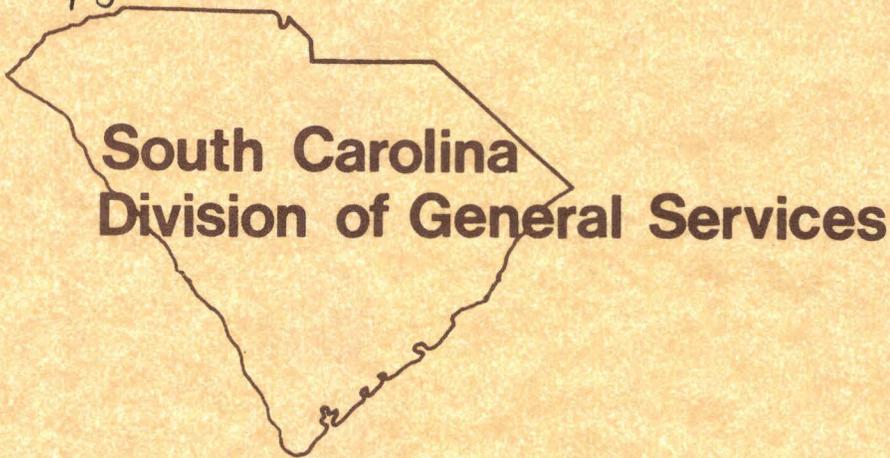


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# PROCUREMENT AUDIT AND CERTIFICATION

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STATE DOCUMENTS

SOUTH CAROLINA  
BOARD OF ARCHITECTURAL EXAMINERS

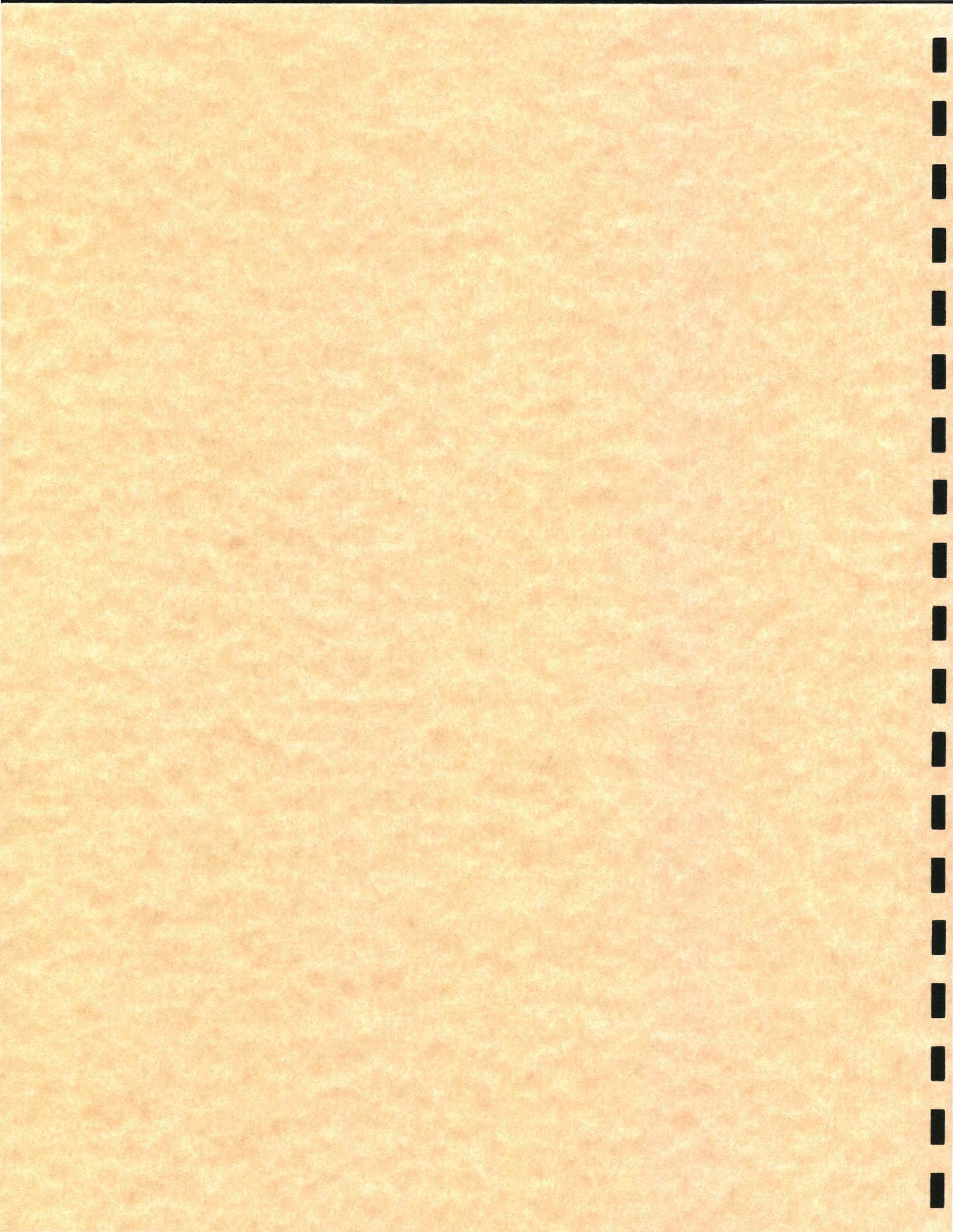
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AGENCY

