolidated Procurement Code] are: (a) to provide increased economy in state procurement activities and to maximize to the fullest extent practicable the purchasing values of funds while ensuring that procurements are the most advantageous to the State and in compliance with the provisions of the Ethics Government Accountability and Campaign Reform Act; (b) to foster effective broad based competition for public procurement within the free enterprise system; (c) to develop procurement capability responsive to appropriate user needs; (d) to consolidate, clarify, and modernize the law governing procurement in this State and permit the continued development of explicit and thoroughly considered procurement policies and practices; (e) to require the adoption of competitive procurement laws and practices by units of state and local governments; (f) to ensure the fair and equitable treatment of all persons who deal with the procurement system which will promote increased public confidence in the procedures followed in public procurement; (g) to provide safeguards for the maintenance of a procurement system of quality and integrity with clearly defined rules for ethical behavior on the part of all persons engaged in the public procurement process; and (h) to develop an efficient and effective means of delegating roles and responsibilities to the various government procurement officers. (Section 11-35-20)	To provide transparency and accountability of transactions in state agency composite reservoir bank accounts that are not included in the South Carolina Enterprise Information System.
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None
Customer Details			
Customer description		State Fiscal Accountability Authority	State Fiscal Accountability Authority
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	None	None
Number of customers served in last completed FY	2017-18	1	1
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		1	1
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Quarterly Report	Bank Account Transparency and Accountability Report
Number of units provided	2017-18	4	1
	2016-17	4	1
	2015-16	4	1
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01	0.01
	2016-17	0.01	0.01
	2015-16	0.01	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$788.76	\$922.83
	2016-17	\$730.42	\$881.02
	2015-16	\$644.45	\$844.62
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.03%	0.03%
	2016-17	0.03%	0.03%
	2015-16	0.03%	0.03%
Agency expenditures per unit of the deliverable	2017-18	\$197.19	\$922.83
	2016-17	\$182.60	\$881.02
	2015-16	\$161.11	\$844.62
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		122	123	124
Item number		122	123	124
Associated laws		Section 2-65-20	Proviso 117.33	Proviso 117.73
Does state or federal law specifically require this deliverable?		Yes	Yes	Yes
Deliverable description		Other Funds Survey Report - As a state agency, the Secretary of State's Office is required to provide the Executive Budget Office an annual report of the sources of all other funds contained in its budget.	Debt Collection Report - As a state agency, the Secretary of State's Office must provide to the Chair of the Senate Finance Committee, the Chair of the House Ways and Means Committee, and the Inspector General an annual report detailing the amount of its outstanding debt and all methods it has used to collect that debt.	Fines and Fees Report - As a state agency, the Secretary of State's Office must publish on its website a report of all aggregate amounts of fines and fees that were charged and collected by the agency in the prior fiscal year by September 1st. The report must also be delivered to the Chair of the Senate Finance Committee and Chair of the House Ways and Means Committee by September 1st.
Responsible organizational unit (primary)		Administration & Internal Operations	Administration & Internal Operations	Administration & Internal Operations
Results Sought				
Does the legislature state intent, findings, or purpose?		No	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To provide a detailed statement of the sources of other funds in the agency's budget in order to facilitate development of the state budget.	To provide the General Assembly data on agency debt collection outcomes.	To promote accountability and transparency. (Proviso 117.73, 2018-19 General Appropriations Bill H.4950)
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None	None
Customer Details				
Customer description		Executive Budget Office; Revenue and Fiscal Affairs Office	Senate Finance Committee Chair; House Ways and Means Committee Chair; Inspector General	General Public; Senate Finance Committee Chair; House Ways and Means Committee Chair
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	None	None	All
Number of customers served in last completed FY	2017-18	2	3	190
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		2	3	Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Other Funds Survey Report	Debt Collection Report	Fines and Fees Report
Number of units provided	2017-18	1	1	1
	2016-17	1	1	1
	2015-16	1	1	1
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law	2017-18	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01	0.02	0.01
	2016-17	0.01	0.02	0.01
	2015-16	0.01	0.02	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$922.81	\$1,492.85	\$922.81
	2016-17	\$881.02	\$1,417.11	\$881.02
	2015-16	\$844.62	\$1,361.71	\$844.62
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.03%	0.05%	0.03%
	2016-17	0.03%	0.05%	0.03%
	2015-16	0.03%	0.05%	0.03%
Agency expenditures per unit of the deliverable	2017-18	\$922.81	\$1,492.85	\$922.81
	2016-17	\$881.02	\$1,417.11	\$881.02
	2015-16	\$844.62	\$1,361.71	\$844.62
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)				The number of customers served represents the number of unique pageviews of the Fines and Fees Report on the agency's website in FY 2017-18 (188), along with the Senate Finance Committee Chair and the House Ways and Means Committee Chair.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	125	126	127
Associated laws	Section 1-23-120; State Executive Order 2017-09	Section 1-5-60	Section 26-1-15
Does state or federal law specifically require this deliverable?	Yes	No	Yes
Deliverable description	Regulation Review and Report - As a state agency that promulgates and administers regulations, the Secretary of State's Office must conduct a formal review of all regulations that it has promulgated or administered and submit a report to the Code Commissioner and the Governor regarding whether the regulations should be repealed or amended. The review and report must be completed every five years.	Fees for Collection of Dishonored Checks - The Secretary of State may collect fees to recover the costs of collection of dishonored checks and retain the fees to defray collection expenses.	Notary Public Commission Application Requirements and Rejection - A person qualified for a notarial commission: (1) must be a registered voter in this State; (2) shall read and write the English language; and (3) shall submit an application containing no significant misstatement of omission of fact. The application form must be provided by the Secretary and must include the signature of the applicant written with pen and ink, and the signature must be acknowledged as the applicant's by a person authorized to administer oaths. An application not meeting these requirements must be rejected by the legislative delegation or Secretary of State's Office.
Responsible organizational unit (primary)	Legal	Administration & Internal Operations	Notaries, Authentications, Boards & Commissions
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To highlight needed regulatory reform to the public, require agencies to critically assess regulations outside of agency personnel, provide appropriate oversight and strengthen agencies' positions in amending and withdrawing regulations. (State Executive Order 2017-09)	To recover the costs associated with the collection of dishonored checks.	To ensure that only applicants who meet the statutory requirements for appointment as a notary public are issued a notary public commission.
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details			
Customer description	Code Commissioner; Governor	Customers who have paid for services from the Secretary of State's Office and whose checks were returned due to	Notary Public Applicants
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	None	Unknown	Unknown
Number of customers served in last completed FY 2017-18	0	168	2,105
Percentage change in customers served predicted for current FY 2018-19	0.00%	55% decrease	2% decrease
Maximum number of potential customers, if unlimited resources available to the agency	2	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Regulation Review and Report	Fee for Collection of Dishonored Check	Rejection of Notary Public Application
Number of units provided 2017-18	0	168	2,105
2016-17	2	244	378
2015-16	0	208	Unknown
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$35.00	\$0.00
2016-17	\$0.00	\$35.00	\$0.00
2015-16	\$0.00	\$35.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.18	0.15
2016-17	0.01	0.18	0.20
2015-16	0.00	0.18	0.20
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$12,301.38	\$8,171.79
2016-17	\$1,052.96	\$11,638.54	\$10,448.34
2015-16	\$0.00	\$11,198.60	\$9,583.83
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.40%	0.27%
2016-17	0.04%	0.42%	0.38%
2015-16	0.00%	0.44%	0.37%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$73.22	\$3.88
2016-17	\$526.48	\$47.70	\$27.64
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$53.84	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$3,080.00	\$0.00
2016-17	\$0.00	\$4,800.00	\$0.00
2015-16	\$0.00	\$3,850.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$3,080.00	\$0.00
2016-17	\$0.00	\$4,800.00	\$0.00
2015-16	\$0.00	\$3,850.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	128	129	130
Associated laws	Section 26-1-10	Section 26-1-10	Section 26-1-130
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Notary Public Commission Issuance - The Governor may appoint from the qualified electors as many notaries public throughout the State as the public good requires, to hold their offices for a term of 10 years. A commission must be issued to each notary public so appointed and the record of the appointment must be filed in the Secretary of State's Office.	Notary Public Commission Renewal - Notaries public may renew their commission upon the expiration of their 10 year term.	Notary Public Status Change - A notary public must notify the Secretary of State's Office within 45 days after the following changes in a notary's status: (1) change of a notary's residence, business, or a mailing address or telephone number; (2) legal change of a notary's name; and (3) change of a notary's county of residence. Notifications to the Secretary of State's Office must be made on a Change in Status form, accompanied by a fee of \$10.00, and in a form and manner that is prescribed by the Secretary. Notaries public can also request a duplicate commission using the Change in Status form.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To fulfill statutory requirements of issuing commissions to notaries public and maintaining a record of notary appointments.	To fulfill statutory requirements of issuing commissions to notaries public and maintaining a record of notary appointments.	To maintain an accurate record of each notary public's name and address.
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details			
Customer description	Notary Public Applicants	Notaries Public	Notaries Public
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	Unknown	Unknown	Unknown
Number of customers served in last completed FY 2017-18	8,654	6,883	2,035
Percentage change in customers served predicted for current FY 2018-19	1% increase	2% decrease	10% decrease
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Notary Public Commission	Renewal of Notary Public Commission	Changes in Status of Notary Public Information
Number of units provided 2017-18	8,654	6,883	2,035
2016-17	8,498	7,036	1,397
2015-16	8,693	6,906	1,222
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$25.00	\$25.00	\$10.00
2016-17	\$25.00	\$25.00	\$10.00
2015-16	\$25.00	\$25.00	\$10.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.48	0.32	0.20
2016-17	0.63	0.42	0.26
2015-16	0.60	0.40	0.24
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$25,807.50	\$17,205.00	\$10,667.57
2016-17	\$32,571.73	\$21,714.48	\$13,355.82
2015-16	\$28,751.48	\$19,167.65	\$11,500.59
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.84%	0.56%	0.35%
2016-17	1.19%	0.79%	0.49%
2015-16	1.12%	0.75%	0.45%
Agency expenditures per unit of the deliverable 2017-18	\$2.98	\$2.50	\$5.24
2016-17	\$3.83	\$3.09	\$9.56
2015-16	\$3.31	\$2.78	\$9.41
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$216,350.00	\$172,075.00	\$20,380.00
2016-17	\$212,450.00	\$175,900.00	\$14,040.00
2015-16	\$217,325.00	\$172,650.00	\$12,218.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$216,350.00	\$172,075.00	\$20,380.00
2016-17	\$212,450.00	\$175,900.00	\$14,040.00
2015-16	\$217,325.00	\$172,650.00	\$12,218.00
Agency Comments			
Additional comments from agency (optional)			While statute does not require it, the Secretary of State also allows a notary public to request a duplicate commission using the Change in Status form.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	131	132
Associated laws	Section 26-1-140; Section 26-1-150	Section 26-1-10
Does state or federal law specifically require this deliverable?	Yes	No
Deliverable description	Notary Public Commission Resignation - A notary public who resigns his or her notary commission shall submit to the Secretary of State a Change in Status form indicating the effective date of resignation. A notary who ceases to reside in this State, or who becomes permanently unable to perform his notarial duties, shall resign his or her commission and submit to the Secretary of State a Change in Status Form-Resignation indicating the effective date of resignation. In addition, if a notary dies, the notary's Personal Representative must notify the Secretary of State in writing of the death. A notary who resigns his or her commission or the personal representative of a deceased notary shall destroy or deface all notary seals so that they may not be misused.	Notary Public Verification - The Secretary of State's Office receives requests to verify whether an individual is a South Carolina Notary Public and provides the requestor a verification letter.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To prevent misuse of notary seals following the death or resignation of a notary public.	To provide a requesting party confirmation of an individual's notary public commission.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Notaries Public	General Public
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	Unknown	Unknown
Number of customers served in last completed FY 2017-18	92	2
Percentage change in customers served predicted for current FY 2018-19	1.5% increase	300% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Filing of Resignation of Notary Commission or Notification of Death of a Notary Public	Notary Public Verification Letter
Number of units provided 2017-18	92	2
2016-17	13	2
2015-16	Unknown	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2016-17	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.05	0.01
2016-17	0.06	0.01
2015-16	0.06	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$2,451.54	\$839.73
2016-17	\$3,134.50	\$789.18
2015-16	\$2,875.15	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.08%	0.03%
2016-17	0.11%	0.03%
2015-16	0.11%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$26.65	\$419.87
2016-17	\$241.12	\$394.59
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Agency Comments		
Additional comments from agency (optional)	Reported notary deaths are entered as a notary resignation transaction in our records.	Requests for verification of a notary's status are usually from other states' Bars who are reviewing Bar applications from applicants who have stated they are commissioned notaries public.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	
Item number	133
Associated laws	Section 26-1-5; Section 26-1-10; Section 26-1-15; Section 26-1-20; Section 26-1-25; Section 26-1-30; Section 26-1-40; Section 26-1-50; Section 26-1-60; Section 26-1-90; Section 26-1-100; Section 26-1-110; Section 26-1-120; Section 26-1-130; Section 26-1-140; Section 26-1-150; Section 26-1-160; Section 26-1-200; Section 26-1-230
Does state or federal law specifically require this deliverable?	No
Deliverable description	Notary Public Seminars - Trainings are provided by the Office of the Secretary of State to Notaries Public on an annual basis at various locations around the state.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions

Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To educate notaries public and the general public about the laws governing notaries, including qualifications, duties, and prohibited activities.

Associated performance measure item numbers from the Performance Measures Chart, if any	23
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Customer Details	
Customer description	Notaries Public
Does the agency evaluate customer satisfaction? 2017-18	Yes
Counties served in last completed fiscal year 2017-18	Charleston; Darlington; Florence; Greenville; Lexington; Newberry; York
Number of customers served in last completed FY 2017-18	798
Percentage change in customers served predicted for current FY 2018-19	64% decrease (6 Trainings with 285 Attendees)
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Notary Public Seminar
Number of units provided 2017-18	7
2016-17	6
2015-16	7
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2015-16	No applicable law
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.22
2016-17	0.22
2015-16	0.22
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$12,740.56
2016-17	\$14,261.79
2015-16	\$13,920.05
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.41%
2016-17	0.52%
2015-16	0.54%
Agency expenditures per unit of the deliverable 2017-18	\$1,820.08
2016-17	\$2,376.97
2015-16	\$1,988.58

Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Agency Comments	
Additional comments from agency (optional)	The number of customers served represents the number of persons who attended the seminars offered in FY 2017-2018. The Secretary of State's Office attributes the decrease in attendees at the in-person trainings to the availability of the online webinar.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	134	135
Associated laws	Section 26-1-5; Section 26-1-10; Section 26-1-15; Section 26-1-20; Section 26-1-25; Section 26-1-30; Section 26-1-40; Section 26-1-50; Section 26-1-60; Section 26-1-90; Section 26-1-100; Section 26-1-110; Section 26-1-120; Section 26-1-130; Section 26-1-140; Section 26-1-150; Section 26-1-160; Section 26-1-200; Section 26-1-230	Section 26-1-200; Section 26-1-210; Section 26-1-220
Does state or federal law specifically require this deliverable?	No	Yes
Deliverable description	Notary Public Webinar- A webinar is available to the public on the Secretary of State's website to provide educational information to notaries public and individuals who wish to become notaries public.	Issuance of Authentications and Apostilles - The Secretary of State provides certificates of authentication and Apostilles for notarized documents being sent to another state or nation.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions

Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To educate notaries public and the general public about the laws governing notaries, including qualifications, duties, and prohibited activities.	To provide evidence of the authenticity of the official seal and signature of a notary public or other public official for documents being sent to another state or nation.

Associated performance measure item numbers from the Performance Measures Chart, if any	23	None
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Customer Details		
Customer description	Notaries Public	General Public
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	All	Unknown
Number of customers served in last completed FY 2017-18	Unknown	10,095
Percentage change in customers served predicted for current FY 2018-19	Unknown	.7% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Notary Public Webinar	Certifications and Apostilles
Number of units provided 2017-18	1	10,095
2016-17	0	10,585
2015-16	0	8,939
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$5.00
2016-17	\$0.00	\$2.00
2015-16	\$0.00	\$2.00

Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.04	0.30
2016-17	0.00	0.40
2015-16	0.00	0.40
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$3,745.91	\$16,343.57
2016-17	\$0.00	\$20,896.67
2015-16	\$0.00	\$19,167.65
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.12%	0.53%
2016-17	0.00%	0.76%
2015-16	0.00%	0.75%
Agency expenditures per unit of the deliverable 2017-18	\$3,745.91	\$1.62
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.97
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$2.14

Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$45,263.00
2016-17	\$0.00	\$20,618.00
2015-16	\$0.00	\$17,485.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$45,263.00
2016-17	\$0.00	\$20,618.00
2015-16	\$0.00	\$17,485.00

Agency Comments		
Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine at this time how many persons viewed the webinar in FY 2017-18. The webinar was reposted on YouTube on June 10, 2019, and since that time there have been 357 views of the webinar through that platform.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		136	137	138
Item number		136	137	138
Associated laws		Section 26-1-230	Section 8-3-10; Section 8-3-30	Section 1-1-1310; Section 1-5-40; Section 8-3-10
Does state or federal law specifically require this deliverable?		Yes	Yes	No
Deliverable description		Prohibition Against Issuance of Authentications or Apostilles for Certain Documents - The Secretary of State shall not issue a certificate of authentication or Apostille if believed to be for an improper purpose or if the seal or signature cannot be authenticated, the seal or signature is of a foreign official, or the document is a reproduction of a seal or signature. The Secretary of State may not include any statement not within his power or knowledge or certify that a document has been executed in accordance with law or that it is a valid document in a particular jurisdiction.	Elected Official Oath of Office and Bond Forms - State and county elected officials must file an oath of office with the Secretary of State and be commissioned before entering into the duties of their office. The Secretary of State is responsible for providing oaths of office and bond forms to each County Clerk of Court prior to the general election.	Appointed Official Oath of Office - A form containing an oath is provided to newly appointed public officials when an appointment letter is received in the Office of the Secretary of State.
Responsible organizational unit (primary)		Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought				
Does the legislature state intent, findings, or purpose?		No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To prevent a certificate or Apostille from being provided for a document that is improper or that has been issued in another state.	To comply with the requirements of Title 8, Chapter 3, regarding provision of oaths and bonds to county clerks of court and ensuring that newly elected county officials have access to oaths and bonds.	To assist newly elected and appointed public officials in fulfilling the requirements of Section 8-3-10 that public officials take the oath of office prior to entering the duties of office.
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None	None
Customer Details				
Customer description		General Public	County Clerks of Court	Elected Officials; Appointed Officials
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	Unknown	None	All
Number of customers served in last completed FY	2017-18	453	0	863
Percentage change in customers served predicted for current FY	2018-19	.6% increase	4,600% increase (46 Counties)	49% increase
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	46	Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Rejection of Certification or Apostille	Oath and Bond Forms	Oath
Number of units provided	2017-18	453	0	863
	2016-17	307	46	1,030
	2015-16	204	0	1,152
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law	2017-18	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.12	0.00	0.19
	2016-17	0.15	0.05	0.26
	2015-16	0.15	0.00	0.26
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$7,422.28	\$0.00	\$10,009.47
	2016-17	\$8,551.17	\$2,878.85	\$13,260.64
	2015-16	\$7,892.41	\$0.00	\$12,102.53
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.24%	0.00%	0.33%
	2016-17	0.31%	0.10%	0.48%
	2015-16	0.31%	0.00%	0.47%
Agency expenditures per unit of the deliverable	2017-18	\$16.38	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$11.60
	2016-17	\$27.85	\$62.58	\$12.87
	2015-16	\$38.69	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$10.51
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)			This deliverable only occurs in even-numbered years when there is a general election. There is no change in the number of customers (46 clerks of court) from election year to election year.	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	139	140	141
Associated laws	Section 1-1-1310; Section 1-5-40; Section 8-3-10	Section 8-3-140	Section 23-6-210; Section 23-7-10; Section 23-3-10; Section 23-3-20; Section 50-3-320; Section 50-3-330
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Commissions - The Secretary of State issues commissions to newly elected and appointed public officials following receipt of a completed oath of office, the bond (if required), and, if elected, certified election results from the State Election Commission.	Original Bonds of Elected Officials and Special State Constables - Bonds for elected officials and Special State Constables are sent to the Attorney General's Office for approval and, upon return to the Office of the Secretary of State, submitted to the State Treasurer's Office.	Commissions for Constables and State Law Enforcement Officers - After receipt of appointment letters and oaths of office in the Secretary of State's Office, commissions are provided to SLED for State Constables and State Law Enforcement Officers; to the entity where the appointee performs the function for Special State Constables; and to the Department of Natural Resources for their officers.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To fulfill the requirement that public officials be commissioned prior to entering the duties of office.	To comply with the statute requiring the Secretary of State keep a record of bonds and file bonds with the State Treasurer.	To comply with the laws governing State Law Enforcement Officers, Department of Natural Resources Officers, Special State Constables, and State Constables and their oath and commission requirements.
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details			
Customer description	Elected Officials; Appointed Officials	Attorney General's Office; State Treasurer's Office	SLED Regulatory Division (for State Constables); Entities served by Special State Constables; SLED; Department of Natural Resources
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	All	None	Unknown
Number of customers served in last completed FY 2017-18	780	2	411
Percentage change in customers served predicted for current FY 2018-19	60% increase	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	2	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Commission	Detailed Bond Report with Bonds for Elected Officials and Special State Constables	Commission
Number of units provided 2017-18	780	56	411
2016-17	1,219	87	791
2015-16	965	225	338
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.51	0.04	0.18
2016-17	0.68	0.05	0.24
2015-16	0.68	0.05	0.24
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$27,414.72	\$1,980.52	\$9,806.14
2016-17	\$34,840.83	\$2,463.38	\$12,367.24
2015-16	\$31,927.59	\$2,260.69	\$11,516.61
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.89%	0.06%	0.32%
2016-17	1.27%	0.09%	0.45%
2015-16	1.25%	0.09%	0.45%
Agency expenditures per unit of the deliverable 2017-18	\$35.15	\$35.37	\$23.86
2016-17	\$28.58	\$28.31	\$15.63
2015-16	\$33.09	\$10.05	\$34.07
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)	The number of units provided is the number of bonds sent to the State Treasurer in a fiscal year.		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		142	143
Item number	Associated laws	Section 23-6-100; Section 23-6-120	Section 31-3-340
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		Commissions for State Patrol Officers - The Governor's Office forwards appointment letters and commissions for State Patrol Officers. After receipt in the Secretary of State's Office, commissions are signed by the Secretary of State and forwarded to the Department of Public Safety.	Municipal Housing Authority Appointment Certificates - Municipal Housing Authorities report to the Secretary of State appointments that are made by a mayor or city council. The Secretary of State provides a certificate of appointment on receipt of notice of the appointment.
Responsible organizational unit (primary)		Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions

Results Sought			
Does the legislature state intent, findings, or purpose?		No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To comply with the laws governing State Patrol Officers and their commissioning requirements.	To provide a certificate of appointment evidencing the appointment of an individual to a municipal housing authority.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
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Customer Details			
Customer description		Department of Public Safety	Municipal Housing Authorities; Commissioners for Municipal Housing Authorities
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown
Number of customers served in last completed FY	2017-18	1	14
Percentage change in customers served predicted for current FY	2018-19	0.00%	100% increase
Maximum number of potential customers, if unlimited resources available to the agency		1	Unknown

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Commission	Certificate of Appointment for a Municipal Housing Authority
Number of units provided	2017-18	183	14
	2016-17	99	13
	2015-16	95	20
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.03	0.01
	2016-17	0.04	0.01
	2015-16	0.04	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,634.36	\$408.60
	2016-17	\$2,089.67	\$515.30
	2015-16	\$1,916.77	\$479.86
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.05%	0.01%
	2016-17	0.08%	0.02%
	2015-16	0.07%	0.02%
Agency expenditures per unit of the deliverable	2017-18	\$8.93	\$29.19
	2016-17	\$21.11	\$39.64
	2015-16	\$20.18	\$23.99

Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		144	145
Item number		144	145
Associated laws		Section 13-1-1040; Section 46-5-10; Section 59-5-10	Section 1-5-40
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		Certificate of Election for Certain Agency Commissions and Boards - After receiving the oath of office, the Secretary of State's Office mails commissions with the certificate of election to members of the Aeronautics Commission, Agriculture Commission, and State Board of Education.	State Board and Commission Vacancy and Expired Term Publication - For state boards and commissions, the Secretary must publicize vacancies, expired terms, and those terms expiring within one year on a semiannual basis statewide.
Responsible organizational unit (primary)		Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought			
Does the legislature state intent, findings, or purpose?		No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To comply with the statutes which require the Secretary of State to issue a Certificate of Election following the election and receipt of an oath from a person elected to the Aeronautics Commission, Agriculture Commission, or State Board of Education.	To monitor all elected or appointed state boards and commissions in order to ascertain when vacancies occur and publicize these vacancies and positions on these bodies whose terms expire. (Section 1-5-40)
Associated performance measure item numbers from the Performance Measures Chart, if any		None	12
Customer Details			
Customer description		Aeronautics Commission; Agriculture Commission; State Board of Education	General Public; Elected Officials; Appointed Officials
Does the agency evaluate customer satisfaction? 2017-18		No	No
Counties served in last completed fiscal year 2017-18		Unknown	All
Number of customers served in last completed FY 2017-18		8	5,196
Percentage change in customers served predicted for current FY 2018-19		62% decrease	Unknown
Maximum number of potential customers, if unlimited resources available to the agency		42	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Certificate of Election	Publication of Vacancies and Expired Terms on Website
Number of units provided 2017-18		8	1
	2016-17	4	1
	2015-16	6	1
Does law prohibit charging the customer for the deliverable? 2017-18		No	No
If yes, provide law 2016-17		No applicable law	No applicable law
If yes, provide law 2015-16		No applicable law	No applicable law
If yes, provide law 2017-18		No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18		\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18		0.02	0.09
	2016-17	0.03	0.10
	2015-16	0.03	0.10
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18		\$1,103.52	\$6,672.77
	2016-17	\$1,318.55	\$7,205.20
	2015-16	\$1,222.63	\$6,373.28
Total deliverable expenditures as a percentage of total agency expenditures 2017-18		0.04%	0.22%
	2016-17	0.05%	0.26%
	2015-16	0.05%	0.25%
Agency expenditures per unit of the deliverable 2017-18		\$137.94	\$6,672.77
	2016-17	\$329.64	\$7,205.20
	2015-16	\$203.77	\$6,373.28
Amount generated from providing deliverable			
Total collected from charging customers 2017-18		\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18		\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18		\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)		Prior to 2016 Act No. 275 (passed June 21, 2016), the Department of Transportation commissioners also received a Certificate of Election. Three Certificates of Election were issued to members of that commission in 2015-2016 and are included in the number of units for that fiscal year. The maximum number of potential customers is listed as 42 because that is the total number of members on the three boards listed. It is conceivable that there could be multiple elections in the same year for a single position, but highly unlikely that the number would ever exceed 42.	The number of customers served represents the number of unique pageviews of the Boards and Commissions Database on the agency's website in FY 2017-18.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	146	147	148
Associated laws	Section 6-11-335	S.C. Constitution, Article 3, Section 25	Section 7-17-310
Does state or federal law specifically require this deliverable?	No	No	Yes
Deliverable description	Special Purpose District Change of Membership Certification - The governing body of a special purpose district may petition to increase its membership, and file the petition with the Secretary of State for certification.	Writ of Election Related to Legislators - When members of the General Assembly resign, die, or depart the state, a Writ of Election is issued by the President of the Senate or Speaker of the House and forwarded to the Secretary of State's Office. The Secretary of State signs the Writ of Election, stamps the writ, and forwards a copy to the legislature.	Certified Election Results - Once the certified results are received from the State Election Commission, the Secretary of State sends a letter and a copy of the certified results are sent to the Clerk of the Senate, Clerk of the House, Governor's Office, and the elected official.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide for the manner in which and requirements under which the membership of the governing body of vacancy in the General Assembly for the remainder of a certain public service districts may be expanded. (2012 Act No. 146)	A writ of election is issued and filed for purposes of filling a	To comply with statutory requirements directing the Secretary of State to provide a certified copy of election results to the Governor and each person elected.

Associated performance measure item numbers from the Performance Measures Chart, if any	5	None	None
Customer Details			
Customer description	Special Purpose Districts	General Assembly	Clerk of the Senate; Clerk of the House; Governor; Elected Officials
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	Charleston	None	None
Number of customers served in last completed FY 2017-18	1	1	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%	300% increase
Maximum number of potential customers, if unlimited resources available to the agency	256	Unknown	Unknown

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Certification of Change of Membership for Special Purpose District	Writ of Election	Certified Election Results by the Secretary of State's Office
Number of units provided 2017-18	1	1	0
2016-17	0	1	3
2015-16	0	1	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.01	0.01	0.00
2016-17	0.00	0.01	0.04
2015-16	0.00	0.01	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$1,124.27	\$715.52	\$0.00
2016-17	\$0.00	\$683.51	\$2,470.11
2015-16	\$0.00	\$657.42	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.04%	0.02%	0.00%
2016-17	0.00%	0.02%	0.09%
2015-16	0.00%	0.03%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$1,124.27	\$715.52	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$683.51	\$823.37
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$657.42	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00

Agency Comments	
Additional comments from agency (optional)	The Secretary of State has not been sending election results to individuals elected during this time period as we do not have mailing addresses for the elected officials until they file their oaths of office.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	
Item number	149
Associated laws	Section 7-17-320
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Certified Election Results Publication - The Secretary of State must publish certified election results in one or more newspapers in South Carolina.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions

Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide notice of election results to the people of South Carolina.

Associated performance measure item numbers from the Performance Measures Chart, if any	None
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Customer Details	
Customer description	General Public
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	None
Number of customers served in last completed FY 2017-18	0
Percentage change in customers served predicted for current FY 2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Certified Election Results
Number of units provided 2017-18	0
2016-17	0
2015-16	0
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2016-17	No
If yes, provide law 2015-16	No
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00
2016-17	0.00
2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%
2016-17	0.00%
2015-16	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Agency Comments	
Additional comments from agency (optional)	The Secretary of State's Office does not currently publish election results in a newspaper. The Secretary of State's Office recommends that this requirement be removed or transferred to the State Election Commission as it more closely aligns with their role as overseer of elections. The State Election Commission publishes election results on its website. Various news outlets also report election results.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	
Item number	150
Associated laws	2 U.S.C. § 26; 2 U.S.C. § 1(a)-(b)
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Congressional Certificate of Election - Upon election of members of Congress, the Secretary of State mails a certificate of election to the elected officials, the United States House of Representatives, and the United States Senate.
Responsible organizational unit (primary)	Legal
Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To comply with federal law which requires certificates of election be signed by the Governor, attested by the Secretary of State, have the seal of the state affixed, and be provided to the appropriate legislative body.
Associated performance measure item numbers from the Performance Measures Chart, if any	None
Customer Details	
Customer description	Clerk of the United States House of Representatives; President of the United States Senate; United States Representatives; United States Senators
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	None
Number of customers served in last completed FY 2017-18	0
Percentage change in customers served predicted for current FY 2018-19	800% increase
Maximum number of potential customers, if unlimited resources available to the agency	11
Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Certificate of Election
Number of units provided 2017-18	0
2016-17	36
2015-16	0
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2015-16	No applicable law
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00
2016-17	0.01
2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00
2016-17	\$789.18
2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%
2016-17	0.03%
2015-16	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	\$21.92
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Agency Comments	
Additional comments from agency (optional)	Certificates of Election are only issued in general election years unless there is a special election. The number of customers is the number of individuals elected and the number of places in Washington that received the certificates (only the House of Representatives in 2018). If every position were elected in the same year, the maximum number would be 11 (7 Representatives, 2 Senators, and the 2 houses of Congress). We create 4 original certificates of election for each person elected to serve in Congress. Variation between election years is due to the number of positions that are re-elected.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	151	152	
Associated laws	Section 7-19-70; Section 7-19-120	Section 7-19-70; Section 7-19-120	
Does state or federal law specifically require this deliverable?	Yes	Yes	
Deliverable description	Elector Candidate Filing - Candidates for electors (and alternate electors) of President and Vice President nominated by political parties or by valid petition are filed with the Secretary of State. The names of the parties' candidates for President and Vice President go on the ballot in place of the electors' names.	Elector Certification - Once the Secretary of State receives certified election results from the State Election Commission, the Secretary certifies to the Governor the names of the people elected as electors for President and Vice President. The certification provides the number of votes received by the winning candidates and the list of electors of the winning party so that the Governor's Office can draft certificates of ascertainment, which are signed by the Governor and the Secretary of State and provided to the Electoral College.	
Responsible organizational unit (primary)	Legal	Legal	
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purpose of the Electoral College is to elect the President and Vice President of the United States. Each step of the process is taken with the goal of providing the elector votes to Congress as part of the official record of the election of the President and Vice President.	The Secretary of State sends the Governor certification of the names of those elected as electors for President and Vice President so that the Governor has the information needed to provide Certificates of Ascertainment.	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	
Customer Details			
Customer description	Political Parties	Governor	
Does the agency evaluate customer satisfaction?	No	No	
Counties served in last completed fiscal year	None	None	
Number of customers served in last completed FY	0	0	
Percentage change in customers served predicted for current FY	0.00%	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	1	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Filing of Candidates for Electors	Certification of Electors	
Number of units provided			
2017-18	0	0	
2016-17	7	1	
2015-16	0	0	
Does law prohibit charging the customer for the deliverable?	No	No	
If yes, provide law	No applicable law	No applicable law	
2016-17	No	No	
If yes, provide law	No applicable law	No applicable law	
2015-16	No	No	
If yes, provide law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit			
2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Costs			
Total employee equivalents required (37.5 hour per week units)			
2017-18	0.00	0.00	
2016-17	0.01	0.01	
2015-16	0.00	0.00	
Total deliverable expenditures each year (operational and employee salary/fringe)			
2017-18	\$0.00	\$0.00	
2016-17	\$789.18	\$789.18	
2015-16	\$0.00	\$0.00	
Total deliverable expenditures as a percentage of total agency expenditures			
2017-18	0.00%	0.00%	
2016-17	0.03%	0.03%	
2015-16	0.00%	0.00%	
Agency expenditures per unit of the deliverable			
2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00	
2016-17	\$112.74	\$789.18	
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00	
Amount generated from providing deliverable			
Total collected from charging customers			
2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)			
2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from charging customers and non-state sources			
2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Agency Comments			
Additional comments from agency (optional)	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election. Number of customers is unknown because it depends on how many certified political parties exist. Seven political parties nominated electors in the 2016 Presidential Election. The Notaries, Authentications, Boards & Commissions Division as well as the Media Relations Director/Executive Assistant to the Secretary provide assistance to the Legal Division with the Electoral College.	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	153	154	
Associated laws	Section 7-19-80; Section 7-19-120	Section 7-19-80; Section 7-19-120	
Does state or federal law specifically require this deliverable?	Yes	No	
Deliverable description	Electoral Declaration Filing - Each candidate for presidential and vice presidential elector shall declare which candidates he or she will vote for if elected no later than 60 days prior to the general election, and must make the declaration to the Secretary of State on such form as the Secretary may require.	Electoral Declaration Notice - Following receipt of the declarations by the electors for each party, the Secretary of State's Office sends notification of the nominated electors for each party to the State Election Commission.	
Responsible organizational unit (primary)	Legal	Legal	
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	By declaring who they will vote for prior to the election, this law ensures that electors will vote for the candidates selected by their party.	The Secretary of State provides a list of electors to the State Election Commission because a vote for the candidates on the ballot for President and Vice President is a vote for the electors of the party that nominated those candidates. Therefore, the State Election Commission should have a record of the candidates for electors.	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	
Customer Details			
Customer description	Chairs of Political Parties; Electors	State Election Commission	
Does the agency evaluate customer satisfaction?	2017-18 No	No	
Counties served in last completed fiscal year	2017-18 None	None	
Number of customers served in last completed FY	2017-18 0	0	
Percentage change in customers served predicted for current FY	2018-19 0.00%	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	1	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Declaration of Electors	Notification to State Election Commission	
Number of units provided	2017-18 0	0	
	2016-17 77	1	
	2015-16 0	0	
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	
If yes, provide law	2016-17 No applicable law	No applicable law	
	2016-17 No	No	
If yes, provide law	2015-16 No applicable law	No applicable law	
	2015-16 No	No	
If yes, provide law	2015-16 No applicable law	No applicable law	
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00	0.00	
	2016-17 0.01	0.01	
	2015-16 0.00	0.00	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00	\$0.00	
	2016-17 \$789.18	\$789.18	
	2015-16 \$0.00	\$0.00	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%	0.00%	
	2016-17 0.03%	0.03%	
	2015-16 0.00%	0.00%	
Agency expenditures per unit of the deliverable	2017-18 \$0.00	\$0.00	
	2016-17 \$10.25	\$789.18	
	2015-16 \$0.00	\$0.00	
Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Agency Comments			
Additional comments from agency (optional)	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election. Number of customers is unknown because it depends on how many certified political parties exist. We stated 77 units provided because each nominated elector makes a declaration and there were 7 parties with each party able to nominate 9 electors, plus a total of 14 alternates for all parties combined, leading to a total of 77 individuals.	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election.	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	155	156
Associated laws	Section 7-19-90; Section 7-19-120	Section 7-19-100; Section 7-19-120
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Electoral College Meeting - Electors for President and Vice President of the United States meet in the office of the Secretary of State the first Monday after the second Wednesday in December following the presidential election. Electors sign certificates of vote for President and Vice President and affix certificates of ascertainment.	Delivery of Certificates of Vote and Ascertainment - One certificate of vote and certificate of ascertainment is mailed to the President of the United States Senate; two certificates of vote and certificates of ascertainment are kept by the Secretary of State; two certificates of vote and certificates of ascertainment are sent to the Administrator of General Services at the seat of government (Archivist of the U.S.); and one certificate of vote and certificate of ascertainment is sent to the federal judge of the district where the electors have assembled.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purpose of the meeting of the Electoral College is to formally elect the President and Vice President of the United States.	The certificates of vote and certificates of ascertainment provide the electors votes to Congress as part of the official record of the election of the President and Vice President of the United States.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Electors; General Public	President of the United States Senate; Archivist of the United States; Federal judge of district where electors meet
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	None
Number of customers served in last completed FY 2017-18	0	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		3

