

State of South Carolina



Office of the State Auditor

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February 28, 2002

The Honorable Jim Hodges, Governor  
and  
Mr. Charles S. Way, Jr., Secretary  
South Carolina Department of Commerce  
Columbia, South Carolina

This report on the audit of the financial statements of the South Carolina Department of Commerce for the fiscal year ended June 30, 2001, was issued by Rogers & Laban, 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,

  
Thomas L. Wagner, Jr., CPA  
State Auditor

TLWjr/cwc

**SOUTH CAROLINA DEPARTMENT OF COMMERCE  
COLUMBIA, SOUTH CAROLINA**

**FINANCIAL STATEMENTS**

**YEAR ENDED JUNE 30, 2001**

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

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# ROGERS & LABAN, PA

CERTIFIED PUBLIC ACCOUNTANTS AND FINANCIAL CONSULTANTS

## INDEPENDENT AUDITOR'S REPORT

Mr. Thomas L. Wagner, Jr., CPA  
State Auditor  
State of South Carolina  
Columbia, South Carolina

We have audited the accompanying financial statements of the South Carolina Department of Commerce (the "Department") as of and for the year ended June 30, 2001, as listed in the table of contents. These financial statements are the responsibility of the South Carolina Department of Commerce's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as discussed in the following paragraph, we conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The financial statements referred to above do not include the Department's enterprise funds, which are comprised of the Division of Public Railways and Division of Savannah Valley Development, which should be included in order to conform with accounting principles generally accepted in the United States of America. The omitted funds have assets, liabilities, revenues, and expenses as follows as of and for the years ended:

	December 31, 2000 Public Railways	June 30, 2001 Savannah Valley
Assets	\$ 37,717,796	\$ 23,156,167
Liabilities	7,347,780	18,725,244
Revenues	7,548,994	1,651,972
Expenses	3,349,959	1,522,473

As described in Note 1 to the financial statements, the financial statements of the South Carolina Department of Commerce are intended to present the financial position and results of operations of only that portion of the financial reporting entity of the State of South Carolina that is attributable to the transactions of the South Carolina Department of Commerce, excluding its enterprise funds noted in the above paragraph.

In our opinion, except for the effect on the financial statements of the omissions described in the third paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the South Carolina Department of Commerce as of June 30, 2001, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.



As discussed in Note 7, Management discovered an error in the application of the accounting principle regarding the capitalization of certain renovation costs as construction in progress during the year ended June 30, 2000. The beginning balance of the general fixed assets account group has been restated capturing the renovation costs.

Our audit was performed for the purpose of forming an opinion on the financial statements of the Department taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

In accordance with Government Auditing Standards, we have also issued our report dated January 17, 2002 on our consideration of the South Carolina Department of Commerce's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards and should be read in conjunction with this report in considering the result of our audit.

*Rogers \* Lalan, PA*

Columbia, South Carolina  
January 17, 2002

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2001**

	<u>Governmental Fund Types</u>		<u>Account Groups</u>	
	<u>General</u>	<u>Special Revenue</u>	<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>
<b>ASSETS AND OTHER DEBITS</b>				
Cash on hand	\$ 300	\$ -	\$ -	\$ -
Cash and cash equivalents with State Treasurer	7,666,152	36,905,534		
Cash in foreign bank accounts	358,406			
Accounts receivable	5,878			
Due from other State Agencies	10,019	520,670		
Due from General Fund of the State	704,153			
Due from Federal Government		113,937		
Balance of state capital improvement bond proceeds available	11,875,167			
Inventories	36,646			
Property and equipment			12,467,101	
Amount to be provided for retirement of general long-term debt				905,008
<b>Total Assets and Other Debits</b>	<b>\$ 20,656,721</b>	<b>\$ 37,540,141</b>	<b>\$ 12,467,101</b>	<b>\$ 905,008</b>
<b>LIABILITIES, FUND EQUITY, AND OTHER CREDITS</b>				
<b>LIABILITIES:</b>				
Accounts and retainage payable	\$ 395,806	\$ 824,427	\$ -	\$ -
Accrued salaries and related benefits	770,794	89,957		
Due to General Fund of the State - lapsed appropriations	602,017			
Deferred revenue		28,427		
Accrued compensated absences and related benefits				905,008
<b>Total Liabilities</b>	<b>1,768,617</b>	<b>942,811</b>		<b>905,008</b>
<b>FUND EQUITY AND OTHER CREDITS:</b>				
Investment in general fixed assets			12,467,101	
Fund Balances:				
Reserved for capital projects	11,875,167			
Reserved for inventories	36,646			
Reserved for restricted purpose funds carried forward	1,511,506			
Reserved for State General Fund appropriations carried forward	4,541,132			
Reserved for special events	431,044			
Reserved for State Economic Development projects		31,570,133		
Reserved for Admissions Tax projects		1,903,320		
Reserved for Aviation Fuel Tax projects		1,694,517		
Reserved for State Rural Infrastructure Fund training and projects		1,429,360		
Unreserved:				
Undesignated	492,609			
<b>Total Fund Equity and Other Credits</b>	<b>18,888,104</b>	<b>36,597,330</b>	<b>12,467,101</b>	
<b>Total Liabilities, Fund Equity and Other Credits</b>	<b>\$ 20,656,721</b>	<b>\$ 37,540,141</b>	<b>\$ 12,467,101</b>	<b>\$ 905,008</b>

See accompanying Notes to Financial Statements.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2001**

	<u>General</u>	<u>Special Revenue</u>
<b>REVENUES:</b>		
State appropriations	\$ 16,720,142	\$
Highway taxes for State Economic Development		18,000,000
Federal grants		31,550,538
Allocations from other State Agencies	150,000	
Donations and contributions	638,500	
Enterprise Zone Act fees	217,500	
Admissions tax		1,068,525
Sale of publications	87,378	
Aircraft rental	34,142	
Sale of goods and services	170,213	
Sales of surplus equipment	15,096	
Special event registration fees	84,120	
Sponsorships of special events	43,418	
Interest income	21,401	
Airport inspection fees	6,825	
State Aviation Fund fees/taxes		699,337
Capital improvement bond proceeds	8,325,000	
Miscellaneous revenue	230,717	
State Rural Infrastructure Fund job development fees		1,622,068
<b>TOTAL REVENUES</b>	<u>\$ 26,744,452</u>	<u>\$ 52,940,468</u>
<b>EXPENDITURES:</b>		
Administration and Support:		
Office of the Secretary	540,265	
Financial services	533,546	
Personnel and operations	2,536,564	
Information technology	853,722	
Programs and Services:		
Appalachian Regional Commission Grant funds	16,711	16,620
Export services	951,557	
International and existing business services	117,256	
Business recruitment	3,386,504	
Marketing	824,067	
Prospect Research	473,804	
Information management	689,111	
Film office	608,149	
Research administration	322,545	
Communications and special events	1,070,269	
Rural and community development	438,847	
Economic development set-aside administrative costs, projects and grants	620,641	29,413,383
Enterprise zone administrative and other costs	522,380	
Admission tax Infrastructure grants		713,236
Community grants	482,422	31,222,098
Business visitation	235,397	27,068
Flight operations	1,302,363	

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2001**

	<u>General</u>	<u>Special Revenue</u>
Airport maintenance	607,199	99,594
Community development	157,276	
Recycling Market Development Advisory Council	192,454	9,126
Civil Air Patrol	78,068	
Technology Division		75,653
State Rural Infrastructure Fund training and projects		1,667,162
Allocation to other entities for airport capital improvements	222,374	
Special items:		
Advertising	4,801	
Spoleto Festival	300,000	
Coordinating Council for Economic Development	1,152,412	
Union County airport improvements	367,870	
SC Biotechnology Center	360,000	
YMCA Youth In Government	25,000	
International Trade	375,000	
Economic Development Project	100,000	
State Aviation Fund airport improvement projects and grants	123,492	391,924
Columbia Convention Center	2,500,000	
Historical Greenville Foundation	2,000,000	
Lake Marion Regional Water Project	1,000,000	
Johns Island Equestrian Center	500,000	
Ware Shoals Old Mill Project	500,000	
Due West Water Project	500,000	
Downtown Johnston Development	225,000	
Honea Path Water Tank	200,000	
Mayesville Downtown Revitalization	100,000	
<b>TOTAL EXPENDITURES</b>	<u>28,117,066</u>	<u>63,635,864</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	\$ (1,372,614)	\$ (10,695,396)
<b>OTHER FINANCING SOURCES (USES):</b>		
Operating transfers between funds	\$ 460,000	\$ (460,000)
Remitted to the General Fund of the State	(6,008)	
Lapse to the General Fund of the State	(602,017)	
1% State budget mid-year reduction	(157,996)	
Indirect cost recovery remitted to General Fund of the State		(103,302)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	(306,021)	(563,302)
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES (USES)</b>	(1,678,635)	(11,258,698)
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<u>20,566,739</u>	<u>47,856,028</u>
<b>FUND BALANCES - END OF YEAR</b>	<u><u>\$ 18,888,104</u></u>	<u><u>\$ 36,597,330</u></u>

See accompanying Notes to Financial Statements.



