

# FY 2023 State Reporting Packets

May 1, 2023

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

- ▶ Definition of a SBITA?
  - “a contract that conveys control of the right to use another party’s IT software, alone or in combination with tangible capital assets, as specified in the contract for a period of time in an exchange or exchange–like transaction.”
  
- ▶ What is a SBITA?
  - Subscription Contract of another party’s software
  
  - Fixed Period of Time
  
  - Fixed or determinable Payments

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### ▶ Qualifications for Capitalizable SBITA

- Longer than 1 year subscription term
  - Only include Noncancellable Periods
- Capitalizable Amount > \$100,000
  - Fixed subscription costs
  - Variable subscription costs that are fixed in nature
  - Implementation costs
  - Do NOT include training costs, maintenance, and other subsequent costs

### ▶ Document your contract review process

- It is each agency's responsibility to implement GASB 96
- Each software subscription contract should be analyzed for potential SBITA qualification.

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### ▶ Setting up a New SBITA

- Determine Subscription Term
  - Include reasonably expected renewal periods
  - Commencement date is Implementation date – NOT necessarily date of first payment
- Prepare Lease Calculator
  - Include pre–implementation payments and capitalizable future payments
  - Capitalized Amount = Pre–Implementation Payments + Present Value of Future Payments
  - Use explicit interest rate or Federal Reserve Prime Rate (Bank Prime Loan) if no explicit rate mentioned in contract. Use rate effective at start of the subscription term.  
<https://cg.sc.gov/gasb-87-96-lease-accounting>

### Interest Rates

[Guidance for Implicit Interest Rates](#)

#### Real Estate

[IRS Implicit Rates for Real Estate](#)

#### Equipment and Machinery

[Interest Rates as Specified in Contract with MMO IT Equipment Leasing](#)

Federal Reserve Prime Rate "Bank Prime Loan" Rate

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### ▶ Setting up a New SBITA

- Create Asset in SCEIS – two step process
  - Create Asset Shell – use 26509 asset class, complete Leasing tab
  - Add value with ABZON transaction – use transaction type ZDO
  - Detailed instructions available at: <https://cg.sc.gov/gasb-87-96-lease-accounting>

### Guidance and Helpful Links

[GASB Statement No. 87 - Leases](#)

[GASB 87 Implementation Guide No. 2019-3, Leases](#)

[GASB 87 Implementation Guide No. 2021-1, Implementation Guidance Update-2021](#)

[GASB 87 Lease Accounting Checklist](#)

[GASB 87 Lease Accounting Questions & Answers](#)

[How to Create a Leased Asset](#)

[GASB 87 New Lease Expenditure GLs \(Effective July 1, 2021\)](#)

[Asset Class Listing \(Effective July 1, 2021\)](#)

[GASB Statement No. 96 - Subscription-Based Information Technology Arrangements](#)

[GASB 96 Guide](#)

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### ▶ Setting up a New SBITA

- Add to 3.11 SBITA Reporting Package

- Payment Schedule tab – complete all “Input Required” columns, copy down formulas in “Formula” columns

	A	B	C	D	E	F
1	Payment Schedule-Lease Payment Schedules copied from lease implementation setup for GASB 96 <b>Only include leases subject to GASB 96</b>					
2	Thru FM:	8				
3	Formula	Formula	Formula	Input Required	Input Required	Input Required
4	ACFR Business Area	Business Area	Business Area Name	Lease ID	Vendor	Lease Type

- Lease Rollforward tab – complete columns A, B & D for new SBITA’s

	A	B	C	D	E
1	Lease - Rollforward	E120			
2	Fiscal Year	2023			
3	Source: Prior Year Balances and Agency Input (Columns A - F). Payment Schedule Tab (Columns G)				
10					
	Lease ID	Type of Debt/Lease	Agency	Interest Rate	
11					
12	SoftwareLeaseID123	SBITA	E120	3.50%	

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### ▶ Making SBITA Payments

- Follow the Payment Schedule for the correct allocation between Principal and Interest
- Variable expenses should be keyed to Contingent Rent – SBITA GL # 5040057100

D	G	H	I	J	K	L	M	N	O	P	Q	R
from lease implementation												
Input Required	Formula	Formula	Formula	Formula	Input Required	Input Required	Input Required	Input Required	Input Required	Formula	Input Required	Input Required
Lease ID	Principal GL	Interest GL	Executory GL	Lease New for Current FY?	Fiscal Year	Payment Date	Principal Amount	Interest Amount	Executory Amount	Payment Total	CY Payment Posted?	CY Payment Posted Correctly?
SoftwareID123	5041827000	5041837000	5041817000	Yes	2023	7/31/2022	17,029.42	1,387.23		18,416.65	x	Yes
SoftwareID123	5041827000	5041837000	5041817000		2023	8/31/2022	17,999.93	1,337.56		19,337.49	x	Yes
SoftwareID123	5041827000	5041837000	5041817000		2023	9/30/2022	18,052.43	1,285.06		19,337.49	x	Yes
SoftwareID123	5041827000	5041837000	5041817000		2023	10/31/2022	18,105.08	1,232.41		19,337.49	x	Yes
SoftwareID123	5041827000	5041837000	5041817000		2023	11/30/2022	18,157.89	1,179.60		19,337.49	x	Yes
SoftwareID123	5041827000	5041837000	5041817000		2023	12/31/2022	18,210.85	1,126.64		19,337.49	x	Yes
SoftwareID123	5041827000	5041837000	5041817000		2023	1/31/2023	18,263.96	1,073.53		19,337.49	x	Yes
SoftwareID123	5041827000	5041837000	5041817000		2023	2/28/2023	18,317.23	1,020.26		19,337.49		
SoftwareID123	5041827000	5041837000	5041817000		2023	3/31/2023	18,370.66	966.83		19,337.49		

# FY23 Agency Year End Reporting Packet Update


## GASB 96 – Subscription–Based Information Technology Arrangements


### ▶ 3.11 SBITA Reporting Package – Reconciliation Process


#### 1. Updating report for most recent SCEIS information

- Copy information from Monthly SBITA emails into applicable 3.11 package tabs

██████ - ACFR SBITA Monthly Recon

 ACFR@cg.sc.gov  
To: ██████████  
Cc: CAFR,

 ████████ - SBITA Lease Reconciliation Report w Created on Date.xlsx  
13 KB

 ████████ - SBITA Leased Assets (Asset History Report).xlsx  
8 KB

[Reply](#) [Reply All](#)

Good Morning,

A preliminary GASB 96 SBITA reporting package will be due from agencies on March 31, 2023. This package must include all activity through February 28, 2023.

