

**Richland County Recreation Commission  
Regular Board Meeting Packet  
Monday, July 17, 2017**

**ITEMS ENCLOSED:**

Board Agenda July 17, 2017

Minutes from June 19, 2017 Regular Board Meeting and Special Call Board Meetings from June 27, 2017 and June 30, 2017

Financial Division Reports

Nepotism Policy

Compliance Director Job Description

Auditing Services - Evaluation

Request for Waiver of Facility Fees from:

Arthurtown Buccaneers Baseball Team

Ballentine Civic Association

\*\*\* Division Reports (For Your Information) \*\*\*

**Richland County Recreation Commission  
Regular Board Meeting Agenda  
July 17, 2017  
6:00PM**

**1. Call to Order:**

Chairman Clark is scheduled to call the meeting to order.

**2. Adoption of Agenda: (Action)**

**3. Minutes: (Action)**

Chair Clark will request the Board to approve minutes from the June 19, 2017 Regular Board Meeting and Special Call Board Meetings for June 27, 2017 and June 30, 2017.

**4. Public Input:**

Citizens requesting to address the Board must sign up in advance prior to the beginning of the meeting and are limited to two minutes each.

**5. Financial Report: (Information)**

Kasey Wilson will present to Board. (Attachment)

**6. Nepotism Policy: (Action)**

David Stringer, Human Resources will present to Board.

**7. New Business:**

- David Stringer, Human Resources, will present a draft of job description for Compliance Director
- Executive Director Search Committee Discussion

**8. Other Business:**

A. Bryan Crider, Division Head Property Management, will present:

- Update for Property Management as information
- Richland County's Offer for Right of Way Acquisition and Acceptance by land owner – Reference Tax Map Number R21800-01-08 and R21800-01-5 (Action)
- Form Ad-Hoc Committee to evaluate excess funds from 2008 General Obligation Bond and make recommendation to RCRC Board for approval. (Action)

- Sale of cedar trees located on Gamers Ferry Road property to EG Company **(Action)**
- Audit bid awarded **(Action)**

**B.** Tara Dickerson, Chief of Staff, will present Agency updates.

Ms. Dickerson will present Request for Waiver of Facility Fees from Arthurtown Buccaneers Baseball Team and Federation of Families SC (501 c 3). **(Action)**

**9. Executive Session**

- Personnel Matter

**10. Adjournment**

**Richland County Recreation Commission  
Regular Board Meeting Minutes  
June 19, 2017  
6:00PM**

**Commissioners in Attendance:**

Thomas Clark  
Lisa Cotten  
Cynthia Shepard  
Robert Lapin  
Donzetta Lindsay  
Jermaine Johnson  
Stephen Venugopal

**RCRC Staff in Attendance:**

Tara Dickerson  
David Stringer  
Robert Hickman  
Bryan Crider  
Marta Cleary  
Kasey Wilson  
Connie Reaves  
Felicia Venable  
Erica Smalls  
John Rutherford  
Charles Eubanks  
Christopher Santino  
Cornelia Watts

**1. Call to Order:**

Commissioner Clark called the meeting to order at 6:00pm.

Commissioner Clark addressed the audience advising that Mr. Jeff Brown's hearing will be scheduled for another time according to his attorney's availability.



Commissioner Clark asked to amend the Agenda adding LinRick's Requested Budget for action after number 5 Financial Report.

**2. Adoption of Agenda: (Action)**

**Motion to adopt the amended agenda made by Commissioner Johnson, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Lindsay, Shepard, Venugopal and Cotten.**

**3. Approval of Minutes: (Action)**

**Motion to approve the minutes from the May 15, 2017 Regular Meeting and May 23, 2017 and May 31, 2017 Special Call Meeting made by Commissioner Johnson, second by Commissioner Shepard. Minutes approved unanimously by all members present; Clark, Johnson, Shepard, Venugopal, Cotten, Lapin and Lindsay.**

**4. Public Input:**

Katie Bolden – a concerned citizen, community leader and former RCRC employee, voiced her concerns about the morale of the RCRC employees, the job of the Chief of Staff and the programs for the children.

Ruth Brown, Wendy Dixon, Gloria Brown, Sam Lawrence, Diane Wiley, Francenia Pringle, D'Andrea Outten-Brown, and Lillie McAllister all voiced their support for Jeff Brown.

Yvonne Hall, Mayor Geraldine Robinson, Lee Carroll and Norman Jackson, Jr. all voiced their concerns regarding RCRC summer camp pricing in lower Richland and the lack of activities at the parks in lower Richland.

Commissioner Johnson stated that he is from the Lower Richland area and is aware of some of the issues and the Board is working diligently to address many of the concerns voiced regarding the lower Richland area and the summer camp issues.

Hainsley Lewis from the Lincolnshire community passed out flyers to the Commissioners announcing the Back to School Bash, Saturday August 26<sup>th</sup> from 10am-1pm at the Crane Creek Community Center located at 7405 Fairfield Road and he also requested to meet with Commissioners at Crane Creek to express the needs of the community in the interest of the youth.

Gracie Josey, a concerned citizen from the Gadsden community, voiced great concern for the water problem at the Gadsden Community Center and also her support for Jeff Brown.

Commissioner Johnson, stated again, that the Board is working on some of the problems being brought up regarding the lower Richland area.

Bryan Crider, Division Head Property Management, reported that the pump was put in last week for the new well at Gadsden and they are now waiting on DHEC approval.

David Dawson and Charles Marshall voiced concerns regarding the notice for closing of the football fields at Polo Road Park.

Commissioners and RCRC staff members discussed options available and Commissioner Venugopal requested contact numbers from Mr. Dawson and Mr. Marshall for follow-up on outcome of options and decisions made to accommodate football.

Chair Clark thanked all patrons for their comments and input and advised that they would work diligently with staff to address the concerns.

Five Minute Break

**5. Financial Report: (Information)**

Kasey Wilson, Financial Operations, reviewed financial reports included in the Board's packet.

**6. LinRick Budget: (Action)**

John E. Rutherford presented LinRick Budget for approval.

**Motion to approve LinRick Golf Course Budget made by Commissioner Venugopal, second by Commissioner Shepard.**

Commissioner Lapin stated that for next year he would like to receive the budget a month ahead of vote.

**Motion approved unanimously by all members present; Clark, Venugopal, Shepard, Cotten, Lapin, Johnson and Lindsay.**

**7. Nepotism Policy: (Information)**

David Stringer, Division Head Human Resources, presented draft of Nepotism Policy (Employment of Relatives) included in Board's packet.

Commissioner Johnson questioned the general responsibilities of our Human Resource Department.

David Stringer responded, stating that the general responsibilities of the Human Resource Department include hiring, employee benefits, state retirement, workmen's' compensation, unemployment, recruiting and insurance.



Commissioner Johnson questioned the issue of a clause regarding Human Resources having relatives employed and Mr. Stringer stated that they didn't go that far but certainly Human Resources and Finance are two sensitive areas that we may wish to include. Mr. Stringer asked that they take the draft and come back with recommendations.

Commissioner Lindsay asked if an attorney looked over the policy and Mr. Stringer stated that Rick Morgan, RCRC's employment attorney reviewed the policy.

Commissioner Venugopal questioned if there was anything in the policy that addresses the penalty for falsifying any information when employees sign the policy. Mr. Stringer stated that on the form there is an affirmation when signing and that is why we request that the form be an actual part of the policy. Commissioner Venugopal questioned the penalty and Mr. Stringer stated that we have a progressive disciplinary action policy in place to follow.

Mr. Stringer stated that a clause could be added pertaining to falsifying information. Commissioner Venugopal stated that he thinks that it would be appropriate that they know if they were to falsify, that one of the possibilities could be termination.

Mr. Stringer added that we would like newly appointed board members to complete the nepotism form also, if that is agreeable and at next month's meeting approve the final draft with changes. Mr. Stringer stated that he will add Human Resources to the policy.

**Motion to work on draft for nepotism policy adding language discussed made by Commissioner Shepard, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Shepard, Lindsay, Venugopal, Lapin, Johnson and Cotten.**

#### **8. New Business:**

None

#### **9. Other Business:**

A. Bryan Crider, Division Head Property Management, introduced Mr. Alan Wells, Kevin Shepard and Tim Seybt with the Richland County Transportation Penny Tax Program to present the Rabbit Run Connector. Mr. Crider reported that this project was presented to the prior Board members last November and was approved to move forward with the project. Mr. Crider stated that the project involves RCRC property off Garners Ferry Road and the connector would eliminate our drive into the park; the connector would go from Garners Ferry to Rabbit Run Road.

Rabbit Run Connector presented by Richland County Transportation Penny Tax Program representatives. **(Action)**

Discussion, question and answers during presentation



**Motion to continue supporting Richland County in developing and signing permissions and construction of Rabbit Run Connector made by Commissioner Lindsay.**

Commissioner Lapin questioned the land issue and Commissioner Venugopal questioned the potential pitfalls. Mr. Crider explained that the motion does not involve the land and the only small negative is that RCRC would end up with a very small portion of land that would be on one side of the road and not connected. Ms. Dickerson added that there are probably more pros than cons, one being the connectivity; it connects the communities and provides a lot of opportunity to use the facility that was not there before. Mr. Crider explained that there is also a safety issue, being that they can't use our existing drive now because of the line of site.

**Commissioner Venugopal second the motion. Motion approved unanimously by all members present; Clark, Lindsay, Venugopal, Cotten, Lapin, Johnson and Shepard.**

**B. Tara Dickerson, Chief of Staff, presented Agency updates as follows:**

- Richland County approved the 17/18 budget request to the cap which is \$14,352,887.00. RCRC's operational budget will be \$16,221,886.
- RCRC staff is working to meet with the Polo road communities and baseball leagues to inform them of the baseball field renovation that will start July of 2017. The will inform them of the projects and discuss any specific requests the community might have regarding the project.
- At the meeting in May, Commissioner Cotten asked about the recommendations suggested by the Matrix Group and providing a list of those suggestions that staff has implemented to date. Listed items are as follows:
  1. RCRC publishes all board agendas and supporting documentation online for transparency and public use.
  2. All directors and Division Heads were involved in the entire internal process for the 17/18 budget and they will be held accountable for managing their budgets during the year to ensure compliance with the adopted budget.
  3. In order to create additional financial controls, staff implemented procurement training with all Division Heads and Directors and will have periodic trainings throughout the year to increase internal controls and compliance with adopted policies.
  4. HR recently conducted a compliance audit to include education verification, nepotism review and driving record audits on all full and part time staff. In the last year, staff has made a concerted effort to ensure that all policies and procedures are properly adhered to.
  5. HR has drafted a new nepotism policy and created additional forms to check compliance with the nepotism policy before the start of employment.
  6. Staff has started to address staffing needs by evaluating vacancies and making modifications to improve efficiency.

7. The capital improvement projects that were incorporated into the 17/18 budget were projects listed in the 10 year master plan.

Overall RCRC has accomplished all or a portion of the 15 recommendations suggested by the Matrix Group audit.

Ms. Dickerson presented, per Policy No. 8015 Public Use of Facilities, 3 request for waiver of fees: Federation of Families SC (501c 3)-Recommendation by staff is for 50% waiver, Richland County Government in partnership with SC Uplift (501 c 3) – Recommendation by staff full waiver of fees and Scholastic Soccer Program/Non Profit, University of South Carolina – Recommendation by staff is for 50% waiver of fees.

**Motion made by Commissioner Lindsay to approve staff's recommendations for waiver of fees for Federation of Families 50%, Richland County Government in partnership with SC Uplift full waiver and Scholastic Soccer Program/Non Profit, University of South Carolina 50%, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Shepard, Cotten, Lindsay, Lapin, Johnson and Venugopal.**

Ms. Dickerson entertained questions.

Commissioner Lindsay asked that the RCRC Teri Policy be explained.

Mr. Stringer stated that the Teri program is a part of the SC State Retirement and you are allowed to be on Teri for 5 years, at which time you have to retire. Mr. Stringer added that RCRC has a policy and at our discretion, we can rehire at a lower pay rate.

Commissioner Lindsay questioned who determines whether you rehire someone or not.

Mr. Stringer answered, the Executive Director and they start over as a new hire.

Commissioner Lindsay requested a list of employees on Teri, when there time is up and salary.

Commissioner Lapin requested to keep the Board updated on the Polo Road project.

**Motion to go into Executive Session to get legal updates and discuss personnel matters made by Commissioner Shepard, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Shepard, Venugopal, Lindsay, Lapin, Cotten and Johnson.**

#### **10. Executive Session**

Executive Session ended at 10:07p.m.

Commissioner Clark stated that no decisions were made no votes taken.

#### **11. Election of Officers:**

Commissioner Clark called for motion to open the floor for election of officers.

Motion made by Commissioner Shepard to open the floor for election of officers for 2017/2018, second by Commissioner Cotten. Motion approved unanimously by all members present; Clark, Shepard, Cotten, Lapin, Lindsay, Johnson and Venugopal.

Motion made by Commissioner Shepard for Thomas Clark to be the Chair for the term 2017/2018, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Shepard, Lapin, Lindsay, Venugopal, Johnson and Cotten.

Motion made by Commissioner Lindsay for Cynthia Shepard to be Vice Chair for the term 2017/2018, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Venugopal, Cotten, Shepard and Johnson.

Motion made by Commissioner Lapin for Lisa Cotten to be Secretary for the term 2017/2018, second by Commissioner Venugopal. Motion approved unanimously by all members present; Clark, Lapin, Venugopal, Cotten, Johnson, Lindsay and Shepard.

Motion to adjourn made by Commissioner Johnson, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Lindsay, Johnson, Cotten, Venugopal, Lapin and Shepard.

**12. Adjournment:**

The meeting adjourned at 10:09p.m.

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Thomas Clark, Chair

Minutes approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

**Richland County Recreation Commission  
Special Call Board Meeting Minutes  
June 27, 2017  
3:00PM**

**Commissioners in Attendance:**

Thomas Clark  
Lisa Cotten  
Cynthia Shepard  
Donzetta Lindsay  
Stephen Venugopal  
Jermaine Johnson, Sr.

**RCRC Staff in Attendance:**

Tara Dickerson  
David Stringer  
Kasey Wilson  
Connie Reaves  
Ashley Bradley  
Kandice Hunter  
Tiyana Henley  
Demetria Goodwin  
Cornelia Watts

**Others in Attendance:**

Mayor Bob Coble, Interim Parliamentarian

**1. Call to Order:**

Commissioner Clark called the meeting to order at 3:00p.m.

**2. Adoption of Agenda:**

**Motion to adopt the agenda made by Commissioner Johnson and second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Johnson, Venugopal, Cotten, and Lindsay.**

**3. RCRC Summer Camps: (Action)**

Commissioner Clark stated that the Board is looking at leaving the summer camps' cost as is for this year and next year dropping the cost to \$55.00; first half of camp free and second half from 12 to 6pm would be \$55.00.

Ms. Dickerson asked for a clarification from staff's perspective, that the Board is referring to 2017/2018 and Commissioner Clark stated that is correct.

**Motion made by Commissioner Shepard to leave summer camps as is for this year 2017/2018 and next year revert to \$55.00 from 12 to 6pm.**

Ms. Dickerson asked for additional clarification; all sites or just the sites that were \$55.00 and Commissioner Clark responded, all sites.

Commissioner Cotten questioned the price before changes were made. Connie Reaves, Parks Division Head, explained pricing of summer camps past and present and activities offered.

**Commissioner Cotten restated the motion to leave summer camps as is for this year and not vote on a price of \$55.00 for next year. Commissioner Venugopal second the motion and requested a full presentation of summer camps for next year. Motion approved unanimously by all members present; Clark, Shepard, Cotten, Venugopal, Johnson and Lindsay.**

Mr. David Stringer, Director Human Resources, explained the process for a grievance hearing to be held in Executive Session.

**Motion to go into Executive Session to hear the grievance of Mr. Jeffrey Brown made by Commissioner Shepard and second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Shepard, Venugopal, Lindsay, Cotten and Johnson.**



#### **4. Executive Session**

Commissioners entered Executive Session at approximately 3:15p.m.

Commissioners came out of Executive Session at 5:35p.m.

Commissioner Clark thanked everyone for their input on the matter at hand and assured everything was taken into consideration; their thoughts, their words on last week, there were no stones left unturned. Commissioner Clark stated that we should understand that we may agree or we may not agree, but Agency is going to move forward on the positive.

**Motion made by Commissioner Venugopal to uphold Management's recommendation to terminate Jeff Brown based on violations of Richland County Recreation Commission's policies to include but not limited to harassment and general discipline policy, second by Commissioner Shepard. Motion approved 5 yea (Clark, Shepard, Johnson, Cotten, Venugopal) 1 nay (Lindsay).**

Commissioner Clark again thanked everyone for their time and attention.

**Motion to adjourn meeting made by Commissioner Shepard and second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Venugopal, Lindsay, Cotten, Johnson and Shepard.**

#### **5. Adjournment**

Meeting adjourned at 5:37p.m.

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Thomas Clark, Interim Chair

Minutes approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

**Richland County Recreation Commission  
Special Call Board Meeting Minutes  
June 30, 2017  
1:30PM**

**Commissioners in Attendance:**

Thomas Clark  
Lisa Cotten  
Donzetta Lindsay  
Stephen Venugopal  
Jermaine Johnson, Sr.

**RCRC Staff in Attendance:**

Tara Dickerson  
David Stringer  
Cornelia Watts

**Others in Attendance:**

Mayor Bob Coble, Interim Parliamentarian

**1. Call to Order:**

Commissioner Clark called the meeting to order at 1:33p.m.

**2. Adoption of Agenda:**

**Motion to adopt the agenda made by Commissioner Cotten and second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Venugopal, Cotten, and Lindsay.**

Commissioner Johnson entered at 1:34p.m.

**Motion to go into Executive Session to discuss personnel matters made by Commissioner Cotten and second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Venugopal, Lindsay, Cotten and Johnson.**

### **3. Executive Session**

Commissioners entered Executive Session at 1:35p.m.

Commissioners out of Executive Session at 4:10p.m.

Commissioner Clark stated that no actions were taken in Executive Session.

**Motion made by Commissioner Cotten in regards to Tara Dickerson, Chief of Staff, that she be provided a five percent pay increase effective July 1, 2017 and that she take on a couple of additional duties until we can find an Executive Director; in particular those additional duties will be to direct, organize, administer and supervise the operations of the entire Agency which includes finance, personnel, programming, master planning, budgeting and funding and also that she be allowed to recruit, hire and coordinate work assignments which includes evaluating all personnel reporting directly to the person who would be the Executive Director and all of these activities would be under the direction of the Board as would the Executive Director. Motion seconded by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Cotten, Johnson, Venugopal and Lindsay.**

**Motion to adjourn meeting made by Commissioner Venugopal and second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Venugopal, Lindsay, Cotten and Johnson.**

### **5. Adjournment**

Meeting adjourned at 6:36p.m.

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Thomas Clark, Interim Chair

Minutes approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.



## DIVISION REPORT -

*"Enriching Lives, Connecting Communities"*

**TO:** Tara Dickerson, Chief of Staff

**FROM:** Kasey Wilson, Director of Finance

**DATE:** 7/11/2017

**RE:** Monthly Updates June 2017

1. Department: Payroll

- a. Payroll worked with HR and paid Longevity to all employees who have been at RCRC 5 years or more and paid on Wednesday, July 12, 2017
- b. Payroll is working on the amount of accumulated annual leave compensation for Fiscal Year ending June 2017

2. Department: Accounts Payable

- a. Accounts Payable is preparing to close out FY 16-17 by the end of July 2017.
- b. All invoices for FY 16-17 will be accrued for final payment by July 31, 2017.
- c. Working with all divisions to get all the invoices for the prior year.

3. Department: Interim Division Head of Finance

- a. RCRC Revenue is up 4% compared to the prior fiscal year (Attach B)
- b. RCRC Expenditures are down 11% compared to prior fiscal year (Attach B)
- c. LinRick Revenue is up 4% compared to the prior fiscal year (Attach D)
- d. LinRick Expenditures are down 15% compared to the prior fiscal year (Attach D)
- e. Working with Advanced Business Systems, who won the bid for the new Accounting software and we hope to be live with the software September 1<sup>st</sup>.
- f. Working with procurement for the new Auditor bid which closed July 11, 2017
- g. With the fiscal year coming to a close, The Finance department is very busy closing the FY 2016-17 and starting the new FY 2017-18.

Attached:

- (A): Cash Flow for RCRC
- (B): Budget to Actual compared to prior year w/Budget RCRC
- (C): Cash Flow for LinRick
- (D): Budget to Actual compared to prior year w/Budget LinRick



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## ESTIMATED RCRC CASH FLOW 16-17

## FY 16-17 MONTHLY EXPENSE - REVENUE COMPARISON

|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|



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**RICHLAND COUNTY RECREATION COMMISSION**  
**RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE**

FY 2016-2017

06/01/2017 TO 06/30/2017

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR YEAR TO DATE</u>
REVENUE:							
5000-01-000-000 TAXES APPORTIONED	13,470,125.00	108,549.48	13,592,838.97	-122,713.97	101	223,682.51	13,273,059.40
5200-01-004-000 REV - SENIOR PROGRAMS	0.00	0.00	1,554.00	-1,554.00	0	38.00	2,328.00
5200-01-005-000 REV - ADMIN-MAIN OFFICE	0.00	1,026.09	14,426.28	-14,426.28	0	1,133.16	15,951.54
5200-01-006-000 REV - ADAPTIVE RECREATION	0.00	3.00	4,382.00	-4,382.00	0	6.00	945.00
5200-01-007-000 REV - ADULT ACTIVITY CENTER	0.00	10,260.95	143,893.01	-143,893.01	0	10,018.10	122,125.45
5200-01-008-000 REV - CAMP SUNSHINE	0.00	13,157.00	34,776.00	-34,776.00	0	17,422.00	35,958.00
5200-01-011-000 RECREATION SPECIAL EVENTS	0.00	184.00	4,630.00	-4,630.00	0	388.00	5,584.75
5200-01-013-000 ATHLETIC LEAGUE FEES	0.00	3,113.00	47,389.00	-47,389.00	0	575.00	72,689.63
5200-01-013-001 REV - SC MIDLANDS POP WARNER	0.00	0.00	2,875.58	-2,875.58	0	0.00	0.00
5200-01-013-002 REV - BLYTHEWOOD BASEBALL LEAGUE	0.00	0.00	4,301.00	-4,301.00	0	0.00	0.00
5200-01-013-003 REV - TRENHOLM LITTLE LEAGUE	0.00	0.00	6,275.00	-6,275.00	0	0.00	0.00
5200-01-013-004 REV - IRMO LITTLE LEAGUE	0.00	0.00	3,724.00	-3,724.00	0	0.00	0.00
5200-01-013-005 REV - COLUMBIA UNITED	0.00	0.00	21,825.20	-21,825.20	0	0.00	3,000.00
5200-01-013-007 REV - DENTSVILLE LEAGUE FEES	0.00	0.00	2,099.00	-2,099.00	0	0.00	0.00
5200-01-013-008 REV - NE FOOTBALL ASSOC. FEES	0.00	0.00	725.60	-725.60	0	0.00	0.00
5200-01-015-000 REV - DAY CAMPS	0.00	123,064.98	252,936.98	-252,936.98	0	71,360.00	182,784.50
5200-01-020-000 REV - AFTER SCHOOL CAMP	0.00	1,820.00	222,896.61	-222,896.61	0	3,004.50	180,371.75
5200-01-020-001 REV - GRANT PROGRAMMING	0.00	0.00	14,548.00	-14,548.00	0	0.00	0.00
5200-01-030-000 REV - SUMMER AFTERNOON PROGRAM	0.00	280.00	41,029.00	-41,029.00	0	42,776.50	85,326.50
5200-01-031-000 REV - ADULT BASKETBALL	0.00	0.00	1,000.00	-1,000.00	0	0.00	2,300.00
5200-01-032-000 REV - SOFTBALL	0.00	0.00	5,845.00	-5,845.00	0	300.00	9,530.00
5200-01-032-001 REV - SOFTBALL/BASEBALL TOURNAMENTS	0.00	0.00	12,018.85	-12,018.85	0	2,221.00	12,101.00
5200-01-033-000 REV - ATHLETIC PROGRAMS	0.00	0.00	1,905.00	-1,905.00	0	603.95	6,039.95
5200-01-033-001 REV - ATHLETIC SPONSORSHIPS	0.00	0.00	14,650.00	-14,650.00	0	1,088.00	4,568.00
5200-01-033-002 REV - YOUTH BASKETBALL	0.00	-229.36	71,858.64	-71,858.64	0	-905.00	69,954.55
5200-01-033-003 REV - FLAG FOOTBALL	0.00	0.00	10,708.40	-10,708.40	0	-560.00	7,901.51
5200-01-033-004 REV - YOUTH SOFTBALL/BASEBALL	0.00	0.00	40.00	-40.00	0	0.00	360.00

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RICHLAND COUNTY RECREATION COMMISSION  
RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE  
06/01/2017 TO 06/30/2017