SOUTH CAROLINA DEPARTMENT OF COMMERCE

STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL - ALL BUDGETED FUNDS  
FOR THE YEAR ENDED JUNE 30, 2001

	Budgetary General Fund			Other Budgeted Funds			Total Budgeted Funds		
	Legal Basis Budget	Actual on Budgetary Basis	Variance Favorable (Unfavorable)	Legal Basis Budget	Actual on Budgetary Basis	Variance Favorable (Unfavorable)	Legal Basis Budget	Actual on Budgetary Basis	Variance Favorable (Unfavorable)
Personal services	\$ 7,006,226	\$ 6,981,252	\$ 24,974	\$ 1,850,603	\$ 1,738,150	\$ 112,453	\$ 8,856,829	\$ 8,719,402	\$ 137,427
Employer contributions	1,676,857	1,676,857		419,300	377,649	41,651	2,096,157	2,054,506	41,651
Other operating expenses	6,622,986	6,355,103	267,883	2,144,205	1,006,038	1,138,167	8,767,191	7,361,141	1,406,050
Allocations to:									
State agencies				3,840,000	3,353,263	486,737	3,840,000	3,353,263	486,737
Localities				61,441,408	56,460,798	4,980,610	61,441,408	56,460,798	4,980,610
Other entities				3,625,000	2,105,268	1,519,732	3,625,000	2,105,268	1,519,732
Aid to other entities	10,000	7,500	2,500				10,000	7,500	2,500
Special items:									
Spoleto Festival	300,000	300,000					300,000	300,000	
Coordinating Council for Economic Development	3,643,542	1,152,410	2,491,132				3,643,542	1,152,410	2,491,132
Economic Development Project	100,000	100,000					100,000	100,000	
Hartsville Airport	50,000		50,000				50,000		50,000
Spartanburg Renaissance Project	2,000,000		2,000,000				2,000,000		2,000,000
State Aviation Fund	500,000	123,492	376,508	600,000	391,923	208,077	1,100,000	515,415	584,585
Advertising				4,801	4,801		4,801	4,801	
Union County airport improvements				500,000	367,870	132,130	500,000	367,870	132,130
SC Biotechnology Center				360,000	360,000		360,000	360,000	
YMCA Youth in Government				25,000	25,000		25,000	25,000	
International Trade				375,000	375,000		375,000	375,000	
Columbia Convention Center				2,500,000	2,500,000		2,500,000	2,500,000	
Historical Greenville Foundation				2,000,000	2,000,000		2,000,000	2,000,000	
Lake Marion Regional Water Project				1,000,000	1,000,000		1,000,000	1,000,000	
Johns Island Equestrian Center				500,000	500,000		500,000	500,000	
Ware Shoals Old Mill Project				500,000	500,000		500,000	500,000	
Due West Water Project				500,000	500,000		500,000	500,000	
Downtown Johnston Development				225,000	225,000		225,000	225,000	
Honea Path Water Tank				200,000	200,000		200,000	200,000	
Mayesville Downtown Revitalization				100,000	100,000		100,000	100,000	
Purchase of replacement aircraft				953,205		953,205	953,205		953,205
Totals	<u>\$21,909,611</u>	<u>\$16,696,614</u>	<u>\$ 5,212,997</u>	<u>\$ 83,663,522</u>	<u>\$ 74,090,760</u>	<u>\$ 9,572,762</u>	<u>\$ 105,573,133</u>	<u>\$ 90,787,374</u>	<u>\$14,785,759</u>

See accompanying Notes to Financial Statements.

## **SOUTH CAROLINA DEPARTMENT OF COMMERCE**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2001**

#### **NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The financial statements of South Carolina Department of Commerce (the Department) were prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental entities. The Government Accounting Standards Board (GASB) is the accepted standard-setting body in the United States of America for establishing governmental accounting and financial reporting principles. The more significant of the Department's accounting policies are described below.

#### **Reporting Entity**

The core of the financial reporting entity is the primary government which has a separately elected governing body. As required by generally accepted accounting principles, the financial reporting entity includes both the primary government and all of its component units. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. In turn component units may have component units.

An organization other than a primary government may serve as a nucleus for a reporting entity when it issues separate financial statements. That organization is identified herein as a primary entity.

The primary government/entity is financially accountable if it appoints a voting majority of the organization's governing body including situations in which the voting majority consists of the primary government/entity's officials serving as required by law (e.g., employees who serve in an ex officio capacity on the component unit's board are considered appointments by the primary entity) and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government/entity. The primary government/entity also may be financially accountable if an organization is fiscally dependent on it even if it does not appoint a voting majority of the board. An organization is fiscally independent if it holds all three of the following powers:

1. Determines its budget without another government's having the authority to approve and modify that budget.
2. Levies taxes or set rates or charges without approval by another government.
3. Issues bonded debt without approval by another government.

Otherwise, the organization is fiscally dependent on the primary government/entity that holds one or more of these powers.

The Department is responsible for the stimulation of economic development activity, management of business affairs of the Division of Savannah Valley Development, development of public airports and air transportation systems, and development of public railways systems. The Department is an agency of the State of South Carolina established by Section 1-30-10 and 1-30-25 of the Code of Laws of South Carolina.

The Department was created by the Government Restructuring Act of 1993 which became effective on July 1, 1993. The Governor appoints the director of this cabinet level department. The agency consists of a combination of the former agencies of the State Development Board, Aeronautics Commission, Coordinating Council for Economic Development (Coordinating Council), Savannah Valley Authority, and the South Carolina Public Railways Commission. Management has elected to exclude its enterprise funds, the Division of Public Railways and the Division of Savannah Valley Development from this reporting entity. Separate audited financial statements are available for each of the excluded divisions. The funds and account groups of the Department, including the two divisions excluded from this report, are included in the Comprehensive Annual Financial Report of the State of South Carolina, the primary government. Copies of the reports for the two excluded divisions can be obtained from the Department at P.O. Box 927, Columbia, South Carolina, 29202.

## **SOUTH CAROLINA DEPARTMENT OF COMMERCE**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2001**

#### **NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

##### **Reporting Entity (Continued)**

The Department reporting entity is granted an annual appropriation for operating purposes as authorized by the South Carolina General Assembly. The appropriation as enacted becomes the legal operating budget for the Department. The Appropriations Act authorizes expenditures from the General Fund of the State and authorizes expenditure of total funds.

The laws of the State and the policies and procedures specified by the State for State agencies are applicable to the activities of the four divisions included in the reporting entity. Effective July 1, 1999 the South Carolina Film office was transferred from the South Carolina Department of Parks, Recreation and Tourism to the Department of Commerce. The reporting entity operates somewhat autonomously, but lacks full corporate power. The accompanying financial statements present the financial position and results of operations and note disclosures of only those transactions of the State of South Carolina that are attributable to the Department reporting entity defined above.

##### **Fund Accounting**

The Department uses funds to report its financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with related liabilities and residual equities or balances and changes therein which are segregated to carry on specific activities or attain certain objectives in accordance with applicable regulations, restrictions, or limitations. Separate accounts are maintained for each fund; however, in the accompanying financial statements, funds that have similar characteristics have been combined in fund types. Accordingly, all financial transactions in the combined statements have been reported by fund type. An account group is a financial reporting device designed to provide financial accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

The Department reporting entity has only one fund category, governmental fund types. The Department reports its activity in two types of governmental fund types, the general fund and the special revenue fund.

##### **Governmental Funds**

Governmental funds are used to account for the government's general government activities. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used; current liabilities are assigned to the fund from which they are to be paid; and the differences between the assets and liabilities is the fund balance.

**General Fund** – The general fund accounts for all activities except those required to be accounted for in another fund. Major revenue sources include the annual state appropriation as approved by the General Assembly, donations and contributions for special marketing events, State Capital Improvement Bond proceeds for grants to municipalities for airport improvements, allocations from other State agencies, and charges for goods and services. The revenues are used for general ongoing governmental services such as administration, maintenance, aeronautics and economic program development and service. Also included are operating transfers from the special revenue fund for Coordinating Council administrative costs and expenditures and for the South Carolina Infrastructure – Economic Development Planning Project expenditures.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**Governmental Funds (Continued)**

In April, 1995, the Enterprise Zone Act of 1995 was enacted which gave the Coordinating Council certain powers and duties. Among the powers given to the Coordinating Council for Economic Development is the power to charge an application fee not to exceed \$2,000 to qualifying businesses applying for the tax incentives allowed under the Act. The application fees collected by the Coordinating Council must be expended for administrative, data collection, credit analysis, cost/benefits analysis, reporting and any other obligations pursuant to the Act. The Act allows for the carryforward of unexpended funds collected under the Act to the next fiscal year to be expended for the same purpose.

**Special Revenue Fund** - Special revenue funds generally record expenditures of revenues that are restricted to specific programs or projects. Revenues are derived from federal and private grants which are restricted for certain purpose. In addition, special fund revenues include proceeds related to the State Economic Development account established by South Carolina Code of Law Section 12-28-2910. This account accumulates the first \$18 million generated from the tax levied in Section 12-28-310. The proceeds are to be used for economic development projects approved through the Coordinating Council. The Coordinating Council establishes project priorities and authorizes all project expenditures. The economic development set-aside expenditures is primarily expended for infrastructure grants for roads when needed to complete negotiations with an economic development prospect. Community grants are expended primarily for water and sewer infrastructure grants and community housing grants under the U.S. Department of Housing and Urban Development guidelines.