These monthly reports are for use with the GASB 96 – 3.11 SBITA Reporting Package. Some things to keep in mind throughout the fiscal year:

This package is to be kept up to date throughout the year. The number of SBITA's and volume of SBITA payments should be considered when determining the frequency of reconciliation.

New SBITA leases should be added as they commence.

- The payment schedule created and added to the Payment Schedule tab.
- If using an implicit interest rate, be sure to use the current rate at commencement of the SBITA lease contract.
- The lease ID added to the Lease Roll forward tab.

Assets should be created when the SBITA contract commences, and the software is placed in service.

- Asset number added to the Payment Schedule tab.
- Update the BW Asset Listing tab.

Please continue to monitor and update your 3.11 SBITA Reporting Package. This process is much easier when it is kept current. Guidance and resources can be found on our website at - <https://cg.sc.gov/gasb-87-96-lease-accounting>

Thank you,  
ACFR Team



# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription-Based Information Technology Arrangements

### ▶ 3.11 SBITA Reporting Package – Reconciliation Process

#### 1. Updating report for most recent SCEIS information

- SBITA Leased Assets (Asset History Report) is copied into the “BW Asset Listing” tab.

The screenshot displays an Excel spreadsheet with the following structure:

1	Business Objects (Bobj) Report - SBITA Leased Assets (Asset History Report)										
2	Fiscal Year 2023										
4	<b>Totals for Leased Assets Only - All formula driven, rows 8-14</b>										
6	Leased Asset	Business area	Business area Name	Asset Number	Asset Number Description	Asset class	Asset class Description	APC FY start	Acquisition	Retirement	Tran
14	SBITA								475,622.83		
16	Reconciled Balance (Should agree to Bobj report less "Not Leased" classification):									475,622.83	
17	<b>Update Monthly, replacing all data below in columns B-W. Then copy formula down in column A</b>										
18	Formula Bobj Bobj Bobj Bobj Bobj Bobj Bobj Bobj Bobj Bobj										
19	Leased Asset	Business area	Business area Name	Asset Number	Asset Number Description	Asset class	Asset class Description	APC FY start	Acquisition	Retirement	Tran
20	SBITA	E120	SoftwareID123		Vendor Name	26509	SCEIS SBITA Deprec	\$0.00	475,622.83		
21-51	0										

A red box highlights the data in the BW Asset Listing tab, and a red arrow points to a text box containing instructions:

Copy all data from SBITA Leased Assets (Asset History Report) and paste into cell B20 of "BW Asset Listing" tab. Column Headings should be excluded from copy/paste.

At the bottom of the spreadsheet, the "BW Asset Listing" tab is selected and highlighted with a red box.



# FY23 Agency Year End Reporting Packet Update GASB 96 – Subscription–Based Information Technology Arrangements

## ▶ 3.11 SBITA Reporting Package – Reconciliation Process

### 1. Updating report for most recent SCEIS information

- SBITA Lease Reconciliation Report w Created on Date, “Year to Date by Doc Number” tab is copied into the “BW Expense Report Doc” tab of the 3.11 package.

1	A	B	C	D	E	F	G	H	I
1	Business Objects (Bobj) Report - SBITA Lease Reconciliation Report w Created on Date, "Year to Date by Doc Number" Tab								
2	Update Monthly by new expenses from Bobj below in columns A-G. Then copy formulas in columns H-I.								
3	Report Period	8							
4	Fiscal Year	2023							
5	Bobj	Bobj	Bobj	Bobj	Bobj	Bobj	Bobj	Formula	
6	Business Area	Business Area Name	Posting period	Vendor	Vendor Name	Acctg Doc Number	Total	Lease ID	
7								0	
8								0	
9								0	
10								0	
11								0	
12								0	
13								0	
14								0	
15								0	
16								0	
17								0	
18								0	
19								0	
20								0	
21								0	
22								0	
23								0	
24								0	
25								0	
26								0	
27								0	
28								0	
29								0	
30								0	
31								0	
32								0	
33								0	
34								0	
35								0	
36								0	
37								0	
38								0	
39								0	
40								0	
41								0	
42								0	
43								0	
44								0	
45								0	
46								0	

Copy all data from SBITA Lease Reconciliation Report with Created on Date, "Year to Date by Doc Number" tab and paste into cell A7 of "BW Expense Report Doc" tab. Column Headings should be excluded from copy/paste.

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### 3.11 SBITA Reporting Package – Reconciliation Process