JULY 1, 1988 - MARCH 31, 1989

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DATE



STATE OF SOUTH CAROLINA  
**BUDGET AND CONTROL BOARD**  
DIVISION OF GENERAL SERVICES  
1201 MAIN STREET, SUITE 600  
COLUMBIA, SOUTH CAROLINA 29201  
(803) 737-0600

CARROLL A. CAMPBELL, JR.  
GOVERNOR

GRADY L. PATTERSON, JR.  
STATE TREASURER

EARLE E. MORRIS, JR.  
COMPTROLLER GENERAL



JAMES M. WADDELL, JR.  
CHAIRMAN,  
SENATE FINANCE COMMITTEE

ROBERT N. McLELLAN  
CHAIRMAN,  
HOUSE WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.  
EXECUTIVE DIRECTOR

JAMES J. FORTH, JR.  
ASSISTANT DIVISION DIRECTOR

June 19, 1989

Mr. Richard W. Kelly  
Director  
Division of General Services  
1201 Main Street  
Columbia, South Carolina 29201

Dear Rick:

Attached is the final procurement audit report of the State Board of Architectural Examiners for this audit period. As you can see, the Office of Audit and Certification took no exception with the Board's management of its procurement function for the period of July 1, 1988 - March 31, 1989.

Certification above the \$2,500 limit allowed by law has not been requested so action is not necessary by the Budget and Control Board. I recommend that the report be present for information only.

Sincerely,

A handwritten signature in cursive script, appearing to read 'James J. Forth, Jr.'.

James. J. Forth, Jr.  
Assistant Division Director

Attachment

MATERIALS MANAGEMENT OFFICE

State Supply & Surplus Property Management  
Surplus Property  
Boston Avenue  
W. Cola., S.C. 29169  
739-5490