The special revenue fund also includes admissions tax revenue authorized by Section 12-21-6510. Section 12-21-6540 provides that amount equal to one-fourth of the license tax on admissions to major tourism facilities collected by the Department of Revenue is remitted to the Department. The Coordinating Council approves expenditures of these funds specifically for infrastructure development grants.

This fund also includes the Aviation Fuel tax authorized by Section 55-5-280 which provides for "all monies received from the licensing of airports, landing fields and air schools, the tax on aviation gasoline and fees and other licenses under this chapter. . . to be credited to the "State Aviation Fund" to be used for airport improvements.

Also included beginning July 1, 1998 are job development fees paid by various companies received by the Department. These fees are authorized by Section 12-10-85 to provide financial assistance to local government under the State Rural Infrastructure Fund for training cost and facilities; improvements to regionally planned public and private water and sewer systems; improvements to both public and private electricity, natural gas, and telecommunications systems; and fixed transportation facilities.

**Account Groups**

The Department uses account groups to establish control over and accountability for its general fund assets and the unmatured principal of its long-term debt.

**General Fixed Assets Account Group** – General fixed asset acquisitions require the use of governmental fund financial resources and are recorded as expenditures but they are not assets of any fund but of the governmental unit as an instrumentality. Purchased equipment, building additions, leasehold improvements, and construction in progress are recorded as expenditures of the general fund and special revenue fund upon acquisition and simultaneously capitalized at acquisition cost in the general fixed asset account group. Equipment additions which are obtained through installment agreements, including capital leases, are capitalized in the general fixed assets account group in the year of acquisition at their total costs, excluding interest charges. Payments of principal and interest on such agreements are recorded as equipment expenditures within other operating expenditures within the applicable subprogram when the installment agreement payments are made.

## **SOUTH CAROLINA DEPARTMENT OF COMMERCE**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2001**

#### **NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

##### **Account Groups (Continued)**

The policy of the Department is to capitalize items costing \$1,000 or more, with a minimum expected useful life of four years. Buildings and equipment are valued at historical cost of the Department or the predecessor agency. Costs for building renovations and leasehold improvements are initially classified as construction in progress. Costs may include design fees, materials and construction. When the renovation or improvement is fully complete and in use, the costs are reclassified as buildings or leasehold improvements, respectively. Assets transferred from another agency are recorded at that agency's acquisition cost. Donated assets are recorded at fair market value at the date of the gift.

In accordance with generally accepted accounting principles for governmental entities, a provision for depreciation of general fixed assets is not recorded.

The Aeronautics Division allocates state capital improvement bond proceeds to construct infrastructure at airports throughout the State of South Carolina. The Department does not capitalize these assets and treats the issuance of these proceeds as a flow-through to revitalize and stimulate the State's airports and economy. Infrastructure may include but is not limited to runways, taxiways, lighting and terminal buildings.

**General Long-Term Debt Account Group** – This account group records the outstanding balance of any unmatured general long-term debt obligation which is to be liquidated from governmental fund resources. Such liabilities usually include the compensated absence liability and capital leases payable.

##### **Basis of Accounting**

All governmental funds are accounted for using a current financial resource measurement focus whereby only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The financial statements are presented on the modified accrual basis for measuring financial position and results of operations by fund type.

**Governmental Fund Type** – Revenues and expenditures are recognized on the modified accrual basis of accounting. Revenues and other fund financial resources are recognized in the accounting period in which they become available and measurable to finance expenditures of the current fiscal period. Federal reimbursement type grants are recorded as revenue when the related expenditures are incurred. Expenditures are recorded when the related fund liability is incurred, if measurable, except for unmatured interest on general long-term debt which is recognized when due. Further, inventory items are reported as expenditures when consumed and expenditures for insurance and similar services benefiting more than one accounting period are not allocated among accounting periods but are accounted for as expenditures in the year of acquisition.

##### **Interfund Transactions**

Transactions that would be treated as revenues and expenditures if they involved external organizations are accounted for as revenues and expenditures in the funds involved. Reimbursement transactions initially made by one fund that are applicable to another are recorded as expenditures in the reimbursing fund. All interfund transactions except loans, quasi-external transactions, and reimbursements are transfers. All transfers except nonrecurring or nonroutine permanent transfers of equity are reported as operating transfers in the period in which the interfund receivable or payable arises.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**Budget Policy**

The Department is granted an annual appropriation for administrative operating purposes by the General Assembly. The appropriation as enacted becomes the legal operating budget. 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 revenue budget is not adopted for individual budgetary units. The General Assembly enacts the budget through passage of summary object of expenditure appropriations by program within agency within budgetary fund. Budgetary control is maintained at the summary object of expenditure level of the agency entity. Agencies may process disbursement vouchers in the State's budgetary accounting system only if enough cash and appropriation authorization exist. Agencies may request transfers of appropriations among summary object categories and/or among programs within the same budgetary fund.

Transfers of funds may be approved by the State Budget and Control Board under its authority or by the agency as set forth in the 2001 Appropriation Act Proviso 72.14 as follows: Agencies shall be authorized to transfer appropriations within programs and within the agency with notification to the Division of Budget and Analyses and the State Comptroller General. No such transfer may exceed twenty 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 Appropriations Act states that the General Assembly intends to appropriate all monies to operate State government for the current fiscal year. The State's annual budget is prepared primarily on the modified accrual basis method of accounting with several exceptions, principally the cash basis for payroll expenditures. Because the legally prescribed budgetary basis differs materially from generally accepted accounting principles (GAAP), actual amounts in the accompanying budgetary comparison statement are presented on the budgetary basis. A reconciliation of the differences between the budgetary and GAAP bases is presented in Note 2.

The Statement of Expenditures – Budget and Actual – All Budgeted Funds presents 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 is reported in a publication of the State Comptroller General's Office titled A Detailed Report of Appropriations and Expenditures for each fiscal year.

**Cash and cash equivalents with State Treasurer**

The amounts shown in the financial statements as "Cash and cash equivalents with State Treasurer" represent cash on hand with the State Treasurer and cash invested in various instruments by the State Treasurer as part of the State's internal cash management pool.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**Cash and cash equivalents with State Treasurer (Continued)**

Most State agencies including the Department participate in the State's internal cash management pool. The State Treasurer administers the cash management pool. The pool includes some long-term investments such as obligations of the United States and certain agencies of the United States, obligations of the State of South Carolina and certain of its political subdivisions, certificates of deposit, collateralized repurchase agreements, and certain corporate bonds. For credit risk information pertinent to the cash management pool, see the deposits disclosure in Note 4.

The State's internal cash management pool consists of a general deposit account and several special deposit accounts. The State records each fund's equity interest in the general deposit account; however, all earnings on that account are credited to the General Fund of the State. The Department records and reports its deposits in the general deposit account at cost and reports its deposits in the special deposit accounts at fair value. Investments held by the pool are recorded at fair value. Interest earned by the Department's special deposit accounts is posted to the Department's account at the end of each month and is retained. Interest earnings are allocated based on the percentage of the Department's accumulated daily interest receivable to the total income receivable of the pool. Reported interest income includes interest earnings at the stated interest rate, realized gains/losses and unrealized gains/losses arising from changes in the fair value of investments in the pool. Realized gains and losses are allocated daily and are included in the accumulated income receivable. Unrealized gains and losses are allocated at year-end based on the percentage ownership in the pool.

**Compensated Absences**

State employees are entitled to accrue and carry forward at calendar year-end a maximum of 180 days sick leave and 45 days annual vacation leave. Upon termination of State employment, employees are entitled to be paid for accumulated unused annual vacation leave up to the maximum of 45 days, but are not entitled to any payment for unused sick leave. The compensated absences liability includes accrued annual leave and compensatory holiday leave earned for which the employees are entitled to paid time off or payment at termination. In the governmental funds, expenditures for compensated absences are recorded when payment is made. Since no funds are budgeted for compensated absences in excess of the actual amount incurred during the year, no additional expenditures are accrued as a current liability of the governmental funds. The Department calculates the gross compensated absence liability based on recorded balances of unused leave. The entire unpaid liability for the governmental funds, inventoried at current fiscal year-end salary costs and the cost of the salary related benefit payments, is recorded in the general long-term debt account group. Accumulated sick pay is forfeited upon termination, thus no accrual is required.

**Indirect Cost Recoveries**

The receipt of indirect cost recoveries on government-sponsored programs have been included in the special revenue fund as federal grants revenue and payments of certain of these recoveries to the State's General Fund have been recorded as other financing uses. State law requires the Department to remit to the General Fund of the State recoveries from federal grants and awards whose annual award is in excess of \$200,000. The Department retains and expends other recoveries.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2001**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**Fund Balances**

The equity section of the balance sheet is comprised of two major fund balance elements: reserved and unreserved, undesignated. Reserves either (1) satisfy legal covenants that require that a portion of the balance be segregated for a specific future use or (2) identify the portion of the fund balance that is not appropriable for future discretionary expenditures. All other current resources are shown as unreserved, undesignated on the balance sheet. The reserves for inventories; notes and interest receivable; and deposits held for rental property presented in the balance sheet are offsets to the related asset accounts and are not available for future expenditures or are long-term in nature and therefore not available to finance expenditures at fiscal year end.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NOTE 2. BUDGETARY REPORTING BASIS:**

The financial statements prepared on the legally enacted basis differ from the GAAP basis statements. Not all of the Department's accounts in the general fund are included in the Department's total funds authorized by the General Assembly. Consequently, the statement of expenditures – budget and actual – all budgeted funds presents only those funds for which a legal basis budget was enacted. Because the contributions, interest income and related expenditures of the special events account of the general fund are unbudgeted, they are not included in the budgetary comparison statement.