FY 2016-2017

	BUDGETED	CURRENT PERIOD	YEAR-TO-DATE	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR YEAR TO DATE
5200-01-033-005 REV - KICKBALL	0.00	300.00	7,300.00	-7,300.00	0	0.00	5,860.00
5200-01-033-006 REV - T-BALL	0.00	-31.50	4,205.00	-4,205.00	0	25.00	3,848.75
5200-01-033-007 REV - SHINKICKERS/SOCCER	0.00	-170.00	22,868.50	-22,868.50	0	-365.00	16,895.50
5200-01-035-000 REV - PROPERTY MANAGEMENT	0.00	0.00	38,824.04	-38,824.04	0	0.00	0.00
5200-01-045-000 REV - BALLENTINE PARK	0.00	1,673.00	21,485.00	-21,485.00	0	2,025.00	19,711.90
5200-01-060-000 REV - BLUFF ROAD PARK	0.00	777.58	15,468.17	-15,468.17	0	1,136.21	15,287.31
5200-01-065-000 REV - BLYTHEWOOD PARK	0.00	2,181.51	40,808.53	-40,808.53	0	2,636.41	37,527.93
5200-01-070-000 REV - CAUGHMAN ROAD PARK	0.00	1,289.44	20,003.58	-20,003.58	0	1,869.63	23,367.59
5200-01-074-001 REV - CRANE CREEK CS!	0.00	0.00	2.00	-2.00	0	0.00	2.00
5200-01-074-003 REV - CRANE CREEK GYM	0.00	384.72	23,220.09	-23,220.09	0	908.20	11,481.53
5200-01-076-000 REVENUE - CRANE FOREST PARK	0.00	0.00	150.00	-150.00	0	0.00	0.00
5200-01-080-000 REV - CROSS ROADS COMMUNITY CENTER	0.00	580.00	4,349.00	-4,349.00	0	728.00	4,323.00
5200-01-082-000 REV - DENNY TERRACE	0.00	14.52	2,738.07	-2,738.07	0	0.00	2,951.11
5200-01-084-000 REV - DENNY TERRACE GYM	0.00	309.00	16,121.25	-16,121.25	0	45.00	8,715.25
5200-01-085-000 REV - EASTOVER PARK	0.00	195.43	3,098.38	-3,098.38	0	232.82	3,561.04
5200-01-086-000 REV - EASTOVER POOL	0.00	928.00	2,216.00	-2,216.00	0	1,209.00	1,902.58
5200-01-090-000 REV - FOREST LAKE PARK	0.00	1,363.80	18,945.23	-18,945.23	0	1,046.24	17,398.29
5200-01-095-000 REV - FRIARGATE PARK	0.00	479.08	14,330.71	-14,330.71	0	1,289.95	24,289.29
5200-01-100-000 REV - GADSDEN PARK	0.00	520.00	6,650.00	-6,650.00	0	917.00	6,015.00
5200-01-100-002 REV - GADSDEN DONATIONS	0.00	0.00	1,000.00	-1,000.00	0	0.00	0.00
5200-01-103-000 REV - GF ADULT ACTIVITY CENTER	0.00	2,343.00	47,655.60	-47,655.60	0	4,111.00	56,474.00
5200-01-104-000 REV - GF TECHNOLOGY CENTER	0.00	0.00	1,060.51	-1,060.51	0	126.95	1,458.33
5200-01-110-000 REV - HOPKINS PARK SENIOR CENTER	0.00	690.50	11,174.18	-11,174.18	0	1,679.00	9,180.78
5200-01-115-000 REV - HOPKINS PARK	0.00	648.01	5,297.13	-5,297.13	0	199.60	7,428.15
5200-01-120-000 REV - HOPKINS POOL	0.00	331.00	1,265.00	-1,265.00	0	831.00	2,394.00
5200-01-128-000 REV - KELLY MILL	0.00	2,000.00	26,050.00	-26,050.00	0	2,500.00	11,050.20
5200-01-128-001 REV - KELLY MILL CONCESSIONS	0.00	7,956.23	52,261.23	-52,261.23	0	6,978.55	27,432.88
5200-01-130-000 REV - KILLIAN PARK	0.00	781.82	15,757.19	-15,757.19	0	370.51	23,463.96
5200-01-140-000 REV - MEADOWLAKE PARK	0.00	1,769.74	29,359.55	-29,359.55	0	1,009.70	22,004.74

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**RICHLAND COUNTY RECREATION COMMISSION**  
**RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE**  
06/01/2017 TO 06/30/2017

FY 2016-2017

	BUDGETED	CURRENT PERIOD	YEAR-TO-DATE	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR YEAR TO DATE
5200-01-143-000 REV - NEW CASTLE	0.00	1,385.00	16,048.50	-16,048.50	0	1,450.00	10,022.00
5200-01-145-000 REV - NORTH SPRINGS PARK	0.00	3,360.47	52,779.12	-52,779.12	0	4,067.18	52,181.78
5200-01-147-000 REV - NORTH SPRINGS COMM CTR	0.00	1,972.00	24,253.50	-24,253.50	0	2,633.00	31,047.50
5200-01-152-000 REV - PERRIN THOMAS	0.00	2,243.00	16,369.40	-16,369.40	0	1,350.00	7,725.00
5200-01-152-001 REV - PERRIN THOMAS PARKING	0.00	0.00	62,297.35	-62,297.35	0	0.00	40,188.00
5200-01-153-000 REV - PINE GROVE COMMUNITY CENTER	0.00	1,207.16	10,027.16	-10,027.16	0	1,180.00	7,539.00
5200-01-153-001 REV - PINE GROVE REC COMMITTEE	0.00	0.00	547.00	-547.00	0	0.00	0.00
5200-01-155-000 REV - POLO ROAD PARK	0.00	3,624.84	46,746.80	-46,746.80	0	3,367.02	44,408.70
5200-01-159-000 REV - RIDGEWOOD PARK	0.00	690.00	4,166.00	-4,166.00	0	411.00	1,508.00
5200-01-170-000 REV - ST. ANDREWS PARK	0.00	3,757.52	32,877.29	-32,877.29	0	1,888.03	24,148.57
5200-01-171-000 REV - ST. ANDREWS POOL	0.00	1,219.00	13,737.00	-13,737.00	0	2,171.02	12,964.02
5200-01-178-000 REV - TECHNOLOGY CENTER	0.00	885.30	7,816.59	-7,816.59	0	785.30	9,934.49
5200-01-180-000 REV - TRENHOLM PARK	0.00	3,669.43	44,085.24	-44,085.24	0	7,164.27	34,826.79
5200-01-185-000 REV - TRENHOLM POOL	0.00	3,071.00	6,652.12	-6,652.12	0	2,840.91	5,314.91
5200-01-187-000 REV - UPPER RICHLAND COMMUNITY CENT	0.00	1,185.00	13,307.00	-13,307.00	0	1,042.00	8,415.00
5200-01-300-000 REV - RICHLAND COUNTY TENNIS CENTER	0.00	3,157.93	35,745.98	-35,745.98	0	3,769.31	44,742.17
5200-01-300-140 REV - MLP TENNIS	0.00	0.00	4.00	-4.00	0	0.00	0.00
5200-01-300-145 REV - NSP TENNIS	0.00	0.00	-10.00	10.00	0	10.00	400.00
5200-01-300-155 REV - TENNIS LESSONS POLO	0.00	0.00	112.00	-112.00	0	0.00	56.00
5200-01-300-170 REV - SAP TENNIS	0.00	6.00	590.00	-590.00	0	18.00	63.00
5200-01-300-180 REV - TP TENNIS	0.00	6.00	250.00	-250.00	0	0.00	1,619.00
5205-01-000-000 RETURNED CHECKS	0.00	180.00	-70.00	70.00	0	-224.00	-339.00
5300-01-000-003 GRANT REVENUE - CHALLENGER FOOTBALL	0.00	0.00	5,000.00	-5,000.00	0	0.00	0.00
5900-01-000-001 GOODWILL PARTNERSHIP	0.00	0.00	3,000.00	-3,000.00	0	0.00	13,170.00
5930-01-000-000 ELECTRIC CO-OP CAPITAL CREDITS	0.00	0.00	1,736.07	-1,736.07	0	0.00	1,444.76
<b>TOTAL REVENUE</b>	<b>13,470,125.00</b>	<b>320,163.67</b>	<b>15,386,883.13</b>	<b>-1,916,758.18</b>	<b>114</b>	<b>438,584.53</b>	<b>14,808,288.33</b>
<b>EXPENDITURE:</b>							
6100-01-005-000 FULL-TIME SALARIES - ADMIN - MAIN OF	1,374,561.00	113,567.46	1,261,258.04	113,302.96	92	222,689.21	1,534,239.12
6110-01-035-000 FULL-TIME SALARIES - PROPERTY MANAG	1,927,208.00	123,325.38	1,541,103.16	386,104.84	80	246,397.02	1,789,594.99

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RICHLAND COUNTY RECREATION COMMISSION  
RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE

06/01/2017 TO 06/30/2017

**RICHLAND COUNTY RECREATION COMMISSION**  
**RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE**

FY 2016-2017

06/01/2017 TO 06/30/2017

	BUDGETED	CURRENT PERIOD	YEAR-TO-DATE	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR YEAR TO DATE
6200-01-104-000 PART-TIME SALARIES - GF TECHNOLOGY	7,280.00	326.00	5,949.15	1,330.85	82	892.35	5,965.60
6200-01-110-000 PART-TIME SALARIES - HP SENIOR CENT	3,640.00	55.00	2,266.96	1,373.04	62	449.67	8,249.42
6200-01-115-000 PART-TIME SALARIES - HOPKINS PARK	16,120.00	740.00	9,683.35	6,436.65	60	1,189.15	10,893.28
6200-01-120-000 PART-TIME SALARIES - HOPKINS POOL	9,225.00	1,286.00	5,410.68	3,814.32	59	2,941.02	8,425.67
6200-01-128-000 PART-TIME SALARIES - KELLY MILL	0.00	1,033.00	11,916.78	-11,916.78	0	2,290.16	2,998.04
6200-01-128-001 PART-TIME SALARIES - KELLY MILL CON	41,620.00	3,118.45	18,807.43	22,812.57	45	3,235.42	11,137.69
6200-01-130-000 PART-TIME SALARIES - KILLIAN PARK	11,440.00	874.00	9,540.05	1,899.95	83	1,157.20	10,110.01
6200-01-140-000 PART-TIME SALARIES - MEADOWLAKE PAR	12,012.00	911.00	10,289.70	1,722.30	86	1,247.55	10,799.07
6200-01-143-000 PART-TIME SALARIES - NEW CASTLE	6,240.00	322.00	5,107.25	1,132.75	82	1,207.50	3,817.25
6200-01-145-000 PART-TIME SALARIES - NORTH SPRINGS	13,624.00	1,345.25	15,606.98	-1,982.98	115	1,967.40	16,145.83
6200-01-147-000 PART-TIME SALARIES - NS COMM CTR	9,360.00	1,226.00	11,266.74	-1,906.74	120	1,380.14	9,288.64
6200-01-152-000 PART-TIME SALARIES - PERRIN THOMAS	5,200.00	493.50	6,903.40	-1,703.40	133	862.35	6,884.36
6200-01-153-000 PART-TIME SALARIES - PINE GROVE COM	13,000.00	962.50	12,075.29	924.71	93	1,038.71	9,093.32
6200-01-155-000 PART-TIME SALARIES - POLO ROAD PARK	13,520.00	418.00	12,199.24	1,320.76	90	1,866.59	14,678.89
6200-01-159-000 PART-TIME SALARIES - RIDGEWOOD PARK	6,240.00	221.50	1,798.75	4,441.25	29	72.50	904.50
6200-01-170-000 PART-TIME SALARIES - ST. ANDREWS PA	11,440.00	383.50	7,646.01	3,793.99	67	883.99	10,498.79
6200-01-171-000 PART-TIME SALARIES - ST. ANDREWS PO	21,000.00	15,290.25	15,302.75	5,697.25	73	0.00	11,204.27
6200-01-178-000 PART-TIME SALARIES - TECHNOLOGY CEN	7,280.00	395.00	5,606.31	1,673.69	77	617.80	5,222.89
6200-01-180-000 PART-TIME SALARIES - TRENHOLM PARK	11,440.00	890.00	8,606.00	2,834.00	75	1,104.00	9,551.15
6200-01-185-000 PART-TIME SALARIES - TRENHOLM POOL	19,396.00	3,181.00	13,856.03	5,539.97	71	5,472.04	16,624.77
6200-01-187-000 PART-TIME SALARIES - UPPER RICHLAND	5,200.00	0.00	3,314.78	1,885.22	64	334.10	3,400.89
6200-01-300-000 PART-TIME SALARIES - RCTC	16,380.00	984.00	16,543.55	-163.55	101	1,809.72	16,475.47
6200-01-400-000 PART-TIME SALARIES - CRTC	3,000.00	0.00	0.00	3,000.00	0	0.00	144.00
6201-01-000-000 PART-TIME SALARIES - AMBASSADORS	61,750.00	3,888.25	43,763.56	17,986.44	71	3,486.69	36,502.79
6302-01-005-000 ELECTRIC - ADMINISTRATIVE - MAIN OF	40,000.00	2,384.49	32,880.81	7,119.19	82	5,992.18	36,871.20
6302-01-007-000 ELECTRIC - ADULT ACTIVITY CENTER	32,000.00	2,354.27	29,506.53	2,493.47	92	5,342.70	31,831.78
6302-01-035-000 ELECTRIC - PROPERTY MANAGEMENT	3,035.00	0.00	0.00	3,035.00	0	0.00	0.00
6302-01-045-000 ELECTRIC - BALLENTINE PARK	46,000.00	1,939.47	33,200.95	12,799.05	72	4,281.29	38,279.63
6302-01-060-000 ELECTRIC - BLUFF ROAD PARK	50,000.00	2,715.73	41,508.58	8,491.42	83	5,985.81	49,127.90

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**RICHLAND COUNTY RECREATION COMMISSION**  
**RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE**  
**06/01/2017 TO 06/30/2017**

FY 2016-2017

	BUDGETED	CURRENT PERIOD	YEAR-TO-DATE	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR YEAR TO DATE
6302-01-065-000 ELECTRIC - BLYTHEWOOD PARK	60,000.00	4,262.80	48,044.98	11,955.02	80	10,804.95	74,592.99
6302-01-070-000 ELECTRIC - CAUGHMAN ROAD PARK	55,000.00	4,047.31	47,394.32	7,605.68	86	7,695.64	55,876.73
6302-01-074-000 ELECTRIC - CRANE CREEK	3,600.00	251.16	2,726.39	873.61	76	514.56	3,429.86
6302-01-074-003 ELECTRIC - CRANE CREEK GYM	35,000.00	2,159.18	31,146.31	3,853.69	89	4,479.90	32,576.18
6302-01-080-000 ELECTRIC - CROSS ROAD PARK	20,000.00	1,697.00	19,253.29	746.71	96	1,778.00	21,317.74
6302-01-082-000 ELECTRIC - DENNY TERRACE	60,000.00	3,878.00	57,797.53	2,202.47	96	17,162.90	79,601.04
6302-01-085-000 ELECTRIC - EASTOVER PARK	49,000.00	3,016.82	38,710.63	10,289.37	79	5,520.65	46,232.63
6302-01-086-000 ELECTRIC - EASTOVER POOL	15,000.00	994.79	13,847.68	1,152.32	92	1,752.66	16,182.40
6302-01-090-000 ELECTRIC - FOREST LAKE PARK	36,000.00	2,201.53	24,841.10	11,158.90	69	5,546.85	34,437.72
6302-01-095-000 ELECTRIC - FRIARSGATE PARK	42,000.00	9,877.00	45,884.00	-3,884.00	109	2,378.00	46,825.00
6302-01-100-000 ELECTRIC - GADSDEN PARK	25,000.00	407.00	4,234.00	20,766.00	17	317.00	3,453.49
6302-01-102-000 ELECTRIC - GARNERS FERRY SPORTS COM	12,000.00	440.77	6,167.66	5,832.34	51	837.95	6,826.68
6302-01-103-000 ELECTRIC - GF ADULT ACTIVITY CENTER	24,000.00	1,371.34	18,624.71	5,375.29	78	2,993.29	23,423.62
6302-01-104-000 ELECTRIC - GF TECHNOLOGY CENTER	6,000.00	280.88	3,814.69	2,185.31	64	613.09	4,797.59
6302-01-110-000 ELECTRIC - HOPKINS PARK SENIOR CENT	25,000.00	0.00	0.00	25,000.00	0	0.00	492.75
6302-01-115-000 ELECTRIC - HOPKINS PARK	43,000.00	3,868.41	51,798.58	-8,798.58	120	7,088.97	55,782.39
6302-01-128-000 ELECTRIC - KELLY MILL	80,000.00	3,643.27	32,345.71	47,654.29	40	3,879.20	21,876.78
6302-01-130-000 ELECTRIC - KILLIAN PARK	40,000.00	1,946.31	27,342.86	12,657.14	68	4,667.46	34,517.51
6302-01-140-000 ELECTRIC - MEADOWLAKE PARK	50,000.00	3,702.87	37,419.31	12,580.69	75	6,049.78	46,639.85
6302-01-143-000 ELECTRIC - NEW CASTLE	15,000.00	319.06	3,718.87	11,281.13	25	589.84	2,274.35
6302-01-145-000 ELECTRIC - NORTH SPRINGS PARK	60,000.00	3,467.52	42,081.46	17,918.54	70	8,024.72	52,290.76
6302-01-152-000 ELECTRIC - PERRIN THOMAS COMMUNITY	20,000.00	280.47	12,080.97	7,919.03	60	2,400.08	16,082.75
6302-01-153-000 ELECTRIC - PINE GROVE COMMUNITY CEN	7,000.00	625.22	6,863.06	136.94	98	919.28	7,604.53
6302-01-155-000 ELECTRIC - POLO ROAD PARK	82,000.00	4,648.49	65,014.80	16,985.20	79	10,195.42	82,192.82
6302-01-159-000 ELECTRIC - RIDGEWOOD PARK	7,000.00	348.05	3,520.61	3,479.39	50	644.75	3,289.47
6302-01-162-000 ELECTRIC - SERENITY PARK	1,200.00	91.89	1,013.39	186.61	84	184.30	1,232.49
6302-01-168-000 ELECTRIC - STARLITE FLOODLIGHTING	400.00	22.23	245.33	154.67	61	44.62	300.70
6302-01-170-000 ELECTRIC - ST. ANDREWS PARK	65,000.00	4,473.28	61,404.40	3,595.60	94	7,752.99	69,381.20
6302-01-175-000 ELECTRIC - SUMMERHILL PARK	800.00	59.25	653.45	146.55	82	118.84	795.56

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RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE

FY 2016-2017

06/01/2017 TO 06/30/2017

	<u>BUDGETED</u>	<u>CURRENT</u> <u>PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING</u> <u>BALANCE</u>	<u>PCT</u> <u>USED</u>	<u>PRIOR YEAR</u> <u>PERIOD</u>	<u>PRIOR YEAR</u> <u>YEAR TO DATE</u>
6302-01-178-000 ELECTRIC - TECHNOLOGY CENTER	7,500.00	458.85	5,595.00	1,907.00	75	1,074.60	7,678.38
6302-01-180-000 ELECTRIC - TRENHOLM PARK	42,000.00	3,545.07	42,016.49	-16.49	100	5,914.21	42,549.96
6302-01-185-000 ELECTRIC - TRENHOLM POOL	11,000.00	928.20	7,255.11	3,744.89	66	2,293.91	13,151.43
6302-01-187-000 ELECTRIC - UPPER RICHLAND COMMUNITY	10,000.00	493.38	5,281.12	4,718.88	53	1,068.82	7,721.40
6302-01-300-000 ELECTRIC - RICHLAND COUNTY TENNIS C	10,500.00	565.73	7,904.35	2,595.65	75	1,243.00	11,201.68
6302-01-400-000 ELECTRIC - CAUGHMAN ROAD TENNIS CEN	10,000.00	556.73	6,595.17	3,404.83	66	1,051.47	7,464.57
6302-01-500-000 ELECTRIC - DUTCH FORK TENNIS CENTER	700.00	50.23	570.53	129.47	82	59.59	377.80
6304-01-005-000 TELEPHONE - ADMINSTRATIVE - MAIN O	51,000.00	4,737.72	53,752.93	-2,752.93	105	7,726.62	57,941.00
6304-01-007-000 TELEPHONE - ADULT ACTIVITY CENTER	6,000.00	482.08	5,266.05	733.95	88	936.16	5,638.16
6304-01-035-000 TELEPHONE - PROPERTY MANAGEMENT	19,500.00	1,833.69	14,753.33	4,746.67	76	2,749.26	16,356.62
6304-01-045-000 TELEPHONE - BALLENTINE PARK	2,500.00	197.58	2,175.50	324.50	87	390.90	2,086.20
6304-01-060-000 TELEPHONE - BLUFF ROAD PARK	3,500.00	255.12	3,324.08	-24.08	101	501.29	3,033.29
6304-01-065-000 TELEPHONE - BLYTHEWOOD PARK	2,000.00	221.89	1,758.74	241.26	88	344.74	2,053.01
6304-01-070-000 TELEPHONE - CAUGHMAN ROAD PARK	2,000.00	169.90	1,924.74	75.26	96	338.80	1,959.40
6304-01-074-000 TELEPHONE - CRANE CREEK	1,300.00	81.69	940.73	359.27	72	161.38	1,204.02
6304-01-074-003 TELEPHONE - CRANE CREEK GYM	5,400.00	506.51	5,768.12	-368.12	107	816.23	5,737.05
6304-01-080-000 TELEPHONE - CROSS ROAD PARK	1,900.00	198.45	2,095.95	-195.95	110	313.05	1,879.87
6304-01-082-000 TELEPHONE - DENNY TERRACE	6,000.00	448.26	5,126.14	873.86	85	712.50	6,454.19
6304-01-085-000 TELEPHONE - EASTOVER PARK	2,500.00	242.39	2,929.74	-429.74	117	480.72	2,885.15
6304-01-086-000 TELEPHONE - EASTOVER POOL	500.00	40.10	442.79	57.21	89	79.18	475.29
6304-01-090-000 TELEPHONE - FOREST LAKE PARK	1,750.00	160.18	1,325.35	424.65	76	252.68	1,371.73
6304-01-095-000 TELEPHONE - FRIARSGATE PARK	2,200.00	160.39	1,771.04	428.96	81	316.72	2,207.20
6304-01-100-000 TELEPHONE - GADSDEN PARK	2,500.00	236.82	2,603.97	-103.97	104	470.26	2,644.45
6304-01-103-000 TELEPHONE - GF ADULT ACTIVITY CENTE	3,000.00	279.98	3,071.13	-71.13	102	556.70	3,328.38
6304-01-104-000 TELEPHONE - GF TECHNOLOGY CENTER	2,300.00	226.72	2,365.00	-65.00	103	409.01	2,493.91
6304-01-110-000 TELEPHONE - HOPKINS PARK SENIOR CEN	2,300.00	159.85	1,749.22	550.78	76	313.05	2,259.94
6304-01-115-000 TELEPHONE - HOPKINS PARK	3,700.00	248.80	3,247.25	452.75	88	700.20	4,042.71
6304-01-128-000 TELEPHONE - KELLY MILL	1,800.00	39.24	348.81	1,451.19	19	0.00	0.00
6304-01-130-000 TELEPHONE - KILLIAN PARK	1,800.00	199.10	1,804.14	-4.14	100	318.54	1,861.14

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**RICHLAND COUNTY RECREATION COMMISSION**  
**RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE**  
06/01/2017 TO 06/30/2017

	<u>BUDGETED</u>	<u>CURRENT</u> <u>PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING</u> <u>BALANCE</u>	<u>PCT</u> <u>USED</u>	<u>PRIOR YEAR</u> <u>PERIOD</u>	<u>PRIOR YEAR</u> <u>YEAR TO DATE</u>
6304-01-140-000 TELEPHONE - MEADOWLAKE PARK	2,200.00	199.09	2,192.08	7.92	100	395.18	2,410.79
6304-01-143-000 TELEPHONE - NEW CASTLE	2,000.00	158.55	1,642.06	357.94	82	483.05	2,040.15
6304-01-145-000 TELEPHONE - NORTH SPRINGS PARK	2,100.00	213.84	2,353.84	-253.84	112	424.63	2,539.21
6304-01-147-000 TELEPHONE - NORTH SPRINGS COM CTR	1,800.00	119.10	1,320.49	479.51	73	235.20	1,413.94
6304-01-152-000 TELEPHONE - PERRIN THOMAS	2,000.00	158.77	1,747.05	252.95	87	313.26	1,872.32
6304-01-153-000 TELEPHONE - PINE GROVE COMMUNITY CE	2,200.00	239.73	2,618.65	-418.65	119	469.30	2,556.16
6304-01-155-000 TELEPHONE - POLO ROAD PARK	1,800.00	199.10	1,862.14	-62.14	103	329.54	1,826.59
6304-01-159-000 TELEPHONE - RIDGEWOOD PARK	2,000.00	165.07	1,847.28	152.72	92	319.47	1,880.86
6304-01-170-000 TELEPHONE - ST. ANDREWS PARK	4,100.00	288.50	3,185.11	914.89	78	584.14	3,798.84
6304-01-171-000 TELEPHONE - ST. ANDREWS POOL	800.00	90.00	990.00	-190.00	124	180.00	1,080.00
6304-01-178-000 TELEPHONE - TECHNOLOGY CENTER	5,000.00	373.32	4,120.20	879.80	82	732.66	4,397.16
6304-01-180-000 TELEPHONE - TRENHOLM PARK	2,600.00	278.96	3,073.44	-473.44	118	552.46	3,051.64
6304-01-187-000 TELEPHONE - UPPER RICHLAND COMMUNIT	3,000.00	198.25	2,182.41	817.59	73	392.53	2,503.48
6304-01-300-000 TELEPHONE - RICHLAND COUNTY TENNIS	3,000.00	249.41	2,746.78	253.22	92	289.74	2,983.37
6304-01-400-000 TELEPHONE - CAUGHMAN ROAD TENNIS CE	1,000.00	118.63	1,521.33	-521.33	152	237.22	1,150.50
6306-01-005-000 WATER - ADMINISITRATIVE - MAIN OFFIC	9,000.00	533.83	6,274.55	2,725.45	70	764.52	9,647.32
6306-01-007-000 WATER - ADULT ACTIVITY CENTER	4,000.00	135.24	1,760.84	2,239.16	44	268.41	3,951.06
6306-01-045-000 WATER - BALLENTINE PARK	750.00	73.53	813.42	-63.42	108	54.38	799.17
6306-01-060-000 WATER - BLUFF ROAD PARK	6,000.00	846.84	6,525.38	-525.38	109	1,150.25	5,956.84
6306-01-065-000 WATER - BLYTHEWOOD PARK	4,500.00	228.33	2,462.89	2,037.11	55	296.07	4,251.20
6306-01-070-000 WATER - CAUGHMAN ROAD PARK	11,500.00	1,600.45	16,479.32	-4,979.32	143	4,590.98	16,591.12
6306-01-074-003 WATER - CRANE CREEK GYM	5,000.00	620.67	5,966.79	-966.79	119	1,026.86	5,867.08
6306-01-075-000 WATER - CRANE FOREST PARK	600.00	101.10	606.60	-6.60	101	101.10	604.60
6306-01-082-000 WATER - DENNY TERRACE	5,000.00	0.00	1,381.00	3,619.00	28	950.93	4,953.42
6306-01-085-000 WATER - EASTOVER PARK	7,500.00	914.17	4,088.11	3,411.89	55	768.77	3,837.51
6306-01-090-000 WATER - FOREST LAKE PARK	2,000.00	117.17	1,974.16	25.84	99	510.81	2,340.82
6306-01-095-000 WATER - FRIARGATE PARK	1,600.00	238.16	2,174.81	-574.81	136	690.52	2,502.97
6306-01-100-000 WATER - GADSDEN PARK	2,000.00	0.00	0.00	2,000.00	0	0.00	0.00
6306-01-102-000 WATER - GARNERS FERRY SPORTS COMPLE	6,000.00	103.09	6,122.62	-122.62	102	1,196.05	6,667.08

