

**SOUTH CAROLINA
STATE ELECTION COMMISSION**

COLUMBIA, SOUTH CAROLINA

STATE AUDITOR'S REPORT

JUNE 30, 1997

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

May 14, 1998

The Honorable David M. Beasley, Governor
and
Members of the Commission
South Carolina State Election Commission
Columbia, South Carolina

We have performed the procedures described below, which were agreed to by the governing body and management of the South Carolina State Election Commission, solely to assist you in evaluating the performance of the Commission for the fiscal year ended June 30, 1997, in the areas addressed. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. The procedures and the associated findings are as follows:

1. We tested selected recorded receipts to determine if these receipts were properly described and classified in the accounting records; collection and retention or remittance were supported by law; and accounting procedures and internal accounting controls over the reporting of the tested receipt transactions were adequate to provide proper control over these transactions. The items selected for testing were chosen randomly. The total of the selected items was less than one percent of the aggregate amount of all recorded receipts. We found no exceptions as a result of the procedures.
2. We tested selected recorded non-payroll disbursements to determine if these disbursements were properly described and classified in the accounting records; were bona fide disbursements of the Commission; and were paid in conformity with State laws and regulations and if accounting procedures and internal accounting controls over the reporting of the tested disbursement transactions were adequate to provide proper control over these transactions. The items selected for testing were chosen randomly. The total of the selected items was two percent of the aggregate amount of all recorded non-payroll disbursements. We found no exceptions as a result of the procedures.

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May 14, 1998

3. We tested selected recorded payroll disbursements to determine if the tested payroll and fringe benefits were properly described, classified, and distributed in the accounting records; persons on the payroll were bona fide employees; and payroll transactions including employee payroll deductions were properly authorized by the employees and were in accordance with existing legal requirements and if accounting procedures and internal accounting controls over the reporting of the tested payroll transactions were adequate to provide proper control over these transactions. The items selected for testing were chosen randomly. The total of the selected items was six percent of the aggregate amount of all recorded payroll disbursements. We found no exceptions as a result of the procedures.
4. We tested selected recorded journal entries and all interagency appropriation transfers to determine if these transactions were properly described and classified in the accounting records; the accounting procedures and internal accounting controls over the reporting of these transactions were adequate to provide proper control over these transactions; and they agreed with the supporting documentation, were adequately documented and explained, were properly approved, and were mathematically correct. The journal entries selected for testing were chosen randomly. The ratio of the total of the selected journal entries to the aggregate amount of all such recorded transactions was not readily determinable. The number of selected journal entries was 27 percent of the aggregate number of all such recorded transactions. We found no exceptions as a result of the procedures.
5. We tested selected entries and monthly totals in the subsidiary records of the Commission to determine if the amounts were mathematically accurate; the numerical sequences of selected document series were complete; the selected monthly totals were accurately posted to the general ledger; and the accounting procedures and internal accounting controls over the tested transactions were adequate to provide proper control over the books of original entry and the general ledger. The items selected for testing were chosen randomly. We found no exceptions as a result of the procedures.
6. We obtained all monthly reconciliations prepared by the Commission for the year ended June 30, 1997, and tested selected reconciliations of balances in the Commission's accounting records to those in the State's accounting system (STARS) as reflected on the Comptroller General's reports to determine if they were accurate and complete. For the selected reconciliations, we recalculated the amounts, agreed the applicable amounts to the Commission's general ledger, agreed the applicable amounts to the STARS reports, determined that reconciling differences were adequately explained and properly resolved, and determined that necessary adjusting entries were made in the Commission's accounting records or STARS. The reconciliations selected for testing were chosen randomly. We found no exceptions as a result of the procedures.

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7. We tested the Commission's compliance with all applicable financial provisions of the South Carolina Code of Laws, Appropriation Act, and other laws, rules, and regulations for fiscal year 1997 by performing the applicable tests and procedures listed on the State Auditor's Office's Appropriation Act 1997 work program. We found no exceptions as a result of the procedures.
8. We obtained copies of the accompanying schedules of expenditures - budget and actual for the year ended June 30, 1997, and notes thereto prepared by the Commission and agreed the amounts by line-item appropriation within budgetary fund category thereon to the accounting records of the Commission. We checked the schedules and notes for mathematical accuracy. We found no exceptions as a result of the procedures.
9. We obtained copies of all closing packages as of and for the year ended June 30, 1997, prepared by the Commission and submitted to the State Comptroller General and reviewed them to determine if they were prepared in accordance with the Comptroller General's GAAP Closing Procedures Manual requirements; if the amounts were reasonable; and if they agreed with the supporting workpapers and accounting records. We found no exceptions as a result of the procedures.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the specified areas, accounts, or items and on the effectiveness of the internal control structure over financial reporting described in paragraph one and procedures one through nine of this report. Accordingly, we do not express such an opinion. Had we performed additional procedures or had we conducted an audit or review of the Commission's financial statements or any part thereof, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the specified users and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Edgar A. Vaughn, Jr., CPA
State Auditor

