

**BONNEAU MUNICIPAL COURT
BONNEAU, SOUTH CAROLINA**

STATE AUDITOR'S REPORT

JUNE 30, 2019

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April 28, 2022

The Honorable Whilden V. Baggett, Chief Judge
Town of Bonneau Municipal Court
Ms. Elizabeth Wrenn, Clerk/Treasurer
Bonneau, South Carolina

This report resulting from the application of agreed-upon procedures to the accounting records of the Town of Bonneau Municipal Court System as of and for the period July 1, 2018 through June 30, 2019, was issued by Steven L. Blake, CPA, 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

GLKIII/trb

STEVEN L. BLAKE, CPA

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

April 28, 2022

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

The Honorable Whilden V. Baggett, Chief Judge
Town of Bonneau Municipal Court
Ms. Elizabeth Wrenn, Clerk/Treasurer
Bonneau, South Carolina

I have performed the procedures described below on the systems, processes, and behaviors related to financial activity of the Town of Bonneau and the Bonneau Municipal Court for the period July 1, 2018 through June 30, 2019, in the areas addressed. The Town of Bonneau (the Town) and the Bonneau Municipal Court (the Court) are 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, 2018 through June 30, 2019. 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**

- I obtained the court dockets or equivalents from the Clerk of Court. I judgmentally 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.

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- I inspected the court receipt transactions for the above cases to confirm that the fine, fee, assessment and surcharges assessed adhered to State law and the South Carolina Court Administration fee memoranda and that the receipts were allocated in accordance with applicable State law.

There were no findings as a result of these procedures.

2. Town Treasurer

- I 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.
 - I compared and agreed the amounts reported on the monthly remittance forms or equivalents to the Town's support.
 - I inspected the Town's support to confirm that the Town properly classified fine, fee, assessment, and surcharge receipts.
 - I inspected all State Treasurer's Revenue Remittance Forms [STRRF] for the period July 1, 2018 through June 30, 2019 and agreed the amounts reported on the STRRF to the court remittance forms or equivalents.

Finding: Timely Filing of State Treasurer's Revenue Remittance Form

Eleven STRRF were prepared during the procedures period (information for May 2019 was reported with the June 2019 STTRF); none were submitted to the State Treasurer. See more information at procedure #5.

This is a repeat finding. See **Status of Prior Year Findings** below.

Town of Bonneau Response: The Town's finances have not allowed for timely submission and payment of assessments and surcharges.

3. Victim Assistance

- I made inquiries and confirmed that any funds retained by the Town for victim assistance were deposited into a separate account.
 - I selected all expenditures to confirm that the Town expended victim assistance funds in accordance with State law and the South Carolina Court Administration fee memoranda, Attachment L.

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- I inspected the Town’s Victim Assistance account to confirm the Victim Assistance fund balance was retained as of July 1 in the next fiscal year in accordance with State law.

Proviso 59.15

A Department of Crime Victim Compensation (DCVC) audit resulted in an amount owed the victims’ assistance fund of \$18,396.08 for fiscal year 2019. As of the last date of fieldwork the Town has not remitted any funds to DCVC; therefore, any victim assistance revenue collected is owed to the DCVC. See table below.

Fiscal Year Information	Amount	
June 30, 2018 Carryforward Cumulative Balance	\$	117,079.60
Victim Assistance Revenue Collected in FY2019		<u>18,396.08</u>
Cumulative Balance Owed DCVC as of June 30, 2019	\$	<u>135,475.68</u>

Proviso 59.15 of the 2018-2019 Appropriation Act states “A ... municipality may retain carry forward funds that were collected pursuant to Sections ... 14-1-208 (B) and (D), and 14-1-211 (B) of the 1976 Code, but no more than \$25,000 or ten percent of funds collected in the prior fiscal year, whichever is higher.”

4. Uniform Schedule of Court Fines, Assessments and Surcharges

- I agreed the amounts reported by the Town on its Uniform Schedule of Court Fines, Assessments and Surcharges, as reported in the annual financial statement audit, for the period July 1, 2018 through June 30, 2019, to the Town’s general ledger.