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RICHLAND COUNTY RECREATION COMMISSION  
RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE

FY 2016-2017

06/01/2017 TO 06/30/2017

	BUDGETED	CURRENT PERIOD	YEAR-TO-DATE	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR YEAR TO DATE
6306-01-103-000 WATER - GF ADULT ACTIVITY CENTER	3,000.00	532.16	3,186.60	-186.60	106	528.98	2,926.77
6306-01-104-000 WATER - GF TECHNOLOGY CENTER	600.00	108.99	652.64	-52.64	109	108.34	599.47
6306-01-115-000 WATER - HOPKINS PARK	500.00	277.58	505.60	-5.60	101	20.00	240.00
6306-01-120-000 WATER - HOPKINS POOL	1,000.00	0.00	0.00	1,000.00	0	0.00	0.00
6306-01-128-000 WATER - KELLY MILL	10,000.00	105.60	770.85	9,229.15	8	73.05	7,322.30
6306-01-130-000 WATER - KILLIAN PARK	1,300.00	147.30	1,864.35	-564.35	143	266.55	1,418.85
6306-01-140-000 WATER - MEADOWLAKE PARK	5,500.00	407.08	5,385.11	114.89	98	513.34	5,976.37
6306-01-143-000 WATER - NEW CASTLE	3,000.00	2,624.06	6,614.60	-3,614.60	220	595.52	6,904.84
6306-01-145-000 WATER - NORTH SPRINGS PARK	10,000.00	3,659.76	27,658.44	-17,658.44	277	4,188.64	20,461.39
6306-01-147-000 WATER - NORTH SPRINGS COMM CTR	3,000.00	0.00	0.00	3,000.00	0	0.00	0.00
6306-01-152-000 WATER - PERRIN THOMAS	2,000.00	895.16	6,486.85	-4,486.85	324	1,133.46	8,674.07
6306-01-153-000 WATER - PINE GROVE COMMUNITY CENTER	1,600.00	-239.27	453.53	1,146.47	28	97.33	1,285.13
6306-01-155-000 WATER - POLO ROAD PARK	8,000.00	622.59	3,934.70	4,065.30	49	505.42	8,399.12
6306-01-159-000 WATER - RIDGEWOOD PARK	1,500.00	91.16	4,218.39	-2,718.39	281	1,692.25	2,924.21
6306-01-170-000 WATER - ST. ANDREWS PARK	8,000.00	644.48	7,839.96	160.04	98	1,154.91	9,250.39
6306-01-178-000 WATER - TECHNOLOGY CENTER	600.00	41.23	510.08	89.92	85	41.23	508.08
6306-01-180-000 WATER - TRENHOLM PARK	7,000.00	758.33	12,466.49	-5,466.49	178	1,539.50	7,198.14
6306-01-187-000 WATER - UPPER RICHLAND COMMUNITY CE	600.00	90.12	602.00	-2.00	100	82.46	492.76
6306-01-300-000 WATER - RICHLAND COUNTY TENNIS CENT	1,500.00	67.38	1,356.25	143.75	90	143.98	1,246.61
6306-01-400-000 WATER - CAUGHMAN ROAD TENNIS CENTER	700.00	0.00	0.00	700.00	0	0.00	198.93
6308-01-005-000 SEWER - MAIN OFFICE	900.00	56.94	626.34	273.66	70	113.88	720.66
6308-01-007-000 SEWER - ADULT ACTIVITY CENTER	700.00	60.62	606.20	93.80	87	121.24	727.44
6308-01-045-000 SEWER - BALLENTINE PARK	1,800.00	0.00	1,603.44	196.56	89	0.00	1,603.44
6308-01-095-000 SEWER - FRIARSGATE PARK	2,400.00	287.90	3,166.90	-766.90	132	287.90	2,810.93
6308-01-128-000 SEWER - KELLY MILL	1,600.00	0.00	0.00	1,600.00	0	0.00	0.00
6308-01-143-000 SEWER - NEW CASTLE	2,400.00	37.38	411.18	1,988.82	17	74.76	411.18
6308-01-145-000 SEWER - NORTH SPRINGS PARK	800.00	80.41	524.62	275.38	66	91.80	1,053.66
6308-01-147-000 SEWER - NORTH SPRINGS CC	1,300.00	0.00	0.00	1,300.00	0	0.00	0.00
6308-01-152-000 SEWER - PERRIN THOMAS	1,100.00	0.00	0.00	1,100.00	0	0.00	0.00

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**RICHLAND COUNTY RECREATION COMMISSION**  
**RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE**  
 06/01/2017 TO 06/30/2017

	BUDGETED	CURRENT PERIOD	YEAR-TO-DATE	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR YEAR TO DATE
6308-01-159-000 SEWER - RIDGEWOOD	1,100.00	0.00	0.00	1,100.00	0	0.00	0.00
6308-01-170-000 SEWER - ST. ANDREWS PARK	15,000.00	1,178.87	14,146.44	853.56	94	1,178.87	14,146.44
6308-01-180-000 SEWER - TRENHOLM	2,200.00	245.50	2,200.50	-0.50	100	391.00	2,346.00
6310-01-000-000 PRINTING AND PUBLICITY	27,500.00	4,071.24	13,625.86	13,874.14	50	141.78	20,668.19
6315-01-000-000 ADVERTISEMENTS	4,000.00	0.00	1,062.42	2,937.58	27	0.00	999.33
6320-01-000-000 INSURANCE	208,552.00	-906.76	202,995.35	5,556.65	97	0.00	185,808.77
6330-01-000-000 CONFERENCES & MEMBERSHIPS	37,204.00	600.00	9,244.33	27,959.67	25	3,079.79	44,032.53
6335-01-000-000 ON LINE REGISTRATION	2,000.00	0.00	650.00	1,350.00	33	115.00	615.00
6340-01-000-000 BOARD TRAINING AND EXPENSES	12,000.00	1,677.40	4,526.32	7,473.68	38	240.88	7,770.79
6347-01-000-000 AUTOMOBILE LEASE PURCHASE	172,000.00	0.00	170,727.98	1,272.02	99	0.00	170,727.99
6350-01-000-000 AUDIT AND CONSULTING FEES	20,000.00	0.00	17,448.00	2,552.00	87	0.00	15,578.00
6351-01-000-000 FINANCE SOFTWARE LEASE FEES	16,000.00	3,290.76	8,207.22	7,792.78	51	0.00	15,881.86
6353-01-000-000 PLANNING AND NEEDS ASSESSMENT	0.00	0.00	1,056.00	-1,056.00	0	0.00	98,245.27
6360-01-000-000 LEGAL FEES	20,000.00	-2,012.50	81,733.86	-61,733.86	409	18,038.00	99,391.33
6364-01-000-000 PAYROLL PROCESSING CHARGES	40,000.00	5,095.34	46,057.18	-6,057.18	115	2,742.89	23,662.50
6370-01-000-000 TRASH SERVICE	40,500.00	3,020.49	42,467.94	-1,967.94	105	2,808.49	29,855.97
6372-01-000-000 SECURITY MONITORING	26,700.00	1,982.99	15,019.71	11,680.29	56	1,959.95	13,507.80
6374-01-000-000 RANGER SECURITY	1,000.00	0.00	80.00	920.00	8	130.00	130.00
6375-01-000-000 RECORDS RETENTION	7,625.00	373.77	3,912.90	3,712.10	51	626.51	4,426.66
6380-01-000-000 BANK CHARGES	13,000.00	-57.41	14,856.98	-1,856.98	114	1,103.48	10,249.38
6383-01-000-000 OCCUPATIONAL HEALTH	7,630.00	0.00	4,935.94	2,694.06	65	125.84	10,012.55
6385-01-000-000 EMPLOYEE BACKGROUND INVESTIGATION	6,475.00	1,757.50	6,880.00	-405.00	106	1,584.00	5,111.50
6390-01-000-000 JUMPS #1 HOPKINS PARK	129,695.00	0.00	79,997.50	49,697.50	62	0.00	119,800.00
6400-01-005-000 SUPPLIES - ADMINISTRATIVE - MAIN OF	28,700.00	1,768.22	10,494.86	18,205.14	37	3,117.97	17,699.63
6400-01-006-000 SUPPLIES - ARTS AND ADAPTED	2,825.00	185.56	1,878.00	947.00	66	155.80	2,939.15
6400-01-007-000 SUPPLIES - ADULT ACTIVITY CENTER	5,000.00	0.00	1,248.24	3,751.76	25	478.29	2,960.61
6400-01-008-000 SUPPLIES - CAMP SUNSHINE	6,600.00	593.39	3,683.79	2,916.21	56	688.71	2,798.69
6400-01-015-000 SUPPLIES - DAY CAMPS	5,890.00	6,052.62	6,900.63	-1,010.63	117	10,998.40	11,973.15
6400-01-020-000 SUPPLIES - AFTER SCHOOL CAMP	5,813.00	1,900.80	4,241.03	1,571.97	73	356.13	6,465.75

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**RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE**  
06/01/2017 TO 06/30/2017

FY 2016-2017

	BUDGETED	CURRENT PERIOD	YEAR-TO-DATE	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR YEAR TO DATE
6400-01-030-000 SUPPLIES - PLAYGROUND	1,600.00	0.00	1,396.00	204.00	87	2,275.00	8,316.74
6400-01-033-000 SUPPLIES - ATHLETIC PROGRAMS	8,000.00	0.00	129.47	7,870.53	2	1,019.32	2,149.70
6400-01-045-000 SUPPLIES - BALLENTINE PARK	700.00	170.64	655.85	44.15	94	116.76	430.71
6400-01-060-000 SUPPLIES - BLUFF ROAD PARK	750.00	173.75	278.40	471.60	37	113.76	336.83
6400-01-065-000 SUPPLIES - BLYTHEWOOD PARK	950.00	635.86	888.43	61.57	94	139.72	671.13
6400-01-070-000 SUPPLIES - CAUGHMAN ROAD PARK	950.00	238.03	651.61	298.39	69	113.76	680.95
6400-01-074-003 SUPPLIES - CRANE CREEK GYM	950.00	173.75	334.71	615.29	35	113.76	330.08
6400-01-080-000 SUPPLIES - CROSS ROAD PARK	750.00	170.64	258.58	491.42	34	0.00	214.65
6400-01-084-000 SUPPLIES - DENNY TERRACE GYM	950.00	173.75	513.86	436.14	54	0.00	318.76
6400-01-085-000 SUPPLIES - EASTOVER PARK	950.00	173.75	526.79	423.21	55	215.70	102.72
6400-01-086-000 SUPPLIES - EASTOVER POOL	11,125.00	3,375.00	11,775.00	-650.00	106	1,813.50	10,843.50
6400-01-090-000 SUPPLIES - FOREST LAKE PARK	950.00	173.75	690.28	259.72	73	305.71	909.37
6400-01-095-000 SUPPLIES - FRIARSGATE PARK	950.00	173.75	298.29	651.71	31	113.76	701.98
6400-01-100-000 SUPPLIES - GADSDEN PARK	950.00	45.60	898.71	51.29	95	388.16	718.89
6400-01-103-000 SUPPLIES - GF ADULT ACTIVITY CENTER	4,000.00	405.56	984.23	3,015.77	25	233.05	2,322.77
6400-01-104-000 SUPPLIES - GF TECHNOLOGY CENTER	1,500.00	0.00	0.00	1,500.00	0	100.60	150.01
6400-01-110-000 SUPPLIES - HOPKINS PARK SENIOR CENT	750.00	170.64	375.84	374.16	50	68.94	522.12
6400-01-115-000 SUPPLIES - HOPKINS PARK	950.00	173.75	482.43	467.57	51	264.16	239.79
6400-01-120-000 SUPPLIES - HOPKINS POOL	9,000.00	2,864.51	10,489.51	-1,489.51	117	1,473.50	9,303.50
6400-01-128-000 SUPPLIES - KELLY MILL	1,000.00	130.81	130.81	869.19	13	798.86	178.86
6400-01-130-000 SUPPLIES - KILLIAN PARK	950.00	173.75	559.67	390.33	59	113.76	313.48
6400-01-140-000 SUPPLIES - MEADOWLAKE PARK	950.00	246.93	329.48	620.52	35	113.76	378.16
6400-01-143-000 SUPPLIES - NEW CASTLE	750.00	170.64	438.64	311.36	58	76.50	372.29
6400-01-145-000 SUPPLIES - NORTH SPRINGS PARK	950.00	173.75	-23.35	973.35	-2	113.76	241.68
6400-01-147-000 SUPPLIES - NORTH SPRINGS COMM CTR	750.00	290.52	469.62	280.38	63	151.27	708.82
6400-01-152-000 SUPPLIES - PERRIN THOMAS	750.00	170.64	376.38	373.62	50	59.00	210.50
6400-01-153-000 SUPPLIES - PINE GROVE COMMUNITY CEN	750.00	300.64	602.65	147.35	80	52.89	333.58
6400-01-155-000 SUPPLIES - POLO ROAD PARK	950.00	173.75	438.45	511.55	46	333.38	640.78
6400-01-159-000 SUPPLIES - RIDGEWOOD	750.00	170.64	703.64	46.36	94	150.89	454.68

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**06/01/2017 TO 06/30/2017**

	BUDGETED	CURRENT PERIOD	YEAR-TO-DATE	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR YEAR TO DATE
6400-01-167-000 SUPPLIES - SENIOR PROGRAMS	7,000.00	724.46	1,892.56	5,107.44	27	216.85	3,221.18
6400-01-170-000 SUPPLIES - ST. ANDREWS PARK	950.00	173.75	331.61	618.39	35	113.76	278.32
6400-01-171-000 SUPPLIES - ST. ANDREWS POOL	11,200.00	3,663.87	12,318.67	-1,118.67	110	1,876.88	10,911.20
6400-01-178-000 SUPPLIES - TECHNOLOGY CENTER	1,500.00	195.13	418.45	1,081.55	28	192.64	927.06
6400-01-180-000 SUPPLIES - TRENHOLM PARK	950.00	173.75	354.29	595.71	37	187.00	293.18
6400-01-185-000 SUPPLIES - TRENHOLM POOL	11,200.00	3,450.00	11,975.00	-775.00	107	1,876.69	11,021.69
6400-01-187-000 SUPPLIES - UPPER RICHLAND COMMUNITY	950.00	170.64	436.90	513.10	46	75.50	370.63
6401-01-000-000 POSTAGE	6,000.00	1,399.50	6,099.82	-99.82	102	447.00	6,287.24
6402-01-000-000 COMPUTER SOFTWARE / SUPPLIES	40,750.00	2,502.64	18,266.54	22,483.46	45	3,618.10	28,725.91
6410-01-000-000 CHALLENGER FOOTBALL	0.00	0.00	2,380.40	-2,380.40	0	0.00	4,703.67
6411-01-000-000 GRANT GARDENING	0.00	0.00	573.27	-573.27	0	148.84	713.29
6451-01-000-000 FINANCE SOFTWARE MAINT FEES	0.00	15,900.00	15,900.00	-15,900.00	0	0.00	0.00
6458-01-000-000 SUPPLIES - SPECIAL ACTIVITIES	30,375.00	1,534.17	18,517.25	11,857.75	61	3,731.92	24,525.03
6460-01-000-000 SHIRTS FOR CENTER STAFF	3,000.00	114.48	174.96	2,825.04	6	247.82	2,797.88
6460-01-000-001 UNIFORMS - SAFETY & SECURITY	1,000.00	0.00	0.00	1,000.00	0	0.00	349.16
6460-01-035-000 UNIFORMS - PROPERTY MANAGEMENT	4,500.00	38.88	2,802.81	1,697.19	62	384.48	29,072.11
6465-01-005-000 AWARDS & RECOGNITION	6,800.00	49.17	744.90	6,055.10	11	1,371.63	5,542.77
6470-01-000-000 SAFETY AND TRAINING	20,000.00	487.78	9,474.92	10,525.08	47	1,452.96	12,502.74
6600-01-000-000 COST OF INVENTORY	0.00	23,017.50	0.00	0.00	0	-18,859.25	-17,016.37
6600-01-128-000 COST OF INVENTORY KM CONCESSIONS	0.00	1,770.97	-1,850.01	1,850.01	0	2,398.05	-1,165.76
6650-01-035-000 PROP MNGT - CONSTRUCTION	75,000.00	15,312.62	40,845.30	34,154.70	54	8,527.51	60,652.09
6660-01-035-000 PROP MNGT - VEHICLES	200,000.00	13,523.02	95,491.77	104,508.23	48	23,164.69	126,652.31
6661-01-035-000 PROP MNGT - MILEAGE REIMBURSEMENTS	3,000.00	563.16	4,247.08	-1,247.08	142	258.92	3,223.42
6664-01-035-000 PROP MNGT - TURF	55,000.00	6,729.65	31,042.25	23,957.75	56	3,776.88	45,949.76
6665-01-035-000 PROP MNGT - GROUNDS	120,000.00	15,923.81	30,384.45	89,615.55	25	7,705.41	77,176.71
6670-01-035-000 PROP MNGT - PROGRAM	60,000.00	5,191.29	35,177.34	24,822.66	59	-11,552.05	24,974.00
6675-01-035-000 PROP MNGT - BUILDINGS	105,000.00	12,970.36	63,455.31	41,544.69	60	23,793.26	105,152.24
6680-01-035-000 FACILITIES - JANITORIAL	90,000.00	9,485.70	69,909.71	20,090.29	78	10,619.97	75,133.21
6700-01-005-000 REPAIR & REP - ADMIN - MAIN OFFICE	0.00	1,726.77	21,302.13	-21,302.13	0	2,063.43	23,368.25

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**RICHLAND COUNTY RECREATION COMMISSION**  
**RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE**

FY 2016-2017

06/01/2017 TO 06/30/2017

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>	<u>PRIOR YEAR PERIOD</u>	<u>PRIOR YEAR YEAR TO DATE</u>
6700-01-035-000 REPAIR & REPLACEMENT - PROPERTY MAN	125,000.00	52,843.28	73,641.12	51,358.88	59	79,474.86	298,266.15
6709-01-000-000 NEW EQUIPMENT - PROGRAM	6,600.00	0.00	0.00	6,600.00	0	0.00	0.00
6710-01-005-000 NEW EQUIPMENT - ADMIN - MAIN OFFICE	9,170.00	0.00	821.79	8,348.21	9	0.00	16,294.70
6710-01-035-000 NEW EQUIPMENT - PROPERTY MANAGEMEN	75,000.00	3,075.68	11,007.92	63,992.08	15	0.00	120,489.66
6711-01-035-000 NEW EQUIPMENT - CONSTRUCTION	64,000.00	0.00	0.00	64,000.00	0	0.00	313.20
6712-01-035-000 NEW EQUIPMENT - CUSTODIAL	5,000.00	3,191.40	3,191.40	1,808.60	64	0.00	212.43
6713-01-035-000 NEW EQUIPMENT - FACILITY REPAIR	25,000.00	0.00	1,990.91	23,009.09	8	0.00	322.84
6800-01-000-000 PARK IMPROVEMENTS	200,000.00	10,102.36	11,352.50	188,647.50	6	0.00	-1,413.89
7640-01-128-000 SALES TAX KELLY MILL CONCESSIONS	0.00	464.76	3,737.71	-3,737.71	0	478.10	1,528.20
7700-01-006-000 OPERATIONAL COSTS - ARTS	0.00	18.00	971.10	-971.10	0	20.25	309.50
7700-01-007-000 OPERATIONAL COSTS - ADULT ACTIVITY	0.00	9,667.76	70,038.81	-70,038.81	0	6,236.11	57,367.06
7700-01-008-000 OPERATIONAL COSTS - CAMP SUNSHINE	0.00	294.84	24,785.51	-24,785.51	0	0.00	25,652.00
7700-01-013-000 OPERATIONAL COST - ATH LEAGUE FEES	0.00	275.40	275.40	-275.40	0	0.00	0.00
7700-01-013-005 EXPENSES COLUMBIA UNITED	0.00	0.00	1,620.00	-1,620.00	0	0.00	1,620.00
7700-01-015-000 OPERATIONAL COSTS - DAY CAMP	0.00	3,349.00	3,349.00	-3,349.00	0	408.93	733.81
7700-01-020-000 OPERATIONAL COSTS - AFTER SCHOOL CA	0.00	1,854.85	1,994.85	-1,994.85	0	0.00	0.00
7700-01-020-001 OPERATIONAL COSTS - GRANTS PROGRAMM	0.00	4,935.06	7,019.63	-7,019.63	0	0.00	0.00
7700-01-030-000 OPERATIONAL COSTS - PLAYGROUND	0.00	0.00	80.00	-80.00	0	0.00	210.00
7700-01-031-000 OPERATIONAL COSTS - BASKETBALL	0.00	0.00	2,933.84	-2,933.84	0	385.00	3,106.00
7700-01-032-000 OPERATIONAL COSTS - SOFTBALL	0.00	672.39	5,861.58	-5,861.58	0	752.46	9,839.49
7700-01-032-001 OPERATIONAL COSTS - SOFTBALL TOURNA	0.00	0.00	2,710.50	-2,710.50	0	1,110.50	6,040.50
7700-01-033-000 OPERATIONAL COSTS - ATHLETIC PROGRA	0.00	303.18	790.47	-790.47	0	3,128.23	7,924.83
7700-01-033-001 OPERATIONAL COSTS - ATHLETIC SPONSO	0.00	0.00	123.51	-123.51	0	0.00	762.45
7700-01-033-002 OPERATIONAL COSTS - YOUTH BASKETBAL	0.00	12,523.26	54,849.72	-54,849.72	0	15,151.40	65,156.46
7700-01-033-003 OPERATIONAL COSTS - FLAG FOOTBALL	0.00	2,402.61	5,483.22	-5,483.22	0	1,682.90	5,563.95
7700-01-033-005 OPERATIONAL COSTS - KICKBALL	0.00	400.00	4,109.20	-4,109.20	0	574.48	3,445.65
7700-01-033-006 OPERATIONAL COSTS - T-BALL	0.00	0.00	2,605.29	-2,605.29	0	440.59	3,081.62
7700-01-033-007 OPERATIONAL COSTS - SHINKICKERS SOC	0.00	333.54	9,278.96	-9,278.96	0	977.68	12,465.09
7700-01-045-000 OPERATIONAL COSTS - BALLENTINE PARK	0.00	192.75	2,200.18	-2,200.18	0	395.25	2,485.75

