

are to be used in conjunction with the other provisions of this appendix in termination situations.

a. The cost of items reasonably usable on the governmental unit's other work shall not be allowable unless the governmental unit submits evidence that it would not retain such items at cost without sustaining a loss. In deciding whether such items are reasonably usable on other work of the governmental unit, the awarding agency should consider the governmental unit's plans and orders for current and scheduled activity. Contemporaneous purchases of common items by the governmental unit shall be regarded as evidence that such items are reasonably usable on the governmental unit's other work. Any acceptance of common items as allocable to the terminated portion of the Federal award shall be limited to the extent that the quantities of such items on hand, in transit, and on order are in excess of the reasonable quantitative requirements of other work.

b. If in a particular case, despite all reasonable efforts by the governmental unit, certain costs cannot be discontinued immediately after the effective date of termination, such costs are generally allowable within the limitations set forth in this and other appendices of 2 CFR part 225, except that any such costs continuing after termination due to the negligent or willful failure of the governmental unit to discontinue such costs shall be unallowable.

c. Loss of useful value of special tooling, machinery, and equipment is generally allowable if:

(1) Such special tooling, special machinery, or equipment is not reasonably capable of use in the other work of the governmental unit.

(2) The interest of the Federal Government is protected by transfer of title or by other means deemed appropriate by the awarding agency, and

(3) The loss of useful value for any one terminated Federal award is limited to that portion of the acquisition cost which bears the same ratio to the total acquisition cost as the terminated portion of the Federal award bears to the entire terminated Federal award and other Federal awards for which the special tooling, machinery, or equipment was acquired.

d. Rental costs under unexpired leases are generally allowable where clearly shown to have been reasonably necessary for the performance of the terminated Federal award less the residual value of such leases, if:

(1) The amount of such rental claim(s) does not exceed the reasonable use value of the property leased for the period of the Federal award and such further period as may be reasonable, and

(2) The governmental unit makes all reasonable efforts to terminate, assign, settle,

or otherwise reduce the cost of such lease. There also may be included the cost of alterations of such leased property, provided such alterations were necessary for the performance of the Federal award and of reasonable restoration required by the provisions of the lease.

e. Settlement expenses including the following are generally allowable:

(1) Accounting, legal, clerical, and similar costs reasonably necessary for:

(a) The preparation and presentation to the awarding agency of settlement claims and supporting data with respect to the terminated portion of the Federal award, unless the termination is for default (see Subpart 41 of the Grants Management Common Rule (see 325.5) Implementing OMB Circular A 102); and

(b) The termination and settlement of sub-awards.

(2) Reasonable costs for the storage, transportation, protection, and disposition of property provided by the Federal Government or acquired or produced for the Federal award, except when grantees or contractors are reimbursed for disposals at a predetermined amount in accordance with Subparts 31 and 32 of the Grants Management Common Rule (see 325.5) Implementing OMB Circular A 102.

f. Claims under subawards including the allocable portion of claims which are common to the Federal award, and to other work of the governmental unit, are generally allowable. An appropriate share of the governmental unit's indirect expense may be allocated to the amount of settlements with sub-contractors and/or subcontractees, provided that the amount allocated is otherwise consistent with the basic guidelines contained in Appendix A to this part. The indirect expense so allocated shall exclude the same and similar costs claimed directly or indirectly as settlement expenses.

g. *Training costs.* The cost of training provided for employee development is allowable.

h. *Travel costs.*

(1) General. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the governmental unit. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the governmental unit's non-federally-sponsored activities. Notwithstanding the provisions of section 19 of this appendix, General government expenses, travel costs of other costs covered by that section are allowable

with the prior approval of an awarding agency when they are specifically related to Federal awards.

b. Lodging and subsistence. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the governmental unit in its regular operations as the result of the governmental unit's written travel policy. In the absence of an acceptable, written governmental unit policy regarding travel costs, the rates and amounts established under subchapter I of Chapter 55, Title 5, United States Code ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President, or his or her designee, pursuant to any provisions of such subchapter shall apply to travel under Federal awards (49 CFR 31.205-16(a)).

c. Commercial air travel.

(1) Airfare costs in excess of the customary standard commercial airfare (coach or equivalent), Federal Government contract airfare (where authorized and available), or the lowest commercial discount airfare are unallowable except when such accommodations would:

- (a) Require circuitous routing;
- (b) Require travel during unreasonable hours;
- (c) Excessively prolong travel;
- (d) Result in additional costs that would offset the transportation savings; or
- (e) Offer accommodations not reasonably adequate for the traveler's medical needs. The governmental unit must justify and document these conditions on a case-by-case basis in order for the use of first-class airfare to be allowable in such cases.