- I inspected the Town’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 South Carolina Code of Laws Section 14-1-208.

Finding: Financial Statement Audit

The Town was unable to provide me with an audit report for the year ended June

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30, 2019. The most recent financial statement audit was for the year ended June 30, 2014; as such, certain procedures could not be performed.

Town of Bonneau Response:

The Town has contracted with an independent Certified Public Accountant who is currently performing the June 30, 2015 audit which is soon to be released.

5. Under Reported Amounts

• I inspected copies of STRRF for the procedures period and traced amounts to reports generated by court accounting software and to STO receipts. I recalculated and confirmed amounts that should have been reported and also noted differences in court reports and STRRF amounts as reported. I have reported the recalculated amounts underreported by STRRF line item in the table below as a result of these errors:

STRRF LINE	DESCRIPTION		
DD.	Highway Work Zone-DPS	\$	729.39
DE.	Highway Work Zone-SHF		280.51
F.	Municipal DUS DPS Pullout - \$100.00		4,695.78
G.	Municipal DUI Assessment - \$12		71.15
H.	Municipal DUI Surcharge - \$100		592.93
I.	Municipal DUI DPS Pullout - \$100		592.93
IA.	DUI/DUAC Breathalyzer Test Convection Fee SLED \$25		48.18
J.	Municipal Drug Surcharge \$150		3,279.47
K.	Municipal Law Enforcement Surcharge - \$25 per case		30,620.75
KA.	Municipal Criminal Justice Academy - \$5		175.69
L.	Municipal Court -107.5%		100,954.70
M.	TOTAL REVENUE DUE TO STATE TREASURER	\$	<u>142,041.48</u>
N.	Assessments – Municipal	\$	12,681.86
O.	Surcharges - Municipal		<u>5,714.22</u>
P.	Total Retained for Victim Services	\$	<u><u>18,396.08</u></u>

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CUMULATIVE REVENUE DUE TO STO AS OF JUNE 30, 2018	\$	182,843.31
CURRENT YEAR REVENUE DUE TO STO		<u>142,041.48</u>
CUMULATIVE REVENUE DUE TO STO AS OF JUNE 30, 2019	\$	<u><u>324,884.79</u></u>

6. Status of Prior Findings

I inquired of management of the Town about the status of findings reported in the Accountant's Comments section of the State Auditor's Report on the Town resulting from an engagement for the period ended June 30, 2018, to confirm that the Town had taken adequate corrective action. The following Town's findings repeated: **Timely Filing of State Treasurer's Revenue Remittance Form, Victims Assistance Revenues, Proviso 93.27/59.15** and **Financial Statement Audit**. The Town's corrective action of implementing a new software system alleviated the **Adherence to Fine Guidelines** finding.

Further, one finding/issue that is unresolved from the prior report is related to the \$216,875.85 of deposits recorded in the Bonds and Fines bank account/revenue but never assessed or allocated in accordance with State law. The Town was going to confirm my finding and determine its validity; however as of the current date I have not been given any confirmation or denial of the finding.

Town of Bonneau Response:

The Town admits there are differences. The Town has determined these differences may be caused by errors related to posting of daily deposits in the general ledger. For instance, in months where property tax deposits should be higher than fines revenues, fines revenue show a substantial increase while tax revenues remain flat. The Town used the assistance of an accounting professional in prior years. However, this professional is no longer available and these errors have gone undetected and uncorrected. The Town has decided to investigate the differences further and anticipates this to be completed by June 30, 2022.

I was engaged by the South Carolina Office of the State Auditor to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. I was not engaged to and did not conduct an

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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 Town of Bonneau Municipal Court for the period July 1, 2018 through June 30, 2019. Accordingly, I do not express an opinion or conclusion. Had I performed additional procedures other matters might have come to my attention that would have been reported to you.

I am required to be independent of the Town of Bonneau Municipal Court and to meet my ethical responsibilities in accordance with the relevant ethical requirements related to my 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 Bonneau Municipal Council, Bonneau Municipal Court, Bonneau Municipal Treasurer, State Treasurer, 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.

Steven L. Blake, CPA