SOUTH CAROLINA STATE ELECTION COMMISSION
 Schedule of Expenditures -
 Budget and Actual - Budgetary General Fund
For the Year Ended June 30, 1997

	Legal Basis <u>Budget</u>	Actual on Budgetary <u>Basis</u>	<u>Variance</u>
Expenditures:			
Personal Services	\$ 535,551	\$ 499,491	\$ 36,060
Employer Contributions	135,155	122,952	12,203
Other Operating	922,415	918,777	3,638
Distribution to Subdivisions:			
Aid to County Boards of Registration	184,000	184,000	-
Aid to Counties - Local			
Registration Expenses	175,107	175,107	-
Aid to Counties - Election Commissioners	184,917	184,667	250
Aid to Counties - Poll Managers and Clerks	28,400	8,027	20,373
Special Items:			
Election Training Seminar	3,000	548	2,452
State Run Primaries	439,662	70,312	369,350
Total Quality Management Training	4,875	270	4,605
1996 General Election Expenses	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$2,613,082</u>	<u>\$2,164,151</u>	<u>\$448,931</u>

The accompanying notes are an integral part of this schedule.

SOUTH CAROLINA STATE ELECTION COMMISSION
 Schedule of Expenditures -
 Budget and Actual - Other Budgeted Funds
For the Year Ended June 30, 1997

	<u>Legal Basis Budget</u>	<u>Actual on Budgetary Basis</u>	<u>Variance</u>
Expenditures:			
Personal Services	\$ 29,950	\$ 28,498	\$ 1,452
Employer Contributions	7,741	6,682	1,059
Other Operating	920,750	46,915	873,835
Distribution to Subdivisions:			
Aid to County Boards of Registration	-	-	-
Aid to Counties - Local Registration Expenses	-	-	-
Aid to Counties - Election Commissioners	-	-	-
Aid to Counties - Poll Managers and Clerks	680,000	35,919	644,081
Special Items:			
Election Training Seminar	35,000	9,112	25,888
State Run Primaries	400,169	32,115	368,054
Total Quality Management Training	-	-	-
1996 General Election Expenses	<u>1,435,190</u>	<u>1,233,591</u>	<u>201,599</u>
Total Expenditures	<u>\$3,508,800</u>	<u>\$1,392,832</u>	<u>\$2,115,968</u>

The accompanying notes are an integral part of this schedule.

SOUTH CAROLINA STATE ELECTION COMMISSION
 Schedule of Expenditures -
 Budget and Actual - Total Budgeted Funds
For the Year Ended June 30, 1997

	<u>Legal Basis Budget</u>	<u>Actual on Budgetary Basis</u>	<u>Variance</u>
Expenditures:			
Personal Services	\$ 565,501	\$ 527,989	\$ 37,512
Employer Contributions	142,896	129,634	13,262
Other Operating	1,843,165	965,692	877,473
Distribution to Subdivisions:			
Aid to County Boards of Registration	184,000	184,000	-
Aid to Counties - Local Registration Expenses	175,107	175,107	-
Aid to Counties - Election Commissioners	184,917	184,667	250
Aid to Counties - Poll Managers and Clerks	708,400	43,946	664,454
Special Items:			
Election Training Seminar	38,000	9,660	28,340
State Run Primaries	839,831	102,427	737,404
Total Quality Management Training	4,875	270	4,605
1996 General Election Expenses	<u>1,435,190</u>	<u>1,233,591</u>	<u>201,599</u>
Total Expenditures	<u>\$6,121,882</u>	<u>\$3,556,983</u>	<u>\$2,564,899</u>

The accompanying notes are an integral part of this schedule.

SOUTH CAROLINA STATE ELECTION COMMISSION

Notes to Schedules

June 30, 1997

NOTE 1 - BUDGET POLICY

The State Election Commission (the Commission) is granted an annual appropriation for operating purposes by the General Assembly. The appropriation as enacted becomes the legal operating budget for the Commission. The Appropriation Act authorizes expenditures from funds appropriated from the General Fund of the State and authorizes expenditures of total funds. The Total Funds column in the Appropriation Act for each individual budgetary unit authorizes expenditures from all budgeted resources. A revenues budget is not adopted for individual budgetary units. The General Assembly enacts the budget through passage of line-item appropriations by program within budgetary unit within budgetary fund category, State General Fund or other budgeted funds. Budgetary control is maintained at the line-item level of the budgetary entity. Agencies may process disbursement vouchers in the State's budgetary accounting system only if enough cash and appropriation authorization exist.

Transfers of funds may be approved by the State Budget and Control Board under its authority or by the agency as set forth in 1997 Appropriation Act Proviso 72.9. as follows: Agencies are authorized to transfer appropriations within programs and within the agency with notification to the Board's Division of Budget and Analyses and to the State Comptroller General. No such transfer may exceed 20 percent of the program budget. Transfers from personal services accounts or from other operating accounts may be restricted to any level set by the Board.

