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## Independent accountant's report on applying agreed-upon procedures for the year ended June 30, 2017

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**ANDREWS MUNICIPAL COURT**

**ANDREWS, SOUTH CAROLINA**

**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON  
PROCEDURES**

**FOR THE YEAR ENDED JUNE 30, 2017**

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May 23, 2018

The Honorable Sandra Ladson, Clerk of Court  
Andrews Municipal Court  
Andrews, South Carolina

This report resulting from the application of agreed-upon procedures to the accounting records of the Town of Andrews Municipal Court System as of and for the year ended June 30, 2017, was issued by Steven L. Blake, CPA, under contract with the South Carolina Office of the State Auditor.

If you have any questions regarding this report, please let us know.

Respectfully submitted,

George L. Kennedy, III, CPA  
State Auditor

GLKIII/sag

# STEVEN L. BLAKE, CPA

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

May 23, 2018

Mr. George L. Kennedy, III, CPA  
State Auditor  
State of South Carolina  
Columbia, South Carolina

Sandra Ladson, Clerk of Court  
Andrews Municipal Court  
Andrews, South Carolina

I have performed the procedures described below, which were agreed to by the South Carolina Office of the State Auditor and Town of Andrews, on the systems, processes, and behaviors related to court fines and fees of the Town of Andrews for the period July 1, 2016 through June 30, 2017, in the areas addressed. The Town of Andrews and the Andrews Municipal Court are responsible for the systems, processes, and behaviors related to court fines and fees. The sufficiency of these procedures is solely the responsibility of the South Carolina Office of the State Auditor and the Town of Andrews and the Andrews Municipal Court. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which the agreed-upon procedures report has been requested or for any other purpose.

The procedures and the associated findings are as follows:

### 1. Clerk of Court

- I gained an understanding of the policies and procedures established by the Clerk of Court to confirm timely reporting by the Clerk of Court's Office.
- I obtained the court dockets or equivalents from the Clerk of Court. I judgmentally selected 25 cases from the court dockets and I confirmed the fine assessed adhered to State law. I also recalculated the fine, fee, assessment and surcharge calculation to confirm that the fine, fee, assessment and surcharge were properly calculated and allocated in accordance with applicable State law and the South Carolina Court administration fee memoranda.
- I inspected the court receipt transactions for the above cases to confirm that the fine, fee, assessment and surcharges assessed adhered to State law and the South Carolina Court administration fee memoranda and that the receipts were allocated in accordance with applicable State law.

Mr. George L. Kennedy, III, CPA, State Auditor  
and  
Sandra Ladson, Clerk of Court  
Andrews Municipal Court  
May 23, 2018

## **Findings**

### **Adherence to Fine Guidelines**

- The Court sentenced two defendants \$27.23 and one defendant \$25.06 for Speeding less than 10 MPH over the limit. The required maximum fine is \$25. The Clerk stated that the tickets had incorrect roadside bonds listed when they were adjudicated.
- The Court did not sentence one defendant in accordance with State law for Simple Possession of Marijuana. The judge fined the defendant \$202.41 rather than the required \$200 fine plus assessments. The Clerk stated the roadside bond amount listed on the ticket included the Criminal Justice Academy surcharge that was no longer applicable as of July 1, 2016.
- The Court sentenced one defendant \$214.46 for Reckless Driving. The required maximum fine is \$200. The Clerk stated that this ticket had an incorrect roadside bond listed when it came before the judge.

This is a repeat finding. See **Status of Prior Findings** below.

### **Installment Fee**

The Court did not include the mandated 3% Installment Fee on scheduled time payments. The Clerk stated it is a matter of Court policy not to charge the 3% fee.

## **2. Municipal Treasurer**

- I gained an understanding of the policies and procedures established by the Municipal treasurer to confirm timely reporting by the Municipality.
- I inspected the Municipality's support to confirm that the Municipality properly classified fine, fee, assessment, and surcharge receipts.