(2) Unless a pattern of avoidance is detected, the Federal Government will generally not question a governmental unit's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the governmental unit can demonstrate either of the following:

- (a) That such airfare was not available in the specific case; or
- (b) That it is the governmental unit's overall practice to make routine use of such airfare.

d. Air travel by other than commercial carrier. Costs of travel by governmental unit-owned, leased, or chartered aircraft, include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of such costs that exceed the cost of allowable commercial air travel, as provided for in subsection D c of this appendix, is unallowable.

e. Foreign travel. Direct charges for foreign travel costs are allowable only when the

travel has received prior approval of the awarding agency. Each separate foreign trip must receive such approval. For purposes of this provision, "foreign travel" includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions. However, the term "foreign travel" for a governmental unit located in a foreign country means travel outside that country.

#### APPENDIX C TO PART 225 STATE, LOCAL, WIDE CENTRAL SERVICE COST ALLOCATION PLANS

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- E. Documentation Requirements for Submitted Plans
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    - A. General
      - 1. Most governmental units provide certain services such as motor pools, computer centers, purchasing, accounting, etc., to operating agencies on a centralized basis. Since federally-supported awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefited activities on a reasonable and consistent basis. The central service cost allocation plan provides that process. All costs and other data used to distribute the costs included in the plan should be supported by formal accounting and other records that will support the propriety of the costs assigned to Federal awards.
      - 2. Guidelines and illustrations of central service cost allocation plans are provided in a brochure published by the Department of

6) IRS Publication 1075 (Novembers 2021 pages 201-204 (Exhibit 7)

LUNA COURTESY OF SHARK MEDIA

## Exhibit 7 Safeguarding Contract Language

### I. PERFORMANCE

In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by officers or employees with the following requirements:

- (1) All work will be performed under the supervision of the contractor.
- (2) The contractor and contractor's officers or employees to be authorized access to FTI must meet background check requirements defined in IRS Publication 1075. The contractor will maintain a list of officers or employees authorized access to FTI. Such list will be provided to the agency and, upon request, to the IRS.
- (3) FTI in hardcopy or electronic format shall be used only for the purpose of carrying out the provisions of this contract. FTI in any format shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection or disclosure of FTI to anyone other than the contractor or the contractor's officers or employees authorized is prohibited.
- (4) FTI will be accounted for upon receipt and properly stored before, during, and after processing. In addition, any related output and products require the same level of protection as required for the source material.
- (5) The contractor will certify that FTI processed during the performance of this contract will be completely purged from all physical and electronic data storage with no output to be retained by the contractor at the time the work is completed. If immediate purging of physical and electronic data storage is not possible, the contractor will certify that any FTI in physical or electronic storage will remain safeguarded to prevent unauthorized disclosures.
- (6) Any spoilage or any intermediate hard copy printout that may result during the processing of FTI will be given to the agency. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts and will provide the agency with a statement containing the date of destruction, description of material destroyed, and the destruction method.
- (7) All computer systems receiving, processing, storing, or transmitting FTI must meet the requirements in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to FTI.
- (8) No work involving FTI furnished under this contract will be subcontracted without the prior written approval of the IRS.
- (9) Contractor will ensure that the terms of FTI safeguards described herein are included, without modification, in any approved subcontract for work involving FTI.
- (10) To the extent the terms, provisions, duties, requirements, and obligations of this contract apply to performing services with FTI, the contractor shall assume toward the subcontractor all obligations, duties and responsibilities that the agency under this contract assumes toward the contractor, and the subcontractor shall assume toward the contractor all the same obligations, duties and responsibilities which the contractor assumes toward the agency under this contract.
- (11) In addition to the subcontractor's obligations and duties under an approved subcontract, the terms and conditions of this contract apply to the subcontractor, and the subcontractor is bound and obligated to the contractor hereunder by the same terms and conditions by which the contractor is bound and

obligated to the agency under this contract.

(12) For purposes of this contract, the term "contractor" includes any officer or employee of the contractor with access to or who uses FTI, and the term "subcontractor" includes any officer or employee of the subcontractor with access to or who uses FTI.

(13) The agency will have the right to void the contract if the contractor fails to meet the terms of FTI safeguards described herein.