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	<u>BUDGETED</u>	<u>CURRENT</u> <u>PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING</u> <u>BALANCE</u>	<u>PCT</u> <u>USED</u>	<u>PRIOR YEAR</u> <u>PERIOD</u>	<u>PRIOR YEAR</u> <u>YEAR TO DATE</u>
7700-01-060-000 OPERATIONAL COSTS - BLUFF ROAD PARK	0.00	363.75	5,188.36	-5,188.36	0	455.70	4,869.88
7700-01-065-000 OPERATIONAL COSTS - BLYTHEWOOD PARK	0.00	2,534.38	20,116.63	-20,116.63	0	2,807.83	20,294.22
7700-01-070-000 OPERATIONAL COSTS - CAUGHMAN ROAD P	0.00	1,823.25	10,440.07	-10,440.07	0	1,734.29	10,391.61
7700-01-074-003 OPERATIONAL COSTS - CRANE CREEK GYM	0.00	700.00	3,726.81	-3,726.81	0	1,290.94	2,060.44
7700-01-080-000 OPERATIONAL COSTS - CROSS ROADS CC	0.00	0.00	570.00	-570.00	0	0.00	36.00
7700-01-080-001 OPERATIONAL EXPENSES - CR REC CMTEE	0.00	0.00	150.00	-150.00	0	0.00	0.00
7700-01-082-000 OPERATIONAL COSTS - DENNY TERRACE	0.00	0.00	2,460.55	-2,460.55	0	0.00	0.00
7700-01-084-000 OPERATIONAL COSTS - DENNY TERRACE G	0.00	171.50	2,570.25	-2,570.25	0	258.75	978.62
7700-01-086-000 OPERATIONAL COSTS - EASTOVER POOL	0.00	0.00	66.81	-66.81	0	65.90	74.12
7700-01-090-000 OPERATIONAL COSTS - FOREST LAKE PARK	0.00	810.00	4,669.83	-4,669.83	0	892.50	4,180.62
7700-01-095-000 OPERATIONAL COSTS - FRIARSGATE PARK	0.00	407.25	3,978.75	-3,978.75	0	1,020.00	10,655.34
7700-01-100-000 OPERATIONAL COSTS - GADSDEN	0.00	443.64	1,892.98	-1,892.98	0	180.75	1,144.25
7700-01-100-002 OPERATIONAL COSTS - GADSDEN DON	0.00	0.00	860.58	-860.58	0	0.00	0.00
7700-01-103-000 OPERATIONAL COSTS - GF ADULT ACTIVI	0.00	1,316.89	9,088.36	-9,088.36	0	1,708.75	14,830.60
7700-01-110-000 OPERATIONAL COSTS - HP SENIOR CENTE	0.00	72.00	1,184.00	-1,184.00	0	999.60	3,060.60
7700-01-115-000 OPERATIONAL COSTS - HOPKINS PARK	0.00	0.00	363.53	-363.53	0	231.59	2,734.59
7700-01-120-000 OPERATIONAL COSTS - HOPKINS POOL	0.00	0.00	52.33	-52.33	0	51.24	74.00
7700-01-128-000 OPERATIONAL COSTS - KELLY MILL	0.00	0.00	107.57	-107.57	0	72.24	122.24
7700-01-128-001 SELF-SUSTAINING - KELLY MILL CONCES	0.00	4,841.40	27,737.63	-27,737.63	0	-3,482.15	9,520.89
7700-01-130-000 OPERATIONAL COSTS - KILLIAN PARK	0.00	380.25	2,566.75	-2,566.75	0	1,298.98	7,534.48
7700-01-140-000 OPERATIONAL COSTS - MEADOWLAKE PARK	0.00	1,292.42	7,126.67	-7,126.67	0	1,404.00	5,573.97
7700-01-143-000 OPERATIONAL COSTS - NEW CASTLE	0.00	321.75	1,031.25	-1,031.25	0	330.82	785.72
7700-01-145-000 OPERATIONAL COSTS - NORTH SPRINGS P	0.00	4,413.87	27,308.16	-27,308.16	0	5,510.75	29,122.62
7700-01-147-000 OPERATIONAL COSTS - NS COMM CTR	0.00	0.00	1,532.00	-1,532.00	0	58.50	1,359.15
7700-01-152-000 OPERATIONAL COSTS - PERRIN THOMAS	0.00	0.00	90.00	-90.00	0	0.00	126.00
7700-01-152-001 OPERATIONAL COSTS - PTHOMAS PARKING	0.00	0.00	9,559.65	-9,559.65	0	198.00	5,043.89
7700-01-153-000 OPERATIONAL COSTS - PINE GROVE	0.00	427.50	1,532.25	-1,532.25	0	90.00	1,176.00
7700-01-153-001 OPERATIONAL COSTS - PINE GR REC COM	0.00	0.00	402.75	-402.75	0	0.00	174.20
7700-01-155-000 OPERATIONAL COSTS - POLO ROAD PARK	0.00	4,281.64	22,092.50	-22,092.50	0	4,337.31	22,667.06

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**B**

RICHLAND COUNTY RECREATION COMMISSION  
RC BUDGET TO ACTUAL COMPARED TO PRIOR YEAR JUNE  
06/01/2017 TO 06/30/2017

FY 2016-2017

	BUDGETED	CURRENT PERIOD	YEAR-TO-DATE	REMAINING BALANCE	PCT USED	PRIOR YEAR PERIOD	PRIOR YEAR YEAR TO DATE
7700-01-159-000 OPERATIONAL COSTS - RIDGEWOOD	0.00	45.00	294.75	-294.75	0	56.25	127.50
7700-01-170-000 OPERATIONAL COSTS - ST. ANDREWS PAR	0.00	1,245.00	9,819.24	-9,819.24	0	1,178.18	5,668.68
7700-01-171-000 OPERATIONAL COSTS - ST. ANDREWS POO	0.00	-12,244.00	-2,459.57	2,459.57	0	5,967.07	5,892.07
7700-01-180-000 OPERATIONAL COSTS - TRENHOLM PARK	0.00	4,902.75	18,445.87	-18,445.87	0	5,137.00	16,871.84
7700-01-185-000 OPERATIONAL COSTS - TRENHOLM POOL	0.00	0.00	208.62	-208.62	0	168.14	300.88
7700-01-187-000 OPERATIONAL COSTS - UPPER RICHLAND	0.00	162.00	666.00	-666.00	0	24.72	396.80
7700-01-300-000 OPERATIONAL COSTS - RCTC	0.00	103.23	2,708.13	-2,708.13	0	2,779.97	14,837.62
7700-01-300-155 OPERATIONAL COSTS - TENNIS LESSONS	0.00	0.00	306.00	-306.00	0	135.00	1,860.53
7900-01-000-001 GOODWILL PARTNERSHIP EXPENSES	0.00	0.00	-9,000.00	9,000.00	0	0.00	0.00
7906-01-000-000 USE TAX	2,500.00	55.89	1,472.09	1,027.91	59	16.29	2,329.10
7915-01-000-000 FOUNDATION SERVICES	15,000.00	69.60	7,580.77	7,419.23	51	2,575.24	7,589.07
TOTAL EXPENDITURE	15,070,125.00	1,277,095.51	12,836,581.14	2,233,543.86	85	1,719,023.94	14,420,738.71
DEFICIENCY OF REVENUE BEFORE TRANSFERS	-1,600,000.00	-956,931.84	2,550,302.04		-159	-1,280,439.41	387,549.62
DEFICIENCY OF REVENUE AFTER TRANSFERS	-1,600,000.00	-956,931.84	2,550,302.04		-159	-1,280,439.41	387,549.62

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## IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.



## **Employment of Relatives (Nepotism)**

**(Draft for review pursuant to Board motion of May 15, 2017)**

Human Resources  
Policy No. 070  
2015

Review Date: July 17, 2017  
Last Revised: March 21, 2016

### Policy Statement

Relatives, Household or Close Family members of current Richland County Recreation Commission employees may not be hired, promoted or reassigned to a position in which the current Richland County Recreation Commission employee directly supervises or manages or as otherwise set forth in this policy. This policy is adopted to prevent the appearance of favoritism by a supervisor and to prevent potential safety, security and employee morale issues.

### **1. Definition of Relative, Household or Close Family Member:**

A relative, Household or Close Family member is an individual who is a spouse, parent, brother or sister (and their spouse or children), child (and their spouse), mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild, first cousin, or step-parents or step-children of a current Richland County Recreation Commission employee. Additionally, unrelated associates residing together or otherwise engaged in an apparently romantic relationship (such as a domestic partner, co-habitant or significant other) are treated as being Close Family members for purposes of this policy.



## **2. Marriage/Household or Close Family Members**

If employees marry, become Household or Close Family members after employment and a conflict of interest or a management problem of supervision, safety, security or morale result (determined at the sole discretion of the Richland County Recreation Commission) or, if a reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If resolution is not possible, the Richland County Recreation Commission may require one or both of the employees to transfer or resign.

## **3. South Carolina Ethics Act:**

The Richland County Recreation Commission complies with all aspects of the South Carolina Ethics Act as it relates to employment of relatives in Section 8-13-750, and any other applicable Sections. See attached Addendum A.

## **4. Executive level positions:**

Employees holding positions on the Executive Level which in effect have managerial responsibility over the entire agency may not have relatives employed with the Richland County Recreation Commission (i.e. Executive Director and Chief of Staff). Division Heads have managerial responsibility over an entire division and may not have family members, as defined in section 1 of this policy, working within their division. No Richland County Recreation Commission employee may directly supervise or manage any Household or Close Family Member as defined in Section 2.

## **5. Human Resources and Finance Division Staff:**

Due to the nature of work performed within the Human Resources and Finance Divisions, no Household or Close Family members, as defined in section 1 of this policy, may be hired when a Household or Close Family Member is assigned to those divisions.

## **6. Nepotism Policy Checklist:**

All full-time and part-time employees hired by the Richland County Recreation Commission, will complete a Nepotism Checklist form. See attached Addendum B. The form must be approved by the Division Head of Human Resources and the Chief of Staff verifying that no Nepotism violations exist prior to employment. Newly appointed Board Commissioners must also complete form.

**7. Additional information**

Additional information regarding the State Ethics Act including how to file a claim can be obtained online at [Ethics.sc.gov](http://Ethics.sc.gov)

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: July 17, 2017  
(Date Approved)

APPROVED: \_\_\_\_\_  
Thomas Clark, Chair

DRAFT



## **Employment of Relatives – Addendum A**

### **1. South Carolina Ethics Act – January 1, 1992. SECTION 8-13-700**

(A) No public official, public member, or public employee may knowingly use his official office, membership, or employment to obtain an economic interest for himself, a family member, an individual with whom he is associated, or a business with which he is associated. This prohibition does not extend to the incidental use of public materials, personnel, or equipment, subject to or available for a public official's, public member's, or public employee's use that does not result in additional public expense.

(B) No public official, public member, or public employee may make, participate in making, or in any way attempt to use his office, membership, or employment to influence a governmental decision in which he, a family member, an individual with whom he is associated, or a business with which he is associated has an economic interest. A public official, public member, or public employee who, in the discharge of his official responsibilities, is required to take an action or make a decision which affects an economic interest of himself, a family member, an individual with whom he is associated, or a business with which he is associated.

### **2. South Carolina Ethics Act – October, 1991. SECTION 8-13-750** Employment, promotion, advancement, or discipline of a family member, of a public official, member, or employee.

(A) No public official, public member, or public employee may cause or participate in the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages.

(B) A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

## Employment of Relatives – Addendum B

### Richland County Recreation Commission

Nepotism Policy Checklist/ Relative, Household or Close Family Member Worksheet  
(see definition on page 2)

Employee / Applicant Name: \_\_\_\_\_  
Last First MI

☐ Relative, Household or Close Family Member: \_\_\_\_\_  
Last First MI

Position Relationship

☐ Relative, Household or Close Family Member:  
(if more than two attach additional sheets) \_\_\_\_\_  
Last First MI

Position Relationship

☐ I do not have any Relatives, Household or Close Family Members Employed with RCRC

**I affirm that the above information is true and complete to the best of my knowledge. I accept responsibility for complying with RCRC policies on Nepotism. I assume responsibility for updating this disclosure in the event my situation changes relative to the Nepotism policy.**

Signature of Employee / Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

After signing, please forward to the HR Department

#### THIS SECTION FOR HUMAN RESOURCES USE ONLY

I have reviewed the RCRC Nepotism Policy and the information provided and in my judgment:

- ☐ No nepotism exists
- ☐ A nepotism concern may exist, but does not appear significant
- ☐ A nepotism concern may exist and a written management plan (attached) should be drafted and reviewed \_\_\_\_\_ regularly
- ☐ I recommend the following action (action should be discussed with the employees above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Approved (The Relative, Household or Close Family Member(s) listed above are not responsible for the decision to hire, or the supervision, direction, evaluation, or salary recommendation of the employee / applicant listed above).

☐ Declined (Recommended action listed above)

Signature of Human Resources Division Head: \_\_\_\_\_ Date: \_\_\_\_\_



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**THIS SECTION FOR CHIEF OF STAFF USE ONLY**

I have reviewed the RCRC Nepotism Policy and the information provided and in my judgment:

- ☐ No nepotism exists
- ☐ A nepotism concern may exist, but does not appear significant
- ☐ A nepotism concern may exist and a written management plan (attached) should be drafted and reviewed regularly
- ☐ I recommend the following action (action should be discussed with the employees above):

☐ Approved (The Relative, Household or Close Family Member(s) listed above are not responsible for the decision to hire, or the supervision, direction, evaluation, or salary recommendation of the applicant listed above).

☐ Declined (Recommended action listed above)

Signature of Chief of Staff: \_\_\_\_\_

Date: \_\_\_\_\_

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**Definition of Relative, Household or Close Family Member (from HR Policy No. 070):**

A relative, Household or Close Family member is an individual who is a spouse, parent, brother or sister (and their spouse or children), child (and their spouse), mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild, first cousin, or step-parents or step-children of a current Richland County Recreation Commission employee. Additionally, unrelated associates residing together or otherwise engaged in an apparently romantic relationship (such as a domestic partner, co-habitant or significant other) are treated as being Close Family members for purposes of this policy

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## RICHLAND COUNTY RECREATION COMMISSION

### EXECUTIVE

### POSITION SPECIFICATION

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#### AGENCY COMPLIANCE OFFICER

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##### **General Nature of Work:**

Under the supervision of the Richland County Recreation Commission Board, the Agency Compliance Officer establishes and implements an effective compliance program in order to identify, prevent and correct policy violations, unethical illegal or improper conduct. The Compliance Officer is authorized to educate and implement all necessary actions to ensure that RCRC meets its legal, regulatory and ethical requirements.

**Examples of Work:** (Note: The examples of work listed in this class specification are not necessarily descriptions of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.)

- Participates in the development, implementation and evaluation of RCRC Administrative policies, procedures, and standards;
- Initiates, maintains, and revises policies and procedures for the general operation of the agency and its related activities to prevent illegal, unethical, or improper conduct;
- Periodically reviews and provides updated information to management in regard to the State Ethics Act to ensure continuing compliance;
- Provides guidance to management regarding State Ethics requirements and completion and submission of annual Statement of Economic Interests forms;
- Research, analyze and evaluate overall agency performance to include developing an annual compliance report;
- Audits, monitors and investigates internal systems and verify compliance;
- Collaborates with departments to resolve identified issues (i.e. to include background investigation reports, incident/accident reports);
- Remain abreast of the status of all compliance activities and to identify trends;
- Responds to alleged violations of rules, regulations, policies, procedures, and Code of Conduct by evaluating or recommending the initiation of investigative procedures;
- Provides reports on a regular basis, and as directed or requested keeps the Board, Executive Director, Chief of Staff, and Senior Management informed of progress of compliance efforts.

**Knowledge, Skills and Abilities:**

(Note: The knowledge, skills and abilities listed are not necessarily inclusive of the requirements for every position in the class.)

Knowledge of state and federal laws and regulations

Ability to make decisions in accordance with laws, rules and regulations and to interpret these laws to management and employees.

Ability to develop and maintain effective working relationships with employees and the general public.

Ability to work a flexible schedule.

Ability to recognize the needs and deficiencies.

Knowledge of agency policies and procedures.

Ability to make and communicate decisions.

Ability to analyze data and present ideas effectively.

Ability to communicate effectively.

**Minimum Requirements:**

Bachelor's degree in Parks and Recreation Administration, Public or Business Administration or a related field. Legal background preferred. Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Employee Signature:		Supervisor Signature:	
Date:		Date:	

**For Human Resources Use:**

Job Code:	187	Pay Band (Grade):	7
Department:	Executive		
Exempt	<input checked="" type="checkbox"/>	Nonexempt	<input type="checkbox"/>





## Auditing Services - EVALUATION

7.13.2017

Committee Member	Firm Scoring Total	
	Burkett, Burkett, & Burkett	The Hobbs Group
Bob Hickman	94	93
Bryan Crider	77	86
Connie Reaves	94	88
David Stringer	85	84
Kasey Wilson	81	94
Tara Dickerson	85	89
Total	516	534
Firm Ranking (1-2)	2	1

### Remarks:

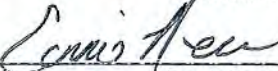
The results from the above firm ranking are determined by the sum total of the #1 ranking firm (having the highest Total Points) to the sum total of the #2 ranking firm (having the lowest Total Points).

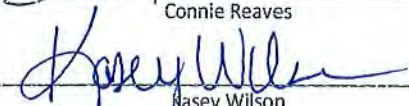
### Certification:

I hereby certify that the Agency Selection Committee has reviewed the submittals of the firms or individuals in response to the request for proposal for Audit Services 2017. The Agency Selection Committee has evaluated and ranked all persons or firms interviewed based on the requested criteria required by the solicitation (attached), and no other criteria were used.


Signatures of the selection committee:

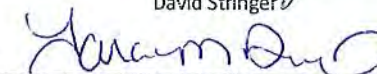
  
Bob Hickman

  
Connie Reaves

  
Kasey Wilson

  
Bryan Crider

  
David Stringer

  
Tara Dickerson

Facilitator:

  
Marta Cleary



Evaluation Criteria/Items
Criteria 1
A. The organization strength and stability of the responding firm.
B. Affirmation Statement
C. Firms professional relationship with similar agencies within the past five (5) years.
D. License to practice in S.C. statement
E. Organizational structure of the Firm: Size of Staff, Location of the office, Number and Nature of Part-time staff.
F. Joint venture on consortium: Qualifications of each firm is separately identified. The Firm serving as Principal auditor is noted.
G. Copy of most recent external quality control review; a statement whether that quality control review included a review of specific government engagements.
H. Provide information on the results of any federal or state desk or field reviews of its audits during the last three (3) years. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm in the past three (3) years.
I. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Provide information on the parks and recreation auditing experience of each person, including information on the parks and recreation auditing experience of each person, including information on relevant continuing professional organizations relevant to the performance of this audit.
J. Provide information regarding the number, qualifications, experience and training, including the relevant continuing professional education, of the specific staff...Indicate how the quality of staff over the term of the agreement will be assured.
K. List separately all engagements within the last five years by type of engagement with emphasis on parks and recreation. Indicate the scope of work, date, engagement partners, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.
performed in the last five years that are similar to the engagement described in this RFP. Engagements should be ranked on the basis of total staff hours.
M. Provide a work plan, including explanation of the audit methodology to be followed and to perform the services outlined in this RFP. Reference should be made to the sources of information as RCRC budget related materials, organizations charts, manuals and programs, and financial and other management information systems.
N. Proposers will be required to provide the following information in their audit report:
1. Proposed segmentation of the engagement
2. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
3. Sample size and the extent to which statistical sampling is to be used in the engagement.
4. Extent of use of EDP software in the engagement.
5. Type and extent of analytical procedures to be used in the engagement.
6. Approach to be taken to gain and document an understanding of RCRC's internal control structure.
7. Approach to be taken in determining laws and regulations that will be subject to audit test work.
8. Approach to be taken in drawing audit samples for purposes of tests of compliance.
9. Identification of anticipated potential audit problems, the firms approach to resolving these problems and any special assistance that will be requested from RCRC.
10. Report format
O. Provide a statement indicating your firm's commitment to meeting the deadlines and requirements outlined in this Request for Proposal.
P. Describe what, in your opinion, your firm can provide that other firms may not.
Criteria 2
A. Firm's Structure
B. Firm's Experience
C. Firm's Licenses
D. Firm's Certifications
Criteria 3
Reputation and previous experience:
1. Government Accounting
2. Special Purpose District Accounting
3. Recreation Accounting
4. Reputation
Criteria 4
Price

**REQUEST FOR PROPOALS  
RICHLAND COUNTY RECREATION COMMISSION  
AUDITING SERVICES**

The Richland county Recreation Commission (RCRC) is soliciting Requests for Proposals from qualified certified public accounting (CPA) firms to audit its financial statements for the fiscal year ending on June 30, 2017, with options of auditing the Commission's financial statement for up to three additional years.

Services sought require the auditing firm to perform an audit of the basic financial statements of the Commission's governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and aggregate remaining fund information. The auditing firm shall express an opinion on the fair presentation of its general purpose financial statement in conformity with generally accepted accounting principles. Revenues as well as expenditures must be included in audit. At least three site visits will need to be audited as well. The auditing firm shall express an opinion on the fair presentation of the Commission's combined and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditing firm will not be required to audit the supporting schedules contained in the annual financial report; however, the auditing firm is to provide an 'in-relation-to' opinion on the supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements and the combined and individual fund financial statements and schedules. The auditing firm is not required to audit the statistical section of the report. The auditor assesses accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Basic financial statements are to be prepared by the auditing firm from trial balance and supporting information provided by RCRC. The financial audit must be presented to the board of Commissioners before November of the auditing year. Must have a website for finance to upload documentation.

Interested firms must be able to perform the audit in accordance with auditing standards generally accepted in the United States (GAAP) as applicable to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Individual proposals clearly marked "Richland County Recreation commission RFP Auditing Services 2017" shall be accepted by the Richland County Recreation Commission, 7473 Parklane Road, Columbia S. C. 29223 until 2:00p.m , local time, **Tuesday July 11, 2017**. Proposals will not be accepted after the above date and time. The Richland County Recreation Commission encourages RFPs from minority firms.

The Recreation Commission reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFP, and to waive informalities and irregularities in the proposals received. The Recreation Commission also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process. No RFP response will receive after the closing hour.

**REQUEST FOR PROPOSAL**  
**For**  
**PROFESSIONAL AUDITING SERVICES**

Richland County Recreation Commission (RCRC) is seeking proposals from qualified certified public accounting (CPA) firms to audit its financial statements for the fiscal year ending on June 30, 2017, with options of auditing the Commission's financial statement for up to four additional years.

The Commission is a component unit of Richland County as defined by the guidelines of the Government Accounting Standards Board (GASB) Statement No. 14, "The Financial Reporting Entity". The Commission also operates Linrick Golf Course as an enterprise fund and has a 501(c) 3 Foundation. Richland County has budgetary authority over the Commission and must approve the issuance of general obligation bonds. The Commission is on a fiscal year that runs July 1 through June 30 with a requirement to file an audited financial statement with Richland County and other various entities usually no later than November 30 of each year.

**I. AUDIT DESCRIPTION:**

The audit is to be performed in accordance with auditing standards generally accepted in the United States (GAAP) as applicable to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

RCRC is a national accredited park and recreation agency in the state of South Carolina. As a Special Purpose District the Commission was incorporated June 6, 1960 under the laws of the State of South Carolina by Act 873, as amended, for establishment of the Rural Recreation District in Richland County. The Commission provides physical education and recreation facilities for the citizens of Richland County, South Carolina.

One of the RCRC's prime responsibilities is the development of a diversified county park system. The park system also emphasizes passive activities, the environment and community health. Each park facility offers a variety of programming that is generally directed toward the natural features and characteristics of the site.

RCRC offers the community a wide variety of park facilities, programs, and events. The park system enjoys a large customer base consisting primarily of local families. The annual park visitation is well over 100,000 throughout the system.

**II. SCOPE OF SERVICES:**

The Auditors principle contact with RCRC, will be Mrs. Kasey Wilson, Interim Division Head of Finance / or a designated representative. RCRC is organized into six divisions. The accounting and financial reporting functions are centralized. RCRC currently has a total



payroll of \$7,119,132.00 covering 174 full time employees. In addition, RCRC hires a substantial number of seasonal and part time employees every year.

The finance division staff and responsible management personnel will be available during the audit process to assist the selected firm by providing information, documentation and explanations. RCRC will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided access to one telephone line, photocopying facilities, fax machine and internet while onsite conducting the annual audit.

The preparation of confirmations will be the responsibility of the selected auditing firm.

Fund types maintained by the Commission are listed below. Audits are to cover all of the funds maintained by the Commission.

Fund Type/ Account Group	Number of Bank Accounts	Number with legally adopted annual budgets
General fund	1	1
Enterprise fund	1	1
Debt Service Fund	0	1
Capital projects fund	3	1
Fixed Assets	0	1
Foundation	2	1

Fixed assets are maintained separately from other Governmental funds and will be incorporated into the financial reports prepared under this proposal.

RCRC participates in the State Retirement Fund.

Listed below is an overview of the types of services firms need to consider as part of the Request for proposal.

- A. Auditing firm to perform an audit of RCRC basic financial statements of the Commission's governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and aggregate remaining fund information.
- B. RCRC desires the auditor to express an opinion on the fair presentation of its general purpose financial statement in conformity with generally accepted accounting principles.
- C. RCRC desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the annual financial report; however, the auditor is to provide an 'in-relation-to' opinion on the supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the statistical section of the report.
- D. Assesses accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

- E. Basic financial statements are to be prepared by the audit firm from trial balance and supporting information provided by RCRC. A minimum of 20 hard copies and an electronic copy (PDF or suitable format) should be provided to RCRC.

### **Audit Reports**

The selected firm(s) shall issue reports upon the completion of the audit of the fiscal year's financial statements. The firm's response to the FRP should include a clear and concise understanding of Audit Reports to be issued, which include but are not limited to the following:

- A. Report on internal control related to the financial statements and major programs as required by current or future pronouncements of authoritative bodies.
- B. Reports on compliance laws, regulations, and the provision of contracts or grant agreements
- C. Reports on any non-compliance which could have a material effect on the financial statements and any non-compliance which could have a direct and material effect on each major program.
- D. Compliance with all Government Accounting Standard Boards..
- E. Auditor shall be required to make an immediate, written report of all irregularities and illegal acts or indication of illegal acts of which they become aware to the Chief of Staff and/or his designee and to the Interim Division Head of Finance.
- F. All working reports and papers must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified, in writing by RCRC of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties and/or their designees:
  - 1. The Richland County Recreation Commission
  - 2. US Department of Interior
  - 3. US General Accounting Office (GAO)
  - 4. Parties designated by the federal government or by RCRC as part of an audit quality review process.
  - 5. Auditors of entities of which RCRC is a sub-recipient of grant funds
  - 6. Auditors of entities of which RCRC is a component unit.
- G. Auditor shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

### **Fee Structure**

As stated in the RFP, the Richland County Recreation Commission is concerned about the ultimate fees associated with this work; however, fees will be only one component in the final selection process. The total all-inclusive maximum price quoted is to contain all direct and indirect costs, including all reimbursable expenses. As stated, RCRC will not be responsible for expenses incurred in preparing and submitting the proposal and/ or any

subsequent interviews and oral presentations. Costs for these services shall **not** be included in the proposal.

