

NINETY SIX FOIA REQUEST

Freedom of Information Act Request

Town of Ninety Six – MMDA Account Records & Financial Oversight

Renee Ortiz, Index-Journal

To: Town Clerk / Records Officer, Town of Ninety Six

Date: 08-05-2025

Contact: rortiz@indexjournal.com 864-280-9293

Pursuant to the South Carolina Freedom of Information Act (§30-4-10 et seq.), I am formally requesting access to and copies of all public records related to the Town of Ninety Six's Money Market Deposit Account (MMDA Account #1039598), designated as a reserve fund in a 2015 town resolution.

This request includes financial documents, internal approvals, vendor justifications, and records related to the use and oversight of MMDA funds from January 1, 2017 to present.

SECTION 1: MMDA ACCOUNT STATEMENTS & FINANCIAL RECORDS

Please provide the following records for the period January 1, 2017 – Present:

- Monthly bank statements for MMDA Account #1039598
- Monthly reconciliation reports for the MMDA
- Complete general ledger and transaction records for the MMDA
- All check registers or disbursement logs for the MMDA
- All general journal entries involving the MMDA, including memos or explanations
- Records of any internal or external transfers into or out of the MMDA

SECTION 2: FINANCIAL OVERSIGHT & POLICY RECORDS

In response to a prior information request (submitted 7/29/25) I am now formally requesting documentation for the following items, which cover oversight, council approvals, audit activity, and vendor use:

MMDA ACCOUNT USE & OVERSIGHT

1. Current written policy or guidance on how MMDA funds may be used
2. Proof of whether the MMDA is an interest-bearing account
3. List of individuals authorized to sign checks or authorize MMDA transactions (2017–Present)
4. Town council minutes or resolutions approving MMDA expenditures

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5. Documentation showing how MMDA activity is reported — either in monthly financial reports or separately

ACCOUNT MANAGEMENT HISTORY

6. Names of employees or officials responsible for reconciling the MMDA from 2017 to 2021
7. Any internal or external audits of the MMDA account
8. Log of voided or reissued checks that remained uncleared more than 90 days

TRANSFERS & JOURNAL ENTRIES

9. Policy or process for transferring funds from the MMDA to other town accounts
10. Written policy for using general journal entries in place of checks
11. Full explanation and supporting documents for the October 2020 general journal activity

VENDOR RELATIONSHIPS

12. Whether Lawmen's, Greenwood Equipment, Young's Concrete, Fortner Home Center are regular or approved vendors
13. If Fortner Home Center is used: which departments and what purpose
14. A list of uncleared checks from 2019–2020 still listed as outstanding

SPECIFIC VENDOR EXPLANATIONS

15. Purpose and approval for Lawmen's (Check #173)
16. Purpose and department for Greenwood Equipment (Check #174)
17. Project or grant tied to Young's Concrete (Check #210)
18. Engagement purpose for Heaner Design Group (Check #208)
19. Goods/services purchased from Snead Paper Co. (Check #209)
20. Departments or funds that received internal MMDA checks to "Town of Ninety Six"
21. Is Fortner Home Center used town-wide or per department?

ACCOUNT BALANCE TRENDS

22. Any internal planning documents, discussions, or strategies related to the decline of MMDA funds from over \$186,000 in 2018–2019 to under \$15,000 in 2025, and any plans to replenish the reserve

SECTION 3: SPECIFIC CHECKS & DISBURSEMENTS

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Please provide the following for each check listed below:

- A copy of the original check
- Any check request forms, purchase orders, or payment authorizations
- Town council meeting minutes, resolutions, or approvals related to these disbursements
- Any supporting memos or invoices showing purpose and department

Checks of Interest Include:

2017

- Check #164 and #165 — dated 10/13/2017 — Possible payees: Town of Ninety Six and Lowe's

2018

- 03/30/2018 — DDA to DOA transfer of \$20,000 — Please provide documentation explaining this transaction
- Check #173 — Lawmen's — dated 8/23/2018 — \$6,530.27
- Check #174 — Greenwood Equipment — dated 9/12/2018 — \$6,700

2019

- Check #198 — Young's Concrete — dated approx. 10/22/2019 — \$6,250
- Check #208 — Heaner Design Group — dated approx. 9/09/2019 — \$270
- Check #210 — Young's Concrete — dated 9/20/2019 — \$6,843.52
- Check #209 — Snead Paper Co — \$1,455
- Check #190 — SC Department of Corrections — \$55
- Checks #196, 200, 201, 202, 203 (appears twice), 204, 205 — all dated around 10/18/2019 — please include these in a grouped record for that date
- Check(s) made out to "Town of Ninety Six" which appears in multiple months

Please also include any additional checks issued from the MMDA between October 1 and October 31, 2019, regardless of amount or payee.

SECTION 4: GENERAL JOURNAL ENTRIES

Please provide:

- Original entry records for:
 - Withdrawal dated approx. October 31, 2020 — \$153,162.71

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- Deposit dated approx. October 31, 2020 — \$153,198.21
 - All internal memos, emails, or correspondence explaining these entries
 - Identity of the official or employee who created and/or approved the entries
 - Explanation of the internal label “Acct A”
 - Any town policy, resolution, or protocol governing the use of general journal entries in lieu of checks
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SECTION 5: TOWN-TO-TOWN TRANSFERS

For any checks made payable to “Town of Ninety Six” from the MMDA:

- Provide explanation of which departments or internal funds (e.g., General Fund, Water, PARD) received the funds
- Identify who authorized the transfer
- Provide supporting meeting minutes, memos, or transfer documentation