## II. CRIMINAL/CIVIL SANCTIONS

(1) Each officer or employee of a contractor to whom FTI is or may be disclosed shall be notified in writing that FTI disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any FTI for a purpose not authorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution.

(2) Each officer or employee of a contractor to whom FTI is or may be accessible shall be notified in writing that FTI accessible to such officer or employee may be accessed only for a purpose and to the extent authorized herein, and that access/inspection of FTI without an official need-to-know for a purpose not authorized herein constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution.

(3) Each officer or employee of a contractor to whom FTI is or may be disclosed shall be notified in writing that any such unauthorized access, inspection or disclosure of FTI may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000 for each unauthorized access, inspection, or disclosure, or the sum of actual damages sustained as a result of such unauthorized access, inspection, or disclosure, plus in the case of a willful unauthorized access, inspection, or disclosure or an unauthorized access/inspection or disclosure which is the result of gross negligence, punitive damages, plus the cost of the action. These penalties are prescribed by IRC sections 7213, 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a contractor access to FTI must be preceded by certifying that each officer or employee understands the agency's security policy and procedures for safeguarding FTI. A contractor and each officer or employee must maintain their authorization to access FTI through annual recertification of their understanding of the agency's security policy and procedures for safeguarding FTI. The initial certification and recertifications must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, a contractor and each officer or employee must be advised of the provisions of IRC sections 7213, 7213A, and 7431 (see Exhibit 4, *Sanctions for Unauthorized Disclosure*, and Exhibit 5, *Civil Damages for Unauthorized Disclosure*). The training on the agency's security policy and procedures provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For the initial certification and the annual recertifications, the contractor and each officer or employee must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.



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### III. INSPECTION

The IRS and the Agency, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. Based on the inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with FTI safeguard requirements.

COURTESY OF  
LUNA SHARK MEDIA

## Exhibit 8 Warning Banner Examples

A warning banner is required when access is provided to any information system that receives, processes, stores, accesses, protects and/or transmits FTI. The following elements, as explained in AC-8, System Use Notification, must be contained within the warning banner: (i) the system may contain government information, (ii) user actions are monitored and audited, (iii) unauthorized use of the system is prohibited, and (iv) unauthorized use of the system is subject to criminal and civil sanctions.

The following warning banners are acceptable examples for use by agencies.

### **WARNING**

This system may contain government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to criminal and civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

**ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.**

The following two banners are approved by the Department of Justice for systems that have limited space for the warning banner.

**WARNING! BY ACCESSING AND USING THIS GOVERNMENT COMPUTER SYSTEM, YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.**

**WARNING! THIS SYSTEM CONTAINS U.S. GOVERNMENT INFORMATION. BY ACCESSING AND USING THIS COMPUTER SYSTEM, YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES AS WELL AS CIVIL PENALTIES.**

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Wednesday, June 14, 2023 10:21 AM  
**To:** Kaye B Syfrett, Procurement Manager; Jon Carpenter  
**Subject:** Fwd: Customer #000004240/Order #93430

FYI

----- Forwarded message -----

**From:** Amalia Paul NCSEA <amalia.paul@ncsea.org>  
**Date:** Wed, Jun 14, 2023 at 9:30 AM  
**Subject:** RE: Customer #000004240/Order #93430  
**To:** Laura Hayes <lhayes@colletoncounty.org>, Rebecca Hill <rhill@colletoncounty.org>

Confidential

Hi Laura,

Yes, I can refund Rebecca's registration fee. You should receive the credit back into your account in 5-7 business days.

Thanks!  
Amalia Paul

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Tuesday, June 13, 2023 3:35 PM  
**To:** [customerservice@ncsea.org](mailto:customerservice@ncsea.org); Rebecca Hill <rhill@colletoncounty.org>  
**Subject:** Customer #000004240/Order #93430

Hello and Good Afternoon! Rebecca H. Hill signed up for and paid the fee for the 2023 Leadership Symposium on May 30, 2023. Her customer number and order number is above. An issue has occurred where Mrs. Hill will not be able to attend the symposium. Is there a possibility that she can be reimbursed the fee paid? The payment method was by Visa Card, last 4 of credit card number is 7653, the amount was \$539.00 and the referenced number is 200313322451.



Thank you and I look forward to hearing from you.

