

**SOUTH CAROLINA  
DEPARTMENT OF ARCHIVES AND HISTORY**

**COLUMBIA, SOUTH CAROLINA**

**STATE AUDITOR'S REPORT**

**JUNE 30, 2020**



## Independent Accountant's Report On Applying Agreed-Upon Procedures

May 27, 2021

Dr. W. Eric Emerson, Director  
South Carolina Department of Archives and History  
8301 Parklane Road  
Columbia, South Carolina 29223

We have performed the procedures described in Attachment 1 on the systems, processes and behaviors related to financial activity of the South Carolina Department of Archives and History (the Department) for the fiscal year ended June 30, 2020. The Department's management is responsible for the systems, processes and behaviors related to financial activity.

The Department's management has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of understanding the systems, processes and behaviors related to financial activity. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

We were engaged by the Department to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the systems, processes and behaviors related to financial activity of the Department for the year ended June 30, 2020. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The concept of materiality does not apply to findings to be reported in an agreed-upon procedures engagement. Therefore, all findings from the application of the agreed-upon procedures must be reported unless the definition of materiality is agreed to by the Department's management. Management of the Department has agreed that the following deficiencies will not be included in the State Auditor's Report on Applying Agreed-Upon Procedures:

- Errors of less than \$1,000 related to non-payroll cash disbursements transactions.
- Errors of less than \$1,000 related to reporting packages.

We are required to be independent of the Department and to meet other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the management of the Department, and is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

George L. Kennedy, III, CPA  
State Auditor

**South Carolina Office of the State Auditor  
Agreed - Upon Procedures Related to the South Carolina Department of Archives and History (H79)**

**Cash Disbursements/Non-Payroll Expenditures**

1. Haphazardly select five non-payroll disbursements and inspect supporting documentation to determine:
  - The transaction is properly completed as required by Department procedures; invoice(s) agree(s) with general ledger as to vendor, amount, number, and date.
  - All supporting documents and approvals required by Department procedures are present and agree with the invoice.
  - The transaction is an expenditure of the Department.
  - The transaction is properly classified in the general ledger.
  - Disbursements are recorded in the proper fiscal year.
  - Clerical accuracy and proper sales tax were calculated.

For federally funded cash disbursements/non-payroll expenditures, inspect supporting documentation to determine:

- Charges are in accordance with the requirements of the program, incurred during the approved grant period, and applied uniformly to both federally assisted and other activities of the recipient.
2. Haphazardly select five purchasing card transactions from the Office of the State Comptroller General's (CG) listing of purchasing card transactions for fiscal year 2020 and inspect supporting documentation to determine:
    - The cardholder is an authorized user and individual credit limits have been properly approved in accordance with Department policies.
    - The purchase is authorized based on the cardholder's job title/position.
    - The monthly purchase summary was submitted along with applicable receipts and signed by both the supervisor and cardholder.
    - The purchase did not exceed the single transaction limit or the individual credit limit and there was no indication of transaction splitting.

We found no exceptions as a result of these procedures.

**Payroll**

3. Haphazardly select five employees who terminated employment during the fiscal year to determine if they were removed from the payroll and that the employee's last paycheck and leave payout were properly calculated.
4. Haphazardly select five employees hired during the fiscal year to determine if their start dates were added to the payroll correctly and that their first paycheck was properly calculated.

We found no exceptions as a result of these procedures.

**Journal Entries**

5. Haphazardly select five journal entries for the fiscal year and:
  - Trace postings to the general ledger and supporting documentation.
  - Determine transaction is properly approved.
  - Inspect supporting documentation to determine the purpose of the transaction.

We found no exceptions as a result of the procedure.

## Reporting Packages

6. Inspect fiscal year end reporting packages submitted to the CG. Compare the Master Reporting Package Checklist to reporting packages that were submitted. Compare the dates submitted to the due dates established by the CG's Reporting Policies and Procedures Manual.
7. In addition to the procedure above, perform the following:

- Prepaid Expenses Reporting Package

Agree amounts to the South Carolina Enterprise Information System (SCEIS) *Yearend Reporting - Prepaid Expenses* report and Department prepared records. Haphazardly select five prepaid expenses and determine if the amounts were properly classified, calculated, and reported when compared to the SCEIS general ledger and invoices.

- Operating Leases Reporting Package

Agree amounts to the SCEIS general ledger, the SCEIS *Yearend Reporting Operating Lease Expense with Vendor* report and Department prepared records. In addition, based on inspection of invoices, determine if rental payments were properly classified, coded and calculated by inspecting and recalculating the following reported amounts: (1) three haphazardly selected contingent rental payments; and (2) two total payments in the remaining rental payment classifications (one time or unusual in nature rental payments and refund).

- Subsequent Events Questionnaire

Compare responses and any required supplemental information to the SCEIS general ledger and Department prepared records.

We found no exceptions as a result of these procedures.

## Personal Property

8. Through inquiry of management and inspection of supporting documentation, determine that an inventory of Department property, excluding expendables, was completed during the fiscal year as required by South Carolina Code of Laws Section 10-1-140.

## Finding

The Department was unable to provide adequate documentation to support that a complete inventory of Department personal property was performed as required.

## Management's Response

The agency provided an inventory of personal property for FY20 that failed to include the two most recent purchases made during the fiscal year being audited: a microfilm scanner and a 3D printer. This oversight resulted from inadequate communication between the division making the purchases and the section responsible for conducting the annual departmental inventory. To ensure that the Department maintains an accurate inventory of personal property, we will implement procedures to facilitate better interdepartmental communication at each step of the procurement process. These procedures will focus on ensuring that all pertinent parties are fully aware of the Department's budget requests and awards, resulting equipment purchases, and subsequent inventory control measures.

## Appropriations Act Provisos

9. Determine compliance with both Department-specific state provisos (26.1 – *Use of Proceeds* and 26.2 – *Disposal of Materials*) by inquiring with management and observing supporting documentation.
10. Through inquiry of management and inspection of supporting documentation, determine that the Department complied with Proviso 118.16 of the fiscal year 2020 Appropriations Act regarding nonrecurring revenue received during the fiscal year.

We found no exceptions as a result of these procedures.

## **Status of Prior Findings**

11. Through inquiry of management and inspection of supporting documentation, determine the Department has taken appropriate corrective action on the findings reported during the engagement for the prior fiscal year.

We determined that the Department has taken adequate corrective action on the findings reported during the engagement for the prior fiscal year.