

CITY OF FLORENCE MUNICIPAL COURT
FLORENCE, SOUTH CAROLINA

INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES

For the Year Ended June 30, 2020



June 1, 2021

The Honorable Debra O. Jackson, Chief Municipal Judge
Ms. Hazle W. Wilson, Clerk of Court
City of Florence Municipal Court
Florence, South Carolina

This report resulting from the application of agreed-upon procedures to the accounting records of the City of Florence Municipal Court System as of and for the period July 1, 2019 through June 30, 2020, was issued by The Hobbs Group, P.A., 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

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

June 1, 2021

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

The Honorable Debra O. Jackson, Chief Municipal Judge
Ms. Hazle W. Wilson, Clerk of Court
City of Florence Municipal Court
Florence, South Carolina

We have performed the procedures described below on the systems, processes, and behaviors related to financial activity of the City of Florence Municipal Court (the "City") for the period July 1, 2019 through June 30, 2020, in the areas addressed. The City is responsible for the systems, processes and behaviors related to financial activity.

The South Carolina Office of the State Auditor has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the systems, processes, and behaviors related to financial activity for the period July 1, 2019 through June 30, 2020. 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.

The procedures and the associated findings are as follows:

1. **Clerk of Court**

- We obtained the court dockets or equivalents from the Clerk of Court. We randomly selected 25 cases from the court dockets and recalculated the fine, fee, assessment and surcharge calculation to confirm that the fine, fee assessment and surcharge were properly allocated in accordance with applicable State law and the South Carolina Court Administration fee memoranda.
- We randomly selected 25 court receipt transactions to confirm that the fine, fee, assessment and surcharge adhered to State law and the South Carolina Court Administration fee memoranda and that the receipts were allocated in accordance with applicable State law.

We found no exceptions as a result of the procedures.

2. City Treasurer

- We inspected all monthly court remittance forms or equivalents to confirm that the forms were completed in accordance with instructions and submitted timely in accordance with State law.
- We agreed the amounts reported on the monthly remittance forms or equivalents to the City's support.
- We inspected the City's support to confirm that the City properly classified fine, fee, assessment, and surcharge receipts.
- We inspected all State Treasurer's Revenue Remittance Forms ("STRRF") for the period July 1, 2019 through June 30, 2020 and agreed the amounts reported on the STRRF to the court remittance forms or equivalents.

We found no exceptions as a result of the procedures.

3. Victim Assistance

- We made inquiries and confirmed that any funds retained by the City for victim assistance were deposited into a separate account.
- We selected 5 expenditures to confirm that the City expended victim assistance funds in accordance with State law and the South Carolina Court Administration fee memoranda.
- We inspected the City'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.

Finding -- Victims Advocate Reimbursements

The City's police department estimated over a course of a year, the Victim's Advocate spends approximately 5% of her time for in-service training and duties that are not related directly to the victim's services program and 95% of her time on victim related services. The only supporting documentation kept for the Advocate's mileage reimbursement is an odometer reading that is reported from the Victim Advocate's personal vehicle. The City does not maintain daily logs detailing the mileage trips made by the Victim Advocate. Per guidance from the South Carolina Department of Crime Victim Compensation, internal documentation should be kept on file to include the type of victim being served, the services being provided, the date services were provided, case and file number and the travel destination to better define the legitimacy of the amount of mileage request being reimbursed to the Victim Advocate from Victim Assistance funds.

Management Response: The City will begin maintaining a daily mileage log for its Victim Advocate.

4. Uniform Schedule of Court Fines, Assessments and Surcharges

- We agreed amounts reported by the City on its Uniform Schedule of Court Fines, Assessments and Surcharges, as reported in the annual financial statement audit, for the period July 1, 2019 through June 30, 2020, to the City's general ledger.
- We inspected the City's Uniform Schedule of Court Fines, Assessments and Surcharges, as reported in the annual financial statement audit, to confirm that it contained all the elements required by the South Carolina Code of Laws Section 14-1-208.

Finding -- Differences in Amounts Reported

The amounts reported in the Uniform Schedule of Court Fines, Assessments and Surcharges did not agree with the underlying records. The City properly collected and remitted all amounts due to the South Carolina Office of the State Treasurer; however, the Uniform Schedule of Fines, Assessments and Surcharges over reported the court fines and assessments remitted to the State Treasurer by \$17,935.10.

Management Response: The variance occurred because when completing the Uniform Schedule of Court Fines, Assessments, and Surcharges the amount \$374,350.92 is reported as being paid to the State Treasurer's Office during the City's fiscal year 2019-20. The amount reported includes \$34,949.48 for fees and assessments that were assessed in June 2019 (FY 2018-19) but were remitted in July 2019. Excluded from the amount was \$17,014.46 for June 2020's assessment and fess (FY 2019-20) and remitted to the State Treasurer's Office in July 2020 (FY 2020-21). By deducting the \$34,949.48 from \$374,350.92 then adding \$17,014.46 produces a total of \$356,415.90. The difference between the reported \$374,351 and \$356,415.90 is the \$17,935.10 variance reported on the Uniform Schedule of Court Fines, Assessments, and Surcharges.

5. Calculation of Over/(Under) Reported Amounts

- We inspected copies of monthly STRRF for the twelve-month period ended June 30, 2020, which the City prepared and submitted to the South Carolina Office of the State Treasurer. We calculated the amount over/(under) reported by the City by category.

We found no exceptions as a result of the procedures.

We were engaged by the South Carolina Office of the State Auditor 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 a 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 City for the period July 1, 2019 through June 30, 2020. 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.

We are required to be independent of the City and to meet our 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 Governor, Chairmen of the House Ways and Means Committee, Senate Finance Committee, House Judiciary Committee, Senate Judiciary Committee, members of the City of Florence Municipal Council, the Clerk of Court, City Treasurer, State Treasurer, South Carolina Department of Crime Victim Compensation, 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.

The Hobbs Group, P.A.
Columbia, South Carolina

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