

**SOUTH CAROLINA  
DEPARTMENT OF ARCHIVES AND HISTORY  
COLUMBIA, SOUTH CAROLINA**

**STATE AUDITOR'S REPORT**

**JUNE 30, 2018**



Independent Accountant's Report on Applying Agreed-Upon Procedures

February 8, 2019

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, which were agreed to by the management of the South Carolina Department of Archives and History (the Department), on the systems, processes and behaviors related to financial activity of the Department for the fiscal year ended June 30, 2018. The Department's management is responsible for the systems, processes and behaviors related to financial activity. 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 either for the purpose for which the agreed-upon procedures report has been requested or for any other purpose.

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 related to financial activity of the Department. 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 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 cash receipts and non-payroll cash disbursements transactions.
- Errors of less than \$1,000 related to reporting packages.

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 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 from management an understanding of variations over \$20,000 and 10%.
2. Randomly select ten total cash receipts transactions from the miscellaneous revenue, sale of goods, and rent – studios & rooms general ledger accounts and inspect supporting documentation to:
  - Agree transaction amount, date, payor, document number, and account classification to the general ledger.
  - Determine that revenues/receipts were deposited in a timely manner, in accordance with Proviso 117.1 of the Appropriation Act.
  - Ensure that both revenue collections and amounts charged are properly authorized by law.
  - 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**

3. Compare current year non-payroll expenditures at the subfund and account level to those of the prior year. Obtain from management an understanding of variations over \$100,000 and 10%.
4. Randomly select ten total non-payroll disbursements from the security contracts, travel, and allocations general ledger accounts and inspect supporting documentation to determine:
  - 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 a bona fide expenditure of the Department.
  - The transaction is properly classified in the general ledger.
  - Disbursement complied with applicable State laws, rules, and regulations including the State Consolidated Procurement Code, state travel regulations etc.
  - Determine that disbursements are recorded in the proper fiscal year.
  - Clerical accuracy / confirm proper sales/use tax.

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

- Charges are necessary and reasonable for the proper administration of the program, incurred during the approved grant period, given consistent accounting treatment and applied uniformly to both federally assisted and other activities of the recipient.

## Cash Disbursements/Non-Payroll Expenditures (Continued)

5. Haphazardly select fifteen purchasing card transactions from the Comptroller General's listing of purchasing card transactions for Fiscal Year 2018 to determine:
  - The cardholder is an authorized user.
  - 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 the procedures.

## Payroll

6. Compare current year payroll expenditures at the subfund and account level to those of the prior year. Obtain from management an understanding of variations over \$100,000 and 10%.
7. Compute the percentage distribution of fringe benefit expenditures by fund source and compare to the actual distribution of recorded personal service expenditures by fund source. Obtain an explanation of variations greater than 10%.
8. Compare the percentage change in personal service expenditures between the current year and prior year to the percentage change in employer contributions expenditures between the current year and prior year. Obtain an explanation of changes greater than 10%.
9. Haphazardly select five temporary employees and inspect supporting documentation during the fiscal year to:

For Salaried Employees:

- Obtain and inspect 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 Department.
- Agree gross pay to supporting documentation confirming all changes to gross salary for the year. Determine that all changes have been properly approved.

For Hourly Employees:

- Obtain and inspect 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 Department.
- Confirm the hourly rate and time sheets are properly approved; recalculate gross pay.

10. Haphazardly select five employees who terminated employment during the fiscal year to determine if they were removed from the payroll in accordance with the Department'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.

## Payroll (Continued)

### Finding:

Based on our comparison of expenditures between fiscal years, the classified positions salary general ledger account series was overstated by \$66,029 as a result of the misclassification of allocations and retirement expenditures to the classified positions accounts, in the form of journal entries reclassifying funding from one account series to the other.

### Management's Response:

This finding resulted from agency finance staff's inexperience regarding a first-time pass through grant from the National Park Service's American Battlefield Protection Program to a non-profit, with the agency serving as agent for the grant. Agency finance staff used journal entries to move funds as part of this process, when they should have created a budget entry. As a result of this finding and with the experience of serving as a pass-through agent for this type of federal grant, the agency will develop a methodology for similar federal pass-through grants to prevent future confusion.

### Journal Entries

11. Haphazardly select seven journal entries for the fiscal year 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.

### Reporting Packages

12. Obtain copies of fiscal year end reporting packages submitted to the Office of the State Comptroller General (CG). Inspect the Master Reporting Package 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.
13. In addition to the procedure above, perform the following:
  - Other Receivables Reporting Package

Determine if reported amounts are accurate based on inspection of the South Carolina Enterprise Information System (SCEIS) general ledger, the SCEIS Yearend Reporting - Accounts Receivable Current with Customer report and/or Department prepared records.
  - Subsequent Events Questionnaire

Determine if responses are reasonable/accurate and any required supplemental information was properly prepared and submitted based on inspection of the SCEIS general ledger and/or Department prepared records.

We found no exceptions as a result of the procedures.

## **Capital Assets Acquisitions**

14. Haphazardly select five capital assets acquired during the fiscal year to determine:
- Asset was properly posted to general ledger as to amount and account.
  - Inspected documentation to determine that the asset was properly capitalized.
  - Asset assigned useful life value in accordance with Exhibit 3.8 (B) of CG's Reporting Policies and Procedures Manual.

### **Finding:**

During our inspection of capital asset acquisitions, we observed two capital assets that were not properly capitalized. Installation costs totaling approximately \$9,000 were included in the purchase of the two assets. However, the Department expensed the costs rather than including them in the asset's capitalized value.

### **Management's Response:**

This finding resulted from finance staff's confusion regarding SCEIS procedures and training concerning the creation of asset shells. As a result of this finding, the agency will embark on further SCEIS training regarding asset management and low value asset accounting.

### **Commission Minutes**

15. Inspect the Department'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.

### **Governance, Risk and Compliance (GRC) SCEIS Module**

16. Inspect the two controls identified through the SCEIS GRC system that were in place during fiscal year 2018 including an inspection of mitigating control documentation. Confirm with management the controls are operating as designed.

We found no exceptions as a result of the procedures.

### **Appropriation Act**

17. Inspect the appropriation act work program, provided to and completed by management, confirming areas of noncompliance, if any.
18. Confirm compliance with both of the Department-specific state provisos by inquiring with management and observing supporting documentation, where applicable.

We found no exceptions as a result of the procedures.

### **Status of Prior Findings**

19. Through inquiry and inspection, determine if the Department has taken appropriate corrective action on the findings reported during the engagement for the prior fiscal year.

We found no exceptions as a result of the procedures.