--

Laura C. Hayes

Deputy Clerk of Court

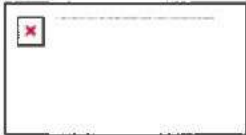
for Colleton County

P O Box 620

Walterboro, SC 29488

843-549-5791 x 6965

**CONFIDENTIAL COMMUNICATION** The information contained in this message may contain legally privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or duplication of this transmission is strictly prohibited. If you have received this communication in error, please notify us by telephone or email immediately and return the original message to us or destroy all printed and electronic copies. Nothing in this transmission is intended to be an electronic signature nor to constitute an agreement of any kind under applicable law unless otherwise expressly indicated. Intentional interception or dissemination of electronic mail not belonging to you may violate federal or state law.



Please Consider The Environment Before Printing this Message...

--

Laura C. Hayes

Deputy Clerk of Court

for Colleton County

P O Box 620

Walterboro, SC 29488

843-549-5791 x 6965

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Wednesday, June 14, 2023 8:31 AM  
**To:** Jon Carpenter; Rebecca Hill  
**Subject:** Fwd: Stericycle, Inc. - Friendly Reminder Regarding Your Account

----- Forwarded message -----

**From:** Stericyclesidcare <[stericyclesidcare@stericycle-accounts.com](mailto:stericyclesidcare@stericycle-accounts.com)>  
**Date:** Wed, Jun 14, 2023 at 8:20 AM  
**Subject:** Stericycle, Inc. - Friendly Reminder Regarding Your Account  
**To:** <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)>

Stericycle, Inc. - Friendly Reminder Regarding Your Account



FRIENDLY REMINDER

Dear COLLETON COUNTY CLERK OF COURT:

We sincerely appreciate your business and trust that you are a satisfied customer. Unfortunately, your account 3000831922 is now past due and requires your immediate attention. Please contact us as soon as possible to pay this outstanding balance. Our staff will be happy to assist you at the number shown below:

(833)355-2932

You may make payments online at <https://myshredit.com> or contact us directly at (833)355-2932.

Our staff will be happy to assist you.

If your payment has already been sent, please disregard this notice, and thank you for your payment.

Accounts past due will automatically be forwarded to our collection agency A.R.M. Solutions for reconciliation. Additional fees may be assessed to the account. We appreciate your timely payments.

Stericyclesidcare

Stericycle, Bannockburn, IL 60015

[Unsubscribe](#) - [Unsubscribe Preferences](#)

--  
Laura C. Hayes  
Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-5791 x 6965

**COURTESY OF  
LUNA SHARK MEDIA**

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Wednesday, June 7, 2023 9:37 AM  
**To:** Jon Carpenter  
**Subject:** Re: 2023-2024 Budget Requests

Thank you Jon.

On Wed, Jun 7, 2023 at 9:35 AM Jon Carpenter <jcarpenter@colletoncounty.org> wrote:  
Laura,

Council was provided the following requests:

1. Adjust to [REDACTED]
2. Adjust [REDACTED]
3. New FTE - General Sessions Employee
4. Increase in funding for travel and training expense lines

In the budget, council did approve for all personnel who earn \$50,000 or less to receive a \$1.20 increase. This will move [REDACTED] and will move [REDACTED]. Given the higher raises being provided this fiscal year to personnel earning \$50,000 or less, council did not feel that the county would be able to support the requested additional salary adjustments for [REDACTED]. In addition, the council did not approve any positions that were not already in the budget. The funding increases requested for travel and training have been included in the budget.

I will be sending out the new budgets prior to July 1st along with a list of other changes included as part of the budget ordinance.

Thanks,  
Jon

On Wed, Jun 7, 2023 at 8:01 AM Laura Hayes <lhayes@colletoncounty.org> wrote:  
Good morning Jon. Becky would like to know, at your convenience, if any of her budget requests were approved at the meeting last night? Thank you!

--  
Laura C. Hayes  
Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-5791 x 6965

--

Jon Carpenter, CPA  
Finance Director  
Colleton County  
109 Benson Street  
Walterboro SC 29488  
843-549-5716 x8133

--

Laura C. Hayes  
Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-5791 x 6965

COURTESY OF  
LUNA SHARK MEDIA



---

**From:** Jon Carpenter <jcarpenter@colletoncounty.org>  
**Sent:** Wednesday, June 7, 2023 9:35 AM  
**To:** Laura Hayes  
**Cc:** Rebecca Hill  
**Subject:** Re: 2023-2024 Budget Requests

Laura,

Council was provided the following requests:

1. Adjust to [REDACTED]
2. Adjust [REDACTED]
3. New FTE - General Sessions Employee
4. Increase in funding for travel and training expense lines

In the budget, council did approve for all personnel who earn \$50,000 or less to receive a \$1.20 increase. This will move [REDACTED]. Given the higher raises being provided this fiscal year to personnel earning \$50,000 or less, council did not feel that the county would be able to support the requested additional salary adjustments for [REDACTED]. In addition, the council did not approve any positions that were not already in the budget. The funding increases requested for travel and training have been included in the budget.