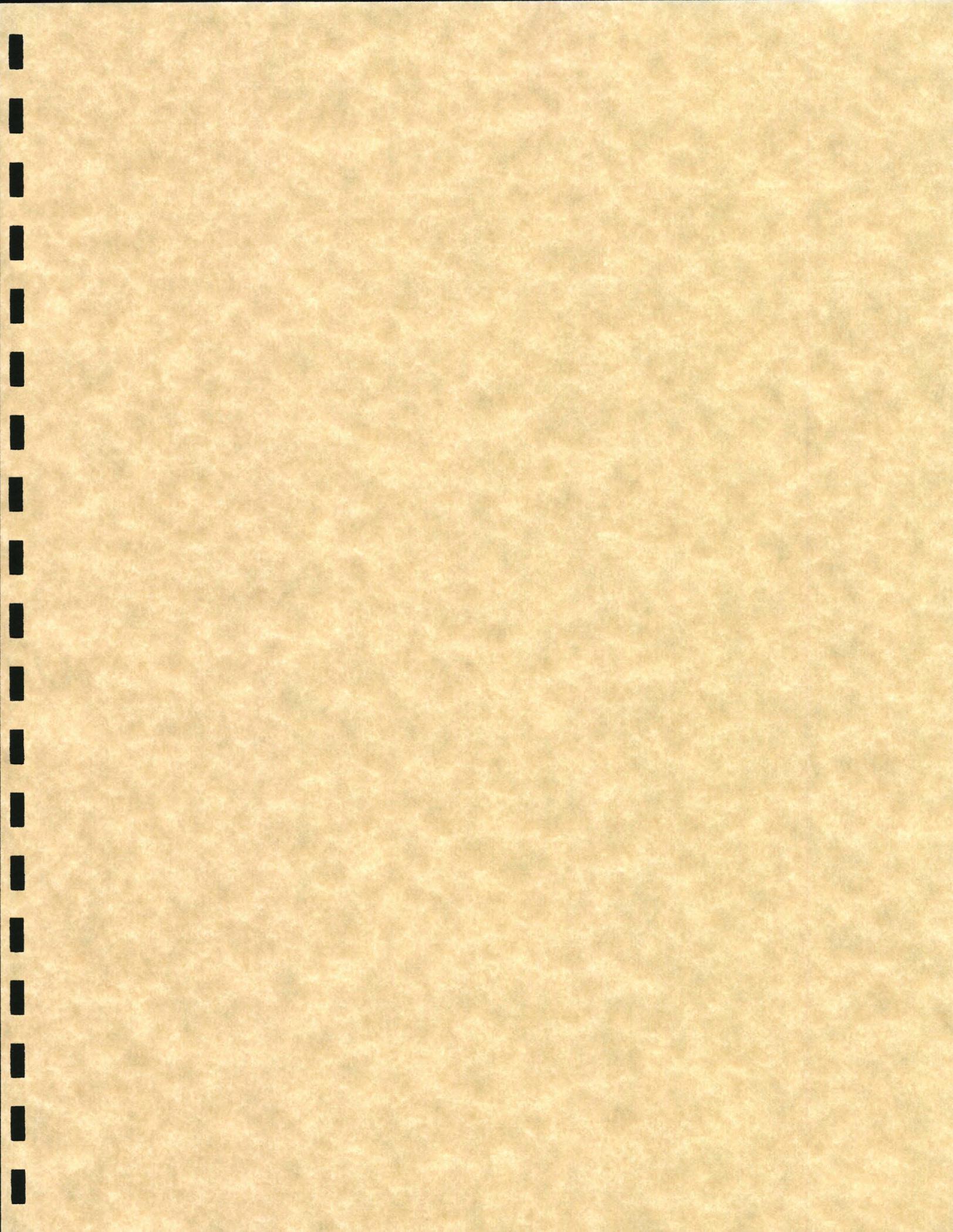
Supply, Warehousing & IMS  
1942 Laurel Street  
Cola., S.C. 29201  
734-7919

