



Office of the Sheriff
"In God We Trust"



525 NEW COMMERCE DRIVE
OXFORD, N.C. 27565
919-693-3213
919-603-1315 FAX

February 9, 2021

Alice W. Dery, Chief
Program Management and Training Unit
Money Laundering and Asset Recovery Section
United States Department of Justice

Subject: Corrective Actions in response to the Money Laundering and Asset Recovery Section (MLARS) compliance review of the Granville County Sheriff's Office Equitable Sharing Program.

Dear Ms. Dery,

The Granville County Sheriff's Office (GCSO) has thoroughly reviewed the U.S. Department of Justice (DOJ) MLARS report dated October 2, 2020, detailing the compliance findings with the GCSO Equitable Sharing Program (see Atch 1). GCSO, in cooperation with the Granville County Finance Department (GCFD), has addressed the issues related to the administration of the program and implemented corrective measures. The measures were executed to ensure adherence with the requirements of the DOJ Equitable Sharing Program as set forth in the *Guide to Equitable Sharing for State, local, and Tribal Law Enforcement Agencies (Guide) July 2018*. They are outlined as follows:

Finding A. Office of Management and Budget (OMB) Single Audit Non-Reporting

Corrective Action: On November 6, 2020, GCFD received a response from the independent auditor, Winston, Williams, Creech, Evans & Company, LLP, detailing the impact resulting from Granville County excluding the DOJ Equitable Sharing Program from the Schedule of Expenditures of Federal Awards (SEFA) for Fiscal Year 2019 (see Atch 2). The Auditor reviewed the GCSO program expenditures for FY19 and determined the report would have realized an increase of \$90,021.62, bringing the total submission to \$4,641,070. Furthermore, the Auditor stated no corrective actions would be necessary since it did not adversely impact the County's review under the Single Audit Section standard. As a matter of policy, GCFD will insure GCSO program expenditures are reported on future SEFA submissions and that a thorough independent audit is conducted on an annual basis. Additionally, GCFD will advise the auditor to consult the *Catalog of Federal Domestic Assistance (CFDA)* number 16.922 and CFDA number 21.016 for guidance in reviewing DOJ and Treasury equitable sharing funds as noted in Section VII paragraph (C) of the *Guide*.

Finding B. Commingling of Program Funds

Corrective Action: On January 29, 2021, GCFD established separate accounts for DOJ and Treasury asset sharing funds at Union Bank in Oxford, NC (see Atch 3). The accounting codes will track both revenue and expenditures for each respective program. The accounts will be independent from other Granville County funding sources and will not be commingled. DOJ account activity will be reconciled and tracked utilizing the GCFD general accounting ledger report.

Finding C. No Jurisdiction Oversight

Corrective Action: On January 6, 2020, the Granville County Board of Commissioners approved a plan to place oversight of GCSO Equitable Sharing Program under GCFD (see Atch 4). On March 1, 2020, signature authority and booking keeping responsibilities for the DOJ Equitable Sharing account was transferred from GCSO to GCFD. GCFD will maintain fiscal control of the DOJ account and will manage all procurement actions with outside vendors. All requests by GCSO for disbursement of funds will be authorized by the County Financial Director. Additionally, the County Manager will certify the ESAC report on an annual basis and have executive oversight of the program.

Finding D. Account Ledger of Program Funds Not Maintained

Corrective Action: GCFD will utilize a general accounting ledger report to specifically track all DOJ account revenues, interest, and expenditures (see Atch 5). GCFD will maintain records of all revenue and expenditures posted to the account to include bank statements, invoices, receipts, approval actions, or any other documentation utilized during the procurement process. The account ledger will be specific to the DOJ program and will record all transactions, including any adjustments and reconciliations to the information reported on the ESAC reports. Reconciliation actions will be reviewed on a quarterly basis and a general audit of program records will be conducted annually.