Mr. George L. Kennedy, III, CPA, State Auditor  
and  
Sandra Ladson, Clerk of Court  
Andrews Municipal Court  
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- I inspected all State Treasurer's Revenue Remittance Forms (STRRF) for the period July 1, 2016 through June 30, 2017 and agreed the amounts reported on the STRRF to the court remittance forms or equivalents.

- I agreed the amounts reported by the Municipality on its Supplemental Schedule of fines and assessments, as reported in the annual financial statement audit to the Municipality's general ledger. The June 30, 2015 annual financial statement audit was the latest available audit.

- I inspected the Municipality's Supplemental Schedule of fines and assessments, as reported in the annual financial statement audit, to confirm that it contained all the elements required by State law. The June 30, 2015 annual financial statement audit was the latest available audit.

## **Findings**

### **Timely Filing of State Treasurer's Revenue Remittance Form**

One STRRF was submitted thirty-seven days late by the Town Treasurer. This is a repeat finding. See **Status of Prior Findings** below.

### **Supplemental Schedule**

The auditor's opinion did not include an "in-relation-to" opinion on the Supplemental Schedule as mandated by State law.

#### **3. Victim Assistance**

- I gained an understanding of the policies and procedures established by the Municipality to confirm proper accounting for victim assistance funds.

- I made inquiries and confirmed that any funds retained by the Municipality for victim assistance were deposited into a separate account.

- I selected all expenditures to confirm that the Municipality expended victim assistance funds in accordance with State law and the South Carolina Court administration fee memoranda.

- I inspected the Municipality's victim assistance financial activity on the Supplemental Schedule of fines and assessments, as reported in the annual financial statement audit, and confirmed that it adhered to and included items required by State law. The June 30, 2015 annual financial statement audit was the latest available audit.

Mr. George L. Kennedy, III, CPA, State Auditor  
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- I agreed the amounts reported by the Municipality on its Supplemental Schedule of fines and assessments, as reported in the annual financial statement audit, applicable to the Victim Assistance Fund, to the Municipality's general ledger or subsidiary ledgers or equivalent. The June 30, 2015 annual financial statement audit was the latest available audit.

- I inspected the Municipality's victim assistance account to confirm the Victim Assistance fund balance was retained as of July 1 from the previous fiscal year in accordance with State law.

## **Findings**

### **Victim Assistance Fund Balance**

The Supplemental Schedule fund balance did not agree to the bank account and general ledger fund balance by \$109.28.

#### **4. Status of Prior Findings**

- I inquired with management of the Municipality about the status of findings reported in the Accountant's Comments section of the Independent Accountant's Report on the Municipality resulting from an engagement for the period ended June 30, 2013, to confirm that the Municipality had taken adequate corrective action.

## **Findings**

The Town has taken adequate corrective action except for the Adherence to Fine Guidelines, Timely Filing and Installment Fee findings. It is to be noted that the items in the Adherence to Fine Guidelines are less in number and less in severity when compared to prior findings. The timeliness has improved from eleven late filings to one when compared to prior findings in the prior engagement. The Installment Fee finding should repeat as it is a matter of court policy not to charge the fee.



Mr. George L. Kennedy, III, CPA, State Auditor  
and  
Sandra Ladson, Clerk of Court  
Andrews Municipal Court  
May 23, 2018

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. I was not engaged to and did not conduct an examination or review, the objective of which would be an opinion or conclusion, respectively, on the systems, processes, and behaviors related to court fines and fees of the Town of Andrews. Accordingly, I do not express an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the information and use of the Governor, Chairman of the House Ways and Means Committee, Senate Finance Committee, House Judiciary Committee, Senate Judiciary Committee, members of the Andrews Municipal Council, Andrews Municipal Clerk of Court, Andrews Municipal Treasurer, State Treasurer, State Office of Victim Assistance, and the Chief Justice 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.

*Steven L. Blake, CPA*