The proposal response shall include, but not be limited to, the following:

- A. Name of firm
- B. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the proposal and authorized to sign a contract with RCRC.
- C. Total All-Inclusive Maximum Price for the Fiscal Year ending June 30, 2017 engagement.
- D. Total All-Inclusive Maximum Price for the fiscal Year ending June 30, 2017 engagement.
- E. Total All-Inclusive Maximum Price for the subsequent four additional years.
- F. Rates by partner, specialist, supervisory and staff level, including times, hours anticipated for each staff.
- G. Schedule of professional fees and expenses, supporting the total maximum price.
- H. Out of pocket expenses, included in the Total All-Inclusive Maximum Price and Reimbursement rate, travel, lodging, and subsistence. Reimbursable expenses shall be paid as a direct expense. Firm will bear the right for any expenses it incurs in excess of any fixed reimbursable budgeted item. RCRC retains the right to requests proof of direct expenses, which are subject to periodic review and audit.
- I. If it should become necessary for RCRC to request the auditor to render any additional services to either supplement the services requested in the RFP or to perform any additional work, as a result of the specific recommendations included in any report issued on this engagement, then such additional works shall be performed only if set forth in a written addendum to the contract between RCRC and the selected firm. Any such additional work shall be performed at the same rates set forth in the schedule of fees and expenses included in the original cost proposal.
- J. Payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost proposal. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.



### III. REQUEST FOR PROPOSAL EVALUATION CRITERIA- Firm Structure and Experience

*It is of utmost importance for the firm to demonstrate qualifications, competence and capacity to undertake an independent audit for RCRC in conformity with the requirements of the Request for Proposal. While RCRC is concerned about the cost, RCRC will determine the best value based upon these criteria and recommend the selection of the auditing firm. Proposals will be evaluated and independently scored using a point formula during the review process to score the proposals for the following factors not necessarily listed in order of importance:*

- 1) responsive and compliance with the items A thru P listed on pages 5-7 of the Request for Proposal (RFP)
- 2) firms structure, experience, license and certifications
- 3) reputation and previous experience auditing special purpose recreation districts such as the Richland County Recreation Commission (RCRC)
- 4) price

Upon completion of the evaluation of the combined individual scores, firms with unacceptably low scores will be eliminated from further consideration.

State why the firm believes it is to be the best qualified firm to perform the engagement.

- A. The organization strength and stability of the responding firm is important. Respondents shall focus their responses accordingly. Past experience of the firm, which was obtained by personnel no longer with the firm or not part of the auditing team is of no interest to RCRC and shall not be submitted in the response.
- B. Affirmation of statement that is independent of RCRC as defined by the U.S. General Accounting Office's Government Auditing Standard.
- C. List and describe the firm's professional relationships involving RCRC or any of its component units or oversight units or agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest.
- D. License to practice in the State of South Carolina, including statement that all key personnel are properly licensed to practice in the State of South Carolina.
- E. Include the organizational structure of your firm, including size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be so employed on a part time basis.
- F. If proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor shall be noted, if applicable.
- G. Provide a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

- H. Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm in the past three (3) years with state regulatory bodies or professional organizations.
- I. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialist, who would be assigned to the engagement. Provide information on the parks and recreation auditing experience of each person, including information on relevant continuing professional organizations relevant to the performance of this audit.
- J. Provide information regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured. Engagement partners, managers, other supervisory staff may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the expressed prior written permission of RCRC; however, RCRC retains the right to approve or reject replacements. Consultants and firm specialists mentioned in the response to this RFP can only be changed with the express written permission of RCRC, which retains the right to approve or reject replacements.
- K. List separately all engagements within the last five years by type of engagement with emphasis on parks and recreation. Indicated the scope of work, date, engagement partners, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.
- L. For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum-5) performed in the last five years that are similar to the engagement described in this RFP. Engagements should be ranked on the basis of total staff hours.
- M. Provide a work plan, including explanation of the audit methodology to be followed and to perform the services outlined in the RFP. Reference should be made to the sources of information as RCRC budget related materials, organizations charts, manuals and programs, and financial and other management information systems.
- N. Proposers will be required to provide the following information in their audit report:
  - 1. Proposed segmentation of the engagement
  - 2. Level of staff and number of hours to be assigned to each proposed segment of the engagement
  - 3. Sample size and the extent to which statistical samplings is to be used in the engagement
  - 4. Extent of use of EDP software in the engagement
  - 5. Type and extent of analytical procedures to be used in the engagement.
  - 6. Approach to be taken to gain and document and understanding of RCRC's internal control structure

7. Approach to be taken in determining laws and regulations that will be subject to audit test work.
  8. Approach to be taken in drawing audit samples for purposes of test of compliance.
  9. Identification of anticipated potential audit problems, the firms approach to resolving these problems and any special assistance that will be requested from RCRC.
  10. Report format
- O. Provide a statement indicating your firm's commitment to meeting the deadlines in this Request for Proposal.
- P. Describe what, in your opinion, your firm can provide that other firms may not.

#### IV. SUBMISSION REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications (SOQ) which includes a title page, one-page cover letter, **plus a maximum length of ten (10) pages to address RFP criteria set forth in section III above. Requested attachments and other required submissions shall not be counted in the 10 page limit.** Resumes for each key team member shall be limited to a maximum length of two pages (no company information) and should be incorporated as Attachment B at the end of the (SOQ) Statement Qualifications in a sealed package, clearly marked on the front of the package **"Richland County Recreation Commission RFP Auditing Services, 2017"**. All submittals must be received by the Richland county Recreation Commission, attention Ms. Marta Cleary, 7473 Parklane Road, Columbia, SC29223 no later than 2:00p.m. Tuesday July 11, 2017. Any submittal received after this time shall not be considered. Submittals sent by facsimile or email will not be accepted

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Receipt of submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement.
- Receipt of submittal in correct location.

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project pictures or general firm information. The RFP will be available to any qualified vendor choosing to respond. RCRC reserves the right to waive any irregularities and to reject any or all proposals. RCRC also reserves the right to accept the proposal as a whole or any items listed in are due. There is no expressed or implied obligation for RCRC to reimburse responding firms for any expenses incurred in preparing proposal in response to this Request for Proposal.



## V. SUBMITTAL DOCUMENT REQUIREMENTS

Respondent's submittal shall include the following items in the following sequence:

- A. Title Page- Indicating the firms name, the name address and phone number of the contact person, and the date of the proposal.
- B. Cover Letter- Respondent shall include a one page introductory cover letter. Transmittal letter briefly stating the proposers understanding of the work to be done.
- C. Detailed proposal in response to the criteria outline in the Statement of Qualifications in narrative form that covers all items in Section III. This portion is limited to 10 pages not including forms and attachments.
- D. Statement that the proposal is a firm and irrevocable offer and period offer.
- E. Organizational Chart labeled as Attachment A.
- F. Resumes (Optional) labeled as Attachment B. Resumes for each key team member shall be limited to a maximum length of two pages (no company information).
- G. Letters of Reference (Optional) labeled as Attachment C- Respondent may provide a maximum of five (5) letters of reference.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE- REFERENCED DOCUMENTS MAY RESULT IN THE RESPONDENT'S SUBMITTAL BEING DEEMED NON-RESPONSISIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

RCRC reserves the right to retain all proposal submitted and to use any ideas in a proposal regardless of whether or not the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between RCRC and the selected firm.

## VI. SELECTION PROCESSES AND SCHEDULE

The RFP will be available to any qualified vendor choosing to respond. The Recreation Commission will conduct a comprehensive, fair and impartial evaluation of all qualified submittals received in response to this RFP according to the criteria set forth in Section III above. The commission will appoint a selection committee to perform the evaluations. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFP. The selection committee may select all, some or none of the Respondents for interviews. The commission may also request additional information from Respondents at any time prior to final approval of a selected Respondent.

The Commission reserves the right to waive any irregularities and to reject any or all proposals. RCRC also reserves the right to accept the proposal as a whole or any items listed in the RFP. No proposal may be withdrawn for a period of 60 days after date proposals are due. There is no expressed or implied obligation for RCRC to reimburse responding firms for any expenses incurred in preparing proposal in response to this Request for Proposal (RFP).

Tentative Timeline items to consider:

Date Proposals Due: July 11, 2017 at 2:00p.m.  
Evaluation of Proposals: July 12—14, 2017  
Interviews, if deemed necessary: July 13-14, 2017  
Commission approval: July 17, 2017

Award: As soon as possible after Commission approval

Upon award and approval of an Engagement Letter, the auditor shall complete each of the following no later than the dates indicated in the Agreement:

1. Interim work
2. Detailed Audit Plan
3. Fieldwork
4. Draft Reports
5. Entrance Conference
6. Final Draft Report

Final approval of a selected firm is subject to the action of the Richland County Recreation Commission Board.

## **VII. AWARD OF CONTRACT & RESERVATION OF RIGHTS**

- A. The Commission reserves the right to award more than one, or no contract(s) in response to this RFP.
- B. The Contracts, if awarded, will be awarded to the Respondents whose submittals are deemed most advantageous to the Recreation Commission, as determined by the selection committee, upon approval of the Recreation Commission Board.
- C. The Recreation Commission may accept any submittal in whole or in part. If subsequent negotiations are conducted they shall not constitute a rejection or alternate RFP on the part of the Recreation commission. However, final selection of a Respondent is subject to Recreation Commission Board approval.
- D. The Recreation commission reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFP, and to waive informalities and irregularities in the proposals received. The Recreation Commission also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
- E. In the event the parties cannot negotiate and execute a contract within the time specified by the Recreation Commission, the Recreation Commission reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- F. This RFP does not commit the Recreation Commission to enter into a Contract, award any services related to this RFP, nor does it obligate the Recreation commission to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- G. The successful Respondent must be able to formally invoice the Recreation Commission for services rendered, incorporating the Recreation Commission's purchase order numbers that shall be provided by the Recreation Commission.

- H. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that the Recreation Commission shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out on third parties, that it has such authority.
- I. All submittals become the property of the Recreation Commission upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the pages(s) where confidential information is contained; however, the Recreation Commission cannot guarantee that it will not be compelled to disclose all or part of any public record under the Freedom of Information Act, since information deemed to be confidential by Respondent may not be considered confidential under State and Federal Law or pursuant to a Court order.
- J. Any costs or expense incurred by the Respondent that is associated with the preparation of the submittal, if any, or during any phase of the selection process, shall be borne solely by Respondent.
- K. No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP, and changes to the RFP – if any - shall be made in writing only.

RCRC reserves the right to request additional information from one or more firms after the submission of the initial proposals in order to clarify, confirm or properly evaluate any proposals. Proposers may be asked to make an oral presentation and/or attend an interview to discuss the subject matter as part of the proposal or more extensive description of the proposal. Answers from the interview may be reflected in a revised score for the submitted proposal due to a better understanding of a specific proposal evaluation item. RCRC also reserves the right to negotiate terms of the contract with the intended firm pursuant to RCRC Procurement Policy.

## **VIII. COMMUNICATION GUIDELINES**

- 1. Once the RFP has been released, Respondents are prohibited from communicating with Recreation Commission Board Members or staff regarding the RFP, except for questions and answers during the mandatory pre-submittal meeting
- 2. Respondents are prohibited from communicating with any board member, staff member or employee of RCRC or with any member of any selection committee regarding the RFP or Submittals from the time the RFP has been released until the contract is posted as a Richland County Recreation Commission Board agenda item. These restriction extended to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or Respondents' Submittals. Violation of this provision by a Respondent and/or their agent may lead to disqualification of Respondent's submittal from consideration.
- 3. Respondents may provide response to questions asked of them by RCRC selection committee after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted.
- 4. The RCRC selection committee reserves the right to contact any Respondent for clarification, interviews, or to negotiate if such is deemed desirable by the Commission.



## Proposal for Financial Audit Services

*For*



Date of the Proposal: July 11, 2017

**BURKETT  
BURKETT & BURKETT**  
Certified Public Accountants, P.A.

3101 Sunset Boulevard (29169)  
P.O. Box 2044 (29171)  
West Columbia, SC

Contact: Larry D. Montague, Jr., CPA, Shareholder  
Phone: 803.794.3712  
Fax: 803.739.4394  
E-mail: [LMontague@burkettcpas.com](mailto:LMontague@burkettcpas.com)

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**BURKETT  
BURKETT & BURKETT**  
Certified Public Accountants, P.A.

July 11, 2017

Richland County Recreation Commission  
7473 Parklane Road  
Columbia, South Carolina 29223

Thank you for inviting us to submit our proposal for financial audit services for Richland County Recreation Commission ("RCRC") for its Fiscal Year Ending June 30, 2017, 2018, 2019, 2020, and 2021, and for allowing us to continue to demonstrate the commitment of Burkett Burkett & Burkett Certified Public Accountants, P.A. ("Burkett CPAs") to address RCRC's needs and further your goals. We are excited about the prospect to further serve RCRC.

We are confident that RCRC will continue to benefit from having Burkett CPAs as your auditor. Burkett CPAs has a history of financial reporting excellence for South Carolina governments. Burkett CPAs will bring the highest level of business acumen to RCRC through a responsive, flexible and personalized client service approach. As discussed in the attached document, we believe the following factors are extremely important to you in selecting a professional services firm as your auditor:

- Governmental Audit Experience, including GASB 34
- Technical competence of our audit staff
- History of timely report submissions
- Active participation in GFOASC

In this proposal, we have listed the significant audit team members along with information about Burkett CPAs' assurance, tax and financial advisory services, as well as the resources available through our strategic alliance with BDO USA, LLP and the BDO Alliance USA.

Please feel free to call me at 803.794.3712 or e-mail me at [LMontague@burkettcpas.com](mailto:LMontague@burkettcpas.com). I also invite you to review our web site at [www.burkettcpas.com](http://www.burkettcpas.com) for additional information about our Firm.

I am a shareholder of Burkett Burkett & Burkett Certified Public Accountants, P.A. I certify that I am entitled to represent the firm, empowered to submit the proposal and authorized to sign a contract with RCRC.



Larry D. Montague, Jr., CPA

Executive Vice President/Shareholder

Burkett Burkett & Burkett Certified Public Accountants, P.A.



## **Firm Profile**

With seven partners, supported by more than thirty professionals, para-professionals and support personnel, Burkett CPAs is a leading certified public accounting firm in the Greater Columbia area. Since September 1976, we have provided a full range of assurance and tax services to clients in every area of business, governmental and professional life. Our philosophy is one of providing exceptional client service.

## **Firm Overview**

Burkett CPAs, began providing professional services in September of 1976 when our founder Donny Burkett, opened his professional practice in West Columbia. Donny was joined shortly thereafter by his twin brother Ronny and later by his brother Jimmy. Our firm has grown and prospered in the years hence, expanding our professional services to Rock Hill in 1990. Our West Columbia office located at 3101 Sunset Boulevard will be the office from which we will provide audit services to RCRC.

## **Commitment to Quality**

Burkett CPAs has one of the strongest, most broad-based practices of any local certified public accounting firm in the Greater Columbia area. We committed years ago to be a leading firm in the area. We believe we have achieved that position, and we have consistently worked to maintain the high standards of service for which we have become known. Our efforts focus on continual training of our personnel, careful structuring of our client service teams, and a commitment to provide superior service.

## **Client Service Approach**

At Burkett CPAs, our business-oriented approach is structured to help you achieve your goals and objectives and strengthen your management processes. We offer solutions that work. Our professionals are familiar with the challenges facing local governments in today's environment.

Burkett CPAs' professionals believe in hands-on involvement with our clients, which includes helping solve the problems you encounter in managing your government. Because our practice extends additionally to many business specialties, we are able to bring to our clients the lessons and experience from other industries. We will reach beyond a narrow technical approach to analyze and advise RCRC on many elements of a successful organization.

We encourage regular meetings to ensure that we contribute meaningful ideas, strategies and solutions to RCRC and its financial challenges. Such substantive contact makes it possible to define and prioritize goals and designate responsibility to appropriate individuals.

### Access to National Resources

Our firm is an independent member of the BDO Alliance USA, a nationwide association of independently owned local and regional accounting firms that share a dedication to exemplary client service. The BDO Alliance USA expands our capabilities to serve RCRC and qualifies us to provide all services offered by any major international accounting and consulting firm.

### Commitment to Community

At Burkett CPAs, we are committed and dedicated to positively impacting our community. Our shareholders and staff are actively involved in many areas of our community including the Chambers of Commerce, Rotary Clubs, Lions Clubs, Kiwanis Clubs, Boy Scouts of America, Hospital foundations, as well as many other worthy civic and community organizations.

### RCRC's Service Team

The choice of professionals to serve you is a critical element of success in any ongoing relationship. In selecting a service team for RCRC, we carefully reviewed our understanding of your needs and have selected the individuals whose credentials we believe are best suited to you.

### Continuity

At Burkett CPAs, we strive to maintain continuity on all engagements to maximize the benefit of our experience for your organization. These individuals have been selected because they have a proven record of experience, strong technical backgrounds and outstanding management skills.

Larry Montague will be your engagement audit partner and Harvey Heise will be your pre-issuance review partner, with each of them providing technical skills and experience. Larry is responsible for ensuring that your expectations are met and all the resources of Burkett CPAs are available to you on a timely and effective basis. He will encourage frequent communications with RCRC's management to make sure we are up to date with your strategies and provide client-centered, results-oriented service. He will ensure you are kept current on accounting and business developments within the local government financial community and developments that could have an impact upon you.

### Responsiveness and Continuous Involvement

You will find that our team listens to your needs. At Burkett CPAs, we believe that open, candid communications and an intimate knowledge of your concerns make it possible to offer appropriate, proactive advice and counsel. Our service philosophy is to provide hands-on service and to interact with management on a continuous basis. Our experienced client service team will be there throughout the year to provide insights when they are of most value to you.

### **Summary of the Proposer's Qualifications**

**Larry D. Montague, Jr., Audit Shareholder**

Larry will serve as engagement partner for all Burkett CPAs professional services provided to RCRC. Larry has the authority to contract with RCRC and make representations for the firm. He will also have ultimate responsibility for the conduct of the audits and will review all work performed, coordinate timing of audit procedures and sign all reports issued in connection with the engagements. Larry has served on the engagement teams of local governments for fifteen years, including RCRC's audit for the past eight years.

**Harvey Heise, Audit Shareholder**

Harvey will have responsibility for pre-issuance review and consulting as required under the engagement, as he has for RCRC for the past eight years. His experience and his knowledge of accounting as it pertains to local governments will ensure timely completion of the engagement and responsive service.

**Matthew Hodges, Audit Manager**

Matthew will be responsible for the coordination of on-site fieldwork for RCRC, the GASB 34 conversion and compliance with the requirements of GASB 34. Matthew has expertise and knowledge in governmental accounting and has served on the engagement teams of local government audits for ten years, including RCRC's audit for the past eight years. Matthew has been a continuing education speaker for the GFOA of South Carolina.

Profiles for Mr. Montague and Mr. Hodges are included in Attachment B.



## **Recent Local Government Audit Experience**

<b>Client Name:</b>	<b>Richland School District Two</b>
<b>Reference:</b>	
Officer:	Dr. Harry Miley
Title:	Chief Financial Officer
Address:	124 Risdon Way Columbia, SC 29223
Telephone:	803.738.3293
<b>Engagement Period:</b>	From July 1, 2012 to June 30, 2016
<b>Scope of Work:</b>	Audited basic financial statements in accordance with generally accepted auditing standards and Uniform Guidance. Performed separate procurement audits and AUP engagement.
<b>ASBO Certificate</b>	June 30, 2013 to June 30, 2016
<b>GFOA Certificate</b>	June 30, 2013 to June 30, 2016

<b>Client Name:</b>	<b>Lexington County School District Two</b>
<b>Reference:</b>	
Officer:	Ms. Kelly Richardson
Title:	Chief Financial Officer
Address:	715 Ninth Street West Columbia, SC 29169
Telephone:	803.796.4708
<b>Engagement Period:</b>	From July 1, 2012 to June 30, 2016 and From July 1, 2003 to June 30, 2009
<b>Scope of Work:</b>	Audited basic financial statements in accordance with generally accepted auditing standards and OMB Circular A-133. Performed separate procurement audits and AUP engagements.
<b>ASBO Certificate</b>	June 30, 2013 to June 30, 2016
<b>GFOA Certificate</b>	June 30, 2013 to June 30, 2016

**Recent Local Government Audit Experience (Continued)**

**Client Name:** Lexington County School District One

**Reference:**  
Officer: Mr. John Butler, CPA  
Title: Chief Financial Officer  
Address: 100 Tarrar Springs Road  
Lexington, SC 29072  
Telephone: 803.821.1000

**Engagement Period:** From July 1, 2003 to June 30, 2014

**Scope of Work:** Audited basic financial statements in accordance with generally accepted auditing standards and OMB Circular A-133. Performed separate procurement audits and AUP engagements.

**ASBO Certificate** June 30, 2004 to June 30, 2014

**GFOA Certificate** June 30, 2004 to June 30, 2014

**Client Name:** Kershaw County School District

**Reference:**  
Officer: Mr. Donnie Wilson  
Title: Chief Financial Officer  
Address: 2029 West DeKalb Street  
Camden, SC 29020  
Telephone: 803.432.8416

**Engagement Period:** From July 1, 2009 to June 30, 2014

**Scope of Work:** Audited basic financial statements in accordance with generally accepted auditing standards and OMB Circular A-133. Performed separate procurement audits.

## **Approach to the Examination**

### **Effective and Timely Audits**

At Burkett CPAs, our audit strengths are numerous and deserve the high praise they receive from clients. Factors that differentiate Burkett CPAs from other providers include our focus on client relationships. We will understand RCRC's controls in the context of local governments to ensure we identify and assess the major risks impacting your financial statements.

We utilize the audit, together with our understanding of RCRC, as a tool for generating insightful and constructive suggestions that can result in improved accounting procedures and controls.

### **Development of the Audit Work Plan**

We have a reputation for working closely with local government finance teams. Burkett CPAs will begin the process in a planned, proactive approach identifying possible areas of risk that might require special care and attention. We are committed to providing a high level of financial integrity with respect to your financial statements and we design our audit plan accordingly.

We will focus on your financial statements and related accounting records and perform a top-level study of account relationships and overall operating results. This guides us in our next step, developing the scope and emphasis of the audit, including an evaluation of internal controls and related systems.

Your Audit Manager, Matthew, will be closely involved in every aspect of the engagement from the planning process through the issuance of financial statements.

Day-to-day contact between the professional staff members at RCRC and Burkett CPAs ensures that the audits are efficient, focused appropriately on risk areas, and functioning to keep management well informed.

### **Engagement Staffing and Organization**

Your audits will be staffed with experienced professionals with the knowledge and savvy to understand RCRC.

The manager and staff accountants will perform the majority of fieldwork at RCRC's facilities after year-end. The manager will review work papers at RCRC's facilities.



Wrap up and review of the financial statements will take place in Burkett CPAs' West Columbia office and involve additional review by Harvey Heise, our audit pre-issuance reviewer.

Of course, our complete client service team is available to consult with RCRC throughout the year whenever questions or issues arise.

No "Surprises"

Throughout the audit, we will discuss critical areas and focus our attention on those areas.

### **Our Specific Plan for Richland County Recreation Commission**

#### **Fieldwork**

We will begin our planning process with an entry conference. Our goal is to gain an understanding of your internal control procedures and your preferred time line. Following this entry conference, and subject to RCRC personnel availability, our audit manager and staff will begin our field work procedures.

We will review the Board of Commissioner's meeting minutes of their prior fiscal year, beginning with their meeting to approve the current fiscal year budget.

We will perform our initial fraud inquiries of selected members of RCRC's finance staff.

We will document our permanent files and obtain the information necessary to determine the required third party confirmations. Our permanent file will document all policy and procedural manuals, bond and loan agreements, and operating and capital lease agreements.

We will ask you to complete various internal control questionnaires during this period.

Our goal for our period of initial field work is to access and document our assessment of audit risk and to plan the timing of and tailoring of our audit programs to the risk so assessed.

We will perform walkthroughs of RCRC's financial procedures and follow transactions through your accounting system to evaluate and determine the extent of our substantive testing following year end.

We will review any federal grant agreements and design our compliance testing.

We will ask you to sign third party confirmations for cash, receivables, notes payable and bonded debt, which we will mail to the appropriate third parties.

We will determine the initial design of our substantive testing procedures and share our listing of schedules and documents to be prepared by RCRC staff, including a requested timeline.

After RCRC's funds have been closed, we will obtain the schedules prepared by RCRC staff and inspect the supporting documentation.

In order to minimize disturbance of your finance staff's work schedules, we will obtain login access for CSI Smart Fusion so our audit staff can run reports from your financial reporting software, including fund trial balances, general ledger detail reports, and budget-to-actual comparison of revenues and expenses.

For account balances and revenues confirmed, we will document the third party response and reconcile as necessary.

We will gather supporting documentation for the note disclosures and test the accuracy thereof.