Adjustments of the GAAP basis of accounting to the budgetary basis of accounting consist principally of reclassification from financial statement fund types to budgetary fund categories, reversals of payroll accruals and the related fringe benefits and removal of unbudgeted accounts. Because, under the budget basis, an expenditure is reported to increase the balance of the foreign bank account balance but, under the accrual basis, there is no such transaction, the reconciliation shows an adjustment. In addition, there is an adjustment for the change in the fuel inventory balance resulting from the expenditure timing difference caused by using the inventory consumption method under the modified accrual basis and reporting a supplies expenditure at the time inventory is purchased under the budgetary basis. Other financing uses consisted entirely of unbudgeted accounts and were related to indirect cost and other remissions remitted to the General Fund of the State. The following schedule reconciles the differences.



**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 2. BUDGETARY REPORTING BASIS: (CONTINUED)**

	Financial Statement Fund Type		Budgetary Fund Category	
	General	Special Revenue	General Fund	Other
Expenditures on GAAP Basis	\$ 28,117,066	\$ 63,635,864	\$	\$
Fund classification:				
State appropriation	(16,588,091)		16,588,091	
Federal grants		(31,450,159)		31,450,159
Other	(10,454,980)	(32,185,705)		42,640,685
Unbudgeted accounts	(1,073,995)			
Change in foreign bank account balances			132,079	
Change in fuel inventory				9,703
Net accruals:				
Personal services and employer contributions			(23,556)	(9,787)
Expenditures on legal basis	\$	\$	\$ 16,696,614	\$ 74,090,760

**NOTE 3. STATE APPROPRIATION:**

The following represents a reconciliation of the Appropriation Act for the period ended June 30, 2001 as originally enacted by the General Assembly to appropriation revenue as reported in the general fund.

Original appropriation	\$15,578,567
Allocations by State Budget & Control Board:	
Employee base pay increase (Proviso 63C.9)	336,913
Deferred compensation match	21,106
From Capital reserve Fund Appropriations (Joint Resolution H4776) for:	
SC Biotechnology Center	360,000
YMCA Youth in Government	25,000
International Trade	375,000
Adjusted Appropriation, Budgetary Basis	16,696,586
Accrual adjustments:	
Funding for personal services and employer contributions	23,556
Accrual basis State appropriation revenue	<u>\$16,720,142</u>

The Department had to reduce its current State appropriation for a 1% mid-year reduction. With the consent of the State Budget office, the 1% reduction of \$157,996 came from a prior year's supplemental appropriation funding for the Coordinating Council.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 3. STATE APPROPRIATION: (CONTINUED)**

The Coordinating Council receives State General Fund appropriations for special purposes only. These appropriations do not cover operating costs. The Department allocates funds from its State appropriation to cover operating cost associated with management of these special purpose State General Fund appropriations.

The \$760,000 Capital Reserve Fund appropriation budget and expenditures were reported as "other budgeted funds" on the statement of expenditures – budget and actual – all budgeted funds as special item accounts.

The amount of the 2000 Capital Reserve Fund appropriation brought forward to fiscal year 2001 was \$504,801. \$132,130 of this amount was carried forward to fiscal year 2002 pursuant to the August 1999 Joint Resolution R201, H3697.

The amount of State funds brought forward to fiscal year 2001 was \$6,039,628. Of the carryforward, \$5,851,537 was reported as a reserved fund balance. Under proviso 72.44, the 2000-2001 Appropriation Act allowed for a carryforward of up to a maximum of 10% of the agency's original State General Fund appropriations for fiscal year 1999-2000. \$279,484 cash was brought forward under the 10% proviso of which \$91,393 was obligated at year end and recorded in fiscal year 2000 expenditures and the net \$188,091 was reported in undesignated fund balance in the general fund. The Department brought forward to fiscal year 2001 \$50,000 for county airport improvements at Hartsville Airport and \$2,000,000 for the Spartanburg Renaissance Project pursuant to Part IV of the fiscal year 2000 Appropriation Act. The source of these funds came from supplemental appropriations from surplus fiscal year 1995 and 1999 State General Fund revenues. \$3,801,537 allocated to the Coordinating Council for economic development was brought forward as allowed by part VI of the 1997 Appropriations Act.

The amount of State General Fund appropriations to be carried over to fiscal year 2002 is \$4,541,132. This carry forward is reported as reserved fund balance. The Department carried forward to fiscal year 2002 \$50,000 for county airport improvements at Hartsville Airport and \$2,000,000 for the Spartanburg Renaissance Project pursuant to Part IV of the fiscal year 2000 Appropriation Act. The source of these funds came from supplemental appropriations from surplus fiscal year 1995 and 1999 State General Fund revenues. \$2,491,132 allocated to the Coordinating Council for economic development was carried forward as allowed by Part VI of the 1997 Appropriations Act. The source of these funds came from supplemental appropriations from surplus fiscal year 1996 State General Fund revenues.

Proviso 72.43 of the 2001-2002 Appropriations Act authorizes the Department to carry forward unspent fiscal year 2001 appropriations up to a maximum 10% of the original appropriation less any reduction to the 2001 fiscal year excluding amounts carried forward under separate carry forward authority. Unspent fiscal year 2001 appropriations amounted to \$602,017 as of June 30, 2001. The proviso states the provision may be suspended if necessary to avoid a fiscal year-end State General Fund deficit. Due to the State General Fund's budget deficit, these funds lapsed back to the State's General Fund and the above amount is shown as a liability on the balance sheet.

**NOTE 4. DEPOSITS:**

All deposits of the Department are under the control of the State Treasurer who, by law, has sole authority for investing state funds, with the exception of four foreign accounts, which are authorized by the State Treasurer.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 4. DEPOSITS: (CONTINUED)**

The account classified as "Cash on deposit with the State Treasurer" in the financial statements consists of amounts in the general and special deposits accounts with the State Treasurer as part of the State's internal cash management pool. The special deposits are in a composite account that draws interest. The account classified as cash on hand consists of cash used for petty cash and change fund purposes. Cash held in foreign accounts consists of cash held by foreign banks for the Tokyo, Japan; Hong Kong; and Munich, Germany offices. The Munich office has two bank accounts.

State law requires full collateralization of all State Treasurer bank balances. The State Treasurer must correct any deficiencies in collateral within seven days. At June 30, 2001, all State Treasurer bank accounts were fully insured or collateralized with Securities held by the State or its agent in the State's name.

With respect to investments in the State's internal cash management pool, all of the State Treasurer's investments are insured or registered or are investments for which the securities are held by the State or its agent in the State's name. Information pertaining to reported amounts, fair values, and credit risk of the State Treasurer's investments is disclosed in the Comprehensive Annual Financial Report of the State of South Carolina.

The Entity's deposits which are not with the State Treasurer are categorized to indicate the level of risk assumed by the entity at year-end. The credit risk categories are concerned with custodial credit risk, which is the risk that a government will not be able to recover deposits if the depository financial institution fails or to recover the value of collateral securities that are in the possession of an outside party if the counterparty to the deposit transaction fails. Category 1 includes deposits insured or collateralized with securities held by the entity/entities. Category 2 includes deposits collateralized with securities held by the pledging financial institution trust department or agent in the entity's name. Category 3 includes uncollateralized deposits, including any bank balance that is collateralized with securities held by the pledging financial institution, or by its trust department or agent, but not in the entity's name.

All of the deposits with foreign banks are in Category 3 and the carrying amount and bank balance was \$358,406 as of June 30, 2001. The highest balance of deposits in Category 3 during the year was at year-end.

**NOTE 5. INVENTORIES:**

The Department's Aeronautics Division had inventories at June 30, 2001 of \$36,646. The inventories consisted of jet and automotive fuels and is accounted for at the lower of cost or market on a first-in, first-out basis.

**NOTE 6. BALANCE OF STATE CAPITAL IMPROVEMENT BOND PROCEEDS AVAILABLE:**

In the current and prior years, the State of South Carolina authorized funds for improvements and expansion of municipal airport facilities and various other projects within the State using the proceeds of state capital improvement bonds. As capital projects are authorized by the State Budget and Control Board, the bond proceeds are allocated to the municipal entity. The Department records the proceeds as revenue in the general fund. These funds represent a type of pass-through grant to municipal entities, and are reported as allocations to other entities for airport capital improvements and special items. These authorized funds can be requested as needed once State authorities have given approval to begin specific projects.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 6. BALANCE OF STATE CAPITAL IMPROVEMENT BOND PROCEEDS AVAILABLE:  
(CONTINUED)**

The total balance receivable for the undrawn portions of the authorizations are reported in the balance sheet as "Balance of state capital improvement bond proceeds available". A summary of the balances available from these authorizations as of June 30, 2001 follows:

Act	Total Authorized	Amount Drawn in Prior Years	Amount Drawn in Fiscal Year Ended June 30, 2001	Balance Authorized June 30, 2001
R256 of 1991	\$ 1,016,250	\$ 977,029	\$ 15,385	\$ 23,836
111 of 1997	3,000,000	1,741,680	206,989	1,051,331
28 of 1999	10,000,000	-	-	10,000,000
R453 of 2000	8,325,000	-	7,525,000	800,000
	<u>\$ 22,341,250</u>	<u>\$ 2,718,709</u>	<u>\$ 7,747,374</u>	<u>\$ 11,875,167</u>

In the current year, \$222,374 was allocated to other entities for airport capital improvements. \$7,525,000 was allocated to other entities for various other state projects. These projects are listed on the Combined Statement of Revenues, Expenditures and Changes in Fund Balance – All Governmental Fund Types under Special Items.