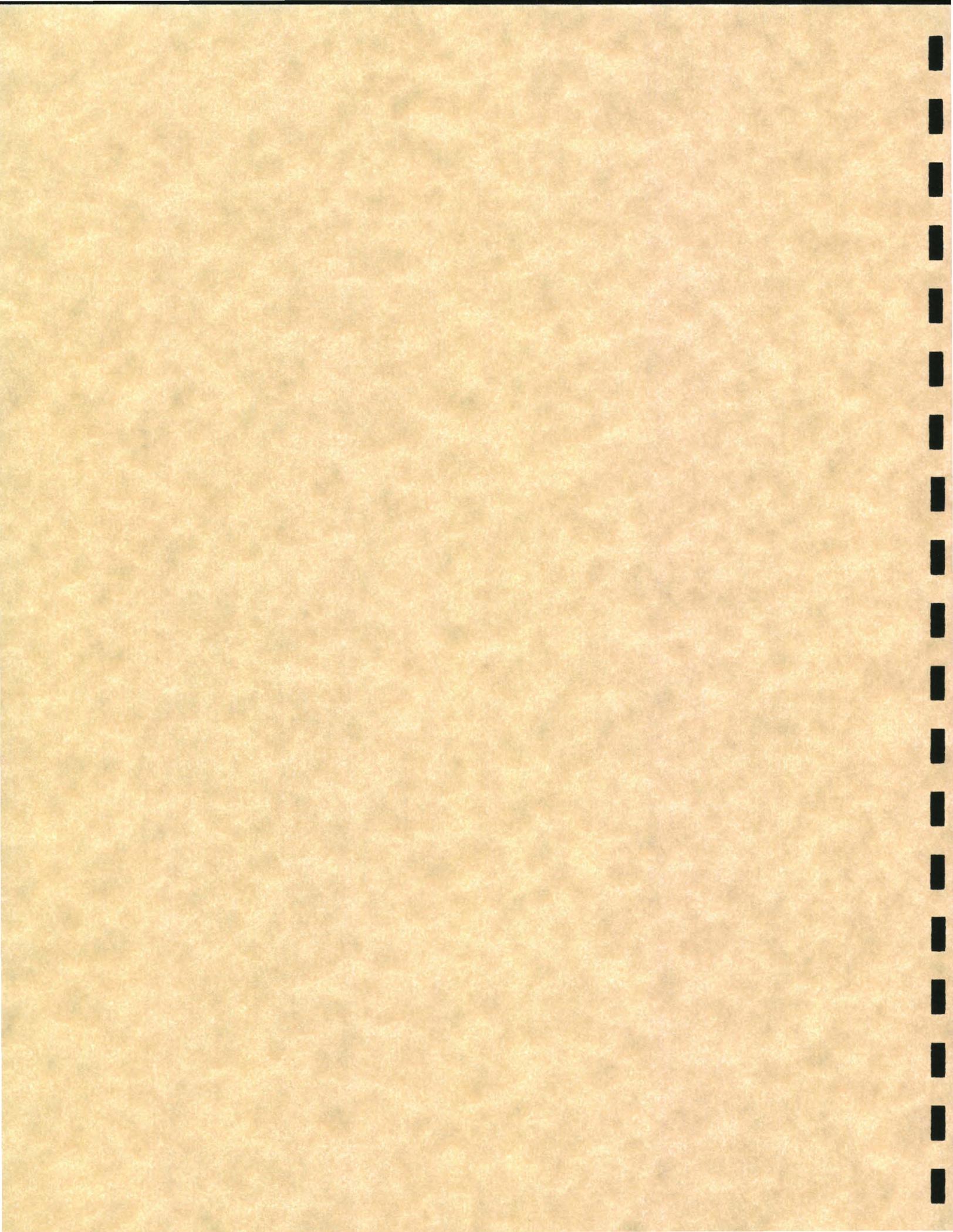
Training & Research  
300 Gervais Street  
Annex 3  
Cola., S.C. 29201  
737-2060

State Procurements &  
Information Technology Management Office  
1201 Main Street  
Suite 600  
Cola., S.C. 29201  
737-0600

Office of Audit & Certification  
1201 Main Street  
Suite 600  
Cola., S.C. 29201  
737-0600

Installment Purchase Program  
1201 Main Street  
Suite 600  
Cola., S.C. 29201  
737-0600





SOUTH CAROLINA BOARD OF ARCHITECTURAL EXAMINERS

AUDIT REPORT

JULY 1, 1988 - MARCH 31, 1989

STATE OF SOUTH CAROLINA  
**BUDGET AND CONTROL BOARD**  
DIVISION OF GENERAL SERVICES  
1201 MAIN STREET, SUITE 600  
COLUMBIA, SOUTH CAROLINA 29201  
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CHAIRMAN,  
HOUSE WAYS AND MEANS COMMITTEE

