

CITY OF PICKENS MUNICIPAL COURT  
PICKENS, SOUTH CAROLINA

INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES

For the Year Ended June 30, 2020



May 27, 2021

The Honorable Sean Hinton, Municipal Judge  
Ms. Kaycee W. Couch/ Ms. Kayla M. McJunkin, Associate Judge/Clerk of Court  
City of Pickens Municipal Court  
Pickens, South Carolina

This report resulting from the application of agreed-upon procedures to the accounting records of the City of Pickens 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

May 27, 2021

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

The Honorable Sean Hinton, Municipal Judge  
Ms. Kaycee W. Couch/ Ms. Kayla M. McJunkin, Associate Judge/Clerk of Court  
City of Pickens Municipal Court  
Pickens, South Carolina

We have performed the procedures described below on the systems, processes, and behaviors related to financial activity of the City of Pickens 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.

### **Finding -- Timely transmittal of monies received**

There were three instances in which amounts remitted to the South Carolina State Treasurer's Office were not remitted timely. The payment for August 2019 was submitted ten days late, the payment for February 2020 was submitted fifteen days late, and the payment for April 2020 was submitted seven days late. Section 14-1-208(A) of the 1976 South Carolina Code of Laws, as amended, states "...this assessment must be paid to the municipal clerk of court and deposited with the municipal treasurer for remittance to the State Treasurer". Section 14-1-208(B) of the 1976 South Carolina Code of Laws, as amended, requires the City to remit the balance of the assessment revenue to the State Treasurer on a monthly basis by the fifteenth day of each month and make reports on a form and in a manner prescribed by the State Treasurer.

**Management Response:** During 2020, the City's Finance Department was in transition. Procedures are now in place to ensure that the Finance Department receives the monthly remittance forms timely so that the payment will be sent to the state by the 15<sup>th</sup> of each month.

## 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 -- Transfer of Amounts to Victims Assistance Fund**

Victim Service funds in the amount of \$1,022.78 were not transferred from the general fund to the Victims Assistance Fund for the month of February 2020.

**Management Response:** As noted above, during 2020, the City's Finance Department was in transition. Procedures are now in place to ensure that the Finance Department makes the transfers from the General Fund to the Victims' Assistance Fund on a timely basis.

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 Court Fines, Assessments and Surcharges under reported the surcharges collected and retained for victim services by \$1,162.54.

**Management Response:** Management has emphasized with the Associate Judge/Clerk of Court the importance of accurately preparing 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 Pickens 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

*The Hobbs Group, P.A.*