I will be sending out the new budgets prior to July 1st along with a list of other changes included as part of the budget ordinance.

Thanks,  
Jon

On Wed, Jun 7, 2023 at 8:01 AM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:

Good morning Jon. Becky would like to know, at your convenience, if any of her budget requests were approved at the meeting last night? Thank you!

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Laura C. Hayes  
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--

Jon Carpenter, CPA  
Finance Director  
Colleton County

109 Benson Street  
Walterboro SC 29488  
843-549-5716 x8133

**COURTESY OF  
LUNA SHARK MEDIA**

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Wednesday, June 7, 2023 8:00 AM  
**To:** Jon Carpenter; Rebecca Hill  
**Subject:** 2023-2024 Budget Requests

Good morning Jon. Becky would like to know, at your convenience, if any of her budget requests were approved at the meeting last night? Thank you!

--

Laura C. Hayes  
Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-5791 x 6965

COURTESY OF  
LUNA SHARK MEDIA

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Wednesday, May 31, 2023 1:16 PM  
**To:** Jon Carpenter  
**Subject:** Re: Donation

Thank you too!

On Wed, May 31, 2023 at 12:55 PM Jon Carpenter <[jcarpenter@colletoncounty.org](mailto:jcarpenter@colletoncounty.org)> wrote:  
Laura,

Please send over and we will make sure we account for it against the cost of the window replacement project.

Thanks,  
Jon

On Wed, May 31, 2023 at 12:25 PM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:

Good afternoon Jon and Meagan. We had a gentleman come by the courthouse today. He was interested in the historical building as he owns a historical house in Georgia. He has been corresponding with Becky and I believe she told him we needed our windows replaced. He was interested in giving a donation. Becky was not here so I had him write the check payable to Colleton County. It is for \$100.00. Is this something I can send over to finance?

--  
Laura C. Hayes  
Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-2870 x 6965

--  
Jon Carpenter, CPA  
Finance Director  
Colleton County  
109 Benson Street  
Walterboro SC 29488  
843-549-5716 x8133

--  
Laura C. Hayes  
Deputy Clerk of Court

for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-2870 x 6965

**COURTESY OF  
LUNA SHARK MEDIA**



---

**From:** Jon Carpenter <jcarpenter@colletoncounty.org>  
**Sent:** Wednesday, May 31, 2023 12:56 PM  
**To:** Laura Hayes  
**Cc:** Meagan Utsey  
**Subject:** Re: Donation

Laura,

Please send over and we will make sure we account for it against the cost of the window replacement project.

Thanks,  
Jon

On Wed, May 31, 2023 at 12:25 PM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:  
Good afternoon Jon and Meagan. We had a gentleman come by the courthouse today. He was interested in the historical building as he owns a historical house in Georgia. He has been corresponding with Becky and I believe she told him we needed our windows replaced. He was interested in giving a donation. Becky was not here so I had him write the check payable to Colleton County. It is for \$100.00. Is this something I can send over to finance?

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Walterboro, SC 29488  
843-549-2870 x 6965

--

Jon Carpenter, CPA  
Finance Director  
Colleton County  
109 Benson Street  
Walterboro SC 29488  
843-549-5716 x8133

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Wednesday, May 31, 2023 12:25 PM  
**To:** Jon Carpenter; Meagan Utsey  
**Subject:** Donation

Good afternoon Jon and Meagan. We had a gentleman come by the courthouse today. He was interested in the historical building as he owns a historical house in Georgia. He has been corresponding with Becky and I believe she told him we needed our windows replaced. He was interested in giving a donation. Becky was not here so I had him write the check payable to Colleton County. It is for \$100.00. Is this something I can send over to finance?

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for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-2870 x 6965

COURTESY OF  
LUNA SHARK MEDIA

---

**From:** Jon Carpenter <jcarpenter@colletoncounty.org>  
**Sent:** Friday, May 26, 2023 12:06 PM  
**To:** Laura Hayes  
**Cc:** Kaye B Syfrett, Procurement Manager  
**Subject:** Re: Membership Fee and Conference Fee for the National Child Support Enforcement Association

Laura,

The ghost p-card can be used for the membership fee and conference registration fee. When Becky gets ready to make her flight and hotel charges, the ghost p-card can be used at that time.