Finding E. Questionable Program Expenditures

Corrective Action: On January 29, 2021, GCFD established a separate account for the DOJ Equitable Sharing Program and funded this account to reflect the FY20 Ending Equitable Sharing Funds Balance of \$135,305.63 on the ESAC (see Atch 6). The January 2021 bank statement for the DOJ account will reflect a balance of \$135,455.62 as a result of interest accrued during the past seven months of the FY21 reporting period. All interest accrued during this fiscal year will be reported on the FY21 submission. GCSO, in concurrence with GCFD, has implemented standard accounting procedures and internal controls to track equitable shared funds and tangible property. The following has been established to meet the standard outlined in Section VI of the *Guide*:

1. DOJ Equitable Sharing Funds will be administered by GCFD in the same manner as the department's appropriated funds. A general accounting ledger will maintain records of all appropriations and procurement actions.
2. On January 29, 2021, separate and distinct bank accounts were established at Union Bank. The accounting codes will permit the tracking of revenues and expenditures from each respective program. Additionally, procedures are in place to prevent the comingling of funds from all GCFD administered accounts.

3. GCFD will process all expenditures and payments in the same manner as appropriated funds, including procurement and payment transactions. The *Granville County Contract and Purchasing Policy* will serve as a guide when purchasing requests and contracts with outside vendors are required (see Atch 7).
4. All interest earned from equitable sharing funds will be maintained in their respective accounts and reported on the annual ESAC submission.
5. GCFD will adhere to the *Granville County Cash Management and Investment Policy* when processing expenditures and payments (see Atch 8).
6. Records of all revenue and expenditures from the respective DOJ and Treasury accounts; to include bank/ledger statements, invoices, receipts, approvals, and all procurement documents will be maintained by GCFD. The records will be stored in electronic format and will follow the GCFD General Accounting Ledger guidelines.
7. GCFD will adhere to the guidance set forth in the *Granville County Cash Management and Investment Policy* and will report all transactions using a cash-based accounting method.
8. GCSO, in coordination with GCFD, will dispose of Fixed Assets purchased with Equitable Shared Funds in accordance with the *North Carolina Department of State Treasurer Policies Manual* (see Atch 9). Proceeds from the sale of Fixed Assets will be repatriated and deposited into the bank account of the purchasing agency. Items with minimal or no value will be donated pursuant to state policy. Transaction records will be maintained in the asset tracking system.
9. The Granville County Sheriff or Chief Deputy will authorize all appropriation requests and expenditures from the sharing accounts. The Granville County Finance Director will review the requests and authorize the disbursement of funds.
10. The *Granville County Contract and Purchasing Policy* will serve as the guide for all approvals required for both Formal Bid and Informal Bid procedures. The bidding procedures are governed by North Carolina General Statute (G.S.) 143-129 and G.S. 143-131. The Granville County Board of Commissioners will make approvals when applicable.

Finding F. Asset Tracking System Not Maintained

Corrective Action: GCSO will utilize the *Thomson Reuters Fixed Asset Tracking System* to maintain a record of assets purchased with DOJ equitable sharing funds (see Atch 10). All assets purchased with DOJ funds will be recorded in the asset tracking system and reconciled with the account statements held at Union Bank. The tracking system will identify the source of funding for the purchase and record the asset serial number. Any future sale of an asset will be tracked and reconciled to ensure proceeds are credited back to the proper account. An inventory policy has been established by GCSO to account for DOJ purchased assets and will be administered by the Chief Deputy monthly. This will include a description of the item, serial number, custodian, date of assignment and location (see Atch 11).

Finding G. Internal Control Deficiencies

Corrective Action: GCFD will follow the *North Carolina Local Government Budget and Fiscal Control Act* (see Atch 12) as a guide in implementing accounting procedures and internal controls that are consistent with DOJ standards as outlined in Section VI of the *Guide*. Additionally, the procurement, record retention and reconciliation procedures will be in line with these policies. GCSO will follow internal Standard of Operating Procedures (SOP) specifically address the administration of the DOJ Equitable Sharing Program (see Atch 13).

The GCSO appreciates the time and effort provided by MLARS personnel in assisting our staff in resolving the compliance issues identified with our Equitable Sharing Program. Please feel free to contact Chief Deputy Chris Smoot at 919-482-9082 or Special Advisor Rob Bailess at 423-791-4785, with any follow up required. Thank you.

