TOWN OF OLANTA MUNICIPAL COURT
OLANTA, SOUTH CAROLINA

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

For the Year Ended June 30, 2025

SOUTH CAROLINA OFFICE OF THE STATE AUDITOR
1401 Main Street, Suite 1200 • Columbia, SC 29201

June 9, 2026

The Honorable David S. Kelly, Chief Judge
Ms. Leann Wilkes, Town Clerk
Town of Olanta Municipal Court
Olanta, South Carolina

This report resulting from the application of agreed-upon procedures to the accounting records of the Town of Olanta Municipal Court as of and for the period July 1, 2024, through June 30, 2025, 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,

Sue F. Moss, CPA
Interim State Auditor

TABLE OF CONTENTS
TOWN OF OLANTA MUNICIPAL COURT
June 30, 2025

Independent Accountants' Report on Applying Agreed-Upon Procedures……..……1

1704 Laurel Street
Columbia, SC 29201

125 W. Stone Avenue
Greenville, SC 29609

5 Broad Street
Sumter, SC 29150

TheHobbsGroup
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS, PA

Midlands
Phone (803) 799-0555
Fax (803) 799-4212

Upstate
Phone (864) 271-7503
Fax (864) 751-5889

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

June 9, 2026

Ms. Sue Moss, CPA
Interim State Auditor
State of South Carolina
Columbia, South Carolina

The Honorable David S. Kelly, Chief Judge
Ms. Leann Wilkes, Town Clerk
Town of Olanta
Olanta, South Carolina

We have performed the procedures enumerated below on the systems, processes, and behaviors related to financial activity of the Town of Olanta Municipal Court (the "*Town*") for the period July 1, 2024 through June 30, 2025, in the areas addressed. The Town 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, 2024 through June 30, 2025, and reported on findings, if applicable, based on the procedures performed. 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 seven 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 seven 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.

www.hobbscpa.com
CPAmerica Member Crowe Global
SCACPA South Carolina Association of CPAs
AICPA PCPS Member

Finding -- <u>Installment Payments</u>

There was one instance in which the Town did not assess and collect the three percent installment fee from the 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: Going forward we will no longer provide the option for a payment plan.

Finding -- <u>Adherence to Fine Guidelines</u>

During our inspection of the Town's court collections and remittances, we observed the following instance in which the Town did not fine the defendant in accordance with State law:

> **<u>Possession of Marijuana, First Offense</u>**
> The City fined an individual $98.80 for a first offense involving possession of one ounce or less of marijuana. S.C. Code § 44-53-370(d)(5) requires a fine of not less than $100 and not more than $200 for a first offense. The fine assessed was $1.20 below the statutory minimum required by State law.

Management Response: Going forward the judge will be asking for the max of $200.00.

2. **Town 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 Town's support.
    - We inspected the Town's support to confirm that the Town properly classified fine, fee, assessment, and surcharge receipts.
    - We inspected all State Treasurer's Revenue Remittance Forms ("STRRF") for the period July 1, 2024 through June 30, 2025 and agreed the amounts reported on the STRRF to the court remittance forms or equivalents.

Finding -- <u>Timely Payment to State Treasurer</u>:

The Town remitted payment to the State Treasurer late for 6 of the 12 months. South Carolina Code of Laws Section 14-1-208(B) requires the city treasurer to remit the applicable assessment revenue to the State Treasurer on a monthly basis by the fifteenth day of each month and to make reports on a form and in a manner prescribed by the State Treasurer. Additionally, the State Treasurer's Court Fines remittance instructions require the report and related payment to be submitted no later than 5:00 p.m. on the 15th of the month following collection. Late remittance may result in noncompliance with state law and delays in the proper distribution of court fines, assessments, and surcharges.

The following schedule summarizes the remittance payments that were considered late:

STRRF Month	Required Date	Check Date		Days Late
August 2024	9/15/2024	9/19/2024		4
September 2024	10/15/2024	10/17/2024		2
November 2024	12/15/2024	12/19/2024		4
December 2024	1/15/2025	1/16/2025		1
March 2025	4/15/2025	4/17/2025		2
May 2025	6/15/2025	7/10/2025		25

Management Response: The Town will process the checks on the first working day of every month. Checks will be printed on Tuesday and mailed out by Thursday.

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

4. **Uniform Schedule of Court Fines, Assessments and Surcharges**
    - We agreed amounts reported by the Town on its Uniform Schedule of Court Fines, Assessments and Surcharges ("Uniform Schedule"), as reported in the annual financial statement audit, for the period July 1, 2024 through June 30, 2025, to the Town's general ledger.
    - We inspected the Town's Uniform Schedule, 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 -- <u>Uniform Schedule</u>

The Town is currently working on completing the audit for the year ended June 30, 2025. The most recent financial statement audit was for the year ended June 30, 2024, and as such certain procedures could not be performed. Section 14-1-208 of the South Carolina Code of Laws requires the Town to produce an annual audit report and to submit such report to the State Treasurer within thirteen months of its year-end. Management intends on having the audit completed by the respective deadline.

Management Response: The Town's audit for the year ended June 30, 2025 is in progress and expected to be completed in the near future.

5. **Status of Prior Findings**

- We inquired with management of the Town about the status of findings reported in the Accountants' Comments section if any prior engagement has occurred.

Status of Findings from the Fiscal Year Ended June 30, 2022:

All findings were resolved with the exception of the installment fees.

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, 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 Town for the period July 1, 2024 through June 30, 2025. 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 Town and to meet our other 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 Town of Olanta Municipal Council, the Clerk of Court, Town Clerk/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.