

CITY OF BELTON MUNICIPAL COURT
BELTON, SOUTH CAROLINA

INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES

For the Year Ended June 30, 2021



April 6, 2022

The Honorable Dennis C. Bannister, Municipal Judge
Ms. Amanda Gambrell, Treasurer
City of Belton
Belton, South Carolina

This report resulting from the application of agreed-upon procedures to the accounting records of the City of Belton Municipal Court System as of and for the year ended July 1, 2020 through June 30, 2021, was issued by The Hobbs Group, P.A., Certified Public Accountants, 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

April 6, 2022

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

The Honorable Dennis C. Bannister, Municipal Judge
Ms. Amanda Gambrell, Treasurer
City of Belton
Belton, South Carolina

We have performed the procedures described below on the systems, process, and behaviors related to financial activity of the City of Belton Municipal Court (the "City") for the period July 1, 2020 to June 30, 2021, 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, 2020 through June 30, 2021. 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 haphazardly 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 haphazardly 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.

Finding -- Installment Fee

There was one instance in which the City did not assess and collect the three percent installment fee from an individual who paid in installments. Section 14-17-725 of the 1976 South Carolina Code of Laws, as amended, states, "Where criminal fines, assessments, or restitution payments are paid through installments, a collection cost charge of three percent of the payment also must be collected by the clerk of court, magistrate, or municipal court from the defendant...".

Management Response: Due to the COVID-19 pandemic, City Hall was closed to the Public. This prevented payments to be made in person, instead a drop-box was offered to collect payments on tickets. During this time, Court administration decided to not collect the additional 3% fee on installment payments. This policy has since been discontinued and all fees are collected.

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, 2020 through June 30, 2021 and agreed the amounts reported on the STRRF to the court remittance forms or equivalents.

Finding -- Timely transmittal of monies received

Three of the twelve STRRF payments were submitted between 2 to 8 days late to the South Carolina State Treasurer's Office. 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: Due to the COVID-19 pandemic, Court operations were changed to promote social distancing and prevent spread of COVID-19. These changes prevented processing of reports from the Court to prepare and remit by the required deadline. Finance department cannot prepare checks for amounts to be remitted until reports are received from the Court system. Court operations are now back to normal schedule and remittances are submitted timely.

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 haphazardly 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.

We found no exceptions as a result of the procedures.

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, 2020 to June 30, 2021, 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 -- Uniform Schedule

The Uniform Schedule did not properly describe the expenditures for victim services. The City should have reported amounts reported in operating expenditures under Victim Service Contracts, listing the name of the entity in which the City contracts its victims advocate services (Anderson County). Section 14-1-208(E)(1) of the 1976 South Carolina Code of Laws, as amended, states, "...the Uniform Supplemental Schedule Form developed by the Office of the Attorney General, South Carolina Crime Victim Services Division, must be used by all counties and municipalities to report their crime victim services funds and must include the following elements:...(f) the total funds, by source, allocated to victim services activities, how those funds were expended, and any balances carried forward."

Management Response: Communication has been made with our auditors regarding naming Anderson County for victims advocate service contracts on the uniform schedule. This was inadvertently overlooked when the uniform schedule was prepared for fiscal year end June 30, 2021. Going forward, contract service providers will be named on the uniform schedule.

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, 2020 through June 30, 2021. 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 Belton 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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