#### 2. Compare Payment Schedule tab to BW Expense Report GL tab

A	B	C	D	E	F	G	H	I	J	K	L
1 Business Objects (Bobj) Report - SBITA Lease Reconciliation Report w Created on Date, "Year to Date" Tab											
2 Update Monthly by new expenses from Bobj below in columns A-L. Then copy formula in column J as needed.											
3 Report Period 8											
4 Fiscal Year 2023											
5 Bobj Bobj Bobj Bobj Bobj Bobj Bobj Bobj Bobj Bobj Formula Input											
Business Area	Business Area Name	Posting period	Vendor	Vendor Name	Acctg Doc Number	G/L Account	G/L Account Description	Total	Lease Type	Comments /Action Needed	Lease ID
E120	Comptroller General	2	7000186209	Vendor Name	5703645832	5041827000	LEASE SBITA-PRINCIPAL	\$17,029.42	Lease Expense		SoftwareID123
E120	Comptroller General	2	7000186209	Vendor Name	5703645832	5041837000	LEASE SBITA-INTEREST	\$1,387.23	Lease Expense		SoftwareID123
E120	Comptroller General	2	7000186209	Vendor Name	5703646046	5041827000	LEASE SBITA-PRINCIPAL	(\$17,029.42)	Lease Expense		SoftwareID123
E120	Comptroller General	2	7000186209	Vendor Name	5703646046	5041837000	LEASE SBITA-INTEREST	(\$1,387.23)	Lease Expense		SoftwareID123
E120	Comptroller General	2	7000186209	Vendor Name	5703646758	5040057100	CONTINGNT RENT-SBITA	\$1,185.28	Contingent		SoftwareID123
E120	Comptroller General	2	7000186209	Vendor Name	5703646758	5041827000	LEASE SBITA-PRINCIPAL	\$17,029.42	Lease Expense		SoftwareID123
E120	Comptroller General	2	7000186209	Vendor Name	5703646758	5041837000	LEASE SBITA-INTEREST	\$1,387.23	Lease Expense		SoftwareID123
E120	Comptroller General	3	7000186209	Vendor Name	5703669932	5040057100	CONTINGNT RENT-SBITA	\$1,296.99	Contingent		SoftwareID123
E120	Comptroller General	3	7000186209	Vendor Name	5703669932	5041827000	LEASE SBITA-PRINCIPAL	\$17,999.93	Lease Expense		SoftwareID123
E120	Comptroller General	3	7000186209	Vendor Name	5703669932	5041837000	LEASE SBITA-INTEREST	\$1,337.56	Lease Expense		SoftwareID123
E120	Comptroller General	4	7000186209	Vendor Name	5703692268	5040057100	CONTINGNT RENT-SBITA	\$1,826.00	Contingent		SoftwareID123
E120	Com				5703692268	5041827000	LEASE SBITA-PRINCIPAL	\$18,052.43	Lease Expense		SoftwareID123
E120	Com				5703692268	5041837000	LEASE SBITA-INTEREST	\$1,285.06	Lease Expense		SoftwareID123
E120	Com				5703722289	5040057100	CONTINGNT RENT-SBITA	\$11,807.39	Contingent		SoftwareID123
E120	Com				5703722289	5041827000	LEASE SBITA-PRINCIPAL	\$18,105.08	Lease Expense		SoftwareID123
E120	Com				5703722289	5041837000	LEASE SBITA-INTEREST	\$1,232.41	Lease Expense		SoftwareID123
E120	Com				5703737754	5040057100	CONTINGNT RENT-SBITA	\$10,809.89	Contingent		SoftwareID123
E120	Com				5703737754	5041827000	LEASE SBITA-PRINCIPAL	\$18,157.89	Lease Expense		SoftwareID123
E120	Com				5703737754	5041837000	LEASE SBITA-INTEREST	\$1,179.60	Lease Expense		SoftwareID123
E120	Com				5703768396	5040057100	CONTINGNT RENT-SBITA	\$1,791.00	Contingent		SoftwareID123
E120	Com				5703768396	5041827000	LEASE SBITA-PRINCIPAL	\$18,210.85	Lease Expense		SoftwareID123
E120	Com				5703768396	5041837000	LEASE SBITA-INTEREST	\$1,126.64	Lease Expense		SoftwareID123
E120	Comptroller General	8	7000186209	Vendor Name	5703796257	5040057100	CONTINGNT RENT-SBITA	\$2,282.27	Contingent		SoftwareID123
E120	Comptroller General	8	7000186209	Vendor Name	5703796257	5041827000	LEASE SBITA-PRINCIPAL	\$18,263.96	Lease Expense		SoftwareID123
E120	Comptroller General	8	7000186209	Vendor Name	5703796257	5041837000	LEASE SBITA-INTEREST	\$1,073.53	Lease Expense		SoftwareID123
										0	0
										0	0

Every line labeled as "Lease Expense" in Column J should tie to a payment on the Payment Schedule

5703646758

5703646758

5703646758

5703646758

5703646758

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### 3.11 SBITA Reporting Package – Reconciliation Process

#### 2. Compare Payment Schedule tab to BW Expense Report GL tab

1	Payment Schedule-Lease Payment Schedules copied from lease implementation											
2	Thru FM:		8									
3	Formula	Formula	Formula	Input Required	Input Required	Input Required	Input Required	Input Required	Input Required	Formula	Input Required	Input Required
4	ACFR Business Area	Business Area	Business Area Name	Lease ID	Fiscal Year	Payment Date	Principal Amount	Interest Amount	Executory Amount	Payment Total	CY Payment Posted?	CY Payment Posted Correctly?
5	A000	E120	Comptroller General	SoftwareID123	2023	7/31/2022	17,029.42	1,387.23		18,416.65	x	Yes
6	A000	E120	Comptroller General	SoftwareID123	2023	8/31/2022	17,999.93	1,337.56		19,337.49	x	Yes
7	A000	E120	Comptroller General	SoftwareID123	2023	9/30/2022	18,052.43	1,285.06		19,337.49	x	Yes
8	A000	E120	Comptroller G									Yes
9	A000	E120	Comptroller G									Yes
10	A000	E120	Comptroller G									Yes
11	A000	E120	Comptroller G									Yes
12	A000	E120	Comptroller G									Yes
13	A000	E120	Comptroller G									Yes
14	A000	E120	Comptroller General	SoftwareID123	2023	4/30/2023	18,424.24	913.25		19,337.49		

Corresponding Payment on Payment Schedule. Principal and Interest Allocation ties exactly. Mark "x" in Column Q and "Yes" in Column R

Payment Schedule

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

- 3.11 SBITA Reporting Package – Reconciliation Process
  2. Compare Payment Schedule tab to BW Expense Report GL tab

	A	B	C	D	AD	AE	AF	AG	AH	AI
1	Payment Schedule-Lease Payment Schedules copied from lease implementation									
2	Thru FM:	8								
3	Formula	Formula	Formula	Input Required	Input Optional	Formula	Formula	Formula	Formula	Formula
4	<div style="border: 2px solid red; padding: 5px;">                     Copy Doc # from BW Expense Report GL tab onto Payment Schedule                 </div>				Doc Number	Payment Number for SBITA	Principal	Principal Variance	Interest	Interest Variance
8					5703722289	SoftwareID123 Payment #4	18,105.08	-	1,232.41	-
9					5703737754	SoftwareID123 Payment #5	18,157.89	-	1,179.60	-
10					5703768396	SoftwareID123 Payment #6	18,210.85	-	1,126.64	-