We will perform substantive tests using analytical procedures, including budget-to-actual comparisons and current year to prior year comparisons of revenues and expenditures, and sampling based upon our professional judgment and the results we obtained from our risk assessment procedures. Sampling methods may vary, based upon auditor judgment, but will focus upon gaining a representative sample of the population using sample sizes determined through a risk-based approach.

Our engagement partner will review and approve all working papers prepared and the conclusions reached by our audit staff.

We anticipate between 100 and 120 hours will be devoted to post-closing field work.

### Reporting

Provided that all confirmation letters have been returned to us and the fund financial statements have been provided to us by October 15, we will finalize our audit by October 31, annually.

We will deliver at least 20 hard bound final copies of the financial statements and a complete PDF of the final copy.

We will present our audit reports to RCRC's Board of Commissioners following completion of our audit.

We anticipate between 64 and 84 hours will be devoted to this final stage of our audit. Overall, we anticipate approximately 184 hours for the audit.

**BURKETT  
BURKETT & BURKETT**  
Certified Public Accountants, P.A.

**Mandatory Criteria and Affirmations**

Burkett Burkett & Burkett Certified Public Accountants, P.A. (Burkett CPAs) is independent of Richland County Recreation Commission in accordance with the independence standards of the GAO's Government Auditing Standards by the Comptroller General of the United States..

The engagement partners and audit manager are properly licensed certified public accountants by the State of South Carolina. The engagement partners and audit manager maintain at least 40 hours of relevant continuing professional education on an annual basis, including at least 20 hours of CPE relating to governmental accounting and auditing on an every 2 year basis.

Burkett CPAs possesses all licenses necessary to practice in the State of South Carolina.

Burkett CPAs is a member of the American Institute of Certified Public Accountants, including the Private Companies Practice Section and Governmental Audit Quality Center


Burkett CPAs is a member of the South Carolina Association of Certified Public Accountants.

Burkett CPAs has no record of substandard work or disciplinary action taken or pending in the past three years.

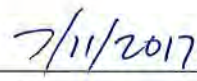
Burkett CPAs is committed to meeting RCRC's deadlines for the financial audit.

We will make an immediate, written report of all irregularities, illegal acts and/or indication of illegal acts of which we become aware, to the Chief of Staff and/or his designee and to the Interim Division Head of Finance, unless clearly inconsequential. We will maintain copies of all working papers for a minimum period of three (3) years, unless we are notified in writing by RCRC of the need to extend the retention period. We will make working papers available, upon request, to RCRC or its designee(s). We will respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

**This proposal is a firm and irrevocable offer for a period of 60 days from July 11, 2017.**

  
Larry D. Montague, Jr., CPA  
Shareholder

**Burkett Burkett & Burkett**  
Certified Public Accountants, P.A.

  
Date



## Compensation

As we do with all business relationships, Burkett CPAs' professionals work hard to make our services mutually profitable. We will render invoices for our cost incurred to date on a monthly basis.

Our total all-inclusive maximum fees for the financial statement audit are:

<u>Fiscal Year Ending</u>	<u>Offered Fee</u>
June 30, 2017	\$ 18,000
June 30, 2018 (optional)	\$ 18,500
June 30, 2019 (optional)	\$ 19,000
June 30, 2020 (optional)	\$ 19,500
June 30, 2021 (optional)	\$ 20,000

<u>Title</u>	<u>Average Hourly Rate</u>	<u>Anticipated Hours</u>	<u>Total Cost</u>
Shareholder	\$ 225	8	\$ 1,800
Manager	\$ 170	36	6,120
Staff	\$ 72	140	10,080
		184	\$ 18,000

The above all-inclusive maximum fees include out of pocket expenses, which will be absorbed by us.

Our fees are based on the following assumptions:

RCRC personnel will prepare reasonable schedules and analyses and make available to us documents as requested, and be available to assist us as needed.

Our billing rates for professionals vary based on their years of experience and their classifications. Our billing rates utilized in preparing this proposal represent an overall discount of over 10% from our business audit billing rates. If additional services are deemed necessary by RCRC officials and are determined to be out of scope, we will not incur any additional costs without prior approval. Upon approval of the out of scope work, we will bill hours at an average billing rate of \$125 per hour.

# ATTACHMENT A - ORGANIZATIONAL CHART - 6-21-2017

## BURKETT BURKETT & BURKETT CERTIFIED PUBLIC ACCOUNTANTS, P.A.

### RONNY BURKETT - PRESIDENT

#### WEST COLUMBIA OFFICE

##### RONNY BURKETT

CERTIFIED PUBLIC ACCOUNTANT  
CERTIFIED FRAUD EXAMINER

##### PRESIDENT

##### DEVEN FOZDAR

CERTIFIED PUBLIC ACCOUNTANT  
CERTIFIED FRAUD EXAMINER  
EXECUTIVE VICE PRESIDENT

##### DONNY BURKETT

CERTIFIED PUBLIC ACCOUNTANT  
EXECUTIVE VICE PRESIDENT

##### LARRY MONTAGUE

CERTIFIED PUBLIC ACCOUNTANT  
EXECUTIVE VICE PRESIDENT

##### MARK HENDRIX

CERTIFIED PUBLIC ACCOUNTANT  
EXECUTIVE VICE PRESIDENT

##### ALLISON FORD

CERTIFIED PUBLIC ACCOUNTANT  
EXECUTIVE VICE PRESIDENT

Brenda Witt Firm Administrator Manager		Bobbie Adams Certified Public Accountant Manager		Daniel Crowson Certified Public Accountant Manager		Matthew Hodges Certified Public Accountant Manager	
Direct Reports	Direct Reports	Direct Reports	Direct Reports	Direct Reports	Direct Reports	Direct Reports	Direct Reports
Lynn Harris Accounting Assistant Payroll	Kory Escue IT Specialist	Karon Escue Accounting Assistant Part-time	Brynnar Wondolberg Staff Accountant	Heather Judy Certified Public Accountant Senior Accountant	Sam Hoffman Certified Public Accountant Staff Accountant	Angie Brazzell Certified Public Accountant Senior Accountant Part-time	Cynthia Taylor Certified Public Accountant Senior Accountant
Donna Crook Accounting Assistant AP Clerk					Zachary Buchanan Staff Accountant	Adam Jackson Staff Accountant	Philip Williams Certified Public Accountant Staff Accountant
Angie Thomas Administrative Assistant Admin					Lauren Hodge Staff Accountant		Shelia Shock Certified Bookkeeper Quickbooks Pro Advisor
Tammy Hudson Administrative Assistant Admin					Vatrick Thompson Intern Part-time		Suzanne Combs Certified Bookkeeper Quickbooks Pro Advisor
Michelle Johnson Administrative Assistant Billing							
Sherrie Richardson Receptionist/ Runner							

## ATTACHMENT B – STAFF RESUMES

Larry D. Montague, Jr.  
Certified Public Accountant  
[lmontague@burkettcpas.com](mailto:lmontague@burkettcpas.com)

### *Present Position*

- Assurance Partner of Burkett Burkett & Burkett, Certified Public Accountants, P.A.
- Member of ResourceOne Health Management Services, LLC and Burkett Financial Services, LLC
- Performs financial statement audits of South Carolina local governments, non-profit entities, private businesses, and Single Audits of compliance and internal control in accordance with Governmental Auditing Standards, ERISA audits of defined contribution retirement programs, overhead audits for compliance with DCAA and FAR regulations.
- Experienced in corporate, partnership and individual taxation

### *Experience*

- Burkett Burkett & Burkett, Certified Public Accountants, P.A. since July 1996
- Worked in family owned business until 1994, specialized in the management of turnkey bulk material handling construction projects, for the power, mining, and pulp and paper industries.
- Extensive background in project management, financial and managerial accounting as it relates to construction contracting

### *Professional and Civic Activities*

- South Carolina Association of Certified Public Accountants – received Presidential Award in 2003
- Central Chapter of South Carolina Association of Certified Public Accountants
- American Institute of Certified Public Accountants
- Rotary Club of Sumter Sunrise – Past President, Secretary and Treasurer
- Rotary District 7770 – Assistant Governor 2007-2011, Treasurer 2012-Present
- South Carolina Association of School Business Officials
- Greater Sumter Chamber of Commerce
- First Presbyterian Church – Past deacon
- Wilson Hall School Board of Trustees – Past Vice Chairman and Treasurer
- Sumter YMCA – Past Chief Volunteer Officer, Treasurer, and Chairman of the Building Committee
- “Blue Ridge Cluster” of South Carolina Y’s – Past Chairman – Recognized as Y leader in the southeast

### *Education*

- University of South Carolina – Graduated May 1996  
- Master of Accountancy with a concentration in Taxation
- Georgia Institute of Technology – Graduated August 1975  
- Bachelor of Science Degree in Industrial Management

### *Interesting Facts*

- Born in Sumter, South Carolina
- Married to the former Karen Brunson
- They have four children and five grandchildren



## ATTACHMENT B – STAFF RESUMES

Matthew P. Hodges  
Certified Public Accountant  
[mhodes@burkettcpas.com](mailto:mhodes@burkettcpas.com)

### *Present Position*

- Audit Manager at Burkett Burkett & Burkett, Certified Public Accountants, P.A.
- In charge on audits – financial statement audits of South Carolina local governments, non-profit entities and private businesses and Single Audits of compliance and internal control in accordance with Governmental Auditing Standards
- Experienced in nonprofit, corporate, partnership and individual taxation

### *Experience*

- Burkett Burkett & Burkett, Certified Public Accountants, P.A. since 2007

### *Professional and Civic Activities*

- American Institute of Certified Public Accountants
- South Carolina Association of Certified Public Accountants  
-Past President for the Central Chapter (January 2012 to June 2013)
- Government Finance Officers Association - Member since July 2009
- South Carolina Association of School Business Officials
- Cayce West Columbia Chapter of Lions Club International – Treasurer since July 1, 2009
- Association of Certified Fraud Examiners - Associate Member since December 1, 2009
- State Street Baptist Church - Finance Committee Member

### *Education*

- University of South Carolina, Columbia , SC - Graduated May 2008  
- Master of Accountancy (Assurance and Business Measurement Concentration)
- Clemson University, Clemson , SC - Graduated May 2007  
-Bachelor of Science in Accounting  
-GPR: 4.00/4.00

### *Interesting Facts*

- Born and raised in South Carolina
- Married to the former Natasha Parker
- They have three children
- Resides in Lexington, South Carolina

## ADDITIONAL ATTACHMENT – PEER REVIEW REPORT



### System Review Report

September 24, 2014

To The Partners  
Burkett, Burkett & Burkett, CPAs, P.A.  
And the South Carolina Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Burkett, Burkett & Burkett, CPAs, P.A. (the firm) in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Governments Auditing Standards* and audits of employee benefit plans.

We noted the following deficiency during our review:

1. **Deficiency:** The firm's quality control policies and procedures require that professional standards be followed regarding documenting the internal controls in key areas of the engagement, including IT risk assessment, procedures performed to determine that key controls are implemented, assessment of an audit client's controls over compliance, and have appropriate documentation of the skills, knowledge and expertise of the personnel responsible for overseeing any non-attest services performed by the firm. The firm did not follow their quality control procedures in certain engagements performed during the peer review period. The firm has updated the file documentation in these areas to properly comply with professional standards.
2. **Recommendation:** The firm should incorporate all of the above noted items in a training session for their audit staff and partners to emphasize the importance of these areas in the audit. Additionally, they should address these areas specifically during the engagement review process to ensure that the documentation is in accordance with professional standards.

## ADDITIONAL ATTACHMENT – PEER REVIEW REPORT

In our opinion, except for the deficiency described above, the system of quality control for the accounting and auditing practice of Burkett, Burkett & Burkett, CPAs, P.A. in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. Burkett, Burkett & Burkett, CPAs, P.A. has received a peer review rating of *pass with deficiency*.

Henderson Hutcherson  
& McCullough, PLLC



## ADDITIONAL ATTACHMENT – PEER REVIEW REPORT



August 17, 2015

Christina Kelly, Chair  
South Carolina Peer Review Committee  
South Carolina Association of CPAs  
West Columbia, SC 291

Dear Ms. Kelly

This letter represents our response to the report issued in connection with the peer review of the firm's system of quality control for the accounting and auditing practice in effect for the year ended May 31, 2014. The corrective actions discussed in this letter will be monitored to ensure that they are effectively implemented as part of our system of quality control.

1. We have reviewed our quality control policies and procedures and have determined the policies and procedures to be sufficient and the deficiency to be the result of our partner's review of completed practice aids and our staff's improper completion of same and thus the need for additional partner and staff training. In both January and August 2015 we provided training to our audit staff and engagement partners addressing the proper documentation linking our risk assessments to our audit procedures utilizing our current practice aids.
2. We have emphasized with our engagement partners the requirement for their timely involvement in the planning process insuring staff have properly documented the planning process by properly completing practice aids including the linkage of our risk assessments to our audit programs. Additionally, we have emphasized timely partner review of the practice aids for supervision and completion and the industry disclosure aid to insure they have been completed correctly. The engagement partners will assist the partner in charge of quality control in planning staff training when they determine misunderstanding of required responses have occurred on a basis other than isolated.
3. We required all staff and partners performing engagements performed under *Governmental Auditing Standards* or our ERISA engagements to attend either SCACPA sponsored training or other outside training. Our August training included all engagement partners and staff and included a review of the team captains exit conference comments that were received initially as a pass report with five MFCs and a single FFC and the subsequent downgrading of the report to pass with deficiencies including the additional downgrading of the ERISA MFC to a FFC. We will review the importance of the peer review process and timely communication. We will stress the importance of communication with any review of our audit documentation provided for remote review in a PDF format created by our electronic file cabinet and thus not performed within our engagement software that has the potential for a remote reviewer to misinterpret procedures performed and documented.

---

### ROCK HILL

128 EAST MAIN STREET SUITE 201, ROCK HILL, SC 29153  
MAIN LINE: 803.325.1660 • FAX LINE: 803.325.1665

### WEST COLUMBIA

5155 SHELBY BLVD., WEST COLUMBIA, SC 29169  
POST OFFICE BOX 2044, WEST COLUMBIA, SC 29171  
MAIN LINE: 803.794.9712 • MAIN FAX: 803.794.1889  
WWW.BURKETTCPA.COM

### SUMTER

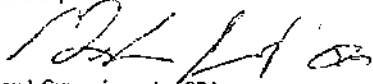
115 BRIDGE STREET SUITE 200, SUMTER, SC 29150  
MAIN LINE: 803.779.6772

## **ADDITIONAL ATTACHMENT – PEER REVIEW REPORT**

4. Our partner charged with administering our quality control program was appointed in late January 2014 and attended the SCACPA sponsored “How to prepare for Peer Review” in August 2014 as our peer review team captain was scheduled on-site in September 2014. As a result of the system review we will have our current year’s monitoring of engagements performed by an outside peer reviewer to insure our training has resulted in correct completion and documentation of procedures performed and conclusions reached. Additionally in 2016 we will have our quality control partner attend training on conducting a peer review to insure our complete understanding of the process and to further strengthen our monitoring of our quality control program.

We believe these actions to be responsive to the findings of the review and will result in improved monitoring and inspection procedures.

Sincerely



Max L. Cummings, Jr., CPA  
Managing Partner  
Burkett Burkett & Burkett  
Certified Public Accountants, PA

PROPOSAL FOR PROFESSIONAL  
AUDITING SERVICES  
FOR

**RICHLAND COUNTY RECREATION COMMISSION**

For The Year Ending  
June 30, 2017

**THE HOBBS GROUP, P.A.**  
**Certified Public Accountants and Consultants**

Submitted July 11, 2017



**TheHobbsGroup**  
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Contact: Christina R. Kelly, CPA, Shareholder

The Hobbs Group, P.A.

1704 Laurel Street

Columbia, South Carolina 29201

[christina@hobbscpa.com](mailto:christina@hobbscpa.com)

(803) 799-0555



PROPOSAL FOR PROFESSIONAL AUDITING SERVICES  
RICHLAND COUNTY RECREATION COMMISSION  
For the Year Ending June 30, 2017

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**TheHobbsGroup**  
CERTIFIED PUBLIC ACCOUNTANTS / CONSULTANTS

1704 Laurel Street  
Columbia, SC 29201

P.O. Box 2411  
Columbia, SC 29202



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

[www.hobbsscpa.com](http://www.hobbsscpa.com)

Richland County Recreation Commission  
7473 Parklane Road  
Columbia, South Carolina 29223

Dear Ms. Cleary,

We are pleased to present the following proposal for the audit services of the Richland County Recreation Commission (RCRC) for the year ended June 30, 2017.

Our audit will be conducted 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. Those standards require that we plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement. If we find that we cannot render an unmodified opinion or if we discover any indication of defalcation or other irregularities that may be discovered in connection with the examination, we shall promptly inform management and/or the Recreation Commission Board to determine the alternative actions to be taken, if any.

We believe our firm is the right decision for RCRC because of our commitment to auditing and the government and not-for-profit community. These two sectors comprise approximately 70% of our audit practice. We commit to performing the audit within the time period as specified in the request for proposal.

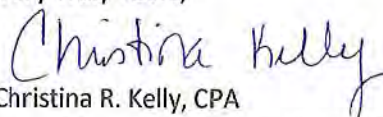
This agreement can be canceled by the Richland County Recreation Commission or THE HOBBS GROUP, P.A., without cause, by written notice delivered no less than 60 calendar days prior to the fiscal year end.

We are grateful for the opportunity to submit this proposal. Mark T. Hobbs ([mark@hobbsscpa.com](mailto:mark@hobbsscpa.com)) and Christina R. Kelly ([Christina@hobbsscpa.com](mailto:Christina@hobbsscpa.com)), are the authorized firm members to make representations on behalf of our Firm. Mark T. Hobbs is the Managing Shareholder of the Firm and Christina R. Kelly is a Shareholder and Director of Audit Services for our Firm. Christina will also be assigned to this engagement and assigned responsibility for the quality of the report and working papers. Both individuals can be reached at The Hobbs Group, P.A., 1704 Laurel Street, Columbia, South Carolina 29201, telephone (803) 799-0555, fax (803) 799-4212.

The signor of this submitted proposal, Christina R. Kelly, has full authority to bind the accounting firm of THE HOBBS GROUP, P.A., Certified Public Accountants and Consultants, to the terms of this proposal dated July 11, 2017.

We appreciate the opportunity to submit this proposal. If any further information is required or further representations need to be made on our part, please contact Christina R. Kelly or Mark T. Hobbs.

Very Truly Yours,

  
Christina R. Kelly, CPA

*Providing Auditing, Tax, and Accounting Services since 1986*



We respectfully submit the following information regarding our Firm, our approach to audit examinations and other information we feel may be helpful in your selection of an accounting firm to serve Richland County Recreation Commission (RCRC).

We affirm that the Shareholders in our Firm and all key personnel are properly licensed certified public accountants in the State of South Carolina. Our firm, Shareholders and associates are independent with respect to Richland County Recreation Commission as defined by the United States General Accounting Office's *Government Auditing Standards*, issued by the Comptroller General of the United States.

Our firm does not currently have, nor have we had, any professional relationships involving RCRC or any of its component units or oversight units or agencies over the past five years.

## **ORGANIZATIONAL STRUCTURE**

The Hobbs Group, P.A., Certified Public Accountants and Consultants has two offices, our home office located at 1704 Laurel Street, Columbia, South Carolina 29201, and a second office located at 414-D Pettigru Street, Greenville, South Carolina 29601. For thirty years, we have provided audit and attestation, consulting, forensic accounting, management and tax services to a variety of clients located throughout the Southeastern United States. All of our audit engagements are staffed out of our Columbia office, which is comprised of five shareholders, one director, three managers, one supervisor, four staff, five paraprofessionals, and two administrative personnel. Our governmental audit staff includes three shareholders, two managers, one supervisor, and two staff. We do not hire part time staff to perform audit engagements.

Our Firm is a member in the Private Companies Practice Section of the AICPA. We have undergone a peer review, which included review of our government engagements, for the year ended March 31, 2014, on which we received a pass. A copy of our Peer Review Report is located as Attachment C. Our Firm has never been the object of any disciplinary actions. There have been no complaints leveled against our Firm, Firm shareholders, or associates by the State Board of Accountancy or other regulatory authority. We have not undergone any federal or state desk reviews or field reviews within the past three years.

## **ENGAGEMENT PERSONNEL AND EXPERIENCE**

The shareholder assigned to the audit will be Christina R. Kelly. Ally Rivers will be the manager assigned to the engagement. Additional staff members will be assigned to the audit under the direct supervision of the manager. Although our firm does not have auditing experience specific to parks and recreation, we are committed to providing quality service in all engagements we perform and believe that based on our extensive government auditing experience we can perform the engagement efficiently and effectively.

Our firm believes that every staff member should grow and develop personally and professionally. We work with each staff member to develop a plan based on their job assignments and interests to cultivate a quality program of professional education and to help staff advance through a combination of in-house developed courses and outside training. We are a member of the Government Quality Control Center and obtain training and resources as a part of our membership. We require each member of our professional staff to obtain continuing education regardless of certification. The following is a list of governmental CPE attended in the past 24 months by the shareholder and manager of RCDC's audit:





## ENGAGEMENT PERSONNEL AND EXPERIENCE - Continued

STAFF	COURSE	DATE	HOURS
Christina R. Kelly, CPA	Governmental Accounting and Auditing	07/2015	8.0
	Applying the Uniform Guidance for Federal Awards	05/2016	8.0
	2016 Government Accounting Quality Control Annual Update	06/2016	2.0
	Peer Review Must Select – Governmental Engagements	07/2016	2.0
	GASB Statement No. 68 Audit and Accounting Workshop	12/2016	4.0
	2017 Government Accounting Quality Control Annual Update	05/2017	2.0
	GASB Fair Value	06/2017	2.0
	State and Local Government Audit Planning Considerations	05/2016	2.0
			30.0
Ally W. Rivers, CPA	A & A Governmental Update	07/2015	8.0
	Applying the Uniform Guidance for Federal Awards	12/2015	8.0
	Audits of State and Local Governments	12/2015	8.0
	Fraud in Governments and Not-For-Profits	08/2016	8.0
			32.0

Christina has been performing audits in accordance with these provisions since 1999 and has audited a wide variety of governmental entities. All of the audit clients Christina serves as shareholder on the engagement are in the government and not-for-profit sector. Christina is the firm's shareholder member of the Government Audit Quality Center of the American Institute of Certified Public Accountants (AICPA) and Illinois Peer Review Committee, which administers South Carolina firm peer reviews. The manager assigned, Ally, has been performing governmental and non-profit audits over the last eight years. Christina serves as shareholder to approximately 77% of the firm's governmental audits and Ally serves as manager of approximately 46% of the firm's governmental practice. All staff have the adequate knowledge, skills, experience and professionalism required by Government Auditing Standards. The resumes of the managing shareholder and the shareholder and manager assigned to the engagement are attached as Attachment B of this proposal. Our firm strives to have staff continuity on its engagements and are able to accomplish this with our low level of turnover in our key personnel.

## ENGAGEMENTS

Our firm audits a variety of governmental entities and all our audits are performed out of our Columbia office. The following jobs are some recent governmental entity audits that have been performed by our office:

Entity	Shareholder	Scope of Work	Year End	Client Contact
Santee-Lynches Regional Council of Governments and Santee-Lynches Regional Development Corporation	Christina R. Kelly	Audit subject to Uniform Guidance	06/30/16	Ms. Kathy Powell Deputy and Finance Director 803-774-1380 kpowell@slcog.org
	Christina R. Kelly	Yellow Book Audit	06/30/16	



## ENGAGEMENTS – Continued

Entity	Shareholder	Scope of Work	Year End	Client Contact
Children's Trust of South Carolina	Christina R. Kelly	Audit subject to Uniform Guidance	09/30/16	Uvette Pope-Rogers, CPA Chief Financial Officer 803-744-4030 uprogers@scchildren.org
City of Manning, South Carolina	Mark T. Hobbs	Audit subject to Uniform Guidance	06/30/16	Scott Tanner City Administrator 803-435-8477 Ext. 5115 administrator@cityofmanning.org
Northeastern Technical College	Christina R. Kelly	Audit subject to Uniform Guidance	06/30/16	Debbie Cheek Vice President of Finance 843-921-6945 dcheek@netc.edu
Town of Summerton	Christina R. Kelly	Yellow Book Audit	06/30/16	Christine Richburg Town Clerk 803-485-2525 Ext. 1 townclerk@townofsummerton.coi
State Fiscal Accountability Authority Insurance Reserve Fund	Christina R. Kelly	Yellow Book Audit	06/30/16	Anne Macon Smith Executive Director 803-737-0020 aflynn@irf.sc.gov
City of Chesnee	Mark T. Hobbs	Yellow Book Audit	06/30/16	Becki Hood City Administrator 864-461-2225 Becki401@chesnet.net
Town of Mayesville	Mark T. Hobbs	Yellow Book Audit	03/31/15	Jereleen Hollimon-Miller Mayor 803-453-5916
Town of Springdale	Christina R. Kelly	Yellow Book Audit	06/30/16	Ashley Watkins Finance Coordinator 803-794-0408 awatkins@springdalesc.com



**TheHobbsGroup**



## ENGAGEMENTS – Continued

Entity	Shareholder	Scope of Work	Year End	Client Contact
South Carolina Local Government Investment Pool and South Carolina Tobacco Settlement Revenue Management Authority and South Carolina Resources Authority	Christina R. Kelly	Yellow Book Audit	06/30/16	Tonia L. Morris Deputy State Treasurer 803-734-2695 Tonia.morris@sto.sc.gov
	Christina R. Kelly	Yellow Book Audit	06/30/16	
	Christina R. Kelly	Yellow Book Audit	06/30/16	

As stated above, all audit engagements are performed from our Columbia office and the most significant engagements that would be similar to size and staffing hours from above would be the following:

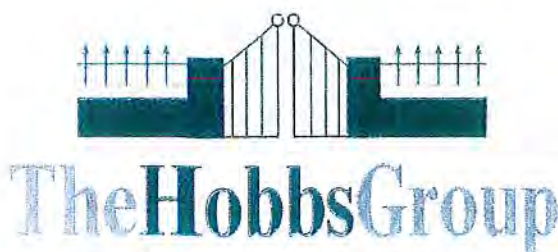
1. Children's Trust of South Carolina
2. Santee-Lynches Regional Council of Governments
3. City of Manning, South Carolina
4. Northeastern Technical College

## PROPOSER'S APPROACH TO THE AUDIT

The audits will be conducted in accordance with auditing standards generally accepted in the United States of America and the provisions of *Government Auditing Standards*, issued by the Comptroller General in the United States.