**NOTE 7. CHANGES IN GENERAL FIXED ASSETS:**

A summary in changes in general fixed assets for the fiscal year ended June 30, 2001 follows:

	Balance as restated July 1, 2000	Additions	Deletions	Balance June 30, 2001
Buildings	\$ 2,590,959	\$	\$	\$ 2,590,959
Construction in Progress	26,796	797,960		824,756
Equipment	<u>8,267,547</u>	<u>1,172,874</u>	<u>389,035</u>	<u>9,051,386</u>
Total general fixed assets	<u>\$10,885,302</u>	<u>\$ 1,970,834</u>	<u>\$ 389,035</u>	<u>\$12,467,101</u>

In May of 2000, the Department began major building renovations to its leased office space. The Department incurred \$26,796 in architectural fees in fiscal year 2000. GAAP requires capitalization of certain renovation costs. These architectural fees meet both the GAAP criteria and the Department's fixed assets capitalization criteria. The June 30, 2000 balance for General Fixed Assets has been restated to include these costs as construction in progress. The current year additions for construction in progress of \$797,960 includes \$34,856 of retainage payable. The majority of the renovations dealt with the Department's conference and presentation room. The renovations were materially complete in November of 2001. The cost to complete the project as of June 30, 2001 was \$88,772.

**NOTE 8. DUE FROM THE GENERAL FUND OF THE STATE:**

The amount receivable represents funds due from the State General Fund for personal services and employer contributions of the Department consisting of salaries and the cost of related employee benefits funded by State appropriations accrued at June 30 but paid in July. By State law, these accruals are paid from funds appropriated for the next fiscal year.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 9. LEASE OBLIGATIONS:**

**OPERATING LEASES**

The Department has entered into operating leases for non-state owned land, office space and some office equipment. All of the leases are non-cancelable leases with no purchase options and their terms are greater than one year. Payments are due on a monthly basis. Ending payment dates range from fiscal years from 2003 through 2028. Certain operating leases provide for renewal options for periods from one to five years at their fair rental value at the time of renewal. In the normal course of business, operating leases are generally renewed or replaced by other leases.

Rental expenditures for all operating leases aggregated approximately \$1,542,000 for the year ended June 30, 2001. The following is a schedule by years of future minimum rental payments at June 30, 2001 required under the noncancellable operating lease agreements.

<u>Year</u>	<u>Amount</u>
2002	\$ 181,988
2003	170,690
2004	142,715
2005	141,954
2006	104,102
Thereafter	<u>1,137,164</u>
Total	<u>\$1,878,613</u>

The Department paid the State Budget and Control Board approximately \$197,000 for vehicle rentals on year to year leases. These leases are generally renewed each year.

On November 29, 2001, the Department amended the operating lease agreement for its office space. The original lease was due to expire on June 30, 2002 and is not included in the above future minimum rental payments schedule. The amendment extends the lease to June 30, 2009. Under the original and amended leases, fiscal year 2002 rental payments of \$618,060 will be made for this real property. The amendment also outlines future minimum rental payments. For the years ended June 30, 2003 and 2004, the payments are \$618,060 per annum. For the years ended June 30, 2005 and 2006, the payments are \$651,060 per annum. For the years ended June 30, 2007, 2008 and 2009, the payments are \$680,100 per annum.

**CAPITAL LEASE**

The Department was obligated under a capital lease agreement through fiscal year 2003 for the purchase of a copier. In January of 2001, the Department traded in this copier on another model. The lease for the new copier is classified as operating. Payments on the capital lease for the year ended June 30, 2001 were \$5,725 in principal and \$1,109 in interest.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 10. CHANGES IN GENERAL LONG-TERM DEBT ACCOUNT GROUP:**

The following is a summary of changes in general long-term debt for the year ended June 30, 2001:

	<u>Balances July 1, 2000</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balances, June 30, 2001</u>
Compensated Absences and Related Benefits	\$ 889,735	\$ 15,273	\$	\$ 905,008
Capital Lease Payable	<u>34,111</u>		<u>34,111</u>	
	<u>\$ 923,846</u>	<u>\$ 15,273</u>	<u>\$ 34,111</u>	<u>\$ 905,008</u>

Changes in accrued compensated absences and related benefits are shown at net since details to support gross increases and decreases are not available. Reductions include \$5,725 of principal payments. The copier associated with the capital lease payable was traded in on another model in fiscal year 2001 and the remaining principal balance of \$28,386 was written off. The lease on the new copier is considered operating.

**NOTE 11. FUND BALANCE RESERVATIONS:**

In addition to the General Fund reservations for restricted purpose State General Fund appropriations carried forward and disclosed in Note 3, other fund balance reservations in the general fund were for restricted purposes and equaled \$1,511,508 at fiscal year end 2001. Included in this amount are the following: \$5,978 of aircraft rental and service charges to other state agencies as approved by Proviso 27.6 of the 2001-2002 Appropriation Act carried forward to replace time limit aircraft components; \$104,839 carried forward for administrative, data collection, credit analysis, cost-benefit analysis and reporting expenditures under the enabling act for the enterprise zones; \$953,205 of proceeds from aircraft sales carried over to be used for purchase of replacement aircraft under Proviso 27.15 of the 2001-2002 Appropriation Act; \$95,177 from the South Carolina Department of Health and Environmental Control to fund the activities of the Recycling Market Development Advisory Council; \$100,000 for the Sumter County Airport received from the South Carolina Public Service Commission in fiscal year 2000; \$132,130 for the Union County airport improvements; and \$120,177 for other legally and contractually required purposes.

**NOTE 12. TRANSACTIONS WITH STATE AGENCIES:**

The Department has significant transactions with the State of South Carolina and various State agencies.

The Department remitted indirect cost recoveries received under various grants to the State General Fund. In addition, the Department remitted approximately \$6,000 of hanger rental income pursuant to Proviso 27.10 of the 2000-2001 Appropriations Act.

Services received at no cost from State agencies include maintenance of certain accounting records and payroll and disbursement processing from the Comptroller General; check preparation and banking from the State Treasurer and legal services from the Attorney General; collection of highway taxes levied under South Carolina Code of Laws Section 12-28-2910 by the Department of Revenue; and records storage from the Department of Archives and History. Other services received at no cost from the various divisions of the State Budget and Control Board include retirement plan administration, insurance plan administration, procurement services, audit services, grant services, personnel management, assistance in the preparation of the State Budget, property management and record keeping review and approval of certain budget amendments and other centralized functions.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 12. TRANSACTIONS WITH STATE AGENCIES: (CONTINUED)**

The Department had financial transactions with various State agencies during the fiscal year. Significant payments were made to divisions of the State Budget and Control Board for retirement and insurance plan contributions, vehicle rental, insurance coverage, office supplies, printing, telephone, and interagency mail. Significant payments were also made during the year to the State Accident Fund and the Employment Security Commission for workers compensation and unemployment insurance coverage, respectively.

The Department provided no material services free of charge to other State agencies during the fiscal year. Services provided for a fee include air transportation and sale of fuel and supplies. Revenues from other State agencies are recognized when goods or services are provided by the Department. Revenues from other State agencies are included in the "Aircraft rental" and "Sale of goods and services" revenue accounts. Significant revenues derived from other State agencies amounted to approximately \$173,000. The amount due from other State agencies as of June 30, 2001 was \$10,019.

State agency members of the Coordinating Council for Economic Development voted not to assess dues to its members beginning with the fiscal year ended June 30, 1995. The Council determined that it would be satisfactorily funded with "highway taxes for State Economic Development". The Coordinating Council for Economic Development administers and has responsibility for the State Economic Development account. The member agencies of the Council are the Department of Agriculture, the State Ports Authority, the Department of Revenue, the Department of Commerce – State Division of Development, the Department of Parks, Recreation and Tourism, Santee Cooper, the Jobs-Economic Development Authority, the State Board of Technical and Comprehensive Education, the State Budget and Control Board – Office of Research and Statistical Services, and the Employment Security Commission.

Pursuant to Sections 12-10-80 and 12-10-85 of the South Carolina Code of Laws, the Department received \$1,453,179 job development fees from the State Department of Revenue to be retained in the State Rural Infrastructure Fund which included \$351,780 due for the prior year. An additional \$520,670 was due to the Department from the State Department of Revenue as of June 30, 2001. The State Department of Revenue also collects and remits to the Department admissions, gasoline and aviation fuel taxes. The Department received \$1,068,525 and \$18,000,000 in admissions and gasoline taxes; respectively. The Coordinating Council approves expenditures of these funds specifically for infrastructure development grants. The Department received \$699,337 in aviation fuel tax to be spent on airport improvements as directed by the Department's Aeronautics division.