Sincerely,



Sheriff Charles R. Noblin Jr

Attachments:

1. DOJ/MLARS Compliance Review of GCSO Equitable Sharing Program
2. Letter from Winston, Williams, Creech, Evans & Company, LLP
3. Union Bank Statement
4. Board of Commissioners Action
5. GCFD General Accounting Ledger
6. ESAC Submission FY20
7. Granville County Contract and Purchasing Policy
8. Granville County Cash Management and Investment Policy
9. North Carolina Department of State Treasurer Policies Manual
10. Thompson Reuters Fixed Assets Tracking Report
11. GCSO Inventory of Assets Report
12. The Local Government Budget and Fiscal Control Act (NC) Part 3
13. Equitable Sharing Program SOP

ATTACHMENT – 1

DOJ/MLARS Compliance Review of GCSO Equitable Sharing Program



U.S. Department of Justice

Criminal Division

Money Laundering and Asset Recovery Section

Washington, D.C. 20530

October 2, 2020

Sheriff Charles Noblin
Granville County Sheriff's Office
143 Williamsboro Street
Oxford, NC 27565

**Re: Granville County Sheriff's Office Equitable Sharing Compliance Review
NCIC: NC0390000**

Dear Sheriff Noblin:

The Money Laundering and Asset Recovery Section has completed its compliance review of the Granville County Sheriff Office's Equitable Sharing Program activities. Please provide a response to the findings identified in the compliance review report within 30 days of this correspondence, along with any supporting documentation, policies, or procedures. If you have any questions, please contact Brian Boykin, Equitable Sharing Program Manager, at 202-598-2306.

Sincerely,

ALICE DERY
Digitally signed by ALICE
DERY
Date: 2020.10.02 13:01:19
-04'00'

Alice W. Dery, Chief
Program Management and Training Unit
Money Laundering and Asset
Recovery Section

cc: Steve McNally, Finance Director
The County of Granville

Jennifer Bickford, Deputy Chief
Program Management and Training Unit
Money Laundering and Asset Recovery Section

Jackie Jackson, Program Manager
Treasury Executive Office for Asset Forfeiture
Department of the Treasury



Money Laundering and Asset Recovery Section
U.S. Department of Justice
Criminal Division

Granville County Sheriff's Office

Equitable Sharing Compliance Review

September 2020



U.S. Department of Justice

Criminal Division

Money Laundering and Asset Recovery Section

Washington, D.C. 20530

On February 10-11, 2020, the Money Laundering and Asset Recovery Section (MLARS) conducted a compliance review of the Granville County Sheriff's Office (GCSO) to ensure adherence with the requirements of the Department of Justice (DOJ) Equitable Sharing Program (Program) as set forth in the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies* (July 2018) (*Guide*)¹ and with Granville County's (County) policies and procedures. The objectives, approach, findings, and conclusion of the compliance review are set forth below.

I. Review Objectives

1. Identify and assess the effects of any significant noncompliance with the *Guide* policies, laws, regulations, and agreements related to the Program.
2. Identify and assess GCSO's internal controls over Program-related transactions and balances, including conditions that are individually or cumulatively significant deficiencies or material weaknesses.
3. Examine GCSO's Program expenditures, identify impermissible expenditures, and assess the prevalence and consequences of improper expenditures.
4. Review GCSO's management practices and procedures to ensure the prevention of fraud, waste, and abuse and the promotion of public confidence in the integrity of the Program.

II. Review Approach

The review covered operating practices, transactions, and balances pertaining to GCSO's Program account ledgers for Fiscal Years 2018 through 2019. The review team conducted on-site interviews, observed internal controls, tested samples of GCSO's Program receipts and expenditures, and reviewed Equitable Sharing Agreements and Certification (ESAC) forms.

¹ All transactions prior to July 23, 2018, were tested in accordance with the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies* (April 2009) and subsequent updates. Requirements in this report will reference the July 2018 *Guide* unless otherwise noted.

III. Findings and Requirements

A. Office of Management and Budget (OMB) Single Audit Non-Reporting

Finding: GCSO Program expenditures were not reported on the Schedule of Expenditures of Federal Awards (SEFA) for Fiscal Year 2019.