JESSE A. COLES, JR., Ph.D.  
EXECUTIVE DIRECTOR

JAMES J. FORTH, JR.  
ASSISTANT DIVISION DIRECTOR

May 26, 1989

Mr. James J. Forth, Jr.  
Assistant Division Director  
Division of General Services  
1201 Main Street, Suite 600  
Columbia, South Carolina 29201

We have examined the procurement policies and procedures of the South Carolina Board of Architectural Examiners for the period July 1, 1988 - March 31, 1989. As a part of our examination, we made a study and evaluation of the system of internal control over procurement transactions to the extent we considered necessary.

The purpose of such evaluation was to establish a basis for reliance upon the system of internal control to assure adherence to the Consolidated Procurement Code and State and internal procurement policy. Additionally, the evaluation was used in determining the nature, timing and extent of other auditing procedures that were necessary for developing an opinion on the adequacy, efficiency and effectiveness of the procurement system.

The administration of the South Carolina Board of Architectural Examiners is responsible for establishing and maintaining a system of internal control over procurement

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739 5490

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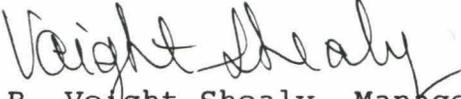
transactions. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance of the integrity of the procurement process, that affected assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization and are recorded properly.

Because of inherent limitations in any system of internal control, errors or irregularities may occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions, or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the system of internal control over procurement transactions as well as our overall examination of procurement policies and procedures were conducted with due professional care. They would not, however, because of the nature of audit testing, necessarily disclose all weaknesses in the system.

The examination did, however, disclose conditions enumerated in this report which we believe to be subject to correction or improvement.

Corrective action based on the recommendations described in these findings will in all material respects place the Board of Architectural Examiners in compliance with the South Carolina Consolidated Procurement Code and ensuing regulations.

  
R. Voight Shealy, Manager  
Audit and Certification

## RESULTS OF EXAMINATION

The Office of Audit and Certification performed an examination of the internal procurement operating procedures and policies and related manual of the Board of Architectural Examiners for the period July 1, 1988 through March 31, 1989.

Our on-site review was conducted April 11 - 13, 1989, and was made under the authority as described in Section 11-35-1230(1) of the South Carolina Consolidated Procurement Code.

The scope of our audit included, but was not limited to review of the following:

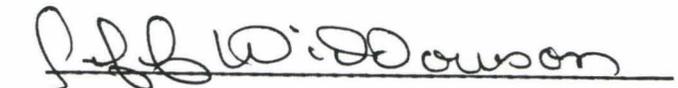
- (1) All requisitions;
- (2) All procurement transactions greater than \$500.00 (20);
- (3) All sole source procurements;
- (4) All emergency procurements;
- (5) All internal procurement procedures.

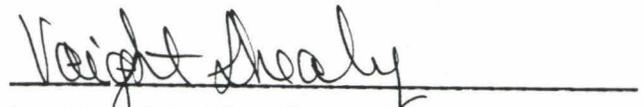
We noted no exceptions and found the Board of Architectural Examiners to be in compliance with the Consolidated Procurement Code and ensuing regulations.

CONCLUSION

The Board of Architectural Examiners had a limited number of procurement actions during the audit period but they were handled in a professional manner. We noted no exceptions and found the Board to be in compliance with the Consolidated Procurement Code and ensuing regulations.

We recommend the South Carolina Board of Architectural Examiners be allowed to continue procuring all goods and services, information technology and consulting services up to the basic level of \$2,500.00 as outlined in the Consolidated Procurement Code.

  
Jeff Widdowson  
Audit and Certification Analyst

  
R. Voight Shealy, Manager  
Audit and Certification