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Meeting of Electoral College	Certificates of Vote and Certificate of Ascertainment
Number of units provided 2017-18	0	0
	2016-17	12
	2015-16	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2017-18	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.00
	2016-17	0.06
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$0.00
	2016-17	\$4,845.90
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.00%
	2016-17	0.18%
	2015-16	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$0.00	\$0.00
	2016-17	\$4,845.90
	2015-16	\$0.00

Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00

Agency Comments		
Additional comments from agency (optional)	This deliverable only occurs every four years as it relates to the Electoral College and the presidential election.	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election. The Notaries, Authentications, Boards & Commissions Division as well as the Media Relations Director/Executive Assistant to the Secretary provide assistance to the Legal Division with the Electoral College.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	157	158
Associated laws	Section 7-19-110	Section 7-9-10
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Electors Per Diem - Electors are entitled to mileage, subsistence, and per diem allowance as authorized for state boards, committees, and commissions, to be paid from appropriations to the Secretary of State's Office.	Political Party Decertification - If the State Election Commission decertifies a political party and the notice of decertification is returned as undeliverable by the postal service, the notice must be placed on file with the State Election Commission and the Secretary of State.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	Allowing for mileage, subsistence, and per diem allowance, allows individuals to serve as electors who might not be able to afford to otherwise.	To provide a method for decertifying political parties failing to meet criteria for certification by the State Election Commission.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Electors	State Election Commission; Political Parties
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	None
Number of customers served in last completed FY 2017-18	0	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	9	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Per Diem to Electors	Notice of Decertification of Political Party
Number of units provided 2017-18	0	0
2016-17	0	0
2015-16	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.00
2016-17	0.00	0.00
2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.00%
2016-17	0.00%	0.00%
2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00

Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Agency Comments	
Additional comments from agency (optional)	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election. In recent history, reimbursement has not been requested by electors. We put "0" as the number of units provided since no one in 2016 requested reimbursement. The Notaries, Authentications, Boards & Commissions Division as well as the Media Relations Director/Executive Assistant to the Secretary provide assistance to the Legal Division with the Electoral College.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		159	160	161
Item number	Associated laws	Section 7-9-80; Section 7-9-100	Section 1-5-30	S.C. Constitution, Article 3, Section 18
Does state or federal law specifically require this deliverable?		Yes	No	Yes
Deliverable description		Political Party Convention Officer Reports - Following county and state conventions, political parties must report to the Secretary of State their elected officers. County officers must be reported to the county clerk of court and the Secretary of State prior to the state convention. State officers must be reported to the State Election Commission and Secretary of State within 15 days of their election. The reports must be public record.	Executive Order - After receiving an Executive Order from the Governor's Office, the order is signed by the Secretary of State and sent to the Governor's Office.	Laws (Legislative Acts) - Legislative Acts received in the Secretary of State's Office are date stamped with the Secretary of State's name and embossed with the state seal.
Responsible organizational unit (primary)		Legal	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought				
Does the legislature state intent, findings, or purpose?		No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To file reports of political party officers elected at county and state conventions.	To countersign, apply the state seal, and file executive orders issued by the Governor.	To file and apply the state seal to acts passed by the General Assembly.
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None	None
Customer Details				
Customer description		Political Parties	Governor	Governor; Legislative Council; General Assembly
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	All	None	None
Number of customers served in last completed FY	2017-18	7	1	3
Percentage change in customers served predicted for current FY	2018-19	70% decrease	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	1	3
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Political Party Officer Report	Executive Order	Legislative Act
Number of units provided	2017-18	41	55	157
	2016-17	2	46	136
	2015-16	30	28	175
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law	2017-18	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01	0.08	0.09
	2016-17	0.01	0.10	0.12
	2015-16	0.01	0.10	0.12
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$839.73	\$5,667.50	\$4,903.07
	2016-17	\$789.18	\$6,442.19	\$6,269.00
	2015-16	\$711.37	\$5,973.32	\$5,750.30
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.03%	0.18%	0.16%
	2016-17	0.03%	0.23%	0.23%
	2015-16	0.03%	0.23%	0.22%
Agency expenditures per unit of the deliverable	2017-18	\$20.48	\$103.05	\$31.23
	2016-17	\$394.59	\$140.05	\$46.10
	2015-16	\$23.71	\$213.33	\$32.86
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)			There does not appear to be a specific statutory or constitutional requirement for Executive Orders, so we selected Section 1-5-30 as an associated law.	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		162	163
Item number		162	163
Associated laws		Section 11-15-20; Section 11-41-120	Section 1-5-50
Does state or federal law specifically require this deliverable?		Yes	No
Deliverable description		Certification of Bonds - The Secretary of State attests to state general obligation economic development bonds and certifies board information in incumbency certificates to be included with transcript bonds.	Notary, Board, and Commission Document Requests - The Secretary of State's Office fulfills requests for copies of appointment letters, oaths, bonds, acts, and notary applications that have been filed.
Responsible organizational unit (primary)		Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought			
Does the legislature state intent, findings, or purpose?		No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To fulfill the requirements of statute by filing and indexing submitted bonds.	To make filed documents available to the public upon request.

Associated performance measure item numbers from the Performance Measures Chart, if any		None	11; 13; 14; 15
Customer Details			
Customer description		Law Firms; Purchasers of Bonds and Interested Parties	General Public
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown
Number of customers served in last completed FY	2017-18	47	175
Percentage change in customers served predicted for current FY	2018-19	32% decrease	63% decrease
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Incumbency Certificates with Seal and Secretary of State's Signature	Copy of an Appointment Letter, Oath, Bond, Act, or Notary Application
Number of units provided	2017-18	47	175
	2016-17	50	57
	2015-16	50	Unknown
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$1.00 for first page and \$.50 for each additional page; \$3.00 If certified copy is provided.
	2016-17	\$0.00	\$1.00 for first page and \$.50 for each additional page; \$3.00 If certified copy is provided.
	2015-16	\$0.00	\$1.00 for first page and \$.50 for each additional page; \$3.00 If certified copy is provided.

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.04	0.12
	2016-17	0.05	0.16
	2015-16	0.05	0.16
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$2,207.04	\$6,415.18
	2016-17	\$2,637.09	\$8,003.24
	2015-16	\$2,445.27	\$7,462.13
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.07%	0.21%
	2016-17	0.10%	0.29%
	2015-16	0.10%	0.29%
Agency expenditures per unit of the deliverable	2017-18	\$46.96	\$36.66
	2016-17	\$52.74	\$140.41
	2015-16	\$48.91	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$496.00
	2016-17	\$0.00	\$172.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$496.00
	2016-17	\$0.00	\$172.00
	2015-16	\$0.00	\$0.00

Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	164
Associated laws	Section 15-9-245; Section 15-9-250; Section 15-9-280; Section 15-9-430; Section 15-9-440; Section 15-9-460; Section 27-40-130; Section 33-15-200; Section 33-15-310; Section 33-31-1520; Section 33-31-1531; Section 33-31-1707; Section 33-41-1200; Section 33-41-1190; Section 33-42-220; Section 33-42-1620; Section 33-42-1670; Section 33-44-111; Section 33-44-1007; Section 33-44-1008; Section 37-17-30(B)(2); Section 40-43-83(B); Section 46-33-40
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Service of Process Acceptance on Behalf of Other Entities - The Secretary of State is named as agent for service of process in various statutes in the S.C. Code of Laws. The Secretary of State accepts service of process when authorized by statute and forwards documents received to the party for which he has accepted service and keeps a record of service.
Responsible organizational unit (primary)	Public Charities & Municipalities

Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The Secretary of State's Office seeks to fulfill its duties as agent for service of process when required and authorized by statute to serve as the agent.

