TOWN OF FORT MILL MUNICIPAL COURT
FORT MILL, SOUTH CAROLINA

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

For the Year Ended September 30, 2024

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

June 9, 2026

The Honorable Kyle M. Hobbs, Chief Judge
Mr. Joshua Handley, Clerk of Court
Town of Fort Mill Municipal Court
Fort Mill, South Carolina

This report resulting from the application of agreed-upon procedures to the accounting records of the Town of Fort Mill Municipal Court as of and for the period October 31, 2023, through September 30, 2024, 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

Sue F. Moss, CPA
Interim State Auditor

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

June 9, 2026

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

The Honorable Kyle M. Hobbs, Chief Judge
Mr. Joshua Handley, Clerk of Court
Town of Fort Mill
Fort Mill, South Carolina

We have performed the procedures enumerated below on the systems, processes, and behaviors related to financial activity of the Town of Fort Mill Municipal Court (the "*Town*") for the period October 1, 2023 to September 30, 2024, 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 October 1, 2023 to September 30, 2024, 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 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.

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Findings – <u>Installment Fee</u>

There were two instances in which the Town did not assess and collect the three percent installment fee from individuals 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 payment 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: It appears on both cases, that neither defendant asked for a payment plan to be set to charge a 3% fee. Both defendants should have made 1 payment in total.

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 October 1, 2023 through September 30 2024 and agreed the amounts reported on the STRRF to the court remittance forms or equivalents.

We found no exceptions as a result of the procedures performed.

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 October 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 October 1, 2023 through September 30, 2024, to the Town's general ledger.
    - We inspected the Town's Uniform Schedule, as reported in the annual financial statement audit, for the period October 1, 2023 through September 30, 2024, 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 Uniform Schedule of Court Fines, Assessments and Surcharges (Per Act 96) "Court Fines and Assessments Remitted to the State Treasurer" line reported $100,313. Actual amounts remitted to the State Treasurer for the fiscal year ended September 30, 2024 was $117,068. This resulted in the reported amount being understated by $16,755.

Management Response: It appears on the amounts in the Uniform Schedule were transposed in reporting the amounts for the year.

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.

<u>Status of Findings from the Fiscal Year Ended September 30, 2021</u>:

All prior findings were resolved.

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 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 October 1, 2023 through September 30, 2024. 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 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 Fort Mill 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