The Department received the following allocations from other state agencies during the current year.

<u>Agency Transferred from</u>	<u>Purpose</u>	<u>Amount</u>
Department of Health and Environmental Control	Recycling Program	\$ 150,000

The balance of the note receivable due from the Division of Public Railways, an enterprise fund of the Department, was forgiven in June 2001. The original note was for \$1,000,000 plus interest determined by the State Treasurer's Office with annual payments of \$200,000 plus interest started on June 1, 1997. At June 30, 2000, the special revenue fund reported a \$200,000 offset by a fund balance reservation. The balance at the time the debt was forgiven was \$200,000. The \$200,000 was recorded in the Department's Economic development set-aside expenditure account in its special revenue fund. In consideration for the forgiveness of the debt, the Division of Public Railways has agreed to fund a \$2,500,000 rail spur project.

## **SOUTH CAROLINA DEPARTMENT OF COMMERCE**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2001**

#### **NOTE 13. PENSION PLAN:**

The Retirement Division of the State Budget and Control Board maintains four independent defined benefit plans and issues its own publicly available Comprehensive Annual Financial Report (CAFR) which includes financial statements and required supplementary information. A copy of the separately issued CAFR may be obtained by writing to the Retirement Division, 202 Arbor Lake Drive, Columbia, South Carolina 29223. Furthermore, the Division and the four pension plans are included in the CAFR of the State of South Carolina.

The majority of employees of the Department are covered by a retirement plan through the South Carolina Retirement System (SCRS), a cost-sharing multiple-employer defined benefit pension plan administered by the Retirement Division, a public employee retirement system. Generally, all state employees are required to participate in and contribute to the SCRS as a condition of employment unless exempted by law as provided in Section 9-1-480 of the South Carolina Code of Laws. This plan provides retirement annuity benefits as well as disability, cost of living adjustment, death, and group-life insurance benefits to eligible employees and retirees.

Under the SCRS, employees are eligible for a full service retirement annuity upon reaching age 65 or completion of 28 years credited service regardless of age. The benefit formula for full benefits effective since July 1, 1989, for the SCRS is 1.82 percent of an employee's average final compensation multiplied by the number of years of credited service. Early retirement options with reduced benefits are available as early as age 55. Employees are vested for a deferred annuity after five years of service and qualify for a survivor's benefit upon completion of 15 years credited service (five years effective, January 1, 2001). Disability annuity benefits are payable to employees totally and permanently disabled provided they have a minimum of five years credited service. A group-life insurance benefit equal to an employee's annual rate of compensation is payable upon the death of an active employee with a minimum of one year of credited service.

Effective January 1, 2001, Section 9-1-2210 of the South Carolina Code of laws allows employees eligible for service retirement to participate in the Teacher and Employee Retention Incentive (TERI) Program. TERI participants may retire and begin accumulating retirement benefits on a deferred basis without terminating employment for up to five years. Upon termination of employment or at the end of the TERI period, whichever is earlier, participants will begin receiving monthly service retirement benefits which will include any cost of living adjustments granted during the TERI period. Because participants are considered retired during the TERI period, they do not make SCRS contributions, do not earn service credit, and are ineligible to receive group life insurance benefits or disability retirement benefits.

Since July 1, 1988, employees participating in the SCRS have been required to contribute 6 percent of all compensation. Effective July 1, 2000 the employer contribution rate became 10.07 percent which included a 2.52 percent surcharge to fund retiree health and dental insurance coverage. The Department's actual contributions to the SCRS for the most recent fiscal years ended June 30, 2001, 2000 and 1999 were approximately \$618,000, \$587,000 and \$531,000, respectively, and equaled the required contributions of 7.55% (excluding the surcharge) for each year. Also, the Department paid employer group life insurance contributions of approximately \$12,300 for the current fiscal year at the rate of .15% of compensation.

The amounts paid by the Department for pension and group-life benefits are expenditures reported as employer contribution within the applicable program.



**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 13. PENSION PLAN: (CONTINUED)**

Article X, Section 16 of the South Carolina Constitution requires that all state operated retirement systems be funded on a sound actuarial basis. Title 9 of the South Carolina Code of Laws of 1976, as amended, prescribes requirements relating to membership, benefit and employer/employee contributions for each retirement system. Employee and employer contribution rates to SCRS are actuarially determined. The surcharges to fund retiree health and dental insurance are not part of the actuarially established rates. Annual benefits, payable monthly for life, are based on length of service and on average final compensation (an annualized average of the employee's highest twelve consecutive quarters of compensation).

The Systems do not make separate measurements of assets and pension benefit obligations for individual employers. Under Title 9 of the South Carolina Code of Laws, the Department's liability under the plan is limited to the amount of contributions (stated as a percentage of covered payroll) established by the State Budget and Control Board. Therefore, the Department's liability under the pension plan is limited to the contribution requirements for the applicable year from amounts appropriated therefore in the South Carolina Appropriation Act and amounts from other applicable revenue sources. Accordingly, the fund recognizes no contingent liability for unfunded costs associated with participation in the plan. At retirement, employees participating in SCRS may receive additional service credit (at a rate of 20 days equal to one month of service) for up to 90 days for accumulated unused sick leave.

**NOTE 14. POST-EMPLOYMENT AND OTHER EMPLOYEE BENEFITS:**

In accordance with the South Carolina Code of Laws and the Annual Appropriations Act, the State of South Carolina provides certain health care, dental, and life insurance benefits to certain active and retired State employees and certain surviving dependents of retirees. All permanent full-time employees and certain permanent part-time employees of the Department are eligible to receive these benefits. The State provides post employment health and dental benefits to employees who retire from State service or who terminated with at least 20 years of State service who meet one or more of the eligibility requirements, such as age, length of service, and hire date. Generally those who retire must have at least 10 years of retirement service credit to qualify for State funded benefits. Benefits are effective at date of retirement when the employee is eligible for retirement benefits. These benefits are provided through annual appropriations by the General Assembly to the Department for its active employees and to the State Budget & Control Board for all participating State retirees, except the portion funded through the pension surcharge, and provided from other applicable fund sources of the Fund for its active employees who are not funded by State General Fund appropriations. The State finances health and dental plan benefits on a pay-as-you-go basis. Approximately 22,000 State retirees met these eligibility requirements as of June 30, 2001.

The Department recorded employer contribution expenditures applicable to these insurance benefits for active employees in the amount of approximately \$470,000 for active employees for the year ended June 30, 2001. As discussed in Note 13, the Department paid approximately \$206,000 applicable to the 2.52% surcharge included with the employer contributions for retirement benefits. These amounts were remitted to the South Carolina Retirement Systems for distribution to the Office of Insurance Services for retiree health and dental insurance benefits. Information regarding the cost of insurance benefits applicable to the Department retirees is not available. By State law, the Department has no liability for retirement benefits. Accordingly, the cost of providing these benefits for retirees is not included in the accompanying financial statements.

In addition, the South Carolina General Assembly periodically directs the Retirement Systems to pay supplemental (cost of living) increases to retirees. Such increases are primarily funded from System's earnings; however, a portion of the required amount is appropriated from the South Carolina General Fund annually.

## **SOUTH CAROLINA DEPARTMENT OF COMMERCE**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2001**

#### **NOTE 15. DEFERRED COMPENSATION PLANS:**

Several optional deferred compensation plans are available to State employees and employers of its political subdivisions. Certain employees of the Department have elected to participate. The multiple-employer plans, created under Internal Revenue Code Section 457, 401(k), and 403(b), are administered by third parties and are not included in the Comprehensive Annual Financial Report of the State of South Carolina. Compensation deferred under the plans is placed in trust for the contributing employee.

The State has no liability for losses under the plans. Employees may withdraw the current value of their contributions when they terminate State employment. Employees may also withdraw contributions prior to termination if they meet requirements specified by the applicable plan.

The State authorized deferred compensation matching contributions for fiscal year 2000 – 2001. The State appropriated funds from unspent fiscal year 1999-2000 appropriations for the contributions paid from State General Funds to 401(k) accounts of eligible state employees. In addition, the 2000 Appropriations Act required State Institutions and agencies to match certain 401(k) contributions by employees whose salaries are funded from its other revenue sources. The contributions are funded from various funding sources based on the same percentages used for employees' salaries. The 401(k) match is limited to \$300. To be eligible an employee must be a permanent full-time State employee or temporary grant employee who is actually contributing to 401(k), 457, or 403(b) account on the date of distribution. Permanent full time employees making less than \$20,000 as of July 1, 2000 are not required to contribute in order to receive the match.

The Department contributed \$300 per participant on June 29, 2001. The total contribution for the fiscal year was approximately \$26,700 and is reported as employer contribution expenditures within the applicable program.

#### **NOTE 16. RETIREMENT INCENTIVE**

Effective January 1, 2001, Section 9-1-2210 of the South Carolina Code of Laws allows active members of the South Carolina Retirement System who are eligible for service retirement to participate in the Teacher and Employee Retention Incentive (TERI) Program. TERI participants may retire and begin accumulating retirement benefits on a deferred basis without terminating employment for a program period of up to five years. The length of the program period must be specified by the employee prior to retirement. Each participant is entitled to be paid for up to 45 days of accumulated unused annual vacation leave upon retirement and again at the end of the program period for any unused balance of annual vacation leave earned during the program period.