The primary purpose of an audit is to express an opinion on the financial statements and an audit is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, we will promptly advise RCDC management. No extended services will be performed unless they are authorized in writing by RCDC.

**THE HOBBS GROUP, P.A.**, utilizes a risk analysis approach whereby the potential effects of the client's control environment, accounting systems and control activities are evaluated. Additionally, the possibility of errors or irregularities in the accounting system and errors in specific types of transactions and accounts are evaluated. From these evaluations, we develop what we believe is the most effective and efficient combination of tests responsive to the identified risks.





## PROPOSER'S APPROACH TO THE AUDIT – Continued

Our audit approach can be categorized into four primary phases:

### First Phase: Planning and Risk Assessment – Including Fraud Risk Assessment

#### *Objectives*

- Identification of Significant Audit Areas
- Risk Assessed Based on Thorough Understanding of the Control Environment, Accounting Systems, and Control Activities
- Design an Efficient and Effective Audit Plan

The planning and risk assessment phase does not end until our work is complete and our report issued. It is a continuous process that may change throughout the audit based on the following:

- ❖ Inquiry
- ❖ Analysis
- ❖ Control testing
- ❖ Substantive testing

During this phase, we document the control environment, accounting systems and control procedures to determine a preliminary assessment of risk for potential material misstatement in financial statement account balances.

In order to gain a better understanding of the control environment and financial position we will perform the following:

- ❖ Obtain an understanding of internal controls
- ❖ Perform a preliminary analytical review
- ❖ Review commission meeting and audit committee meeting minutes
- ❖ Assess reports of any outside agencies which have performed monitoring activities

We will also perform a fraud risk assessment during this phase of an engagement in an effort to design specific procedures to identify misappropriation of assets or abuse of funds.

During a first-year audit, there are additional procedures that are necessary in order to have a complete understanding of your control environment including:

- ❖ Review of prior year audit workpapers from predecessor auditor
- ❖ Interviews of Staff
- ❖ Review and Documentation of Accounting Policies and Procedures
- ❖ Inquiry Concerning Other Areas of Operations that would Aid in Understanding the Entity

We have a good working knowledge of laws and regulations that governments are subject to based on our experience auditing state and local governments. We will use interviews of staff and documents related to the audit to enhance our working knowledge to determine laws and regulation that will need to be subject to compliance testing during the audit.





## PROPOSER'S APPROACH TO THE AUDIT - Continued

Once we obtain a full understanding of RCDC's control environment, accounting systems and control activities, we will use that information to assess the risks of material misstatement and design the nature, timing and extent of our testing of controls and account balances. Each audit area that we deem to be a significant risk will be included in our audit program and the most appropriate audit procedures and approach will be selected. We would suggest that we have an audit planning meeting with the audit committee as our scope is developed to share our risk assessment and evaluations with them prior to the actual execution of the audit plan. We would then meet with the RCDC's staff to determine the timetable for the fieldwork phase of the audit.

We expect this phase of the audit to take approximately 16% of the total budget or approximately 40 hours. This phase will require the shareholder and manager.

### Second Phase: Fieldwork

#### *Objectives*

- Performance of Interim Tests
- Testing of Control Activities
- Substantive Testing of Year-End Account Balances

During this phase of the audit during subsequent years after this initial year, we can perform a portion of our fieldwork at an interim date thus assisting in the ongoing analysis of our initial audit plan.

The following can be performed at an interim date to assist in the audit progressing in a timely manner:

- ❖ Prepare Necessary Confirmations
- ❖ Perform Tests to Determine the Adequacy of Design and Proper Operation of Planning Phase Identified Control Procedures
- ❖ Evaluate Our Preliminary Assessment of Risk and Conclude on the Reliability of the Accounting System

In determining our sample sizes we will use nonstatistical sampling. Our sample size will be based on our planned level of control risk and population size of the major process of compliance attribute that is being tested.

The extent of our substantive testing will be based on the results of our control testing, thus, if controls are effective and operating as intended it will allow us to limit the extent of substantive testing. This process of testing will benefit RCDC in allowing us to concentrate our efforts on high-risk audit areas rather than performing unnecessary substantive testing on low-risk audit areas. Overall conclusions as to the fair statement of year-end balances are formulated during the fieldwork phase of the audit.

If any issues are noted for the financial statements during the audit process, we will address those with Management of the RCDC. If those issues are not resolved and are deemed to be significant findings we will document these in our workpapers throughout the audit process.

We expect this phase of the audit to take approximately 40% of the total budget or approximately 100 hours. This phase will require manager and staff.





## PROPOSER'S APPROACH TO THE AUDIT – Continued

### Phase Three: Reporting, Disclosures and Recommendations

#### *Objectives*

- Preparation of the Financial Statements and Related Notes (non-attest service)
- Preparation of the Report to Management and Those Charged with Governance  
Addressing:
  - The Audit Scope
  - Our Responsibility Under Auditing Standards Generally Accepted in the United States of America
  - Changes in Significant Accounting Policies
  - Unusual Transactions
  - Accounting Estimates and Management's Judgments
  - Significant Audit Adjustments
  - Disagreements, if any, with RCDC's Management
  - Consultation with Other Accountants
  - Major Issues Discussed with RCDC's Management Prior to Retention as Auditors
  - Difficulties Encountered in Performing the Audit
  - Fraud or Illegal Acts Detected
  -

If weaknesses are identified and are considered material weaknesses, significant control deficiencies or control deficiencies, our communication will also include recommendations to assist you in improving the situation noted during our audit procedures. If a control deficiency letter is prepared RCDC will have an opportunity to read and respond to these prior to the final issuance.

We expect this phase of the audit to take approximately 26% of the total budget or 65 hours. This will require shareholder and manager personnel.

### Phase Four: Review and Concluding

#### *Objectives*

- Present the Preliminary Financial Statements and Related Notes to RCDC for Review
- Perform an Internal Review by the Shareholder Assigned to the Engagement
- Upon RCDC's and Shareholder's Approval the Financial Statements and Notes will be Finalized and Issued
- Present audit to the Commission

At the completion of the audit all key workpapers and deliverables will be reviewed by the Shareholder. We expect this phase of the audit to take approximately 18% of the total budget or 45 hours. This phase will require shareholder and manager personnel.





## COMPENSATION

Our all-inclusive maximum fee is based on a time budget of 250 hours at a blended hourly rate of \$100 per hour. We do not anticipate any out of pocket costs due to our firm being local. Our total hours by staff classification for the year ended June 30, 2017 is as follows:

Staff Level	Hourly Rate	Audit Hours	Non-Attest*	Total Hours	Total All-Inclusive Fee
Shareholder	\$160	45	5	50	\$ 8,000
Manager	\$110	100	50	150	16,500
Staff	\$90	50		50	4,500
		195	55	250	29,000
				Discount	(4,000)
				\$	25,000

\*Under Government Auditing Standards the preparation of the financial statements and cost analysis schedules are considered non-attest services.

The all-inclusive fee for each of the five years to be audited is as follows:

Year End	Amount
June 30, 2017	\$ 25,000
June 30, 2018	25,000
June 30, 2019	25,000
June 30, 2020	25,000
June 30, 2021	25,000
Total All-Inclusive Fee Over Contract	\$ 125,000

If additional assistance with technical issues is requested the separate hourly rates by staffing and skill level are as follows:

Shareholder	\$160
Manager	\$110
Supervisor	\$100
Staff	\$ 90

Each consult would have to be assessed on an individual basis and would also have to be evaluated to ensure that we do not impair our independence.

We commit to performing the audits of the Richland County Recreation Commission within the deadline in the request for proposal. Our proposal is a firm and irrevocable offer for a minimum of 60 days after July 11, 2017, the due date of the proposal.

## ADDITIONAL DATA

We believe our firm is different from other firms our size because of our commitment to audit and the governmental and non-profit community. The top five reasons our firm is the best decision for RCDC are:

1. Our firm has been auditing since 1979 and three of our shareholders are qualified as Team Captains of Peer Review and are committed to quality auditing.
2. We pride ourselves on being responsive to your needs and meeting deadlines.
3. You will not have to train our auditors. We offer experienced staff to supervise our audits and we work hard to maintain consistency in staffing on our engagements.
4. Our goal is that no two audits should be the same (even in the same entity). Each audit must be tailored to the organization based on the risk and other factors. We seek input from the audit committee and management as to where you feel risk could be and include that in tailoring the procedures for our engagement.
5. Our philosophy is to add value during the audit process. We accomplish this goal by seeking ways to improve the internal controls through improved efficiencies and more effective processes of the organizations that we serve.



**TheHobbsGroup**  
A LIMITED LIABILITY PARTNERSHIP

## ATTACHMENT A

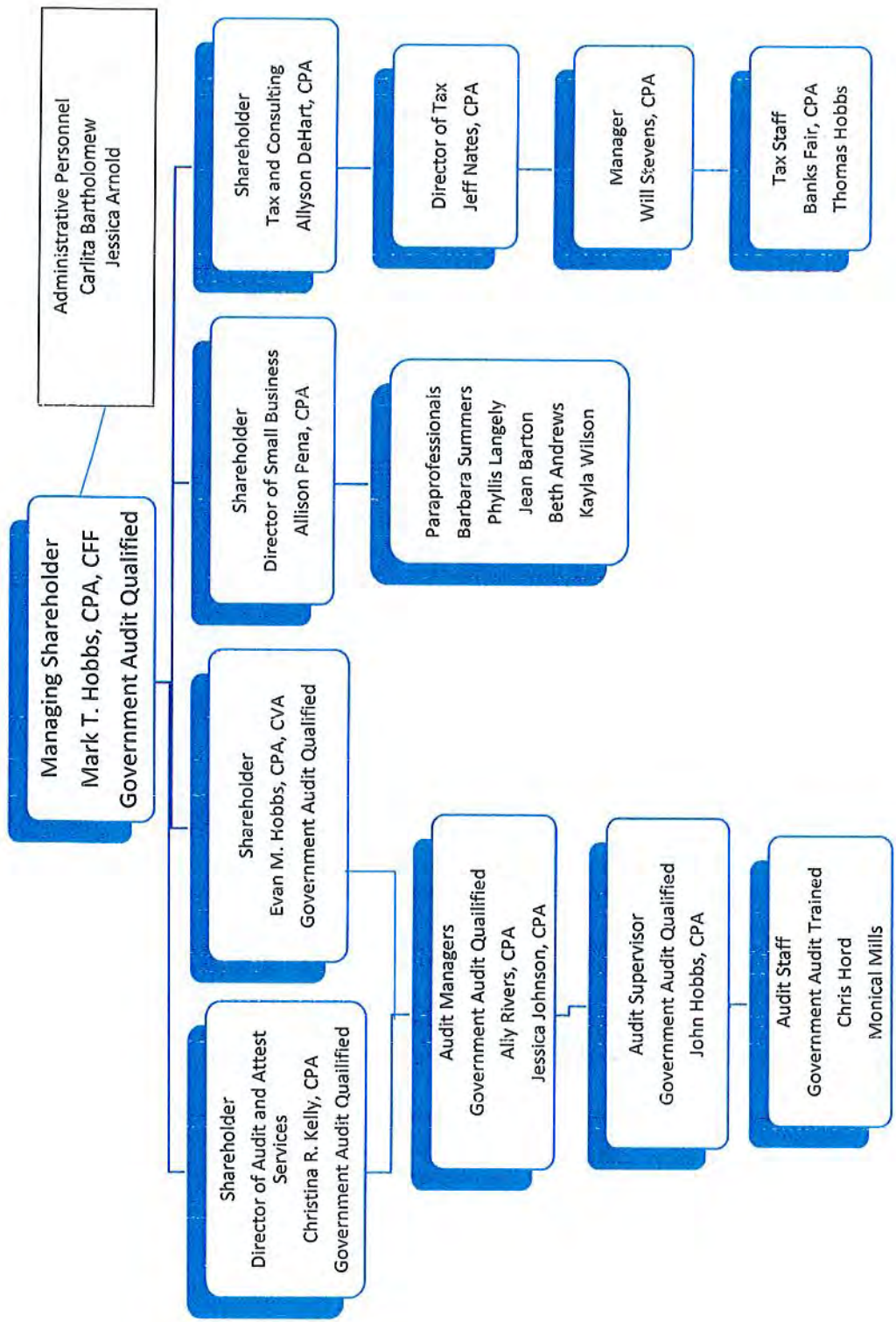
### ORGANIZATION CHART



**TheHobbsGroup**  
CERTIFIED PUBLIC ACCOUNTANTS • TAX PLANNERS



# ORGANIZATION CHART

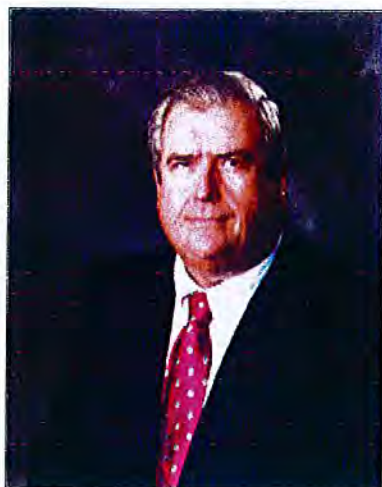


**ATTACHMENT B**

**KEY PERSONNEL RESUMES**



**The Hobbs Group**  
CITY OF THE REPUBLIC OF KENYA - NAIROBI



## Mark T. Hobbs, CPA, CFF

Managing Shareholder

South Carolina Certificate No. 1697, Issued July 1981

### Education

Bachelor of Science in Accounting, Honors Graduate, Clemson University, 1979

### Professional Certifications

Certified Public Accountant (CPA) in South Carolina and North Carolina  
Certified in Financial Forensics (CFF)

(803) 799-0555 ext. 23  
mark@hobbscpa.com

### Professional Experience

During his thirty plus years in public accounting Mark has acquired extensive experience with privately owned, closely held businesses, financial institutions, employee benefit plans, governmental entities, real estate management, nonprofit organizations, and litigation support consultation.

### Professional Affiliations and Activities

- Past President of the South Carolina Association of Certified Public Accountants (SCACPA)
- Member of the AICPA Peer Review Board from 1999 until 2002; served as Education and Communication Chair in 2002
- Previous President of the Columbia Chapter of the Institute of Management Accountants
- Previously served as Chairman of the Continuing Education Committee, Technical Standards and Peer Review Committees of SCACPA
- Previously appointed to the South Carolina Board of Accountancy by Governor Sanford in 2005; Served as Chairman, Chair of Peer review Committee and Communications Officer
- Vice Chair of Communications Committee of the National Association of State Boards of Accountancy
- South Carolina Association of Non-Profit Organizations – service as member of the Blue Ribbon Task Force for Preserving the Public Trust 2005-2007
- Member of the National Association of Certified Valuation Analysts
- Member of the American Institute of Certified Public Accountants (AICPA)
- Partner contact for our firm's membership in AICPA's Employee Benefit Plan Audit Quality Center
- Member of the National Peer Review Committee



**The Hobbs Group**  
CPA FIRM • PRACTICE • ACCOUNTING • TAX • CONSULTING





(803) 799-0555 ext. 28  
christina@hobbscpa.com

## Christina R. Kelly, CPA

Shareholder

South Carolina Certificate No. 5647, Issued July 1999

### Education

Bachelor of Science in Accounting, Honors Graduate, University of South Carolina at Aiken, 1996

### Professional Certifications

Certified Public Accountant (CPA) in South Carolina and North Carolina

### Professional Experience

During her nineteen plus years in public accounting Christina has acquired valuable experience with governmental entities, nonprofit organizations, and privately held businesses.

### Professional Affiliations and Activities

- Member of the South Carolina Association of Certified Public Accountants (SCACPA)
- Serves as a Member of the Peer Review Committee
- Member of the American Institute of Certified Public Accountants (AICPA)
- Quality Control Shareholder of the Firm for the Government Audit Quality Control Center of the AICPA

### Civic and Community Activities

Serves as a member of the Children's Core Team at  
Union United Methodist Church

Past Board Member of Crime Stoppers of the Midlands



**The Hobbs Group**  
CERTIFIED PUBLIC ACCOUNTANTS



(803) 799-0555 ext. 39  
ally@hobbscpa.com

## Ally W. Rivers, CPA

### Manager

South Carolina Certificate No. 8662, Issued January 31, 2013

### Education

Bachelor of Science in Accounting, Clemson University

### Professional Certifications

Certified Public Accountant in South Carolina

### Professional Experience

Ally performs audit and attestation services for various not-for-profit organizations and governmental entities. She is knowledgeable of Government Auditing Standards and Uniform Guidance and is involved in majority of our firms Single Audit engagements.

### Professional Affiliations and Activities

- Member of the South Carolina Association of Certified Public Accountants (SCACPA)
- Member of the American Institute of Certified Public Accountants

### Civic and Community Activities

Wave Ministry Volunteer at Chapin United Methodist Church



**The Hobbs Group**  
CPA FIRM • REAL ESTATE • BUSINESS CONSULTING

**ATTACHMENT C**

**PEER REVIEW REPORT**



**TheHobbsGroup**  
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS





Kelley Galloway  
Smith Goolsby, PSC

Certified Public Accountants and Advisors

1700 Corporate Court • P.O. Box 990 • Ashland, Kentucky 41102  
• Phone (606) 329-1811 • Toll (800) 329-1171 • Fax (606) 329-8756 • TDD (606) 325-0590  
• Web: [www.kgsacpa.com](http://www.kgsacpa.com) Member of **PKF North America**

## SYSTEM REVIEW REPORT

To the Shareholders of The Hobbs Group, P.A.  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of The Hobbs Group, P.A. (the firm) in effect for the year ended March 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of The Hobbs Group, P.A. in effect for the year ended March 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. The Hobbs Group, P. A. has received a peer review rating of *pass*.

*Kelley Galloway Smith Goolsby, PSC*

Ashland, Kentucky  
September 17, 2014



Enriching Lives &  
Connecting Communities

## Richland County Recreation Commission

### Request for Waiver of Facility Fees

This form must be completed and submitted to the Richland County Recreation Commission Executive Director for requesting waiver of facility use fees. Form should be submitted 45 days in advance of proposed event.

Check one:

- ☐ Local Public School District
- ☐ Local Government
- ☐ Home Owner's Association (Defined pursuant to S.C. Code 12-43-230)
- ☐ Neighborhood Association (Recognized by the Richland County Neighborhood Council)
- ☒ Other (specify) Baseball team

ORGANIZATION NAME: Arthur Knott Buccaneers

501 c 3 Organization – Yes ☐ No ☒

#### CONTACT INFORMATION:

Contact Person: Rodney Wade

Phone: 803-231-0812 Alternate Phone (Cell): \_\_\_\_\_

Address 1414 Zion Ave Columbia SC 29201

Reason (justification) for waiver of fee request (or attach statement):

We are having a free baseball clinic with  
former Major League Player Roney Reese for  
underprivileged youth.





Enriching Lives &  
Connecting Communities

Page 2 of 2

Proposed Event Information

Date: (45 day-advance notice to RCRC requested): Aug 5, 2017

Location: Caughman Road Park

Time: 9-2

Number of Attendees: 30

Detailed description of event (or attach statement):

*(Approval preference given to those events that have a direct positive impact on the community served by the park and those events that directly impact community youth and adult recreation):*

Calvin Polkey Reese is a former MLB player who grew up in Richland County and he is trying to give back to the community and the youth that normally couldn't afford camps. This camp is free of charge 1 day clinic

*Note: Events must not be for individual profit or gain. RCRC reserves the right to require a uniformed law enforcement officer be present at organizer's cost.*

For office use only

Board Meeting Date: \_\_\_\_\_ : ☐ Approved ☐ Disapproved



# RICHLAND COUNTY RECREATION COMMISSION – ATHLETIC DEPARTMENT

7473 Parklane Road

Columbia, SC 29223

## ATHLETIC FACILITY USE AGREEMENT

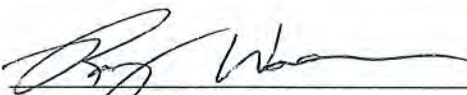


Arthurstown Buccaneers NAME OF ORGANIZATION/RESPONSIBLE PARTY		Baseball Clinic PURPOSE OF USE	
1814 Zion Ave ADDRESS		Columbia SC 29201 CITY STATE ZIPCODE	
803-231-0812 HOME/CELL PHONE	803-726-0608 WORK PHONE	R Wade 1211 @ Gmail.com EMAIL ADDRESS	
Caughman Road Park FACILITY /FIELD /FIELD # (IE: POLO ROAD BASEBALL FIELD #7)		5 HOURS	100.00 MAINT. FEE TOTAL CHARGES

Field/Facility Type	Richland County Resident Fee	Non Richland County Resident Fee
Soccer/Football	\$25.00 per hour	\$30.00 per hour
Baseball/Softball	\$20.00 per hour	\$24.00 per hour
Athletic Maintenance Fee	\$50.00 per field	\$60.00 per field
Tennis Courts	\$3.00 per person/per hour	\$3.00 per person/per hour
Picnic Shelters (Medium)	\$15.00 per hour	\$18.00 per hour
Picnic Shelters (Large)	\$25.00 per hour	\$30.00 per hour

As a condition precedent to the right to use the Athletic Facility, the Licensee must comply with and provide all of the following:

- o Proof of current 501c3 (For those requesting the non-profit rental rate)
- o Certificate of insurance, \$1,000,000 per occurrence (must include RCRC as additional insured) for any added activity equipment. (IE Bounce Houses, Water Slides etc.)

It is further understood that the Richland County Recreation Commission is not a co-sponsor with organizations or individuals contracting for use of recreation facilities. Neither RCRC nor its staff will be liable for any injury of any kind, sustained by any participant, spectator, or any other individual by reason of negligence of your organization or any other third party. It is further understood that your organization will indemnify and hold harmless the Recreation Commission and its staff from and against any and all liability, damage, loss, cost or expense (including without limitation, attorney's fee and disbursements, and any damage or charge imposed for the violation of any law or ordinance) arising out of or in connection with your organization's usage of RCRC facilities. This agreement can be voided by the Richland County Recreation Commission if all community league handbook procedures and/or athletic league policies and guidelines are not adhered to at all times. Clean-up is required. RCRC reserves the right to cancel/postpone any event or program due to hazardous conditions.

 Licensee	Date: 6-15-17
 Director of Recreation	Date: 6-16-17
 Division Head Facility Operations	Date: 6-16-17

**RICHLAND COUNTY RECREATION COMMISSION – ATHLETIC DEPARTMENT**

7473 Parklane Road

Columbia, SC 29223

**ATHLETIC FACILITY USE AGREEMENT**

*Field 2*  
Facility/Field

*Aug 5, 2017*  
Usage Dates (Start – End)

<u>Days</u>	<u>Times (IE 5:30 – 9:30)</u>	<u>RCRC Exclusions Dates &amp; Times</u>
Monday _____	_____	_____
Tuesday _____	_____	_____
Wednesday _____	_____	_____
Thursday _____	_____	_____
Friday _____	_____	_____
Saturday <i>x</i> _____	<i>9am - 1pm</i>	_____
Sunday _____	_____	_____

Facility/Field

Usage Dates (Start – End)

<u>Days</u>	<u>Times (IE 5:30 – 9:30)</u>	<u>RCRC Exclusions Dates &amp; Times</u>
Monday _____	_____	_____
Tuesday _____	_____	_____
Wednesday _____	_____	_____
Thursday _____	_____	_____
Friday _____	_____	_____
Saturday _____	_____	_____
Sunday _____	_____	_____

Facility/Field

Usage Dates (Start – End)

<u>Days</u>	<u>Times (IE 5:30 – 9:30)</u>	<u>RCRC Exclusions Dates &amp; Times</u>
Monday _____	_____	_____
Tuesday _____	_____	_____
Wednesday _____	_____	_____
Thursday _____	_____	_____
Friday _____	_____	_____

**Columbia, SC 29223**

## ATHLETIC FACILITY USE AGREEMENT

[illegible]





Enriching Lives &  
Connecting Communities

## Richland County Recreation Commission

### Request for Waiver of Facility Fees

This form must be completed and submitted to the Richland County Recreation Commission Executive Director for requesting waiver of facility use fees. Form should be submitted 45 days in advance of proposed event.

