

State Government Finance Cost Assessment

1. Introduction

The State of South Carolina Government has been asked to participate in a Finance Cost Assessment survey conducted by the Deloitte Global Benchmarking Center. The purpose of this nation-wide survey is to determine how much financial transacting costs state government.

To determine the cost of financial transacting in South Carolina government, **the Governor's Office has requested that each state agency complete the following Finance Cost Assessment survey by March 24, 2014.**

Once each agency has completed the survey, answers will be totaled to determine the cost of financial transacting at the state level. The Governor's Office will submit the state-level survey to the Deloitte Global Benchmarking Center.

Suggestions for Completing the Survey:

1. Print a PDF copy of the survey.
2. Print the Survey Definitions.

Both the PDF'd survey and the Survey Definitions are available here:

<http://sceis.sc.gov/page.aspx?id=300>.

3. Review the survey instructions, questions and definitions.
4. Collaborate with appropriate individuals/departments in your agency to answer the questions.
Note: Answer the survey questions on paper before entering the answers in the online survey.
5. Before beginning the online survey, be sure to review the survey instructions carefully.

Should you have any questions, please email them to SCEIS sceis@sceis.sc.gov

Click "Save and Go to Next Page" below, to view the Survey Instructions.

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2. General instructions

- Enter your responses in the space provided.
- Enter all monetary values in US Dollars and thousands (000), or millions (M) or billions (B) as indicated by the question.
- Do not enter symbols or commas (for example, enter 52731 rather than \$52,731).
- Enter annual or annualized numbers for all questions asking for volumes or numbers of items.
- If the response to a question is zero, please enter zero.
- Each response is retained when '**Save and Go to Next Page**' is clicked.
- At any time, you may click '**Save and Exit**' and return later using the same computer to enter and update the questionnaire.
- At any time, you may click the '**Back**' button to navigate backward one page at a time in the questionnaire.
- Click '**Submit Questionnaire**' when all data entry is complete and the questionnaire is ready for final submission.

Please submit your completed survey no later than **Monday, March 24, 2014**. You may contact SCEIS sceis@sceis.sc.gov if you have any questions.

Thank you for participating!

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3. Demographic Information

Please enter the agency for which you are reporting data, and contact information for the individual who is submitting the data.

*** DE01.**

This survey reports all requested data for the following agency:

*** DE02 (a).**

Name and Phone:

First name

Last name

Title

Phone (123-456-7890)

*** DE02 (b).**

Agency email address

*** DE03.**

Select the fiscal year associated with the source data entered into this questionnaire.

- 2014
- 2013
- 2012

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4. Transaction Processing - Labor and Outsourcing costs

Provide **LABOR** and **OUTSOURCING** costs for each of the transaction processing processes below.

***TP01 (a).**

Provide **LABOR** costs for transaction processing process.

Accounts payable	<input type="text"/>
Accounts receivable	<input type="text"/>
General accounting	<input type="text"/>
Project accounting	<input type="text"/>
Travel and expense management	<input type="text"/>
Asset management	<input type="text"/>
Payroll	<input type="text"/>
Grants	<input type="text"/>

***TP01 (b).**

Provide **OUTSOURCING** costs for transaction processing process.

Accounts payable	<input type="text"/>
Accounts receivable	<input type="text"/>
General accounting	<input type="text"/>
Project accounting	<input type="text"/>
Travel and expense management	<input type="text"/>
Asset management	<input type="text"/>
Payroll	<input type="text"/>
Grants	<input type="text"/>

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5. Transaction Processing - FTEs and Percentage of Managers

Provide FTEs and percentage of managers for each of the transaction processing categories below.

***TP04 (a).**

Provide FTEs for the transaction processing categories.

Accounts payable	<input type="text"/>
Accounts receivable	<input type="text"/>
General accounting	<input type="text"/>
Project accounting	<input type="text"/>
Travel and expense management	<input type="text"/>
Asset management	<input type="text"/>
Payroll	<input type="text"/>
Grants	<input type="text"/>

***TP04 (b).**

Provide PERCENTAGE OF MANAGERS for the transaction processing categories.

Accounts payable	<input type="text"/>
Accounts receivable	<input type="text"/>
General accounting	<input type="text"/>
Project accounting	<input type="text"/>
Travel and expense management	<input type="text"/>
Asset management	<input type="text"/>
Payroll	<input type="text"/>
Grants	<input type="text"/>

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6. Budgeting and Financial Forecasting Process - Labor and Outsourcing

Provide labor and outsourcing costs for each of the budgeting and financial forecasting processes below.

***BFF01 (a).**

Provide LABOR costs for the budgeting and financial forecasting processes.

Budgeting	<input type="text"/>
Cost management	<input type="text"/>
Forecasting	<input type="text"/>

***BFF01 (b).**

Provide OUTSOURCING costs for the budgeting and financial forecasting processes.

Budgeting	<input type="text"/>
Cost management	<input type="text"/>
Forecasting	<input type="text"/>

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7. Budgeting and Financial Forecasting Process - FTEs and Percentage of Manage...

Provide FTEs and percentage of managers for each of the budgeting and financial forecasting processes below.

*** BFF04 (a).**

Provide FTEs for the budgeting and financial forecasting categories.

Budgeting	<input type="text"/>
Cost management	<input type="text"/>
Forecasting	<input type="text"/>

*** BFF04 (b).**

Provide PERCENTAGE OF MANAGERS for the budgeting and financial forecasting processes.

Budgeting	<input type="text"/>
Cost management	<input type="text"/>
Forecasting	<input type="text"/>

Provide the following VOLUMES for budgeting and financial forecasting.

*** BFF05 (a).**

Provide the number of management and performance reports for budgeting and financial forecasting

Number of management reports (standard + ad hoc) (#)	<input type="text"/>
Number of performance reports (#)	<input type="text"/>

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***BFF05 (b).**

Provide the following percentages of reports and staffing for budgeting and financial forecasting

Percentage of automated performance reports (require no human intervention from finance to create and distribute) (%)

Percentage of non-financial performance reports executed and/or generated by a Shared Services Center in the organization (%)

Percentage of financial management reports executed and/or generated by a Shared Services Center in the organization (%)

Percentage of business financial analyst time spent analyzing information verses accessing and manipulating data (%)

Percentage of performance reports and analysis focused on forward-looking actions and plans verses explaining historical results (%)

Percentage of analysis staff with ability to serve as strategist and business partner, providing critical financial and strategic partnership, and decision-making (%)

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8. End of survey

This is the last page of the questionnaire.

If you have completed the entry of your answers and confirmed that your answers are accurate, please click on "SUBMIT QUESTIONNAIRE" below. Upon submitting your responses, your questionnaire will be locked.

If you have questions that you need to complete or edit, use the "Back" button below to return to earlier pages of the questionnaire.

Please do not "SUBMIT" your responses until your questionnaire is complete, as your responses will be locked upon submission.

Please contact SCEIS sceis@sceis.sc.gov if you have any questions regarding the submission process.