

**South Carolina
Codification of Laws and Legislative Council**

Columbia, South Carolina

State Auditor's Report

For the Fiscal Year Ending June 30, 2022

and

**Selected Procedures
For the Fiscal Year Ended June 30, 2021**



Independent Accountant's Report on Applying Agreed Upon Procedures

June 28, 2022

Members of the General Assembly
and
Members of the Legislative Council
South Carolina Codification of Laws and Legislative Council
Columbia, South Carolina

We have performed the procedures described in Attachment 1 on the systems, processes and behaviors related to financial activity of the South Carolina Codification of Laws and Legislative Council (the Council) for fiscal years 2021 and 2022. The Council's management is responsible for the systems, processes and behaviors related to financial activity.

The Council'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 Council 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 Council for fiscal years 2021 and 2022. 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 Council's management. Management of the Council 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 Council 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 General Assembly and of the governing body and management of the South Carolina Codification of Laws and Legislative Council, 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 South Carolina Codification of Laws and Legislative Council (A15)**

These procedures were performed for the fiscal year ending June 30, 2022:

Cash Disbursements/Non-Payroll Expenditures

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

We found no exceptions as a result of the procedures.

Payroll

2. Haphazardly select five employees who terminated employment during the fiscal year to determine if they were removed from the payroll in accordance with the Council's policies and procedures, and that their last paycheck, including any leave payout, was properly calculated.
3. Haphazardly select five employees hired during the fiscal year to determine if they were added to the payroll in accordance with the Council's policies and procedures and that their first paycheck was properly calculated.

We found no exceptions as a result of the procedures.

Appropriation Act / Agency-Specific Provisos

4. Determine compliance with Council-specific state provisos 91.1 (LEG: Legislative Employee Designations), 91.2 (LEG: Legislative Employee BPI/Merit), 91.11 (LEG: Legislative Carry Forward), 91.17 (LEG: Code of Law Reimbursement), and 91.24 (LEG: Legislative Department Applicability) by inquiring with management and observing supporting documentation, where applicable.

We found no exceptions as a result of the procedure.

Assets and Personal Property

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

We found no exceptions as a result of the procedure.

These procedures were performed for the fiscal year ended June 30, 2021:

Reporting Packages

6. Inspect the fiscal year end reporting packages submitted to the Office of the State Comptroller General (CG). Compare responses in the Master Reporting Package Checklist and any required supplemental information to year end reporting packages submitted to the CG, the South Carolina Enterprise Information System (SCEIS) and Council prepared records. Additionally, compare the dates submitted to the due dates established by the CG's Reporting Policies and Procedures Manual.

Reporting Packages (Continued)

7. In addition to the procedure above, perform the following:

- Unearned Revenue Reporting Package

Compare reported amounts to the SCEIS general ledger and Council prepared records.

- Subsequent Events Questionnaire

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

We found no exceptions as a result of the procedures.