Check one:

☐ Local Public School District

☐ Local Government

☐ Home Owner's Association (Defined pursuant to S.C. Code 12-43-230)

☒ Neighborhood Association (Recognized by the Richland County Neighborhood Council)

☐ Other (specify) \_\_\_\_\_

ORGANIZATION NAME: Ballentine Civic Association

501 c 3 Organization – Yes ☒ No ☐

#### CONTACT INFORMATION:

Contact Person: Joan Tweed

Phone: 781-2995 Alternate Phone (Cell): 360-2995

Address 111 Sara Foga Road, Irmo, SC 29063

Reason (justification) for waiver of fee request (or attach statement):

Community Association  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enriching Lives &  
Connecting Communities

Proposed Event Information

Date: (45 day-advance notice to RCRC requested): Sept - May  
Location: Bullentine First Monday Each Month  
Time: 6:00 pm except September  
Number of Attendees: 30

Detailed description of event (or attach statement):

*(Approval preference given to those events that have a direct positive impact on the community served by the park and those events that directly impact community youth and adult recreation):*

Community meetings to keep people  
informed

*Note: Events must not be for individual profit or gain. RCRC reserves the right to require a uniformed law enforcement officer be present at organizer's cost.*

For office use only

Executive Director or Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Approved

☐ Disapproved

For office use only (for waivers requiring Board Approval)

Board Meeting Date: \_\_\_\_\_

☐ Approved

☐ Disapproved

12. Tablecloths and table skirts will not be provided.
  13. Only table decorations may be used. Decorations may not be attached to any part of the building. (Initial: \_\_\_\_\_)
  14. The use of any open flames is **prohibited** inside RCRC facilities.
  15. Lobby furniture shall not be rearranged or removed.
  16. **Deposits Policy:** A deposit of 50% of the total rental fee must be paid upon making a reservation. Balance must be paid no later than 7 days prior to the event. (Initial: JCT)
  17. **Cancellation/Refund Policy:** 10% processing fee will be charged for all cancellations made at least (14) days prior to the scheduled rental date. 50% of the total rental fee will be charged for all cancellations made (13) days or less to the scheduled rental date. (Initial: JCT)
  18. Rental fee includes only the tables and chairs on-site. Licensee agrees that it is responsible for set-up and break-down of tables and chairs and returning them to designated locations for all events having less than 75 guests invited. Licensee's responsibility shall be determined by the number of guests invited as listed by Licensee on page 1.
  19. No admission charge or selling of goods and/or services is allowed without prior approval from Richland County Recreation Commission.
  20. Children must be supervised and accompanied by an adult at all times while on the premises.
  21. Licensee will identify a designated person who will accompany a staff person for a pre-event and post-event onsite inspection of the premises. (PRINT NAME: \_\_\_\_\_)
    - a. The designated person(s) will be notified by the facility staff of the time one (1) hour prior to the end of the event. It is the responsibility of the Licensee to complete the function by the time (*including cleanup time*) specified on the contract, however if the function time should EXCEED the regularly scheduled function time by 15 minutes or more the Licensee must pay for an additional hour. (Initial: JCT)
  22. All events must be complete and the facility closed no later than 11:00 pm for Ballentine, Crossroads, the Hopkins Park Adult Activity Center, Gadsden, New Castle/Trenholm Acres, North Springs, Perrin-Thomas, Pine Grove, Ridgewood and Upper Richland.
  23. The community center must be contacted at least 7 business days prior to the function, of ANY changes in the contract and must be approved by the Executive Director or Designee.
  24. No weapons of any kind are allowed on RCRC property, to include the carrying of permitted/licensed concealed weapons. The term "weapons" includes, but is not limited to firearms, ammunition, knives or explosive devices.
- \*\* Kitchen is not a commercial kitchen. Food must be prepared prior to arrival. Facilities are available for heating and keeping foods cold. No utensils or other equipment will be provided.

By signing in the spaces below you, the Licensee, establish that you fully understand and agree to comply with all the terms stated within the Procedures Governing Community Center Facility Usage.

Jean Tinswood  
Licensee Signature

6/30/17  
Date





Richland County Recreation Commission  
7473 Parklane Road, Columbia, SC 29223  
**COMMUNITY CENTER FACILITY USE AGREEMENT**



Licensee(s): Ballentine Civic Assoc Community Center: Ballentine  
Licensee Address: PO Box 270 City: Ballentine State: SC Zip Code: 29002  
Daytime phone: 803-781-2998 Evening phone: 781-2995 Email: TWEEDJ@SCRR.com  
Alternate Contact Person: Les TWEED Phone: 354-3091  
Date of Function: Monthly Time of Function: 6:00pm Number of Guests Invited: 30 Date of Birth: 6/15/50  
Description of function: Monthly Mtgs - Setup Time: 6:00pm Cleanup Time:   
Sept - May

**SPACE REQUESTED:**

Space	Setup* (circle one for each room used)			# of chairs	# of tables	Staff Fee	Security Fee*	Setup Fee	Facility Usage Fee	Total	Rental Deposit	Balance
Room #1	Classroom	Theater	Banquet									
Room #2	Classroom	Theater	Banquet									
Banquet Hall	Classroom	Theater	Banquet	<u>30</u>								
Side #1	Classroom	Theater	Banquet									
Side #2	Classroom	Theater	Banquet									
*2 Hour Minimum												
Total:												

- Normal Hours: Monday-Friday, 10:00 am-6:00 pm
- Licensee will receive one hour setup and one hour cleanup
- No Teen parties allowed during regular or after hours. (Initial:     )

Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by licensee on that property.

Joan Tweed  
Licensee Signature

Date: 6/30/17

Print Name: Joan Tweed

Administrative Coordinator

Date:                     

Executive Director or Designee

Date:                     

**OFFICE USE ONLY:**

Deposit: Check #:            Cash:            Credit Card            Amount:            Date:            Receipt #            Bal.           

Balance Due: Check            Cash            Credit Card            Amount:            Date:            Receipt #            Bal.

# Richland County Recreation Commission

## Procedures Governing Community Center Facility Usage

1. An approved agreement is required for the use of space in a RCRC facility. The Administrative Coordinator or designee is responsible for taking applications for use of all facilities and for formulating an agreement of use of requested space. **\*\*All residents outside Richland County will pay a regular rental fee plus 20%.**
2. All Community Center facilities require a two (2) hour minimum rental.
3. Organized Homeowner's Associations and Neighborhood Associations may use space at the parks during normal operating hours, on a space-available basis at no cost. Required expenses will include:
  - \$20 per hour security fee if the event serves alcohol.
  - \$20 per hour security fee for 100 or more attendees. *(minimum of four (4) hours)*
  - \$20 after hours fee.
4. Governmental agencies, eligible non-profit/for-profit organizations, groups and individuals may use a RCRC facility space, on a space available basis, for cost stipulated in RCRC's Recreation Center Facility Usage Fees on page 4.
5. The Administrative Coordinator or designee determines space availability and times of usage.
6. Events held during non-operational hours will require a Richland County Recreation Commission staff person to be on site for the duration of the event. A charge of \$20 per hour will be assessed at all events held during non-operational hours. Keys to the center are not available to the Licensee.
7. **Security Staff Requirement:** Security staff will be required for all events serving alcoholic beverages and for groups of 100 or more. A charge of \$20 per hour for security may be assessed for these events. A charge for the minimum of four (4) hours must be paid for security staff.
8. Smoking is prohibited in RCRC buildings, outdoor facilities and covered or uncovered entrances. Smoking is allowed in designated smoke areas which are no less than 100 ft. from the above mentioned.
9. **Hold Harmless Clause:** Licensee agrees to save, defend, and hold harmless the Richland County Recreation Commission and its agents/employees from any and all claims for loss/damages, including any governmental fees, fines or penalties (including legal fees and costs incurred) arising from Licensee's use or occupancy of any Richland County Recreation Commission property for any activities conducted by Licensee on that property.
10. If RCRC property loss is incurred as a result of the use of the facility by the Licensee, the amount of damage shall be determined by the Facility Manager or designee, in consultation with the Division Head of Property Management, and approved by the Richland County Recreation Commission Executive Director. The Licensee shall be billed an amount which shall cover the damage and shall pay all costs of collection including reasonable attorney's fees. The Richland County Recreation Commission advises the Licensee using RCRC space that it should (in its own interest) secure appropriate insurance coverage for the period of time the facility is being used. Insurance may be required in some circumstances. (Initial *JCT*)
11. Cleanup is the responsibility of the Licensee. Clean up procedures required include:
  - All trash (food, cups, plates, paper, tablecloths, bottles, decorations, etc.) must be bagged and placed in the trash receptacles provided by the facility staff.
  - Kitchen appliances and counters must be cleaned.
  - Bathrooms must be left in a presentable manner.
  - RCRC grounds must be cleared of litter. (Initial *CT*)



# DIVISION REPORT -

*"Enriching Lives, Connecting Communities"*

**TO:** Tara Dickerson, Chief of Staff

**FROM:** Felicia Venable, Community Relations Director

**DATE:** July 5, 2017

**RE:** Monthly Updates

1. Department: Graphics Design/Webmaster

a. Advertising and Website

- Completed and corrected all graphic request and published all database activities
- Multiple updates to the webpage of events
- Converted the printable PDF Employment Application to editable Microsoft Word Doc

b. Fall Game Plan

- The next Game Plan is coming up quickly. All information from parks, Athletics, community centers, the tennis center and Adaptive Recreation is due by Monday, July 24. All departments have been notified of the deadline.

2. Department: Special Events

a. Showtime Carousel: Shows are being held at Crane Creek Gym.

- July 12: Sarah Dippity Magic Show
- July 19: Wona Womalan African Dancers and Drummers

b. Planning Stages for Senior Games have begun. Senior Games will be held September 11-15, 2017.

c. PTI Report

	PTI	JR PTI	Youth Arbitration	College Intern	Volunteer	Other	Total
District 1							
District 2	I						1
District 3	III						3
District 4	II						2
						Total	6

This is the total for complete and incomplete hours for CSW volunteers from 6/01/2017 until today which 7/6/2017.





## DIVISION REPORT -

*"Enriching Lives, Connecting Communities"*

### 3. Department: Community Relations

#### a. Agency Communications

- Continuing to send out employee recognition emails weekly
- July is National Recreation Month and the theme is Get Your Play On! In observance of this occasion the Foundation, Community Relations, Athletic, and Park Departments will be hosting a friendly but highly competitive game of Kickball; The County vs. The City. We encourage everyone to come out to support us! This fun-filled event will include live broadcasting, special celebrity guest and much more.
- Uploads to Social Media Twitter & Facebook accounts promoting upcoming events & agency updates.

#### b. REC Connect

- Featured the Free Pro Style Combine Non-Contact Football Camp at St. Andrews & Meadowlake Park.

#### c. Press Release

- June 19, Regular Scheduled Board Meeting at 6:00 pm
- Special Called Board Meetings on June 27 at 3:00 pm and June 30 at 1:30 pm.
- June 17, Juneteenth Community Empowerment Festival at Crane Creek Gym from 12 – 2 pm.
- June 11 (St. Andrews Park) & 24 (Meadowlake Park) Pro Style Combine Football Camp.

#### d. Meetings

- Friday, June 2 at 10:00 am meet with Jacob Stevenson of Grace Billboards to discuss a marketing campaign.
- Friday, June 2 at 1:00 pm at St. Andrews Park with Sgt. Brittany Jackamonis for final logistics & preparation of the 2<sup>nd</sup> Annual Youth & Hoops Event.
- Meet with Tezra Haire from iHeart Media on June 27 at 3:00 pm concerning advertising and partnerships.



## **DIVISION REPORT -**

*"Enriching Lives, Connecting Communities"*

**TO:** Tara Dickerson

**FROM:** Lisa W. Lewis-Hutcherson

**DATE:** July 10, 2017

**RE: Monthly Updates**

1. Foundation:

- a. Richland County Recreation Foundation along with Richland County Recreation Commission has awarded eleven scholarships for participants that attend a Richland County Recreation Commission Summer of Adventures Day Camp. This is the first year we were able to give out more than five scholarships. The purpose of the scholarship is to provide financial assistance to assist youth whose family may be dealing with an unexpected hardship. We were excited to work in conjunction with the Commission to provide these scholarships that will enrich the lives of the youth selected and assist parents dealing with hardship.
- b. The Foundation is currently working on the Afterschool Program scholarship that will award five youth a scholarship to attend any RCRC Afterschool Program.
- c. The Foundation is also working closely with RCRC and the City of Columbia to host the first ever, "Mr. Richland County High School Football Player of the Year Award." We are currently working on sponsorship for the event. The date we have selected is December 7, 2017.



## **DIVISION REPORT -**

***"Enriching Lives, Connecting Communities"***

**TO:** Richland County Recreation Commission (Board Members)

**FROM:** David Stringer, Division Head of Human Resources

**DATE:** July 17, 2017

**RE: Monthly Updates for**

1. Human Resources:

- a. Nepotism Policy (Employment of Relatives) - The Human Resources Department has assisted with making proposed changes to the agency's Nepotism (Employment of Relatives Policy) as requested by the Board during the May 2017 meeting and will present a draft for review and possible action;
- b. Compensation - All full-time staff have received a 3% Cost of Living Increase Effective July 1, 2017. This is the first such increase since July 1, 2017 and has been received positively by staff;
- c. Annual Employee Fun Day - The annual employee Fun Day / Picnic will be held at Garners Ferry Adult Activity Center on July 21, 2017 from 10:00am to 2:00pm. Board members are welcome and encouraged to attend;
- d. Benefits - Annual open enrollment for employee benefits is coming this fall and Human Resources staff will be attending training regarding changes for the 2018 plan year. PEBA Insurance has indicated that there will not be any employee premium increases for 2018. However, the part of the premium that RCRC pays (the employer share) is scheduled to increase.
- e. State Retirement - there was an increase to the State Retirement employee contribution from 8.66% to 9.0% effective July 1, 2017. All employees were notified regarding the increase. PEBA Retirement indicated that this was the last scheduled increase for employees. The RCRC share (the percentage that RCRC contributes) also increased effective July 1, 2017. RCRC contributes 13.56% of employee's salaries.





## **DIVISION REPORT -**

***"Enriching Lives, Connecting Communities"***

**TO:** Tara Dickerson, Cornelia Watts

**FROM:** William Daugherty

**DATE:** 7/12/17

**RE: Monthly Updates for**

1. Department: IT Department

- a. Working with AT&T Division Rep to get the Metro E upgrade completed for RCRC HQ, James E Clyburn Technology Center and also Garners Ferry Sports Complex. Upgrade should be completed within a week.
- b. Getting new computers ready to order for RCRC headquarters. New computers will be Windows 10 Pro and MS Office 2016 ready. Upgrades are starting at the HQ building with other sites to follow in due time.
- c. Working to upgrade our server back-up software. Have contacted a vendor and working to get a web demonstration scheduled.
- d. Working with the Pollock company to see if they can match our current copier requirements. Our current copier lease has expired so we're looking to place bids for another vendor.
- e. Will be ordering the next batch of cells for staff members that are due for free upgrades this week.
- f. Performing maintenance and repairing cameras and computer equipment at several of our sites. Included in this list is the HQ Maintenance shop.



## DIVISION REPORT -

*"Enriching Lives, Connecting Communities"*

**TO:** Richland County Recreation Commission  
**FROM:** Connie Reaves, Director of Parks  
**DATE:** July 11, 2017  
**RE:** Monthly Updates

### 1. Department: Park Operations

- a. On Saturday, June 3<sup>rd</sup>, Richland County Recreation Commission (RCRC) partnered with Richland County Sheriff's Department (RCSD) to host Youth and Hoops at St. Andrews Park. The Youth and Hoops event was designed to provide youth an opportunity to have a positive connection with local law enforcement. The afternoon of fun featured a basketball game, door prizes, and raffles for guest and program participants. Over 100 people participated in this fun and exciting community event.
- b. The first of three scheduled Pro Style Combine Events were held at St. Andrews Park on Sunday, June 11<sup>th</sup>. These combines are a partnership with Mr. Andre Offering and Pro Style Combine. Combine is a non-profit organization dedicated to providing enrichment opportunities to under privileged youth in the Richland County area. Over 48 youths registered for this free youth activity. Program participants were taught key football fundamentals in a non-contact environment.
- c. Richland County Recreation Commission's Michael Marshall, Facility Service Manager successfully completed the National Certified Park and Recreation Professional (CPRP) examination. "The Certified Park and Recreation Professional certification is the national standard for all parks and recreation professionals who want to be at the forefront of their profession." Currently, four RCRC employees are nationally certified including Mr. Marshall. The agency is making a concerted effort to enhance employee's educational opportunities.

### 2. Department: Programming Division

- a. In 2017 the Programming Department has received over \$30,000.00 in grant monies from outside partnerships. We received \$14,548.00 from the Department of Social Services (DSS) in order to purchase materials for our summer camp sites. Richland County Summer Camps met all standards and guidelines set by DSS, averaging 96% out of 100%.
- b. Our department is also in partnership with the University Of South Carolina School Of Health. Our partnership is designed to help improve the overall health and nutrition of our campers. Our partnership with the University Of South Carolina has generated \$15,000.00 in the last 3 years. They have committed to offering 250 scholarships for Summer Camp.

- c. Summer Camp is running smoothly and we are preparing for After School for the upcoming school year. We're excited about Blythewood Park opening up again for After School.

### 3. Department: Adaptive Recreation

- a. 40 Years of Hearts Touching Hearts...the Legacy Continues! We are celebrating 40 years of service to the special needs population of the Midlands. We have completed two 2-week sessions of camp. We have a number of new campers this year and we still currently have a waiting list. We are having lots of fun and we are getting great feedback from parents/guardians.
- b. In collaboration with Neighbors Being Neighbors, the One Community initiative, Hear Our Voices and The Door Home we have had many additional volunteer this summer. They have helped with feedings, being another set of eyes in the water at the pool, or whatever was needed. We are so appreciative of our volunteers.
- c. We have received generous donations in June which will help us to enhance the camp experience for our campers.

### 4. Department: Adult Services and Community Center

- a. Gadsden Community Center – The Annual Field Day was held June 27, 2017; approximately 100 seniors participated. There were 11 vendors who participated in this event. All vendors brought handouts and vital information that was beneficial to our patrons. Deputy Kevin Lawrence, one of our most popular officers featured on A&E's Live PD was our guest speaker.
- b. Garners Ferry Adult Activity Center – During the month of June, we went on a day trip to Laura's Tea Room in Ridgeway, SC. The ladies enjoyed the trip as well as the lunch that was served. They were able to sample different teas and get a little history on each. They enjoyed having Andre as the bus driver as well.
- c. Strong to the Finish Mile Walk was a success here at Garner's Ferry. Our patrons are already looking forward to next year. The Richland County Sheriff's Department also came out to support and some walked as well. A healthy lunch was served to all participants. Thank you, Lisa Smarr for organizing this event.
- d. Pine Grove Community Center – On June 27, 2017, our Pine Grove Seniors Group and Community Seniors from our community meetings met at PGCC to visit our most beautiful and historic Charleston, SC. We visited Mother Emmanuel AME Church, The Avery African American Cultural Center and the infamous Hyman's Seafood Restaurant on Meeting Street.
- e. The Annual Senior's Health Fair was held on June, 20, 2017. We had a total of 11 vendors interested in our health fair this year. Health screenings were the highlight along with the health tips/handouts; vendors also provided the seniors with several gifts throughout the day. The health fair was a huge success.





# **DIVISION REPORT -**

***"Enriching Lives, Connecting Communities"***

**TO: Richland County Recreation Commission, Board Members**

**FROM: Bryan Crider, Division Head of Property Management**

**DATE: 7-10-17**

**RE: Monthly Department Updates**

**1. Administrative (Parklane Office)**

- a. Bid out for 56 sets of bleachers to be used countywide.
- b. Assisting with Bid write ups and Bid process for all departments agency wide
- c. Awarded bid for Hopkins Floor Replacement construction starting 7-10-17
- d. Awarded and started the replacement of 9 HVAC units.
- e. Assisting finance with implementation of new accounting software.
- f. Advertised for Financial Auditing Services

**2. District 1 Maintenance (Shop at Saint Andrews Park)**

- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
- b. Mulched around shrubs and trees at Friarsgate Park, Ridgewood, Bluff Road, Piney Grove, and St. Andrews.
- c. Cleaned and cleared low limbs around walking trail at Denny Terrace.
- d. Trimmed shrubs at Olympia Park.
- e. Installed 4 new trash cans at Ridgewood Park.

**District 2 Maintenance (Shop is at Crane Creek Facility)**

- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district
- b. Normal ballfield maintenance for off season
- c. Trimmed shrubs at Crane Creek School
- d. Removed old mulch around shrubs and islands at main office and installed new mulch. Trimmed shrubs and low limbs



## DIVISION REPORT -

*"Enriching Lives, Connecting Communities"*

- e. Installed new gate post at Killian Park.
  - f. Cut shrubs at Tennis Center and Technology Center
3. District 3 Maintenance (Shop is at Crane Creek Facility) Kelly Mill Sports Complex
- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
  - b. Field markings- 8 baseball, marked 1 flag football
  - c. Set up for weekend tournaments at Kelly Mills Sports Complex
  - d. Added mulch to all shrub beds and islands at Kelly Mill
  - e. Sprayed all fence lines, islands, sidewalks and around all HVAC unit for grass and or weeds at Polo, North Springs and Blythwood.
  - f. Assisted with completing sod at Polo Soccer and cut all low limbs in parking lot islands.
  - g. Cut all low limbs and shrubs at Polo Park.
  - h. Sprayed fence lines, islands, sidewalks and around all HVAC units for grass and or weeds.
4. District 4 Maintenance (Shop is at Hopkins Park).
- a. Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.
  - b. Sprayed all fence lines, islands, sidewalks and around all HVAC unit for grass and or weeds at Garners Ferry, Caughman Road Park and Hopkins.
  - c. Assisted with moving furniture, Ceramic supplies, ceramic molds, equipment, desk and etc from Hopkins Park Adult Activity Center in preparation for the floor replacement.
  - d. Garners Ferry- prepared grounds and set up for senior walk event "Strong to the Finish Mile"
5. Construction and Facility Repair (Shop at Parklane)
- a. Gadsden Park: Completed construction of the new well. Installed approximately 650 of water line to tie into buildings existing service line. Water testing process has begun.





## DIVISION REPORT -

*"Enriching Lives, Connecting Communities"*

- b. Completed sod replacement at Polo Soccer Complex. Installed approximately 700 lf of conduit to replace field lighting that was burnt in half.
  - c. Installation on HVAC units at Polo, Eastover, Hopkins, and Blythewood completed
  - d. Repaired various plumbing, HVAC and Electrical issues county wide and continued daily work orders and maintenance for all trades.
  - e. Installed approximately 100 lf of conduit and wire to repair walking trail lights at Ridgewood Community Center.
  - f. Various HVAC, Plumbing, Electrical and miscellaneous repairs were made throughout the county.
  - g. Final inspection passed with DHEC for well at Gadsden
  - h. Awarded contract for field renovations at Polo Field 6 and North Springs Multiuse Field.
6. Custodial
- a. Implementation of ECO cleaning system almost completed only 3 facilities left
  - b. Shampoo and cleaning of carpets completed at Garners Ferry, Crane Creek Gym, and Denny Terrace
  - c. Setting up training class for custodian's will ECO rep on all products in next 2 to 3 weeks
  - d. Continued focus on washing out and major cleaning of all outdoor restrooms only 2 left to complete.
  - e. Assisted with weekend set up for rental over 75 guests.
7. Fleet Maintenance (Shop at Parklane)
- a. 5 oil changes
  - b. Repaired weed eater rack on landscape trailer.
  - c. Replaced several trailer tires and repairs tires as need
  - d. Various repairs on weed eaters, edgers, mowers, and lawn care equipment
  - e. Mounted and balanced tires.





## **DIVISION REPORT -**

*"Enriching Lives, Connecting Communities"*

### 8. Turf Management (Shop is at Crane Creek facility)

- a. Continuing to spray 2nd application of herbicides to all fields and grounds
- b. Repaired 2-wire breaks in irrigation at Polo and KM
- c. Repaired 4 leaks at KM irrigation
- d. Completed sod project at Polo Soccer
- e. Monitor all irrigations and make repairs as needed county wide.



# DIVISION REPORT -

*"Enriching Lives, Connecting Communities"*

**TO:** Tara Dickerson, Chief of Staff

**FROM:** Bob Hickman, Division Head, Safety, Security, Risk Management & Recreation

**DATE:** July 11, 2017

**RE: Monthly Updates**

1. Department: Security

- a. Continuing to coordinate with Sheriff's Department, Forest Acres, Irmo, and with Columbia Police Department to maintain Property Protection status.
- b. Maintaining coordination with Hawkeye security to facilitate officers at designated events.
- c. Visiting parks to discuss current issues surrounding Safety/Security.
- d. Coordinating to provide traffic control at Kelly Mills for baseball and softball tournaments.

2. Department: Safety

- a. Coordinated and conducted a First Aid, CPR and AED class to specified RCRC staff.
- b. Coordinated and conducted AAA Defensive Drivers Class
- c. Chris and Bob inspect Adult Leisure Bus, safety & security vehicles on a bi-weekly schedule to improve their safety performance
- d. Continuous and on-going inspections of all playgrounds, grounds, signage, buildings, including bleachers, AED, First Aid Kits, SDS, Exit Lights, Emergency lighting, Video Surveillance system, Fire extinguishers/ alarms for safety issues
- e. Had to close playground at Olympia Park. Rains wash out playground surface.
- f. Changing out play surface at North Springs Park Playground.
- g. North Springs Multipurpose field and Polo Road football field were closed for safety issues. Fields being re-sodded and will be reopen later in fall.

3. Department: Risk Management

- a. Sabrina continues updating and analyzing the following reports and databases: Incident/Accident, Safety Department Site Visits, Monthly emergency Drill Checklists, and AED Inspections Logs.
- b. Assisting Division Head with Security scheduling.
- c. Updates Training Database for First Aid Training & Defensive Drivers training taught to RCRC Staff.
- d. Assist Safety Committee Chair with information pertaining to items or incidents of concern.
- e. Coordinates with Special Programs & Hawkeye Security to facilitate Security at rentals.