Thanks,  
Jon

On Fri, May 26, 2023 at 11:39 AM Laura Hayes <lhayes@colletoncounty.org> wrote:

Good morning Jon and Kaye: Becky would like to be a member of the National Child Support Enforcement Association. The membership fee is \$125.00. She would like me to use the ghost p-card for this purchase. Once I have paid the membership fee she wants me to sign her up for the 2023 Leadership Symposium. The cost for this is \$539.00 and a trip to California where the conference is being held August 6-9. The monies would come out of our IV-D incentive funds. I am seeking permission to use the p-card for this. I will make sure Kaye gets the receipt for the membership fee and the receipt and itinerary for the conference. I believe Becky will handle the reservations for hotel and flight at a later time. Please advise of any directives or if you need any further information. Thanks!

--

Laura C. Hayes  
Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-2870 x 6965

--

Jon Carpenter, CPA  
Finance Director  
Colleton County  
109 Benson Street  
Walterboro SC 29488  
843-549-5716 x8133

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Friday, May 26, 2023 11:39 AM  
**To:** Jon Carpenter; Kaye B Syfrett, Procurement Manager  
**Subject:** Membership Fee and Conference Fee for the National Child Support Enforcement Association

Good morning Jon and Kaye: Becky would like to be a member of the National Child Support Enforcement Association. The membership fee is \$125.00. She would like me to use the ghost p-card for this purchase. Once I have paid the membership fee she wants me to sign her up for the 2023 Leadership Symposium. The cost for this is \$539.00 and a trip to California where the conference is being held August 6-9. The monies would come out of our IV-D incentive funds. I am seeking permission to use the p-card for this. I will make sure Kaye gets the receipt for the membership fee and the receipt and itinerary for the conference. I believe Becky will handle the reservations for hotel and flight at a later time. Please advise of any directives or if you need any further information. Thanks!

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COURTESY OF  
LUNA SHARK MEDIA

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Monday, April 24, 2023 4:59 PM  
**To:** Jon Carpenter; Susan Kessler  
**Subject:** Berkeley Locksmith Bill

I don't think I was supposed to send that you. Please disregard. Thanks!

--

Laura C. Hayes  
Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-2870 x 6965

COURTESY OF  
LUNA SHARK MEDIA



---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Monday, April 24, 2023 4:58 PM  
**To:** Susan Kessler; Jon Carpenter; Rebecca Hill; Polly Ann Riley  
**Subject:** Fwd: Past Due Invoice from Berkeley Locksmith  
**Attachments:** Dorchester Co 85658 3-15-23.pdf

----- Forwarded message -----

**From:** Willie Gamble <[berkeleylocksmith10@gmail.com](mailto:berkeleylocksmith10@gmail.com)>  
**Date:** Mon, Apr 24, 2023 at 4:48 PM  
**Subject:** Past Due Invoice from Berkeley Locksmith  
**To:** <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)>

--

We appreciate your business.

Laura Mayer  
Accounts Receivables

Willie D. Gamble, Owner  
"We Sell Security"

Berkeley Locksmith  
121 College Park Rd Unit K  
Ladson, SC 29456

(843) 572 - 7602 phone  
(843) 572 - 2619 fax  
[www.berkeleylocksmith.com](http://www.berkeleylocksmith.com)

--

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for Colleton County  
P O Box 620  
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Physical Security  
& Control Systems

FI 57-0950346

Commercial Door Serv  
Access Control System

www.berkeleylocksmith.com

Visit Our Showroom at 121 College Park Road, Unit K, in Ladson  
Berkeley Lock & Institutional Supply, Inc.