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Business Objects (Bobj) Report - SBITA Lease Reconciliation Report w Created on Date, "Year to Date" Tab												
2	Update Monthly by new expenses from Bobj below in columns A-I. Then copy formula in column J as needed.												
3	Report Period	8											
4	Fiscal Year	2023											
5	Bobj	Bobj	Bobj	Bobj	Bobj	Bobj	Bobj	Bobj	Bobj	Formula	Input		Formula
6	Business Area	Business Area Name	Posting period	Vendor	Vendor Name	Acctg Doc Number	G/L Account	G/L Account Description	Total	Lease Type	Comments /Action Needed	Lease ID	Lease ID and Payment Number - per Payment Schedule Tab
7	E120											SoftwareID123	
8	E120											SoftwareID123	
9	E120											SoftwareID123	
10	E120											SoftwareID123	
11	E120	Comptroller General	2	7000186209	Vendor Name	5703646758	5040057100	CONTINGNT RENT-SBITA	\$1,185.28	Contingent		SoftwareID123	SoftwareID123 Payment #1
12	E120	Comptroller General	2	7000186209	Vendor Name	5703646758	5041827000	LEASE SBITA-PRINCIPAL	\$17,029.42	Lease Expense		SoftwareID123	SoftwareID123 Payment #1
13	E120	Comptroller General	2	7000186209	Vendor Name	5703646758	5041837000	LEASE SBITA-INTEREST	\$1,387.23	Lease Expense		SoftwareID123	SoftwareID123 Payment #1
14	E120	Comptroller General	3	7000186209	Vendor Name	5703669932	5040057100	CONTINGNT RENT-SBITA	\$1,296.99	Contingent		SoftwareID123	SoftwareID123 Payment #2
15	E120	Comptroller General	3	7000186209	Vendor Name	5703669932	5041827000	LEASE SBITA-PRINCIPAL	\$17,999.93	Lease Expense		SoftwareID123	SoftwareID123 Payment #2
16	E120	Comptroller General	3	7000186209	Vendor Name	5703669932	5041837000	LEASE SBITA-INTEREST	\$1,337.56	Lease Expense		SoftwareID123	SoftwareID123 Payment #2
17	E120	Comptroller General	4	7000186209	Vendor Name	5703692268	5040057100	CONTINGNT RENT-SBITA	\$1,826.00	Contingent		SoftwareID123	SoftwareID123 Payment #3
18	E120	Comptroller General	4	7000186209	Vendor Name	5703692268	5041837000	LEASE SBITA-PRINCIPAL	\$18,052.43	Lease Expense		SoftwareID123	SoftwareID123 Payment #3

Entering the Doc # on the Payment Schedule will cause the file to automatically label the Document on the BW Expense Report GL tab.

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

- ▶ 3.11 SBITA Reporting Package – Reconciliation Process
  - 2. Compare Payment Schedule tab to BW Expense Report GL tab
    - Systematically review every line of BW Expense Report GL tab
    - Mark Payment Schedule, Column Q as “x” for payments made on GL
    - Use Payment Schedule, Column AD “Doc Number” to assist in reconciliation

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### ▶ 3.11 SBITA Reporting Package – Reconciliation Process

#### 3. Reconciliation Variances

- All Reconciliation variances should be zero for the 3.11 SBITA Reporting Package to be accepted as complete (unless otherwise noted by ACFR team).
- Adjusting Journal Entries to correct variances need to be posted to FY23 prior to submission of 3.11 package.
- If unable to clear a variance, the ACFR team can assist in troubleshooting. Please email a copy of the most recent 3.11 SBITA Reporting Package with a detailed explanation of the issue.



# FY23 Agency Year End Reporting Packet Update GASB 96 – Subscription–Based Information Technology Arrangements

## ▶ 3.11 SBITA Reporting Package – Reconciliation Process

### 3. Reconciliation Variances

- Expenditure Reconciliation tab

1 Reconciliation between General Ledger and Payment Schedule			Formula (Source: Payment Schedule Tab - Columns M-O)				Formula (Source: BW Expense Report Tab)		Formula (Source: Payment Schedule Tab - Column Q)		Formula	
2 This schedule is formula driven. Contact ACFR Team to update if needed.												
3 Reconciled through FM01 through 8												
4 Fiscal Year 2023												
5 E120												
6 Lease Type	G/L Account	G/L Account Description	Total Lease Payments to be made in FY23	Total Payments through Period - 8	Total Payments through Period - 8	Reconciliation between Payment Schedule and Payments Posted	Expense Summary Reconciliation					
7 SBITA	5041827000	Lease SBITA - Principal	217,941.53	125,819.56	125,819.56	-	Lease Expense	134,441.59				
8 SBITA	5041837000	Lease SBITA - Interest	13,187.51	8,622.03	8,622.03	-	Short-Term	-				
9 SBITA	5041817000	Lease SBITA - Executory	-	-	-	-	Low Value	-				
10							Inter-Agency	-				
11							Contingent	30,998.82				
12							Total	165,440.41				
13			231,129.04	134,441.59	134,441.59	-	Expense Report GL Check	165,440.41				
14								-				
16 Excluded from GASB 87/96 (Low Value or Short-Term)												
17 Short-Term	5040847000	Short-Term Rent - SBITA		-	-							
18 Low Value	5040807000	Lease - Low Value SBITA		-	-							
19 Contingent	5040057100	Contingent Rent Payments - SBITA		30,998.82								
20												
21												
22												
23			Total	231,129.04	165,440.41	134,441.59	-					
24					165,440.41							
25					-							

Line Items and Total for Column H should be zero

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### ▶ 3.11 SBITA Reporting Package – Reconciliation Process

#### 3. Reconciliation Variances

- Expenditure Reconciliation tab – Potential Issues Causing Variance
  - Payment Schedule tab has not been marked “x” for all payments made per GL
  - Payments made to Principal and interest per GL do not tie to Payment Schedule
  - If Total Variance is zero but line items show variance, then Principal and Interest Allocation is off

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### 3.11 SBITA Reporting Package – Reconciliation Process

