

**FAIRFIELD COUNTY GENERAL SESSIONS AND MAGISTRATES' COURT
WINNSBORO, SOUTH CAROLINA**

STATE AUDITOR'S REPORT

JUNE 30, 2023

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May 2, 2024

The Honorable Vannessa Hollins, Chief Magistrate
The Honorable Norma Branham, County Treasurer
Ms. Judy Bonds, Clerk of Court
Fairfield County
Fairfield, South Carolina

This report resulting from the application of agreed-upon procedures to the accounting records of the Fairfield County and the Fairfield County General Sessions and Magistrates' Courts as of and for the period July 1, 2022 through June 30, 2023, 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

May 2, 2024

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

The Honorable Vanessa Hollins, Chief Magistrate
The Honorable Norma Branham, County Treasurer
Ms. Judy Bonds, Clerk of Court

I have performed the procedures described below on the systems, processes, and behaviors related to financial activity of Fairfield County and the Fairfield County General Sessions and Magistrates' Courts for the period July 1, 2022 through June 30, 2023, in the areas addressed. Fairfield County (the County) and the Fairfield County General Sessions and Magistrates' Courts (the Courts) 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 of the General Sessions and Magistrates' courts for the period July 1, 2022 through June 30, 2023. 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 and random systematically selected 25 cases from the court dockets for the procedures period 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.
- I inspected the court receipt transactions for the above cases to confirm that the fine, fee, assessment and surcharges assessed adhered to State law

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and the South Carolina Court Administration fee memoranda and that the receipts were allocated in accordance with applicable State law.

Wildlife – Hunting/Fishing Without a License on Person

The Magistrate's Court fined one individual \$14.46 for Hunting/Fishing Without a License. South Carolina Code of Laws Section 50-09-0050 requires the fine be a minimum of \$50.

Fairfield County Response: When the court levied the fine, leniency was requested from the defendant and granted by the court. Due to a clerical error the fine was set at \$80.00 including assessments and should have been \$50.00 plus assessments.

2. County 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 County's support.
 - I inspected the County's support to confirm that the County properly classified fine, fee, assessment, and surcharge receipts.
 - I inspected all State Treasurer's Revenue Remittance Forms [STRRF] for the period July 1, 2022 through June 30, 2023 and agreed the amounts reported on the STRRF to the court remittance forms or equivalents.

There were no findings as a result of these procedures.

3. Victim Assistance

- I made inquiries and confirmed that any funds retained by the County for victim assistance were deposited into a separate account.
 - I selected certain expenditures that the County had for the procedures period to confirm the County had 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 County'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.

There were no findings as a result of these procedures.

4. Uniform Schedule of Court Fines, Assessments and Surcharges

- I agreed the amounts reported by the County on its Uniform Schedule of Court Fines, Assessments and Surcharges, as reported in the annual financial statement audit, for the period July 1, 2022 through June 30, 2023, to the County's general ledger or its equivalent.

- I inspected the County'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.

There were no findings as a result of these procedures.

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 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 Fairfield County General Sessions and Magistrates' Courts for the period July 1, 2022 through June 30, 2023. 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.

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I am required to be independent of the Fairfield County General Sessions and Magistrates' Courts 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 Fairfield County Council, Fairfield County General Sessions and Magistrates' Courts, Fairfield County 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