Associated performance measure item numbers from the Performance Measures Chart, if any	None
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Customer Details	
Customer description	Legal Community; Business Community; General Public
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	Unknown
Number of customers served in last completed FY 2017-18	661
Percentage change in customers served predicted for current FY 2018-19	2% decrease
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Acceptance of Service and Process, Forwarding of Documents Received to Appropriate Party, and Recording the Service
Number of units provided 2017-18	661
2016-17	591
2015-16	642
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2016-17	No
If yes, provide law 2015-16	No applicable law
If yes, provide law 2015-16	No
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$10.00 (\$20.00 for nonprofit corporations)
2016-17	\$10.00 (\$20.00 for nonprofit corporations)
2015-16	\$10.00 (\$20.00 for nonprofit corporations)

Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.24
2016-17	0.22
2015-16	0.75
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$12,404.08
2016-17	\$10,501.32
2015-16	\$31,082.35
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.40%
2016-17	0.38%
2015-16	1.21%
Agency expenditures per unit of the deliverable 2017-18	\$18.77
2016-17	\$17.77
2015-16	\$48.41

Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$6,600.00
2016-17	\$5,900.00
2015-16	\$6,430.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$6,600.00
2016-17	\$5,900.00
2015-16	\$6,430.00

Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		165	166
Item number	Associated laws	Section 15-9-245; Section 15-9-250; Section 15-9-280; Section 15-9-430; Section 15-9-440; Section 15-9-460; Section 27-40-130; Section 33-15-200; Section 33-15-310; Section 33-31-1520; Section 33-31-1531; Section 33-31-1707; Section 33-41-1200; Section 33-41-1190; Section 33-42-220; Section 33-42-1620; Section 33-42-1670; Section 33-44-111; Section 33-44-1007; Section 33-44-1008; Section 37-17-30(B)(2); Section 40-43-83(B); Section 46-33-40	Section 37-17-30(B)(1)
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		Service of Process Rejection - The Secretary of State is named as agent for service of process in various statutes in the S.C. Code of Laws. The Secretary of State rejects service of process requests when statutes do not specifically authorize acceptance of service by the Secretary of State, returns the documents to the requestor, and keeps a record of the rejection.	Discount Medical Plan Organization Registered Agent Designation - Discount medical plan organizations or marketers that sell, market, promote, advertise, or distribute a discount medical plan that is not insurance must designate a South Carolina resident as registered agent, and register the agent with the Secretary of State.
Responsible organizational unit (primary)		Public Charities & Municipalities	Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?		No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The Secretary of State's Office seeks to make sure that statutes are followed in determining if the Secretary of State can serve as agent on behalf of an entity.	To regulate prescription drug discount cards. (2006 Act No. 377)
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None
Customer Details			
Customer description		Legal Community; Business Community; General Public	Discount Medical Plan Organizations
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	Unknown	None
Number of customers served in last completed FY	2017-18	194	0
Percentage change in customers served predicted for current FY	2018-19	14% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Rejection of Service and Process Request, Returning of Documents to the Requesting Party, and Recording the Rejection	Designation of Registered Agent for Discount Drug Card Sellers
Number of units provided	2017-18	194	0
	2016-17	184	0
	2015-16	102	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No	No
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$10.00
	2016-17	\$0.00	\$10.00
	2015-16	\$0.00	\$10.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.04	0.00
	2016-17	0.04	0.00
	2015-16	0.05	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$2,989.91	\$0.00
	2016-17	\$2,795.64	\$0.00
	2015-16	\$2,930.59	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.10%	0.00%
	2016-17	0.10%	0.00%
	2015-16	0.11%	0.00%
Agency expenditures per unit of the deliverable	2017-18	\$15.41	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	\$15.19	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	\$28.73	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		167	168
Item number	Associated laws	Section 40-43-83(B)	Section 5-1-24; Regulation 113-200
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description	Non-Resident Prescription Drug Distributor Registered Agent Designation - Non-resident prescription drug distributors must designate a registered agent for service of process with the Secretary of State. Application for Municipal Incorporation - Citizens of an area seeking municipal incorporation file an application with the Secretary of State's Office that contains all the information required by law. The Secretary of State transfers a copy to the Joint Legislative Committee on Municipal Incorporation for review.		
Responsible organizational unit (primary)	Public Charities & Municipalities		Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes		Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purpose of the South Carolina Pharmacy Practice Act is "to promote, preserve, and protect the public health, safety, and welfare by and through the effective control and regulation of the practice of pharmacy; the licensure of pharmacists; the licensure, permitting, control, and regulation of all sites or persons, in or out of this State, that distribute, manufacture, possess, or sell drugs or devices within this State, as may be used in the diagnosis, treatment, and prevention of injury, illness, and disease of a patient or other individual." (Section 40-43-10)		
Associated performance measure item numbers from the Performance Measures Chart, if any	None		5
Customer Details			
Customer description	Non-Resident Prescription Drug Distributors		Citizens seeking to incorporate a municipality; Joint Legislative Committee on Municipal Incorporation
Does the agency evaluate customer satisfaction?	2017-18 No		No
Counties served in last completed fiscal year	2017-18 None		None
Number of customers served in last completed FY	2017-18 0		0
Percentage change in customers served predicted for current FY	2018-19 0.00%		0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown		Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Designation of Registered Agent for Non-Resident Wholesale Prescription Drug Distributor		Filing of an Application for Municipal Incorporation and Forwarding a Copy to the Joint Legislative Committee on Municipal Corporation
Number of units provided	2017-18 0		0
	2016-17 0		1
	2015-16 0		2
Does law prohibit charging the customer for the deliverable?	2017-18 No		No
If yes, provide law	2016-17 No applicable law		No applicable law
	2016-17 No		No
	2016-17 No applicable law		No applicable law
	2015-16 No		No
	2015-16 No applicable law		No applicable law
Amount charged to customer per deliverable unit	2017-18 \$10.00		\$0.00
	2016-17 \$10.00		\$0.00
	2015-16 \$10.00		\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00		0.00
	2016-17 0.00		0.04
	2015-16 0.00		0.04
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00		\$0.00
	2016-17 \$0.00		\$4,737.05
	2015-16 \$0.00		\$4,387.48
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%		0.00%
	2016-17 0.00%		0.17%
	2015-16 0.00%		0.17%
Agency expenditures per unit of the deliverable	2017-18 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		\$4,737.05
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		\$2,193.74
Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00		\$0.00
	2016-17 \$0.00		\$0.00
	2015-16 \$0.00		\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00		\$0.00
	2016-17 \$0.00		\$0.00
	2015-16 \$0.00		\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00		\$0.00
	2016-17 \$0.00		\$0.00
	2015-16 \$0.00		\$0.00
Agency Comments			
Additional comments from agency (optional)			Over the years covered by this report, three areas have applied for municipal incorporation. One was ultimately incorporated, one was defeated in the election on incorporation, and one did not meet the requirements and was not granted a commission for an election. The application process spanned beyond a single fiscal year for each of the applicants.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	169	170
Associated laws	Section 5-1-40	Section 5-1-30; Section 5-1-50
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Recommendation on Municipal Incorporation - The Joint Legislative Committee on Municipal Incorporation returns the copy of the filing to the Secretary of State with a written decision of its recommendation, which the Secretary provides to the applicant.	Issuance of Commission to Hold Election on Municipal Incorporation - The Secretary of State must determine based on the filed application and recommendation of the Joint Legislative Committee on Municipal Incorporation if the proposed municipality meets the statutory requirements for incorporation. If the Secretary of State determines they have been met, the Secretary issues to three or more persons in the area a commission empowering them to hold an election and appoint managers to conduct the election.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)	In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	5
Customer Details		
Customer description	Citizens seeking to incorporate a municipality	Citizens seeking to incorporate a municipality; Commissioners for proposed area of incorporation
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	Lancaster	Lancaster
Number of customers served in last completed FY 2017-18	1	3
Percentage change in customers served predicted for current FY 2018-19	100% decrease	300% decrease
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Recommendation on Municipal Incorporation	Issuance of Commission to Hold Election on Municipal Incorporation
Number of units provided 2017-18	1	1
2016-17	2	1
2015-16	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.04	0.04
2016-17	0.04	0.04
2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$5,046.01	\$5,046.01
2016-17	\$4,737.05	\$4,737.05
2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.16%	0.16%
2016-17	0.17%	0.17%
2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$5,046.01	\$5,046.01
2016-17	\$2,368.53	\$4,737.05
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	Over the years covered by this report, three areas have applied for municipal incorporation. One was ultimately incorporated, one was defeated in the election on incorporation, and one did not meet the requirements and was not granted a commission for an election. The application process spanned beyond a single fiscal year for each of the applicants.	Over the years covered by this report, three areas have applied for municipal incorporation. One was ultimately incorporated, one was defeated in the election on incorporation, and one did not meet the requirements and was not granted a commission for an election. The application process spanned beyond a single fiscal year for each of the applicants.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	171	172
Associated laws	Section 5-1-10; Section 5-1-70; Section 5-1-80; Section 5-1-90	Section 5-1-100
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Issuance of Certificate of Incorporation to Municipality - The commissioners of the election certify the result of the election under oath to the Secretary of State and, if in favor of incorporation, once incorporation fees are paid to the State Treasurer, the Secretary of State issues a certificate of incorporation to the commissioners.	Cancellation of Municipal Incorporation Certificate - The Secretary of State shall cancel a municipality's certificate of incorporation if (1) there is an election to determine if a municipal certificate should be surrendered with a result in favor of surrendering the certificate (which is certified to the Secretary of State by the municipal council) or (2) the Secretary of State determines that a previously incorporated municipality is not performing municipal services, collecting taxes or revenues, and has not held an election in the past 4 years. If a municipality's population has decreased to less than 50 inhabitants, the certificate of the municipality must be automatically forfeited and void.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)	In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	5
Customer Details		
Customer description	Municipalities; Commissioners for proposed area of incorporation	Municipalities; General Public
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	Lancaster	None
Number of customers served in last completed FY 2017-18	4	0
Percentage change in customers served predicted for current FY 2018-19	400% decrease	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	271
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Issuance of a Certificate of Incorporation	Cancellation of Certificate of Municipal Incorporation
Number of units provided 2017-18	1	0
2016-17	0	0
2015-16	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.04	0.00
2016-17	0.00	0.00
2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$5,046.01	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.16%	0.00%
2016-17	0.00%	0.00%
2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$5,046.01	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	Over the years covered by this report, three areas have applied for municipal incorporation. One was ultimately incorporated, one was defeated in the election on incorporation, and one did not meet the requirements and was not granted a commission for an election. The application process spanned beyond a single fiscal year for each of the applicants. For the number of customers in the last fiscal year, we stated 4 because there were 3 individuals and 1 alternate named for one municipality as commissioners who received the certificate of incorporation.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	173	174	175
Associated laws	Section 5-5-30	Section 5-3-90; Section 5-3-280	Section 31-10-30
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Change of Form of Government Filing - Ordinances selecting the form of government of a municipality must be filed with the Secretary of State, who then issues an appropriate certificate of incorporation to the municipality.	Notice of Annexation - When municipalities annex territory or decrease their boundaries, they must notify the Secretary of State.	Certificate of Incorporation for Redevelopment Commission - A municipality seeking to form a redevelopment commission may pass an ordinance to form the commission. Upon the filing of a certified copy of the ordinance, the Secretary of State shall issue a certificate of incorporation for the redevelopment commission.
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)	The Secretary of State seeks to fulfill its duties under the law to file documentation of annexation of land or decrease of boundaries of municipalities.	To promote the health, safety, and welfare of the inhabitants thereof through the creation of bodies corporate and politic to be known as development commissions, which shall exist and operate for the public purposes of acquiring and replanning blighted and potentially blighted areas and of holding or disposing of them in such manner that they shall become available for economically and socially sound redevelopment. (1984 Act. No 451)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	5	None
Customer Details			
Customer description	Municipalities	Municipalities	Redevelopment Commissions; Municipalities
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	None	Aiken; Anderson; Beaufort; Berkeley; Charleston; Chesterfield; Dorchester; Fairfield; Florence; Georgetown;	None
Number of customers served in last completed FY 2017-18	0	55	0
Percentage change in customers served predicted for current FY 2018-19	100% increase	17% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	271	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Filing of Change in Form of Government and Issuance of Amended Certificate of Municipal Incorporation	Notice of Annexation	Certificate of Incorporation for a Redevelopment Commission
Number of units provided 2017-18	0	267	0
2016-17	0	228	0
2015-16	1	210	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No	No	No
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.08	0.00
2016-17	0.00	0.05	0.00
2015-16	0.00	0.26	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$3,138.15	\$0.00
2016-17	\$0.00	\$2,140.47	\$0.00
2015-16	\$0.00	\$10,425.98	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.10%	0.00%
2016-17	0.00%	0.08%	0.00%
2015-16	0.00%	0.41%	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$11.75	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$9.39	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	\$0.00	\$49.65	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	
Item number	176
Associated laws	Section 6-11-1620; Section 6-11-1630(A)
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Special Purpose District Notification Form - Special purpose districts are required to file a notification form with the Secretary of State by December 31st of every even-numbered year. The form must be signed by the county auditor in each county in which the special purpose district is located.
Responsible organizational unit (primary)	Public Charities & Municipalities

Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)

Associated performance measure item numbers from the Performance Measures Chart, if any	5
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Customer Details	
Customer description	Special Purpose Districts
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	Beaufort; Greenville; Pickens; Spartanburg
Number of customers served in last completed FY 2017-18	4
Percentage change in customers served predicted for current FY 2018-19	3,975% increase
Maximum number of potential customers, if unlimited resources available to the agency	256

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Special Purpose District Notification Form
Number of units provided 2017-18	4
2016-17	191
2015-16	0
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.01
2016-17	0.15
2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$470.71
2016-17	\$6,421.40
2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.02%
2016-17	0.23%
2015-16	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$117.68
2016-17	\$33.62
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00

Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	
Item number	177
Associated laws	Section 6-11-1630(C); Section 6-11-1630(D)
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Special Purpose District's Failure to File Notification Form - If a special purpose district fails to file its notification form with the Secretary of State, the Secretary of State may determine that the district is nonfunctioning and notify the governing body of the county or municipality with a certified copy of the letter to any of the last known members of the governing body of the public service district. Thereafter, the district may not be registered with the Secretary of State and it must be declared inactive. In addition, the governing body of the county or municipality shall withhold any fees, taxes, or interest collected for a special purpose district until the special purpose district complies with the notification requirements.
Responsible organizational unit (primary)	Public Charities & Municipalities
Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)
Associated performance measure item numbers from the Performance Measures Chart, if any	5
Customer Details	
Customer description	Special Purpose Districts; Counties; Municipalities
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	None
Number of customers served in last completed FY 2017-18	0
Percentage change in customers served predicted for current FY 2018-19	3,500% increase
Maximum number of potential customers, if unlimited resources available to the agency	256
Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Notification of Inactive Status of Special Purpose District
Number of units provided 2017-18	0
2016-17	8
2015-16	0
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00
2016-17	0.01
2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00
2016-17	\$806.82
2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%
2016-17	0.03%
2015-16	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	\$100.85
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	178	
Associated laws	Section 6-11-1630(B)	
Does state or federal law specifically require this deliverable?	Yes	
Deliverable description	Special Purpose District Directory - Each even-numbered year the Secretary of State shall issue a directory of active and inactive special purpose districts in the State. Inactive special purpose districts must be deleted from the directory if listed as such for two consecutive report cycles. The directory must be mailed to all special purpose districts and general purpose governments in the State. The Secretary of State also publishes the directory on the agency's website.	
Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)	
Associated performance measure item numbers from the Performance Measures Chart, if any	5	
Customer Details		
Customer description	Special Purpose Districts; Counties; Municipalities; General Public	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	None
Number of customers served in last completed FY	2017-18	0
Percentage change in customers served predicted for current FY	2018-19	100% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Special Purpose District Directory	
Number of units provided	2017-18	0
	2016-17	1
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
	2016-17	0.03
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
	2016-17	\$2,385.18
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
	2016-17	0.09%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	\$2,385.18
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	
Item number	179
Associated laws	Section 6-11-1640(B)
Does state or federal law specifically require this deliverable?	No
Deliverable description	Special Purpose District Required Production of Information - If a special purpose district refuses to produce required reports, the Secretary of State or county auditor may seek a writ of mandamus to compel production.
Responsible organizational unit (primary)	Legal
Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)
Associated performance measure item numbers from the Performance Measures Chart, if any	5
Customer Details	
Customer description	Special Purpose Districts
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	None
Number of customers served in last completed FY 2017-18	0
Percentage change in customers served predicted for current FY 2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	256
Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Writ of Mandamus
Number of units provided 2017-18	0
2016-17	0
2015-16	0
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2015-16	No applicable law
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00
2016-17	0.00
2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%
2016-17	0.00%
2015-16	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	180	181
Associated laws	Section 4-11-290(F)	Section 4-11-290(G); Section 4-11-290(H)
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Notice of Review of Petition to Dissolve a Special Purpose District - Upon receipt of a petition to dissolve a special purpose district, the Secretary of State shall investigate the matters set forth in the petition and serve the petition and notice of review upon the Governor, the State Treasurer, the governing bodies of the county or counties in which the special purpose district is located, and members of the last known governing body of the special purpose district. The Secretary of State shall also publish the notice of review in a newspaper in each county in which the special purpose district is located.	Special Purpose District Dissolution Order - If the Secretary of State determines that the special purpose district must be dissolved, the Secretary of State shall file an order of dissolution in each county in which the special purpose district is located.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The existence of these nonfunctioning special purpose districts has created inefficiencies in the provision of governmental services to the people of this State. The General Assembly adopts this section in order to provide a means in which special purpose districts which do not provide any governmental service, and which have made no provision for providing the service, may be dissolved. It is the intent of the General Assembly that dissolution of a special purpose district is mandatory if the conditions and procedures set forth in this section are met. (1992 Act No. 516)	The existence of these nonfunctioning special purpose districts has created inefficiencies in the provision of governmental services to the people of this State. The General Assembly adopts this section in order to provide a means in which special purpose districts which do not provide any governmental service, and which have made no provision for providing the service, may be dissolved. It is the intent of the General Assembly that dissolution of a special purpose district is mandatory if the conditions and procedures set forth in this section are met. (1992 Act No. 516)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	5
Customer Details		
Customer description	Special Purpose Districts; Governor; State Treasurer; Counties; General Public	Special Purpose Districts; Counties
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	Greenville	Greenville
Number of customers served in last completed FY	Unknown	2
Percentage change in customers served predicted for current FY	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Notice of Review of Petition to Dissolve a Special Purpose District	Order of Dissolution of a Special Purpose District
Number of units provided	2017-18 1 2016-17 0 2015-16 0	2017-18 1 2016-17 0 2015-16 0
Does law prohibit charging the customer for the deliverable?	No	No
If yes, provide law	No applicable law	No applicable law
If yes, provide law	No	No
If yes, provide law	No applicable law	No applicable law
If yes, provide law	No	No
If yes, provide law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01 2016-17 0.00 2015-16 0.00	2017-18 0.01 2016-17 0.00 2015-16 0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$1,124.27 2016-17 \$0.00 2015-16 \$0.00	2017-18 \$1,124.27 2016-17 \$0.00 2015-16 \$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.04% 2016-17 0.00% 2015-16 0.00%	2017-18 0.04% 2016-17 0.00% 2015-16 0.00%
Agency expenditures per unit of the deliverable	2017-18 \$1,124.27	\$1,124.27
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00	\$0.00 \$0.00 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00	\$0.00 \$0.00 \$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00	\$0.00 \$0.00 \$0.00
Agency Comments		
Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the legal advertisement of the notice of review published in the newspaper in which the special purpose district was located.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	182	183
Associated laws	Section 4-11-290(H)	Section 6-24-50
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Special Purpose District Dissolution Notice - After issuing an order of dissolution of a special purpose district, the Secretary of State must serve a notice of dissolution upon the Governor, the State Treasurer, and the members of the last known governing body of the special purpose district. The Secretary of State shall also publish the notice of dissolution in a newspaper in each county in which the special purpose district is located.	Joint Agency Filing - Two or more governmental entities participating in a joint agency may file an application with the Secretary of State. If the statutory requirements are met, the Secretary of State shall issue the joint agency a corporate certificate.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The existence of these nonfunctioning special purpose districts has created inefficiencies in the provision of governmental services to the people of this mechanism for the joint exercise of their powers, joint administration of functions, State. The General Assembly adopts this section in order to provide a means and sharing of related costs so as to ensure that the residents, businesses, and in which special purpose districts which do not provide any governmental industries of this State located in the service areas of the gas authorities are provided service, and which have made no provision for providing the service, may be with natural gas services as efficiently and inexpensively as possible. To accomplish dissolved. It is the intent of the General Assembly that dissolution of a special those goals, the General Assembly intends to empower the gas authorities to create purpose district is mandatory if the conditions and procedures set forth in this joint agencies to provide for the joint exercise of powers, joint administration of section are met. (1992 Act No. 516)	It is the intent of the General Assembly to provide to the gas authorities of the State a joint exercise of their powers, joint administration of functions, and sharing of costs in a convenient and predictable manner. (2003 Act. No 8)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	18
Customer Details		
Customer description	Special Purpose Districts; Governor; State Treasurer; General Public	Joint Agencies
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	Greenville	None
Number of customers served in last completed FY 2017-18	Unknown	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	100% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Notice of Dissolution of a Special Purpose District	Corporate Certificate for a Joint Agency
Number of units provided 2017-18	1	0
2016-17	0	0
2015-16	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.01	0.00
2016-17	0.00	0.00
2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$1,124.27	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.04%	0.00%
2016-17	0.00%	0.00%
2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$1,124.27	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the legal advertisement of the notice of review published in the newspaper in which the special purpose district was located.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	184	185
Associated laws	Section 6-24-70	Section 6-25-50
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Joint Agency Change in Membership - A joint agency shall notify the Secretary of State of the addition or withdrawal of members of the joint agency. Upon notification, the Secretary of State issues an amended corporate certificate to the joint agency.	Joint Authority Water and Sewer System Filing - Two or more governmental entities participating in a joint system may file an application with the Secretary of State. If the statutory requirements are met, the Secretary of State shall issue the joint system a corporate certificate.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	It is the intent of the General Assembly to provide to the gas authorities of the State a mechanism for the joint exercise of their powers, joint administration of functions, and sharing of related costs so as to ensure that the residents, businesses, and industries of this State located in the service areas of the gas authorities are provided with natural gas services as efficiently and inexpensively as possible. To accomplish those goals, the General Assembly intends to empower the gas authorities to create joint agencies to provide for the joint exercise of powers, joint administration of functions, and sharing of costs in a convenient and predictable manner. (2003 Act. No 8)	The General Assembly finds that: (1) The availability of water and sewer services to assist economic development and to provide for the health, safety, and welfare of its people is a very critical matter for this State. (2) It is appropriate to make it possible for a member of a joint authority water system to utilize certain sources of revenues available to them, including payments in lieu of taxes, to assist in the development of additional water and sewer treatment capacity and the provision of collection and distribution lines. (3) It is desirable to facilitate a joint authority water and sewer system in accommodating the desires of its members in projects and financings that affect only those members. (Section 6-25-5)
Associated performance measure item numbers from the Performance Measures Chart, if any	None	18
Customer Details		
Customer description	Joint Agencies	Joint Systems
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	None