#### 3. Reconciliation Variances

- Lease Rollforward tab

	A	B	C	AQ	AR	AS	AT	AU
1	Lease - Rollforward	E120						
2	Fiscal Year	2023						
3	Source: Prior Year Balances and Agency Input (Columns A - F). Payment Schedule Tab							
10				(ACFR Only)				
	Lease ID	Type of Debt/Lease	Agency	GL Account Current	GL Account Non-Current	ACFR BA	Does column I = the sum of future payments?	asset
11								
12	SoftwareID123	SBITA	E120			A000	-	2.6E+11
13			E120			A000	-	0
14						A000	-	0
15						A000	-	0
16						A000	-	0
17						A000	-	0
18						A000	-	0
19						A000	-	0
20						A000	-	0
21						A000	-	0
22						A000	-	0
23						A000	-	0
24						A000	-	0

Column AT of Lease Rollforward tab should be zero. Variance could reflect a difference between capitalized SBITA asset in SCEIS and Payment Schedule tab.

Lease Rollforward

Expenditure Reconciliation

Payment Schedule

BW Expense Report

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription-Based Information Technology Arrangements

### 3.11 SBITA Reporting Package – Reconciliation Process

#### 3. Reconciliation Variances

- Lease Rollforward tab

	A	B	C
204			
205	<b>Reconciliations</b>		
206			
207	Increases/(Revenue)	Lease Rollforward - Column G	475,622.83
208	Acquisition Value	BW Asset Listing - Cell I15	475,622.83
209		variance	-
210			
211	Decreases/(Expenditures)	Lease Rollforward - Column H	(217,941.53)
212	Principal Payments for current FY	Payment Schedule - Column M	(217,941.53)
213		variance	-
214			
215	Debt Outstanding 6/30/23 Sum of Future Years	Lease Rollforward - Column I	257,681.30
216	Principal Payments	This tab - Summary of Future Year Principal Payments	257,681.30
217		variance	-
218			
219	Due Within One Year	Lease Rollforward - Column K	237,435.99
220	Principal payments to be made in FY24	This tab - Summary of Future Year Payments	237,435.99
221		variance	-
222			

All variances should be zero unless approved by ACFR team.

223	Net Long-Term Liability	Lease Rollforward - Column L	20,245.31
224	Principal payments to be made after FY24	This tab - Summary of Future Year Payments	20,245.31
225		variance	-
226			
227	Debt Outstanding 6/30/23 Sum Due Within One Year & Net Long-Term Liability	Lease Rollforward - Column I	257,681.30
228		Lease Rollforward - Column K+L	257,681.30
229		variance	-
230			
231	Decreases/(Expenditures)	Lease Rollforward - Column N	217,941.53
232	Principal Payments in FY23	Payment Schedule - Column M	217,941.53
233		variance	-
234			
235	Total Future Interest & Executory Costs - FY24 and Beyond	Lease Rollforward - Column AK	5,308.63
236	Summary of Future Year Payments (Interest + Executory)	This tab - Summary of Future Year Payments	5,308.63
237		variance	-
238			
239	Lease Expenditure Reconciliation	Expenditure Reconciliation - Cell H35	-
240			
241	The debt outstanding at year end equals the sum of the FUTURE PRINCIPAL payments	Differences can be found in Column AT	
242			

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### ▶ 3.11 SBITA Reporting Package – Reconciliation Process

#### 3. Reconciliation Variances

- Lease Rollforward tab – Potential Issues Causing Variance
  - New SBITA’s not added to Lease Rollforward tab, Columns A, B, & D
  - SBITA Asset has not been capitalized in SCEIS, added to BW Asset Listing Report, or Asset Number not included on Payment Schedule tab, Column U
  - SBITA Asset value in SCEIS does not tie to the Payment Schedule tab
  - Adjustments made to Payment Schedule, not properly accounted for
  - Expenditure Reconciliation tab variance is not zero

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### 3.11 SBITA Reporting Package – Reconciliation Process

#### 3. Reconciliation Variances

- Payment Schedule tab

ACFR Business Area	Business Area	Business Area Name	Lease ID	Asset Number	Asset Description	Asset Class Code	Asset Class Description	Asset Value Per SCEIS	Sum of Principal Payments	Variance	Lease Payment Count
A000	E120	Comptroller General	Software\D123	260000000000	Vendor Name	26509	SCEIS SBITA Deprec	475,622.83	475,622.83	(0.00)	1.00
A000	E120	Comptroller General	Software\D123								2.00
A000	E120	Comptroller General	Software\D123								3.00
A000	E120	Comptroller General	Software\D123								4.00

Payment Schedule- Lease Payment Schedules copied from lease implementation  
Thru FM: 8

Formula Formula Formula Input Required Input Required Formula Formula Formula Formula Formula Formula Formula

Checklist Signature Lease Rollforward Expenditure Reconciliation **Payment Schedule** BW ... with GL A ...

Compares Payment Schedule to Capitalized Asset in SCEIS. Should be zero.

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

### ▶ 3.11 SBITA Reporting Package – Reconciliation Process

#### 4. Necessary Updates to the Payment Schedule

- Examples:
  - Changes to Payment Frequency (monthly to quarterly)
  - Changes to Payment Amount
  - Early Cancellation of SBITA Contract
  - Etc.
- Please email a copy of the most recent 3.11 SBITA Reporting Package with a detailed explanation of the needed change.

# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription-Based Information Technology Arrangements

- ▶ Pre-implementation SBITA's
  - Qualified SBITA contracts that have NOT finished implementation at fiscal year-end
  - Need to be set up as Intangible Project through SCEIS
  - Reach out to CG team for more details



# FY23 Agency Year End Reporting Packet Update

## GASB 96 – Subscription–Based Information Technology Arrangements

- ▶ Year–end 3.11 SBITA Reporting Package
  - Due 7/21/2023
  - Required for all agencies with capitalized SBITAs
  - Need all reconciliations to tie, all variances to be zero for package to be accepted
  - Ask questions early, correcting entries must be posted in FY23
  
- ▶ Detailed guidance on GASB 96 is available on our website:  
<https://cg.sc.gov/gasb-87-96-lease-accounting>

# AFS Agency Template Changes

- ▶ DO NOT use old templates
  - Use the template emailed to you this year
- ▶ SBITA account numbers added
  - Assets, liabilities, and deferred inflows
  - These accounts are located below their respective GASB 87 accounts added in FY 2022
- ▶ Follow GAAP and GASB
  - **All unrecognized losses must be recognized**
- ▶ Please remember the October 1<sup>st</sup> deadline

# FY23 Agency Year End Reporting Packet Update

## Audited Financial Statements (AFS)–Cash Submissions

Entities submitting audited financial statements must submit:

- ▶ 1. A reconciliation between the SCEIS G/L balance and final balance reported on financial statements as cash and investments held by the State Treasury (STO).
  - Help the CGO to better document cash
  - Provide an audit trail between STO pooled cash and auditor determined adjustments to that cash
- ▶ 2. Cash and investments held OUTSIDE of the STO
  - Petty Cash, Cash held by Entity at Financial Institutions (outside of STO control), FMV of investments held by entity (outside of STO control)
  - Detail exposure of custodial credit risk for cash held by Entity at Financial Institutions (outside of STO control)

# FY23 Agency Year End Reporting Packet Update Audited Financial Statements (AFS)–Cash Submissions

STO pooled cash and investments at FMV–Reconciliation between G/L and final values per audited financial statements

Step 1: Receive G/L confirmation of Cash by Fund balance at FMV from CGO

1	Confirmation Provided for:					
2	[Redacted]					
3						
4	sent to: [Redacted]					
5						
6						
7	<b>Business Area</b>	<b>Fund</b>	<b>Pooled Cash and Investments Balance at FMV</b>	<b>Composite Reservoir Total</b>	<b>Investments Held in LGIP</b>	<b>Total Cash and Investments Held at STO as 6/30/2023</b>
8	A000	40199000	-	-	-	-
9	A000	41L19000	-	-	-	-
10	A000	49889000	-	-	-	-
11	E160	40199000	74,734.77	-	-	74,734.77
12	E160	41L19000	18,825,213.08	-	-	18,825,213.08
13	E160	49889000	-	-	-	-
14	H000	90016019	-	-	-	-
15	Composite Reservoir		-	8,638,952.92	-	8,638,952.92
109			\$ 18,899,947.85	\$ 8,638,952.92	\$ -	\$ 27,538,900.77
110						27,538,900.77
111	<b>*For Financial Statement Disclosure Purposes Only:</b>					
112	Included in your entity's \$27,538,900.77 balance of cash and investments held at the STO are \$18,720,946.01 of investments at FMV with an unrealized loss of -\$865,794.23 on investments. Please see your investment confirmation sent from the STO-Investment division for further detail. Further Composite Reservoir detail can be found on monthly statement sent from SC Treasurer's Office.					
113						
114	1. The above balances confirmed by the Comptroller's General's Office on an Agency Fund basis represent the cash					
115	by fund balance (at FMV) within the Treasury of the State of South Carolina as of the close of banking day, June 30th.					
116						
117	2. Variances to the amounts above and the final amounts reported on your entity's financial statements as amounts held by					
118	the SC Treasury must be disclosed to the Comptroller General's ACFR team on their Cash and Investments Worksheet.					
119	Contact Katherine Kip (kkip@cg.sc.gov) for further information if needed.					
120						
121	3. Any funds that are either missing or erroneously included above-please contact Katherine Kip (kkip@cg.sc.gov)					
122	for corrected confirmation.					
123						

This is the section that you will copy and paste in part 2

# FY23 Agency Year End Reporting Packet Update

## Audited Financial Statements (AFS)–Cash Submissions

STO pooled cash and investments at FMV–Reconciliation between G/L and final values per audited financial statements

Step 2: Copy and paste Business Area and Fund values from CGO confirmation within the Cash and Investments tab on the AFS\_Financial Statement\_Spreadsheets

STATE OF SOUTH CAROLINA							
COLLEGE AND UNIVERSITY FINANCIAL STATEMENT SPREADSHEETS							
STATEMENT OF ACTIVITIES							
FOR THE FISCAL YEAR ENDED JUNE 30, 2023							
College/University name:							
0							
Must Agree to State Treasurer's Office Confirmations email: <a href="mailto:confirmations@sto.sc.gov">confirmations@sto.sc.gov</a> to receive							
	STO-Pooled Cash and Investments Balance	STO- Composite Reservoir	STO- Investments Held in LGIP	STO-Total Cash and Investments Per Confirmation	+/- Auditor Confirmed Timing Adjustments to Treasurer Cash	Total Cash Per Financial Statement Held by State Treasury	
11	Total	18,899,947.85	8,638,952.92	27,538,900.77	-	27,538,900.77	Cash
12	A000 40199000	-	-	-	-	-	Petty C
13	A000 41119000	-	-	-	-	-	
14	A000 49889000	-	-	-	-	-	
15	E160 40199000	74,734.77	-	74,734.77	-	74,734.77	
16	E160 41119000	18,825,213.08	-	18,825,213.08	-	18,825,213.08	
17	E160 49889000	-	-	-	-	-	
18	H000 90016019	-	-	-	-	-	
19	Composit	-	8,638,952.92	8,638,952.92	-	8,638,952.92	
20							
21							
22							
23							
24							
25							

Total agrees to CGO confirmation

Copy and Pasted from CGO Confirmation

# FY23 Agency Year End Reporting Packet Update

## Audited Financial Statements (AFS)–Cash Submissions

STO pooled cash and investments at FMV–Reconciliation between G/L and final values per audited financial statements

Step 3: Input any audited timing adjustments to STO cash and investments. Total Cash per Financial Statements Held by State Treasury should now agree to your financial statements.