Medeco  
SA  
Mul-T-Lock

# dba BERKELEY LOCKSMITH

Invoice  
# **85658**

128 Tall Pines Road  
Ladson, South Carolina 29456  
(843) 572-7602  
Fax (843) 572-2619

Security Equipment • Locking Devices • Safes  
Builders Hardware • Auto Locks

SOLD TO Dorchester County  
\_\_\_\_\_  
\_\_\_\_\_

DATE 15 March 20 23  
CUSTOMER PHONE NO. 843-909-0800  
Rohby

Charge Card    Open    Cash    Check    Quote    Salesman SCOTT

Quan. Ordered	Quan. Shipp'd	Part #	Description	Unit Price	Total
2			Corbin Russwin Rim Cyl	108 <sup>00</sup>	216 <sup>00</sup>
12			Duplicate	5 <sup>00</sup>	60 <sup>00</sup>
				tax	22 <sup>00</sup>
2			Master Rekey	35 <sup>00</sup>	70 <sup>00</sup>
2			R+R Exit Device	95 <sup>00</sup>	190 <sup>00</sup>
1			Service Call		145 <sup>00</sup>

Remarks  
394 Mable T Willis Bl  
Walterboro

Sub-Total \_\_\_\_\_  
Shipping Charges \_\_\_\_\_  
Total 703<sup>00</sup>

Net 15 Days THIS IS THE ONLY INVOICE YOU WILL RECEIVE

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

---

**From:** Jon Carpenter <jcarpenter@colletoncounty.org>  
**Sent:** Friday, April 21, 2023 2:50 PM  
**To:** Laura Hayes  
**Cc:** Rebecca Hill  
**Subject:** Re: Trial Solutions

Thanks for the information and we will get the other halves paid.

Jon

On Fri, Apr 21, 2023 at 11:44 AM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:

Good morning Jon - I have spoken with Holly at Harpootilan's office this morning. She indicated that this is apparently a misunderstanding on our part. When she asked us if the County would agree to pay 1/2 of the bill she told us the bill would be around \$4,000-\$5,000 per week. We thought she meant that was the whole bill, not our portion. The way Trial Solutions prepared the bill, they did half to Harpoolitan and Griffin and half to us and our half did not show the whole bill only our half. When you questioned the amount of the first invoice, I reached out to David to try to clarify that our portion was half of the bill that was sent he affirmed but was on vacation. I have attached the email where David affirmed my question of us paying 1/2 of the bill submitted. This is all the information I have been able to obtain regarding this situation.

On Thu, Apr 20, 2023 at 10:42 AM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:

Good morning Jon. Becky and I have been talking about the current invoice issue regarding Trial Solutions this morning. We were under the impression that the billing was about \$4,000 per week and we would be responsible for half. We called the secretary at Harpootlian's office this morning to ask about the invoice and how they were paying prior to us agreeing to split the bill. She did indicate that they were paying \$8,000 +/- bill per week prior to February 10th. So when we were asked to pay 1/2 of the bill it came across to us as if we would pay half of a \$4,000 +/- bill not pay \$4,000 +/- . She is going to get with Trial Solutions and try to figure out how they split the bill and why it was invoiced the way it was and will get back to us later today or tomorrow morning. I will let you know the outcome of that.

--

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Jon Carpenter, CPA  
Finance Director  
Colleton County  
109 Benson Street  
Walterboro SC 29488  
843-549-5716 x8133

**COURTESY OF  
LUNA SHARK MEDIA**



---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Friday, April 21, 2023 11:44 AM  
**To:** Jon Carpenter; Rebecca Hill  
**Subject:** Re: Trial Solutions  
**Attachments:** AWR Trial Solutions Invoice.eml (291 KB)

Good morning Jon - I have spoken with Holly at Harpootilan's office this morning. She indicated that this is apparently a misunderstanding on our part. When she asked us if the County would agree to pay 1/2 of the bill she told us the bill would be around \$4,000-\$5,000 per week. We thought she meant that was the whole bill, not our portion. The way Trial Solutions prepared the bill, they did half to Harpoolitan and Griffin and half to us and our half did not show the whole bill only our half. When you questioned the amount of the first invoice, I reached out to David to try to clarify that our portion was half of the bill that was sent he affirmed but was on vacation. I have attached the email where David affirmed my question of us paying 1/2 of the bill submitted. This is all the information I have been able to obtain regarding this situation.

On Thu, Apr 20, 2023 at 10:42 AM Laura Hayes <lhayes@colletoncounty.org> wrote:

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--

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for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-2870 x 6965

---

**From:** David Roberts <droboters@veritext.com>  
**Sent:** Tuesday, February 28, 2023 9:29 AM  
**To:** Laura Hayes  
**Subject:** RE: AWR Trial Solutions Invoice

That's correct. Sorry for the late response, I'm on vacation 😊

**David C. Roberts**

CRR, RPR, CLR, CMRS, Certified Trial Technician  
Director of Sales, The Carolinas  
Direct: 843.416.7085 | 800.743.DEPO  
[www.veritext.com](http://www.veritext.com) | [www.awrtrialsolutions.com](http://www.awrtrialsolutions.com)

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---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Monday, February 27, 2023 3:55 PM  
**To:** David Roberts <droboters@veritext.com>  
**Subject:** Re: AWR Trial Solutions Invoice

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

David - Colleton County's portion of the this bill would be one-half of the total is that correct? So we would owe \$2,233.18 correct?

