

**SOUTH CAROLINA STATE  
BOARD OF FINANCIAL INSTITUTIONS**

**COLUMBIA, SOUTH CAROLINA**

**STATE AUDITOR'S REPORT**

**JUNE 30, 2016**



**South Carolina  
Office of the State Auditor**

**George L. Kennedy, III, CPA  
State Auditor**

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

June 19, 2017

Members of the Board  
South Carolina State Board of Financial Institutions  
Columbia, South Carolina

We have performed the procedures described in Attachment 1, which were agreed to by the management of the South Carolina State Board of Financial Institutions (the Board), solely to assist you in evaluating the systems, processes and behaviors of the Board for the fiscal year ended June 30, 2016. The sufficiency of these procedures is solely the responsibility of the specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment 1 for the purpose of which the agreed-upon procedures report has been requested or for any other purpose.

The procedures and associated findings are described in Attachment 1.

This agreed-upon procedures engagement was conducted 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, the objective of which would be an opinion or conclusion, respectively, on the systems, processes and behaviors of the Board. Accordingly, we do not express 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 specified parties. Management of the Board has agreed that the following deficiencies will not be included in the State Auditor's Report on Applying Agreed-Up on Procedures:

- Clerical errors of less than \$1,000 related to processing cash receipts and cash disbursements transactions unless the errors occur in ten percent or more of the transaction class inspected.
- Clerical errors of less than \$1,000 related to reporting packages.
- Errors in applying account coding definitions to accounting transactions unless it is determined that ten percent or more of the accounting transactions tested were found to be in error.
- Reporting packages which are submitted less than three business days after the due date unless it is determined that more than two of the reporting packages were submitted late.

Members of the Board  
South Carolina State Board of Financial Institutions  
June 19, 2017

This report is intended solely for the information and use of the governing body and management of the South Carolina State Board of Financial Institutions 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 State Board of Financial Institutions (R23)**

**Cash Receipts/Revenues**

1. Compare current year revenues at the subfund and account level from sources other than State General Fund appropriations to those of the prior year. Obtain and document an understanding of variations over \$40,000 and 10%.
2. Randomly select twenty-five cash receipts transactions and inspect supporting documentation to:
  - Agree transaction amount, date, payor, document number, and account coding to the general ledger.
  - Determine that revenues/receipts were deposited in a timely manner.
  - Ensure that both revenue collections and amounts charged are properly authorized by law.
3. Randomly select six cash receipts and inspect supporting documentation to determine that receipts are recorded in the proper fiscal year.

We found no exceptions as a result of the procedures.

**Cash Disbursements/Non-payroll Expenditures**

4. Compare current year non-payroll expenditures at the subfund and account level to those of the prior year. Obtain and document an understanding of variations over \$20,000 and 10%.
5. Randomly select twenty-five non-payroll disbursements and inspect supporting documentation to determine:
  - Transaction is properly completed as required by the Board's procedures; invoice(s) agree(s) with general ledger as to vendor, amount, number, and date.
  - All supporting documents and approvals required by the Board's procedures and good business practice are present and agree with the invoice.
  - The transaction is a bona fide expenditure of the Board, properly coded to the general ledger.
  - Disbursement complied with all State laws, rules, and regulations including the State Consolidated Procurement Code, state travel regulations etc.
  - Clerical accuracy / verify proper sales/use tax.
6. Randomly select fourteen non-payroll disbursements and inspect supporting documentation to determine that disbursements are recorded in the proper fiscal year.

We found no exceptions as a result of the procedures.

**Payroll**

7. Compare current year payroll expenditures at the subfund and account level to those of the prior year. Obtain an understanding of variations over \$20,000 and 10%.

## **Payroll (Continued)**

8. Randomly select five salaried employees and inspect supporting documentation during the fiscal year to:
  - Obtain and scan the employee's payroll and/or personnel file for various forms, communications, etc., to confirm that the person is a bona fide employee of the Board.
  - Agree gross pay to supporting documentation noting all changes to gross salary for the year. Determine that all changes have been properly approved.
9. Randomly select five bonus pay disbursements authorized by the 2015-2016 Supplemental Appropriations to determine:
  - Employee is a permanent state employee in a full-time equivalent position who has been in continuous state service for at least six months prior to July 1, 2015.
  - Employee does not make more than \$100,000 annually.
  - Bonus pay was split between funds according to the ratio of the employee's base salary.
10. Select all (four) employees hired during the fiscal year to determine if they were added to the payroll in accordance with the Board's policies and procedures and that their first pay check was properly calculated in accordance with applicable State law.
11. Select all (four) employees who terminated employment during the fiscal year to determine if they were removed from the payroll in accordance with the Board's policies and procedures, that the employee's last pay check was properly calculated and that the employee's leave payout was properly calculated in accordance with applicable State law.
12. Compare the percentage change in personal service expenditures to the percentage change in employer contributions expenditures. Obtain an explanation of changes of +/- 10%.

We found no exceptions as a result of the procedures.

## **Journal Entries and Transfers**

13. Randomly select five non-recurring journal entries to:
  - Trace postings to the general ledger, confirming amounts agree with supporting documentation.
  - Confirm transaction is properly approved.
  - Inspect supporting documentation to confirm the purpose of the transaction.

We found no exceptions as a result of the procedures.

## **Appropriation Act**

14. Complete the Appropriation Act work program provided to management noting areas of noncompliance, if any.
15. Obtain agency-specific state provisos and inspect for compliance through inquiry and observation.

We found no exceptions as a result of the procedures.

## Reporting Packages

16. Obtain copies of fiscal year end reporting packages submitted to the Office of the State Comptroller General (CG). Inspect the Master Reporting Checklist to determine the appropriate reporting packages were prepared and submitted by the due date established by the CG's Reporting Policies and Procedures Manual.
17. In addition to the above procedure, we will perform the following:
  - Other Payroll Liabilities Reporting Package:
    - Determine if amounts agree to agency prepared reports/spreadsheets and the SCEIS Compensated Absences Report.
  - Capital Assets Reporting Package:
    - Determine if responses are reasonable/accurate based on inspection of the SCEIS general ledger and the SCEIS Asset History Sheet report.

## Finding

The Board responded to two questions on the Capital Assets Questionnaire with "Yes". We determined the Board should have responded with "No". A negative answer would have prompted the Board to report updated information to the preparers of the financial statements.

## Management's Response

We concur with the noted finding. Action will be taken to ensure the questions are answered correctly in the future.

## Minutes

18. We will inspect the Board's approved minutes beginning with the end date of prior year fieldwork through the end of our fieldwork.

We found no other matters related to our agreed-upon procedures.