	A	B	C	D	E	F	G	H
1	STATE OF SOUTH CAROLINA							
2	COLLEGE AND UNIVERSITY FINANCIAL STATEMENT SPREADSHEETS							
3	STATEMENT OF ACTIVITIES							
4	FOR THE FISCAL YEAR ENDED JUNE 30, 2023							
5	College/University name:							
7	0							
3								
9	Must Agree to State Treasurer's Office Confirmations email: <a href="mailto:confirmations@sto.sc.gov">confirmations@sto.sc.gov</a> to receive							
0			STO-Pooled Cash and Investments Balance	STO- Composite Reservoir	STO- Investments Held in LGIP	STO-Total Cash and Investments Pe Confirmation	+/- Auditor Confirmed Timing Adjustments to Treasurer Cash	Total Cash Per Financial Statement Held by State Treasury
1		<b>Total</b>	18,899,947.85	8,638,952.92	-	27,538,900.77	(3,656,145.00)	23,882,755.77
2	A000	40199000	-	-	-	-	-	-
3	A000	41119000	-	-	-	-	-	-
4	A000	49889000	-	-	-	-	-	-
5	E160	40199000	74,734.77	-	-	74,734.77	-	74,734.77
6	E160	41119000	18,825,213.08	-	-	18,825,213.08	(3,656,145.00)	15,169,068.08
7	E160	49889000	-	-	-	-	-	-
8	H000	90016019	-	-	-	-	-	-
9		Composit	-	8,638,952.92	-	8,638,952.92	-	8,638,952.92
0			-	-	-	-	-	-
1			-	-	-	-	-	-
2			-	-	-	-	-	-
3			-	-	-	-	-	-
4			-	-	-	-	-	-

Audited timing adjusted to cash and investments by fund

Ending cash and investment balance equal to Financial Statement

# FY23 Agency Year End Reporting Packet Update

## Audited Financial Statements (AFS)–Cash Submissions

STO pooled cash and investments at FMV–Reconciliation between G/L and final values per audited financial statements

Step 4: Verify total Cash per Financial Statements Held by State Treasury agrees to your financial statements.

	A	B	C	D	E	F	G	H	I	J
1	STATE OF SOUTH CAROLINA									
2	COLLEGE AND UNIVERSITY FINANCIAL STATEMENT SPREADSHEETS									
3	STATEMENT OF ACTIVITIES									
4	FOR THE FISCAL YEAR ENDED JUNE 30, 2023									
5										
6	College/University name:									
7	0									
8										
9	Must Agree to State Treasurer's Office Confirmations email: <a href="mailto:confirmations@sto.sc.gov">confirmations@sto.sc.gov</a> to receive									
10			STO-Pooled Cash and Investments Balance	STO- Composite Reservoir	ST Inves Held in	ST Comm Contribu	Treasurer Cash	Treasury	Total Cash Per Financial Statement by State	
11			<b>Total</b>	<b>18,899,947.85</b>	<b>8,638,952.92</b>	<b>-</b>	<b>27,538,900.77</b>	<b>(3,656,145.00)</b>	<b>23,882,755.77</b>	
12	A000	40199000	-	-	-	-	-	-	-	
13	A000	411L19000	-	-	-	-	-	-	-	
14	A000	49889000	-	-	-	-	-	-	-	
15	E160	40199000	74,734.77	-	-	-	74,734.77	-	74,734.77	
16	E160	411L19000	18,825,213.08	-	-	-	18,825,213.08	(3,656,145.00)	15,169,068.08	
17	E160	49889000	-	-	-	-	-	-	-	
18	H000	90016019	-	-	-	-	-	-	-	
19		Composit	-	8,638,952.92	-	-	8,638,952.92	-	8,638,952.92	
20			-	-	-	-	-	-	-	
21			-	-	-	-	-	-	-	
22			-	-	-	-	-	-	-	
23			-	-	-	-	-	-	-	
24			-	-	-	-	-	-	-	
25			-	-	-	-	-	-	-	

Does this agree to disclosure of STO held cash/investments per financial statement?

### Note 3. Cash and Cash Equivalents

As of June 30, 2022, cash and cash equivalents include demand deposits and short-term investments with an original maturity of three months or less as follows:

	Cost	Market Value
Without Restrictions		
Collateralized demand deposits	\$ 6,822,524	\$ 6,822,524
Total without Restrictions	\$ 6,822,524	\$ 6,822,524
With Restrictions		
Bond Funds:		
Money market	\$ 59,776,628	\$ 59,776,628
Teacher Loan Program Funds:		
Collateralized demand deposits	203,366	203,366
South Carolina State Treasurer pool	24,628,134	23,882,756
Total with Restrictions	\$ 84,608,128	\$ 83,862,749
Total - Corporation Funds	66,599,151	66,599,151
Total - Teacher Loan Program Funds	24,831,500	24,086,122
Total Cash and Cash Equivalents	\$ 91,430,652	\$ 90,685,273

Yes!!!





# FY23 Agency Year End Reporting Packet Update

## Audited Financial Statements (AFS)–Cash Submissions

STO pooled cash and investments at FMV–Reconciliation between G/L and final values per audited financial statements

Step 6: Verify total cash and investment (STO pooled cash and investments + agency held cash and investments = TOTAL CASH AND INVESTMENTS PER STATEMENT OF NET POSITION

Reconciliation of Worksheet to Stmt of Net Position		
MUST EQUAL!		
Total Cash and Investments per Cash and Investment Worksheet	Total Cash and Investments per Statement of Net Position	Variance
-	-	-

CHECKS VALUE AGAINST SONP tab. Must be zero

# FY23 Agency Year End Reporting Packet Update

## Audited Financial Statements (AFS)–Cash Submissions

STO pooled cash and investments at FMV–Reconciliation between G/L and final values per audited financial statements

Step 8: Breakdown Cash held by entity according to custodial credit risk category

- ▶ FDIC & Other Coverage–Portion of Cash Held by entity that is FDIC insured or otherwise fully insured.
- ▶ Category A–Portion of Cash Held by Entity that is uninsured but collateralized, but the collateral is held by the pledging financial institution itself.
- ▶ Category B –Portion of Cash Held by Entity is collateralized and the collateral is held by either the financial institution trust department or agent, but the collateral is not held in the name of the depositor government.
- ▶ Category C–Portion of Cash held by Entity that is not collateralized, not insured.