On Fri, Feb 24, 2023 at 6:30 PM David Roberts <[droboters@veritext.com](mailto:droboters@veritext.com)> wrote:



Hi Laura! Here is the County's portion for the week of 2/13/23.

Thanks much!

**David C. Roberts**

CRR, RPR, CLR, CMRS, Certified Trial Technician

Director of Sales, The Carolinas

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--  
Laura C. Hayes

Deputy Clerk of Court  
for Colleton County  
P O Box 620  
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**COURTESY OF  
LUNA SHARK MEDIA**

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Thursday, April 20, 2023 10:43 AM  
**To:** Jon Carpenter; Rebecca Hill  
**Subject:** Trial Solutions

Good morning Jon. Becky and I have been talking about the current invoice issue regarding Trial Solutions this morning. We were under the impression that the billing was about \$4,000 per week and we would be responsible for half. We called the secretary at Harpootlian's office this morning to ask about the invoice and how they were paying prior to us agreeing to split the bill. She did indicate that they were paying \$8,000 +/- bill per week prior to February 10th. So when we were asked to pay 1/2 of the bill it came across to us as if we would pay half of a \$4,000 +/- bill not pay \$4,000 +/--. She is going to get with Trial Solutions and try to figure out how they split the bill and why it was invoiced the way it was and will get back to us later today or tomorrow morning. I will let you know the outcome of that.

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Walterboro, SC 29488  
843-549-2870 x 6965

COURTESY OF  
LUNA SHARK MEDIA

---

**From:** Jon Carpenter <jcarpenter@colletoncounty.org>  
**Sent:** Wednesday, April 19, 2023 6:33 PM  
**To:** Laura Hayes  
**Subject:** Re: Re:

Laura,

Thanks and I did want to talk to you before we paid any additional.

Jon

On Wed, Apr 19, 2023, 17:58 Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:

Jon - we asked David that question when we got the first invoice and his response was that we were to pay half of that invoice and it was our understanding from the beginning that our half would be around the amount you paid to them. I'm not sure if we were mislead or didn't have a full understanding. Tomorrow I will dig up the email where I asked him and his reply and send it to you.

On Wed, Apr 19, 2023 at 4:49 PM David Roberts <[droboters@veritext.com](mailto:droboters@veritext.com)> wrote:

Hi Jon. I see now. The invoices sent to you all was your half of the full invoice. It wasn't intended for you all to only pay half. Does that make sense?

Please resubmit payment for the remaining half.

Also when you submitted payment, did you include a copy of the invoice? I don't see the invoice number on the payment is why I ask.

Appreciate it.

**David C. Roberts**

CRR, RPR, CLR, CMRS, Certified Trial Technician

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**From:** Jon Carpenter <[jcarpenter@colletoncounty.org](mailto:jcarpenter@colletoncounty.org)>

**Sent:** Wednesday, April 19, 2023 4:19 PM

**To:** Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)>; David Roberts <[droboters@veritext.com](mailto:droboters@veritext.com)>

**Subject:** Re: Re:

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Mr. Roberts,

My understanding was that the County was responsible to pay half of the invoice amount billed. The Clerk of Courts office provided us three invoices, 6389164 (ck 37155), 6395011 (ck 37296) and 6434571 (ck 37524) and I have attached cancelled checks for these invoices.

If there is an additional invoice or a misunderstanding on how we were to handle it, please let me know.

Thanks,

Jon

On Wed, Apr 19, 2023 at 4:03 PM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:

See email below from David Roberts. I have emailed all invoices to your office. Advise if I need to do anything else or if you would like me to have Mr. Roberts contact you. Thanks!

----- Forwarded message -----

From: **David Roberts** <[droberts@veritext.com](mailto:droberts@veritext.com)>

Date: Wed, Apr 19, 2023 at 3:57 PM

Subject: RE: Re:

To: Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)>

Hi Laura. Can you tell me if any of your invoices have been sent in for payment? I'm getting emails from my corporate finance team as if they haven't received any.

Thanks,

**David C. Roberts**

CRR, RPR, CLR, CMRS, Certified Trial Technician

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