During the fiscal year-end closeout period in July, agencies may continue to charge vendor, interagency, and interfund payments for the fiscal year to that fiscal year's appropriations. Any unexpended State General Fund monies as of June 30 automatically lapse to the General Fund of the State on July 31 unless authorization is received from the General Assembly to carry over the funds to the ensuing fiscal year. State law does not require the use of encumbrance accounting.

State law does not precisely define the budgetary basis of accounting. The current Appropriation Act states that the General Assembly intends to appropriate all State funds and to authorize and/or appropriate the use of all other monies to operate State government for the current fiscal year. The State's annual budget is prepared primarily on the modified accrual basis of accounting with several exceptions, principally the cash disbursements basis for payroll expenditures.

The schedules of expenditures - budget and actual present actual expenditures on the budgetary basis of accounting compared to the legally adopted and modified budget on a line-item expenditure basis. The level of legal control for each agency for each fiscal year is reported in a publication of the State Comptroller General's Office titled A Detailed Report of Appropriations and Expenditures.

SOUTH CAROLINA STATE ELECTION COMMISSION

Notes to Schedules

June 30, 1997

NOTE 2 - STATE APPROPRIATIONS

The following is a reconciliation of the 1997 Appropriation Act as originally enacted by the General Assembly to amounts available for the Commission's budgetary general fund expenditures as reported on Schedule 1 for the year ended June 30, 1997.

Original Appropriation	\$2,095,327
State Budget and Control Board Allocations:	
Employee Base Pay Increases and Related	
Employee Benefits (Proviso 17C.19.)	14,228
Employer Contributions (Proviso 72.17.)	288
Appropriation Transfer from the State Budget and Control Board for Total Quality Management Training (Proviso 17A.2.)	<u>2,500</u>
Revised Appropriation - Legal Basis	2,112,343
Plus: 1996 Appropriations Brought Forward	<u>500,739</u>
Legal Basis Appropriation Available for 1997 Expenditures	<u>\$2,613,082</u>

Pursuant to Proviso 72.44. of the 1997 Appropriation Act, the Commission brought forward \$58,702 of unspent State General Fund appropriations from the prior year into the current fiscal year. This proviso authorized a maximum carry-forward of 10 percent of an agency's original appropriation with certain limitations for reductions and separate carry-forward authority.

Proviso 16.8. of the 1997 Appropriation Act authorized the Commission to carry forward any balance in the Primary Elections accounts on June 30, 1996, to fiscal year 1997 to cover the cost of primary elections. Pursuant to this proviso, the Commission brought forward \$439,662 of State General Fund appropriations in the budgetary general fund and \$400,169 of Capital Reserve Fund appropriations. (See below.)

Proviso 17A.2. of the 1997 Appropriation Act authorized the Commission to carry forward any balance in the Total Quality Management account on June 30, 1996, to fiscal year 1997 to be expended for the same purpose. In accordance with this proviso, the Commission brought forward \$2,375.

SOUTH CAROLINA STATE ELECTION COMMISSION

Notes to Schedules

June 30, 1997

NOTE 2 - STATE APPROPRIATIONS (CONTINUED)

The Commission brought forward \$400,169 of unspent Capital Reserve Fund appropriations from the \$500,000 received pursuant to the June 1995 Joint Resolution R212, H3363 for 1996 Primary Elections. Of that amount, the unspent balance at June 30, 1997, was \$368,054 which the Commission carried forward to fiscal year 1998. The Commission reports these Capital Reserve Fund appropriation transactions on Schedule 2 in the other budgeted funds category.

Pursuant to Proviso 72.44. of the 1998 Appropriation Act, the Commission carried forward \$74,976 of unspent State General Fund appropriations from the current year into the next fiscal year. This proviso authorized a maximum carry-forward of 10 percent of an agency's original appropriation with certain limitations for reductions and separate carry-forward authority.

Proviso 16.6. of the 1998 Appropriation Act, authorized the Commission to carry forward any balance in the Primary Elections accounts on June 30, 1997, to fiscal year 1998 to cover the cost of primary elections. Pursuant to this proviso, the Commission carried forward \$369,350 of State General Fund appropriations in the budgetary general fund and \$368,054 of Capital Reserve Fund appropriations.

In accordance with Proviso 17A.2. of the 1998 Appropriation Act, the Commission carried forward the \$4,605 unspent balance in the Total Quality Management account on June 30, 1997, to fiscal year 1998 to be expended for the same purpose.

In addition to the above State General Fund appropriations, the Commission received \$1,435,190 from the Capital Reserve Fund pursuant to June 1996 Joint Resolution R521, H4602 for 1996 General Election expenses. Proviso 16.9. of the 1998 Appropriation Act authorized the Commission to carry forward up to \$200,000 of funds appropriated for the 1996 General Election to fiscal year 1998 to help defray the costs of conducting the November 1997 Special Elections for the State Senate and the State House of Representatives. Accordingly, the Commission carried forward \$201,599. Transactions in this account are recorded on Schedule 2 in the other budgeted funds category. In October 1997, the Commission remitted to the State General Fund the \$1,599 carried forward in excess of the authorization.