	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
				Reconciliation of Worksheet to Stmt of Net Position											
				MUST EQUAL!				Exposure of Custodial Credit Risk for Cash							
Investments Held by Entity															
	Cash Held by Entity	FMV of Investments Held by Entity	Total Cash and Investments per Cash and Investment Worksheet	Total Cash and Investments per Statement of Net Position	Variance		Cash Held by Entity	FDIC & Other Coverage	Category A	Category B	Category C	Variance			
	-	-	-	-	-		-	-	-	-	-	-	-		

# Packet Due Dates & CG Contact

Section of Reporting Manual <sup>(1)</sup>	Subject	Due Date FY2023	Day	Contact at CGO
1.00	GAAP Contact Forms	June 9	Friday	Linda McCarty
2.00	Master Reporting Package Checklist	July 7	Friday	Katherine Kip
3.01	Cash and Investments Reporting Forms	July 21	Friday	Katherine Kip
3.10	Loan Receivables Reporting Forms	July 21	Friday	Layla Ballard-Sholly
3.13	Litigation Reporting Forms	July 21	Friday	Michael Moore
3.14	Disallowances and Penalties Reporting Forms	July 21	Friday	Layla Ballard-Sholly
3.09	Leases Reporting Forms (Final GL Recon)	July 21	Friday	James Torbert
3.11	SBITA (Final GL Recon)	July 21	Friday	James Torbert
3.15	Claims Reporting Forms	August 4	Friday	David Starkey
3.04	Other Receivables	August 11	Friday	Linda McCarty
3.06	Inventory Reporting Forms	August 11	Friday	James Torbert
3.16	Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms	August 11	Friday	Layla Ballard-Sholly
3.02	Tax Revenues Reporting Forms	August 11	Friday	Michael Moore
3.05	Unearned Revenue	August 18	Friday	Linda McCarty
3.07	Prepaid Expense Reporting Forms	August 18	Friday	James Torbert
3.18	Interfund Payables Reporting Forms	August 18	Friday	David Starkey
3.20	Fund Classification Reporting Forms	August 18	Friday	Katherine Kip
3.03	Grant/Contribution Revenues Reporting Forms	September 8	Friday	Michael Moore
3.08	Capital Assets Reporting Forms	September 8	Friday	Layla Ballard-Sholly
3.12	Accounts Payable Reporting Forms	September 8	Friday	James Torbert
2.10	Subsequent Events Package	October 20	Friday	Michael Moore

# CG Reports Distribution Dates

Section	Package	Distribution Date for FY 2023	FY 2023 Package Due Date	Title	Technical Name	Query Selection Criteria
3.01	Cash and Investments	July 7	July 21	Yearend Rptg - Cash & Investments	ZFI_ZFMGL_C03_QCASH_INVST_CLPK	Posting period = 16 Fiscal year = 2023
3.13	Litigation	July 7	July 21	Yearend Rpt - Litigation Expense	YYZPU_MC30_CAFR_Q_LFEE	Fiscal year = 2023
3.04	Other Receivables	July 28	August 11	Yearend Rptg – Accounts Receivable Current with Customer	ZFI_ZFIARO14_Q0006	Fiscal year = 2023; All Clearing Dates Greater to or Equal to this date = 07/01/2023; Fiscal year and period = 016/2022
3.06	Inventory	July 28	August 11	Yearend Rptg - Inventory	ZFI_ZFMGL_C03_QINVENTORY_CLPK	Posting period = 16 Fiscal year = 2023
3.18	Interfund Payable	July 28	August 18	Yearend Rptg - Inter-Agency Prior Year Payables with Vendor	YYZFI_ZGLAP_IS1_Q0006	Fiscal year/period = 001/2024 Item Text Prior Year Payables = *Prior Year Payables*
3.07	Prepaid Expenses	August 4	August 18	Yearend Rptg - Prepaid Expenses	ZFI_ZGLAP_IS1_Q007	Fiscal year = 2023
3.2	Fund Classification	August 12	August 19	Year-End Reporting - Fund Classification	N/A	Fiscal year = 2023 Posting Period = 16
3.03	Grant and Contributions Revenue	September 1	September 8	Yearend Rptg - AR (Contributions)	YYZFI_ZGLP_O01_Q014_RECV	Fiscal year = 2023; All Clearing Dates Greater to or Equal to this date = 07/01/2023; Fiscal year and period = 016/2023
3.03	Grant and Contribution	September 1	September 8	Yearend Rptg - Schedule of Expenditures of Fed Awards (SEFA)	ZFI_ZGM_MC04_Q020	Fiscal year = 2023
3.08	Capital Assets	September 1	September 8	Yearend Rptg - Asset History Sheet	ZFI_ZFI_AAC23_ASSET_SHEET_GEN	Fiscal year = 2023; Depreciation area = 20
3.12	Accounts Payable	September 1	September 8	Yearend Rptg - Prior Year Payables with Vendor	ZFI_ZGLAP_IS1_Q005	Fiscal year = 2024, Posting Period = 1;2, Item Text Prior Year Payables = *Prior Year Payable*
3.12	Accounts Payable	September 6	September 8	Yearend Rptg - Prior Year Payables with Vendor	ZFI_ZGLAP_IS1_Q005	Fiscal year = 2024, Posting Period = 2;3, Created On Dates Greater to or Equal to = 09/01/2023 Item Text Prior Year Payables = *Prior Year Payable*

# FY23 Agency Year-End Reporting Packet Update

## CG's CAFR Team Contact Information

- ▶ Katherine Kip – [kkip@cg.sc.gov](mailto:kkip@cg.sc.gov) – 803-734-5043
- ▶ Linda McCarty – [lmccarty@cg.sc.gov](mailto:lmccarty@cg.sc.gov) – 803-734-5164
- ▶ Michael Moore – [mmoore@cg.sc.gov](mailto:mmoore@cg.sc.gov) – 803-734-0584
- ▶ David Starkey– [dstarkey@cg.sc.gov](mailto:dstarkey@cg.sc.gov) – 803-734-2542
- ▶ Layla Ballard-Sholly– [lballardsholly@cg.sc.gov](mailto:lballardsholly@cg.sc.gov) – 803-734-0272
- ▶ James Torbert [jtorbert@cg.sc.gov](mailto:jtorbert@cg.sc.gov) – 803-734-4178
- ▶ **UPDATED EMAIL ADDRESS!** Year end packet submissions – [ACFR@cg.sc.gov](mailto:ACFR@cg.sc.gov)