The Department recorded expenditures of approximately \$97,000 for lump-sum vacation leave payments to its employees retiring under TERI in fiscal year 2001. These expenditures are reported in the applicable program categories in which the payroll costs for the respective employees are recorded.

#### **NOTE 17. INCENTIVE PAY PROGRAM**

On February 10, 1998, the State's Budget and Control Board approved a Sales Incentive Pay Plan for the Department. The purpose of the program is to support the Department's mission to increase capital investment and jobs throughout South Carolina. The plan is intended to assist the Department's Division of Global Business Development in recruiting and retaining experienced staff and increasing project manager productivity.

Project managers and sales directors in the Global Business Development Division as well as the Chief Development Officer and the Chief of Staff are eligible to participate in the plan. The goal cycle is based on the calendar year with bonuses payable in the following March. Bonuses may be granted up to 25% of a participant's base pay as of the last day of the goal cycle. In March of 2001, approximately \$237,000 in bonuses including fringe benefits were paid to 19 eligible participants.

## **SOUTH CAROLINA DEPARTMENT OF COMMERCE**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2001**

#### **NOTE 18. RISK MANAGEMENT:**

The Department is exposed to various risks of loss and maintains State or commercial insurance coverage for each of those risks. Management believes such coverage is sufficient to preclude any significant uninsured losses for the covered risks. There were no significant reductions in insurance coverage from coverage in the prior year. Settled claims have not exceeded this coverage in any of the past three years. The Department pays insurance premiums to certain other State agencies and commercial insurers to cover risks that may occur in normal operations. The insurers promise to pay to or on behalf of the insured for covered economic losses sustained during the policy period in accord with insurance policy and benefit program limits except for the deductibles.

State management believes it is more economical to manage certain risks internally and to set aside assets for claim settlement. Several State funds accumulate assets and the State itself assumes substantially all risks for the following:

1. Claims of State employees for unemployment compensation benefits (Employment Security Commission);
2. Claims of covered employees for workers' compensation benefits for job-related illnesses or injuries (State Accident Fund);
3. Claims of covered public employees for health and dental insurance benefits (Office of Insurance Services); and
4. Claims of covered public employees for long-term disability and group-life insurance benefits (Office of Insurance Services).

Employees elect health coverage through either a health maintenance organization or through the State's self-insured plan. All of the other coverages listed above are through the applicable State self-insurance plan except dependent and optional life premiums which are remitted to commercial carriers.

The Department and other entities pay premiums to the State's Insurance Reserve Fund (IRF) which issues policies, accumulates assets to cover the risks of loss, and pays claims incurred for covered losses related to the following assets, activities, and/or events:

1. Theft of, damage to, or destruction of assets;
2. Real property, its contents, and other equipment;
3. Motor vehicles;
4. Torts; and
5. Natural disasters.

The IRF is a self-insurer and purchases reinsurance to obtain certain services and specialized coverage and to limit losses in the areas of property, boiler and machinery, and automobile liability. The IRF's rates are determined actuarially.

The Department obtains up to \$10,000 per occurrence coverage through a commercial insurer for employee fidelity bond insurance for all employees for losses arising from theft or misappropriation. The Department also purchases insurance through a commercial insurer for aircraft coverage, including bodily injury and property damage insurance up to \$10 million per occurrence and aircraft physical damage insurance based on the insured value of each aircraft maintained by the Department.

The Department also has insurance coverage on its 18.75% share of the airplane as detailed in Note 17.

The Department has recorded insurance premium expenditures in the applicable program expenditure categories of the general fund.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 18. RISK MANAGEMENT: (CONTINUED)**

The Department has not transferred the portion of risk of loss related to insurance policy deductibles, and policy limits to a State or commercial insurer. The Department reported no expenditures in the current year for actual claims payment and costs related to such retained risks of loss.

In management's opinion, claims losses in excess of insurance coverage are unlikely, and if incurred, would be insignificant to the Department's financial position. Furthermore, there is no evidence of asset impairment or other information to indicate that a loss expenditure and liability should be recorded at year-end. Therefore, no loss accrual has been recorded.

**NOTE 19. OPERATING TRANSFERS:**

The Department transferred \$60,000 of Coordinating Council funds from the Special Revenue Fund to the General Fund to use for the development of the South Carolina Infrastructure-Economic Development Planning Project as provided for in Proviso 27.3 of the 2000-2001 Appropriations Act. In addition, \$400,000 of Coordinating Council Funds was transferred from the Special Revenue Fund by the Coordinating Council to the General Fund to be used for the council's administrative costs as provided for in Proviso 27.3 of the 2000-2001 Appropriations Act.

**NOTE 20. CONTINGENT LIABILITIES:**

The various federal programs administered by the Department for the fiscal year 2001 and prior years are subject to examination by the federal grantor agencies. At the present time, amounts, if any, which may be due federal grantors have not been determined but the Department believes that any such amount in the aggregate would not have a material adverse effect on the financial position of the Department. Furthermore, there is no information to indicate that a liability should be recorded at fiscal year-end.

**NOTE 21. COMMITMENTS:**

The Department engages in a variety of development projects. All project commitments are to local government entities which are responsible for contracting with specific vendors to achieve the project objectives. The commitments also include the total amount of State Economic Development program funds contractually committed to development projects.

Outstanding commitments for airport improvement projects to be funded from State capital improvement bonds total approximately \$501,000. In addition, the Department has committed to expend \$50,000 for Hartsville airport improvements, \$2,000,000 for the Spartanburg Renaissance project; and \$2,491,132 under various state economic development projects, all to be funded from supplemental State General Fund appropriations. Furthermore, the Department has committed \$88,772 for the completion of the building renovations discussed in Note 7.

In connection with the purchase of an 18.75% undivided interest in an airplane, the Department is obligated to pay a monthly management fee of \$15,863 as long as it owns the airplane. The management fee includes the cost of pilot training; pilot salaries; arranging for maintenance; scheduling; insurance against any loss, theft or damage to the aircraft and liability insurance for bodily injury and property damage; reports and recordkeeping. In addition to the management fee the Department pays \$1,730 for each hour it uses the airplane. The monthly management fee and hourly charge are subject to adjustments for inflation factors. The expenditures are included under flight operations. The Department has the right to sell its interest in the airplane back to the seller anytime after 24 months from the closing date of June 13, 2000 and must sell it back 60 months from the closing date.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2001**

**NOTE 22. FUTURE ADOPTION OF ACCOUNTING PRONOUNCEMENTS:**

The Governmental Accounting Standards Board has issued Statement No. 34 Basis Financial Statements and Management's Discussion and Analysis – for State and Local Governments. The new accounting and reporting standards will impact the revenue and expenditure recognition and assets, liabilities, and fund equity reporting for the fiscal year beginning July 1, 2001. The financial statements will be reformatted and some beginning balances will be restated for the fiscal year ending June 30, 2002.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Total Expenditures</u>	<u>Pass-Through Expenditures Subrecipients</u>
<b>U.S. Department of Housing and Urban Development</b>			
Direct Program:			
Community Planning and Development			
Community Development Block			
Grants/State's Program	14.228	\$ 31,313,915	\$ 29,934,527
<b>U.S. Department of Transportation</b>			
Direct Program:			
Federal Aviation Administration			
Airport Improvement Program	20.106	99,594	
<b>U.S. Department of Labor</b>			
Employment and Training Administration			
Passed through from South Carolina			
Employment Security Commission:			
Job Training Partnership Act (JTPA)	17.250	34,128	
<b>Appalachian Regional Commission</b>			
Direct Programs:			
Appalachian State Research, Technical			
Assistance and Demonstration Projects	23.011	16,676	
<b>U.S. Environmental Protection Agency</b>			
Direct Programs:			
Solid Waste Management Assistance	66.808	7,425	
<b>U.S. Department of Energy</b>			
Direct Program:			
Energy Grant	N/A	75,653	
<b>TOTALS</b>		<u>\$ 31,547,391</u>	<u>\$ 29,934,527</u>

The Schedule of Expenditures of Federal Awards includes the Federal grant activity of South Carolina Department of Commerce and has been prepared on the cash basis method of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.



# ROGERS & LABAN, PA

CERTIFIED PUBLIC ACCOUNTANTS AND FINANCIAL CONSULTANTS

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Mr. Thomas L. Wagner, Jr., CPA,  
State Auditor  
State of South Carolina  
Columbia, South Carolina

We have audited the financial statements of South Carolina Department of Commerce (the Department) as of and for the year ended June 30, 2001, and have issued our report thereon dated January 17, 2002 which was qualified because of the omission of the Department's enterprise funds. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### **Compliance**

As part of obtaining reasonable assurance about whether the Department's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Department's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Department's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The reportable conditions are described in the accompanying Schedule of Findings and Questioned Costs as items 01-1 and 01-2.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.



Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable conditions described on the accompanying Schedule of Findings and Questioned Costs are material weaknesses.

We also noted other matters involving the internal control over financial reporting that we have reported to management of the Department as detailed on page 34.