Number of customers served in last completed FY 2017-18	0	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	100% increase
Maximum number of potential customers, if unlimited resources available to the agency	8	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Amended Corporate Certificate for a Joint Agency	Corporate Certificate for a Joint System
Number of units provided 2017-18	0	0
2016-17	0	0
2015-16	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.00
2016-17	0.00	0.00
2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.00%
2016-17	0.00%	0.00%
2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number	186	187
Associated laws	Section 6-25-70	Section 58-12-310
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Joint Authority Water and Sewer System Change in Membership - A joint system shall notify the Secretary of State of the addition or withdrawal of members of the joint system.	Certificate of Cable Franchise Authority Application Notice to Local Governments - Upon receipt of an application or amended application for a certificate of cable franchise authority, the Secretary of State notifies affected municipalities and/or counties of the application within five days, requesting the franchise fee rate, number of access channels under the franchise agreement, and whether the municipalities and/or counties consent.
Responsible organizational unit (primary)	Legal	Public Charities & Municipalities
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that: (1) The availability of water and sewer services to assist economic development and to provide for the health, safety, and welfare of its people is a very critical matter for this State. (2) It is appropriate to make it possible for a member of a joint authority water system to utilize certain sources of revenues available to them, including payments in lieu of taxes, to assist in the development of additional water and sewer treatment capacity and the provision of collection and distribution lines. (3) It is desirable to facilitate a joint authority water and sewer system in accommodating the desires of its members in projects and financings that affect only those members. (Section 6-25-5)	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Joint Systems	Cable Service Providers; Municipalities; Counties
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	Charleston; Dorchester; Kershaw; Lancaster; Lexington; Marion; Oconee; Newberry; Pickens
Number of customers served in last completed FY 2017-18	0	15
Percentage change in customers served predicted for current FY 2018-19	0.00%	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	5	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Amended Corporate Certificate for a Joint System	Notification and request for information to affected municipalities and/or counties regarding an application for a certificate of franchise authority
Number of units provided 2017-18	0	15
2016-17	0	42
2015-16	1	42
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$110.00
2016-17	\$0.00	\$110.00
2015-16	\$0.00	\$110.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.01
2016-17	0.00	0.01
2015-16	0.01	0.29
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$470.71
2016-17	\$0.00	\$428.09
2015-16	\$995.25	\$11,423.57
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.02%
2016-17	0.00%	0.02%
2015-16	0.04%	0.45%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$31.38
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$10.19
2015-16	\$995.25	\$271.99
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$1,650.00
2016-17	\$0.00	\$4,620.00
2015-16	\$0.00	\$4,620.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$1,650.00
2016-17	\$0.00	\$4,620.00
2015-16	\$0.00	\$4,620.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number		188
Associated laws		Section 58-12-310
Does state or federal law specifically require this deliverable?		Yes
Deliverable description		Notice of Denial of Application for Certificate of Cable Franchise Authority - If a municipality or county does not consent or does not respond within 65 days of the Secretary of State's request, the Secretary of State denies the application and notes the reason for the denial.
Responsible organizational unit (primary)		Public Charities & Municipalities
Results Sought		
Does the legislature state intent, findings, or purpose?		Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."
Associated performance measure item numbers from the Performance Measures Chart, if any		None
Customer Details		
Customer description		Cable Service Providers; Municipalities; Counties
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	Dorchester; Pickens
Number of customers served in last completed FY	2017-18	2
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		Notice of denial of an application for a certificate of franchise authority to the applicant cable services provider
Number of units provided	2017-18	2
	2016-17	0
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$470.71
	2016-17	\$0.00
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.02%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	\$235.36
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		Please note that the number of denials does not include denials of applications where the applicants receive a certificate of franchise authority at a later date. The number of denials is indicative of final denials where no further action is taken.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		
Item number		189
Associated laws		Section 58-12-310
Does state or federal law specifically require this deliverable?		Yes
Deliverable description		Certificate of Cable Franchise Authority Issuance - Within 80 days from the Secretary of State's request to the affected municipalities and/or counties, the Secretary of State issues a certificate of franchise authority.
Responsible organizational unit (primary)		Public Charities & Municipalities
Results Sought		
Does the legislature state intent, findings, or purpose?		Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."
Associated performance measure item numbers from the Performance Measures Chart, if any		None
Customer Details		
Customer description		Cable Service Providers; Municipalities; Counties
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	Charleston; Dorchester; Kershaw; Lancaster; Lexington; Marion; Oconee; Newberry; Pickens
Number of customers served in last completed FY	2017-18	13
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		Issuance of a certificate of franchise authority to a cable service provider
Number of units provided	2017-18	13
	2016-17	42
	2015-16	42
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01
	2016-17	0.02
	2015-16	0.02
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$470.71
	2016-17	\$856.19
	2015-16	\$784.54
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.02%
	2016-17	0.03%
	2015-16	0.03%
Agency expenditures per unit of the deliverable	2017-18	\$36.21
	2016-17	\$20.39
	2015-16	\$18.68
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	190	
Associated laws	Section 58-12-310	
Does state or federal law specifically require this deliverable?	Yes	
Deliverable description	Certificate of Cable Franchise Authority Termination by Cable Provider - A cable services provider may terminate its certificate of franchise authority issued by the Secretary of State by submitting written notice to the Secretary of State and affected municipalities and counties.	
Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	
Customer Details		
Customer description	Cable Service Providers; Municipalities; Counties	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	None
Number of customers served in last completed FY	2017-18	0
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Filing of a termination statement from a cable services provider	
Number of units provided	2017-18	0
	2016-17	0
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	191	
Associated laws	Section 58-12-310	
Does state or federal law specifically require this deliverable?	Yes	
Deliverable description	Certificate of Cable Franchise Authority Notice of Transfer - Notices of transfer must be filed with the Secretary of State and affected municipalities within 10 days of completion of the transfer. The Secretary of State then sends out a notice of the application with a copy of the transfer notice to the municipalities, giving them 65 days to respond to the notice of transfer.	
Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	
Customer Details		
Customer description	Cable Service Providers; Municipalities; Counties	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	None
Number of customers served in last completed FY	2017-18	0
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Filing of a Notice of Transfer and sending notice of the transfer to the affected counties and/or municipalities	
Number of units provided	2017-18	0
	2016-17	0
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)	Notices of transfer are required by statute to be filed with the Secretary of State, but the Secretary of State is not required to send out notice.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		192
Item number	Associated laws	Section 58-12-325
Does state or federal law specifically require this deliverable?		Yes
Deliverable description	<p>Termination of County or Municipal Certificate of Cable Franchise Authority - A holder of a certificate of cable franchise authority issued by a county or municipality who wishes to instead offer services under a state-issued certificate of franchise authority, must file a termination statement with the Secretary and submit copies to the affected municipalities and counties. Termination of existing franchises is effective immediately upon issuance of a certificate of franchising authority by the Secretary of State according to the procedures outlined in Section 58-12-310 (Application for certificate; procedure).</p>	
Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	<p>As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."</p>	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	
Customer Details		
Customer description	Cable Service Providers; Municipalities; Counties	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	None
Number of customers served in last completed FY	2017-18	0
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Filing of a termination statement from a cable services provider	
Number of units provided	2017-18	0
	2016-17	0
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	
Item number	193
Associated laws	Section 58-12-330
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Notice of Change of Franchise Fee - A change to a franchise fee in a state-issued certificate of cable franchise authority is not effective until 45 days after the Secretary of State provides written notice of the change to the holder. PEG changes are processed in the same way.
Responsible organizational unit (primary)	Public Charities & Municipalities
Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."
Associated performance measure item numbers from the Performance Measures Chart, if any	None
Customer Details	
Customer description	Cable Service Providers; Municipalities; Counties
Does the agency evaluate customer satisfaction?	No
Counties served in last completed fiscal year	2017-18 Charleston; Kershaw; Lexington; Marion
Number of customers served in last completed FY	2017-18 4
Percentage change in customers served predicted for current FY	2018-19 Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown
Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Sending written notice of a franchise fee change or PEG change to the affected cable services provider
Number of units provided	2017-18 4
	2016-17 1
	2015-16 1
Does law prohibit charging the customer for the deliverable?	2017-18 No
If yes, provide law	2016-17 No applicable law
If yes, provide law	2016-17 No
If yes, provide law	2015-16 No applicable law
If yes, provide law	2015-16 No
If yes, provide law	2015-16 No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Costs	
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01
	2016-17 0.01
	2015-16 0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$470.71
	2016-17 \$428.09
	2015-16 \$392.27
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.02%
	2016-17 0.02%
	2015-16 0.02%
Agency expenditures per unit of the deliverable	2017-18 \$117.68
	2016-17 \$428.09
	2015-16 \$392.27
Amount generated from providing deliverable	
Total collected from charging customers	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Agency Comments	
Additional comments from agency (optional)	While franchise fee changes require written notice by the Secretary of State, PEG changes do not, but would be processed the same way. However, the number of units processed are all franchise fee changes as no PEG changes have been filed during the period covered by this report.

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		194	195
Item number		194	195
Associated laws		Section 58-12-310; Section 58-12-325	Section 41-25-20; Section 41-25-30
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		Certificate of Cable Franchise Authority Publication - The Secretary of State keeps a public record of certificates applied for and posts on the agency's website information relating to any certificate of franchise authority issued.	Private Personnel Placement Service License Issuance - The Secretary of State licenses private personnel placement services operating in South Carolina. The applicant must meet statutory requirements in order for its license application to be approved.
Responsible organizational unit (primary)		Public Charities & Municipalities	Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?		Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."	The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None
Customer Details			
Customer description		Cable Service Providers; Municipalities; Counties; General Public	Private Personnel Placement Services
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	All	Unknown
Number of customers served in last completed FY	2017-18	Unknown	53
Percentage change in customers served predicted for current FY	2018-19	Unknown	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Maintaining a record of all certificates of franchise authority applied for and posting information regarding any certificate of franchise authority issued	Private Personnel Placement Service License
Number of units provided	2017-18	1	53
	2016-17	1	42
	2015-16	1	37
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$300.00
	2016-17	\$0.00	\$300.00
	2015-16	\$0.00	\$300.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.15
	2016-17	0.00	0.15
	2015-16	0.00	0.19
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$5,884.02
	2016-17	\$0.00	\$6,421.40
	2015-16	\$0.00	\$6,940.04
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.19%
	2016-17	0.00%	0.23%
	2015-16	0.00%	0.27%
Agency expenditures per unit of the deliverable	2017-18	\$0.00	\$111.02
	2016-17	\$0.00	\$152.89
	2015-16	\$0.00	\$187.57
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$15,900.00
	2016-17	\$0.00	\$12,600.00
	2015-16	\$0.00	\$11,100.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$15,900.00
	2016-17	\$0.00	\$12,600.00
	2015-16	\$0.00	\$11,100.00
Agency Comments			
Additional comments from agency (optional)		The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the report on the agency's website during that time period since the report was formatted as a downloadable PDF.	