This report is intended solely for the information and use of the Governor, the Secretary of Commerce, management of the Department and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Rogers & Lelan, PA*

Columbia, South Carolina  
January 17, 2002





# ROGERS & LABAN, PA

CERTIFIED PUBLIC ACCOUNTANTS AND FINANCIAL CONSULTANTS

## REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO ITS MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Mr. Thomas L. Wagner, Jr., CPA,  
State Auditor  
State of South Carolina  
Columbia, South Carolina

### Compliance

We have audited the compliance of South Carolina Department of Commerce (the Department) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to its major federal program for the year ended June 30, 2001. The Department's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal program is the responsibility of the Department's management. Our responsibility is to express an opinion on the Department's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Department's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Department's compliance with those requirements.

In our opinion, the Department complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended June 30, 2001.

### Internal Control Over Compliance

The management of the Department is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Department's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

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Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Governor, the Secretary of Commerce, management of the Department and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Rogers + Latham, PA*

Columbia, South Carolina  
January 17, 2002

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**SUMMARY OF AUDITOR'S RESULTS**

Financial statements:

1. A qualified opinion dated January 17, 2002 on the financial statements of the Department for the year ended June 30, 2001 was issued.
2. Reportable conditions relating to the internal control over financial reporting were noted during our audit of the financial statements. These conditions are reported as material weaknesses.
3. No instances of noncompliance which were material to the financial statements were disclosed during the audit.

Federal Awards:

4. No reportable conditions in internal control over major programs were noted.
5. An unqualified opinion on compliance for the major program dated January 17, 2002 was issued.
6. There were no findings disclosed during the audit that are required to be reported under Section .510(a) of OMB Circular A-133.
7. The major program of the Department is the Community Development Block Grant – CFDA #14.228
8. The dollar threshold used to distinguish between Type A and Type B programs was \$946,422.
9. The Auditee was determined to be a low risk auditee.

**FINDINGS – FINANCIAL STATEMENT AUDIT**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS**

The following reportable conditions are material weaknesses, are related to the Department's financial statements and are required to be reported in accordance with government auditing standards generally accepted in the United States of America.

**01-1 CONSTRUCTION IN PROGRESS NOT CAPITALIZED IN ACCORDANCE WITH ACCOUNTING PRINCIPLES GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA (GAAP)**

**Condition:**

The Department began renovating its leased office space in May of 2000. Costs for movable equipment since inception of the renovation project have been added to its fixed asset listing but construction and related costs were not reported on the Department's fiscal year 2000 financial statements or included in the Department's fixed asset closing package as of June 30, 2001. Construction costs of \$26,796 incurred before July 1, 2000, have been capitalized and treated as a prior period adjustment in the fiscal year 2001 financial statements. Construction costs through June 30, 2001, amounted to \$824,756. The cost of the construction portion for the entire project which was completed in November of 2001 came to \$913,528. In accordance with GAAP, the costs should have been capitalized as construction in progress during the project and treated as a leasehold improvement when completed. In addition, the Department did not include the retainage payable of approximately \$35,000 in its closing package as of June 30, 2001. An audit adjustment was made to include the liability in the 2001 financial statements.

**Cause:**

Department personnel completing the closing packages apparently were not aware of the requirement to include the construction projects and liabilities in its closing packages.

**Effect:**

Fixed assets as of June 30, 2001 per the Department's financial statements and other financial reports are understated by \$824,756 and liabilities were understated by \$35,000. Audit adjustments were made to the Department's financial statements to correct these understatements.

**Criteria:**

Good business practices and GAAP require that the Department capitalize major improvements to owned and leased buildings.

**Recommendation:**

We recommend that the Department add these costs to its fixed asset listings and report as an adjustment to the beginning balance on its fiscal year 2002 fixed assets closing package. The Department's accounting personnel should be sensitive to what constitutes a leasehold improvement and capitalize ongoing projects as construction in progress. The system should be able to recognize and capitalize such costs in a timely manner and include all related liabilities.

**01-2 ERRORS IN ACCRUED COMPENSATED ABSENCES CLOSING PACKAGE**

**Condition:**

The Department's Annual Leave Liability report contained a calculation error. The error understated the liability by approximately \$50,000. Employees who had earned over the 45 day maximum limit were having their annual leave subtracted from the 45 day limit instead of what they actually earned. No one in the Department double-checked the report's accuracy. The source of the calculation error was traced to the computer software and has since been corrected. However, the correction was not complete until after the Department had submitted its closing package to the Comptroller General. An audit adjustment was made to the financial statements for this understatement.

**Cause:**

The Department's accounting system was not functioning in a manner to discover the calculation error.

**Effect:**

Accrued compensated absences was understated on the Comptroller General's closing package by approximately \$50,000. An audit adjustment was made to correct the financial statements.

**Criteria:**

Good business practices and GAAP require that the Department record the proper amount of liability associated with accrued compensated absences.

**Recommendation:**

Though the Department's software has been corrected and the calculations now appear to be correct, we recommend that the Department manually check those employees who either approach or surpass the maximum limit to ensure the accuracy of the report.

**FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS**

None reported.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE  
MANAGEMENT LETTER COMMENTS**

**FOR THE YEAR ENDED JUNE 30, 2001**

**LACK OF FORMAL DISBURSEMENTS POLICY ON THE SPECIAL EVENTS ACCOUNT**

The Department does not have a formal, written policy concerning its Special Events bank account disbursements. The Special Marketing Events Fund Advisory Committee has been established to provide oversight of this account. The Committee is comprised of six local business leaders.

We recommend that the newly established advisory committee formulate written policies and procedures concerning the disbursements of this account. These policies and procedures may include authorization levels based on dollar limits, possible bidding requirements and independent reviews of monthly reconciliations.

**FIXED ASSETS IN THE FOREIGN OFFICES**

The Department included approximately \$19,000 of fixed assets in its current year's additions that were associated with the closing of the Hong Kong office. These assets were capitalized when they were sent back to the South Carolina office and not when they were originally placed into service.

We recommend that, during the monthly review of the foreign office financial activity, items meeting the Department's capitalization policy be added to the fixed assets listing when they are placed in service. The Department should inventory all fixed assets in its foreign offices and add any that meet its capitalization policy to its fixed assets listing.

## **MANAGEMENT'S RESPONSE**

### **APPENDIX A**



**Jim Hodges**  
Governor

**SOUTH CAROLINA**  
DEPARTMENT OF COMMERCE

**Charles S. Way, Jr.**  
Secretary

March 20, 2002

Rogers & Laban, PA  
Certified Public Accountants and Financial Consultants  
Mr. Barry Laban  
1529 Hampton Street, Suite 200  
Columbia, SC 29202

Dear Mr. Laban:

This is in response to the Management Letter Findings and Comments for the audit period ending June 30, 2001 for the South Department of Commerce.

**Management Letter Finding 01-1: Construction In Progress Not Capitalized In Accordance With Accounting Principles Generally Accepted In The United States Of America (GAAP)**

**Summary of Condition:** The Department began renovating its leased office space in May of 2000. Cost for movable equipment since inception of the renovation project have been added to the fixed asset listing but construction and related costs were not reported.

**Management Response:** The Department was acting in conformity with the Comptroller General's Year-end Closing Package, which did not address reporting of Leasehold improvements, whether they represented construction in Progress or completed construction. Confirmation from the Comptroller General's Office indicates a modification has been done to the 2002 Closing Package which will ensure all agencies report such in the future. Adjusting entries will be shown on the 2002 Fixed Assets Closing Package as recommended by the Comptroller General's Office. In the future, the Department will ensure the capitalization limit for depreciable land improvements, buildings and improvements, and intangible assets of \$100,000 will be reported as required in GASB 34.

**Management Letter Finding 01-2: Errors In Accrued Compensated Absences Closing Package**



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**Summary of Condition:** The Department's Annual Leave Liability report contained a calculation error. The source of the calculation error was traced to the computer software and has since been corrected.

**Management Response:** This error has been corrected by a software modification made by our vendor. We will more closely monitor the preparation of these numbers in the future to better ensure their accuracy.

**Management Letter Comments:** Lack of Formal Disbursements Policy of the Special Events Account

**Summary of Condition:** The Department does not have a formal, written policy concerning its Special Events bank account disbursements.

**Management Response:** The Governor has appointed a Special Events Advisory Committee, which has met and set guidelines for use of Special Events Funds. The Department is developing formal procedures to ensure all payments are made within these guidelines. The Advisory Committee will continue to monitor the fund on an ongoing basis to ensure the guidelines are followed. In addition, a separate financial and compliance audit will be performed on the Special Events Account annually.

**Management Letter Comments:** Fixed Assets in the Foreign Offices

**Summary of Condition:** The Department included approximately \$19,000 of fixed assets in its current year's additions that were associated with the closing of the Hong Kong office. These assets were capitalized when they were sent back to the South Carolina office and not when they were originally placed into service.

**Management Response:** Hong Kong was a special situation, in that the office was opened and closed in a relatively short period of time. Procedures have been put into place ensuring expenditures relating to foreign office fixed assets, that meet the capitalization policy, are accurately and timely recorded in the Department's fixed asset listing.

If you have any questions, please do not hesitate to give me a call.

Sincerely,



William B. Floyd  
Chief Administrative Officer

WBF/snm