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable		196	197	198	199
Item number	196	197	198	199	
Associated laws	Section 41-25-20; Section 41-25-30; Section 41-25-110	Section 41-25-20; Section 41-25-30; Section 41-25-110	Section 41-25-20; Section 41-25-30; Section 41-25-110	Section 39-57-50	
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes	Yes	
Deliverable description	Private Personnel Placement Service License Revocation - The Secretary of State may revoke licenses of employment agencies under certain circumstances.	Private Personnel Placement Service License Renewal - An employment agency license must be renewed every 24 months.	Denial of Private Personnel Service Licenses for Renewal Applications - If an employment agency does not continue to meet the statutory requirements of the South Carolina Private Personnel Placement Services Act, the Secretary of State must deny its application to renew its license.	Sellers of Business Opportunities Registration Application - Sellers of business opportunities are required to file disclosure statements and a copy of surety bond or notice of trust account with the Secretary of State, after which the Secretary of State will issue the seller a registration number.	
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	
Results Sought					
Does the legislature state intent, findings, or purpose?	No	No	No	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.	The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.	The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.	To regulate the practice of business opportunity sales and to provide a penalty. (1980 Act No. 474)	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None	5	
Customer Details					
Customer description	Private Personnel Placement Services	Private Personnel Placement Services	Private Personnel Placement Services	Sellers of Business Opportunities	
Does the agency evaluate customer satisfaction? 2017-18	No	No	No	No	
Counties served in last completed fiscal year 2017-18	None	Unknown	None	Unknown	
Number of customers served in last completed FY 2017-18	0	142	0	26	
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%	0.00%	25% increase	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	Unknown	
Units Provided and Amounts Charged to Customers					
Description of a single deliverable unit	Private Personnel Placement Service License Revocation	Private Personnel Placement Service License Renewal	Private Personnel Placement Service License Denial	Initial Registration Application for a Business Opportunity	
Number of units provided 2017-18	0	142	0	26	
2016-17	0	139	0	21	
2015-16	0	128	0	22	
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No	No	
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$100.00; \$100.00 late fee may apply.	\$200.00	\$100.00	
2016-17	\$0.00	\$100.00; \$100.00 late fee may apply.	\$200.00	\$100.00	
2015-16	\$0.00	\$100.00; \$100.00 late fee may apply.	\$200.00	\$100.00	
Costs					
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.15	0.00	0.01	
2016-17	0.00	0.15	0.00	0.01	
2015-16	0.00	0.19	0.00	0.01	
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$5,884.02	\$0.00	\$470.71	
2016-17	\$0.00	\$6,421.40	\$0.00	\$428.09	
2015-16	\$0.00	\$6,940.04	\$0.00	\$392.27	
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.19%	0.00%	0.02%	
2016-17	0.00%	0.23%	0.00%	0.02%	
2015-16	0.00%	0.27%	0.00%	0.02%	
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$41.44	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$18.10	
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$46.20	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$20.39	
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$54.22	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$17.83	
Amount generated from providing deliverable					
Total collected from charging customers 2017-18	\$0.00	\$17,900.00	\$0.00	\$2,600.00	
2016-17	\$0.00	\$17,200.00	\$0.00	\$2,100.00	
2015-16	\$0.00	\$14,200.00	\$0.00	\$2,200.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	\$0.00	\$0.00	
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$17,900.00	\$0.00	\$2,600.00	
2016-17	\$0.00	\$17,200.00	\$0.00	\$2,100.00	
2015-16	\$0.00	\$14,200.00	\$0.00	\$2,200.00	
Agency Comments					
Additional comments from agency (optional)					

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	200	201	202
Associated laws	Section 39-57-55	Section 27-19-10	Section 27-19-20
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Sellers of Business Opportunities Registration Renewal - Sellers of business opportunities are required to renew their registration with the Secretary of State every 24 months. Notice of Escheated Lands - On knowledge, belief, or information that when lands have escheated to the State after death of the last owner without leaving anyone with a claim to the land, the Secretary of State will issue notification of the supposedly escheated lands to a circuit court judge of the county where the land lies at least 2 months before the next session of court. Recording of Verdict on Escheatment - The escheatment case is heard before a jury and judge and the court certifies the verdict to the Secretary of State who records it in a book for that purpose and returns the original to the Clerk of Court.		
Responsible organizational unit (primary)	Public Charities & Municipalities	Legal	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To regulate the practice of business opportunity sales and to provide a penalty. (1980 Act No. 474)	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.
Associated performance measure item numbers from the Performance Measures Chart, if any	5	None	None
Customer Details			
Customer description	Sellers of Business Opportunities	Department of Administration; Circuit Court	Department of Administration
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	Unknown	None	None
Number of customers served in last completed FY 2017-18	8	0	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	1
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Renewal Registration Application for a Business Opportunity	Notification to the circuit court judge of the county where supposedly escheated lands are located	Recording of the verdict regarding escheatment of land
Number of units provided 2017-18	8	0	0
2016-17	6	0	0
2015-16	5	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$100.00	\$0.00	\$0.00
2016-17	\$100.00	\$0.00	\$0.00
2015-16	\$100.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.01	0.00	0.00
2016-17	0.01	0.00	0.00
2015-16	0.01	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$470.71	\$0.00	\$0.00
2016-17	\$428.09	\$0.00	\$0.00
2015-16	\$392.27	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.02%	0.00%	0.00%
2016-17	0.02%	0.00%	0.00%
2015-16	0.02%	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$58.84	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	\$71.35	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	\$78.45	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$800.00	\$0.00	\$0.00
2016-17	\$600.00	\$0.00	\$0.00
2015-16	\$500.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$800.00	\$0.00	\$0.00
2016-17	\$600.00	\$0.00	\$0.00
2015-16	\$500.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	203	204	
Associated laws	Section 27-19-60; Section 27-19-310	Section 27-19-70; Section 27-19-80; Section 27-19-90; Section 27-19-100; Section 27-19-310	
Does state or federal law specifically require this deliverable?	Yes	Yes	
Deliverable description	Escheated Lands Rental - When there is no claimant to the land, the Secretary of State can rent it until the escheatment process is concluded and the land is sold.	Escheated Lands Advertisement and Disposal - If no one claims the land, the Clerk, in process signed by the judge, pronounces the land escheated and directs the Secretary of State to sell. The Secretary of State must advertise the sale of the land in the county newspaper and the most public places of the county, giving six weeks notice on a credit of 12 months. The Secretary of State will take good and sufficient surety and a mortgage of the premises before the title is altered or changed. If land is larger than 600 acres and it would be an advantage to the State in its sale, the Secretary shall divide it in a manner most beneficial to the state. If the property is being sold at a sacrifice, the Secretary of State may buy it for the Department of Administration, which can then rent or sell the property in a manner for the best interests of the State.	
Responsible organizational unit (primary)	Legal	Legal	
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	
Customer Details			
Customer description	Department of Administration	Department of Administration	
Does the agency evaluate customer satisfaction? 2017-18	No	No	
Counties served in last completed fiscal year 2017-18	None	None	
Number of customers served in last completed FY 2017-18	0	0	
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	1	1	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Rental of escheated lands	Advertisement and disposal of escheated land, in whole or divided into parts	
Number of units provided 2017-18	0	0	
2016-17	0	0	
2015-16	0	0	
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	
If yes, provide law 2016-17	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.00	
2016-17	0.00	0.00	
2015-16	0.00	0.00	
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.00%	
2016-17	0.00%	0.00%	
2015-16	0.00%	0.00%	
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	
2016-17	\$0.00	\$0.00	
2015-16	\$0.00	\$0.00	
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
 Accurate as of: May 3, 2019

Deliverable			
Item number	205	206	207
Associated laws	Section 27-19-210; Section 27-19-310	Section 27-19-340	Section 27-19-360
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Recovery of Moneys or Personal Property - The Secretary of State or Attorney General may sue for and recover moneys or personal property in the hands of an executor or administrator if the deceased person leaves no one entitled to claim. Any moneys recovered are paid into the State Treasury.	Proceeds of Escheats - The Secretary of State turns over the proceeds of escheats to, the State Treasurer after deducting and retaining reimbursement to the Sinking Fund of the state. Costs and expenses incurred may be deducted and retained from proceeds of other escheatment cases in discretion of the Department of Administration.	Annual Report of Escheats - A report must be made annually by the Secretary of State, included in his annual report, showing receipts and payments in each case of escheat.
Responsible organizational unit (primary)	Legal	Legal	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details			
Customer description	State Treasury	State Treasurer; Sinking Fund of the State	Department of Administration; Executive Budget Office
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	None	None	None
Number of customers served in last completed FY 2017-18	0	0	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	1	2	1
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Recovery of moneys or personal property in the hands of an executor or administrator when there is no one entitled to claim them.	Reimbursement to the Sinking Fund and providing the remainder of proceeds of escheats to the Treasurer	Annual report showing receipts and payments in each case of escheat
Number of units provided 2017-18	0	0	0
2016-17	0	0	0
2015-16	0	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No	No	No
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.00	0.00
2016-17	0.00	0.00	0.00
2015-16	0.00	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.00%	0.00%
2016-17	0.00%	0.00%	0.00%
2015-16	0.00%	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	208
Associated laws	Section 30-4-30
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Freedom of Information Act Requests - Requires public bodies to furnish records to persons upon receipt of a Freedom of Information Act request, unless the record is specifically exempted by law.
Responsible organizational unit (primary)	Legal

Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formation of public policy. (Section 30-4-15)

Associated performance measure item numbers from the Performance Measures Chart, if any	None
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Customer Details	
Customer description	General Public; Media; General Assembly; Other Governmental Agencies; Legal Community
Does the agency evaluate customer satisfaction? 2017-18	No
Counties served in last completed fiscal year 2017-18	Unknown
Number of customers served in last completed FY 2017-18	25
Percentage change in customers served predicted for current FY 2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Response to Freedom of Information Act Request, to include provision of public records when applicable.
Number of units provided 2017-18	25
2016-17	14
2015-16	6
Does law prohibit charging the customer for the deliverable? 2017-18	No
If yes, provide law 2016-17	No applicable law
If yes, provide law 2015-16	No applicable law
If yes, provide law 2015-16	No
If yes, provide law 2015-16	No applicable law
Amount charged to customer per deliverable unit 2017-18	If records provided, \$.10 per page copied plus staff time to search, retrieve and/or redact records, unless fee waived.
2016-17	If records provided, \$.10 per page copied plus staff time to search, retrieve and/or redact records, unless fee waived.
2015-16	If records provided, \$.10 per page copied plus staff time to search, retrieve and/or redact records, unless fee waived.

Costs	
Total employee equivalents required (37.5 hour per week units) 2017-18	0.05
2016-17	0.01
2015-16	0.01
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$5,621.36
2016-17	\$1,052.96
2015-16	\$995.25
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.18%
2016-17	0.04%
2015-16	0.04%
Agency expenditures per unit of the deliverable 2017-18	\$224.85
2016-17	\$75.21
2015-16	\$165.87

Amount generated from providing deliverable	
Total collected from charging customers 2017-18	\$246.94
2016-17	\$172.32
2015-16	\$35.63
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00
2016-17	\$0.00
2015-16	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$246.94
2016-17	\$172.32
2015-16	\$35.63

Agency Comments	
Additional comments from agency (optional)	