Requirement: Pursuant to Section VII.C of the *Guide*, state and local law enforcement agencies that receive equitable sharing funds must comply with the applicable Single Audit Act Amendments of 1996 and *OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* or any subsequent updates to this guidance.

GCSO, in conjunction with the County, must obtain a letter from its independent auditor stating the impact resulting from the County excluding GCSO's DOJ equitable sharing funds from the SEFA for Fiscal Year 2019 and the corrective actions deemed necessary. In the future, all Program activity must be included in the County's SEFA. Program expenditures must be reported under the Catalog of Federal Domestic Assistance program number 16.922. GCSO must update and implement procedures to address compliance with Section VII.C of the *Guide*.

B. Commingling of Program Funds

Finding: GCSO's equitable sharing account was commingled with non-DOJ funds during Fiscal Years 2018 and 2019.

Requirement: Pursuant to Section VI.A.2 of the *Guide*, the agency's jurisdiction must establish a separate account or accounting code to track both revenues and expenditures for DOJ equitable sharing funds. No other funds may be commingled in these accounts or with these accounting codes.

GCSO must create a separate DOJ bank account or account ledger at the jurisdiction level to track DOJ Program fund activities. GCSO must update and implement procedures to address compliance with Section VI.A.2 of the *Guide*.

C. No Jurisdiction Oversight

Finding: GCSO's Program funds were maintained and administered by GCSO and not by the jurisdiction.

Requirement: Pursuant to Section VI.A.1 of the *Guide*, the agency must maintain equitable sharing funds with the same entity that maintains the agency's appropriated funds and administers the procurement actions.

GCSO's DOJ equitable sharing account must be maintained and administered with the jurisdiction that administers its appropriated funds. In addition, GCSO must update and implement procedures to address compliance with Section VI.A.1 of the *Guide*.

D. Account Ledger of Program Funds Not Maintained

Finding: GCSO did not maintain a Program-specific account ledger for its DOJ equitable sharing account to track Program revenues, interest, and expenditures. As a result, MLARs was unable to reconcile information reported in the ESAC forms for fiscal years 2018 and 2019.

Requirement: Pursuant to Section VI.A.6 of the *Guide*, agencies must maintain records of all revenue and expenditures posted to the account or accounting code to include bank and ledger statements, invoices, receipts, required jurisdiction approvals, and any other documents used or created during the procurement process.

GCSO must develop a DOJ Program-specific account ledger that accounts for all Program transactions, including any adjustments and reconciliations to the information reported on the ESAC forms. In addition, GCSO must update and implement procedures to address compliance with Section VI.A.6 of the *Guide*.

E. Questionable Program Expenditures

Finding: MLARS was unable to determine the permissibility of equitable sharing funds because GCSO's bookkeeping system did not include detailed entries for DOJ Program revenues, income, and expenditures. In addition, GCSO's DOJ Program expenditures could not be reconciled to the accounting records due to commingling of Program funds and the lack of a separate accounting ledger.

Requirements: Pursuant to Section VI of the *Guide*, all participating state and local law enforcement agencies must implement standard accounting procedures and internal controls to track equitably shared funds and tangible property.

GCSO must reimburse its DOJ equitable sharing account a total of \$135,305.63 and provide MLARS supporting documentation of the reimbursement of funds into GCSO's equitable sharing account. In the future, GCSO must ensure that all expenditures are tracked in accordance with the *Guide* and entered into the correct account. GCSO must update and implement procedures to address compliance with Section VI of the *Guide*.

GCSO must report \$135,305.63 on its Fiscal Year 2020 ESAC submission. This amount represents the total DOJ equitable sharing funds distributed to GCSO from July 5, 2014 through January 24, 2020.

F. Asset Tracking System Not Maintained

Finding: GCSO did not maintain an asset tracking system for inventory of property purchased with Program funds.

Requirement: Pursuant to Section VI of the *Guide*, agencies must implement standard accounting procedures and internal controls to track equitably shared funds and tangible property.

GCSO must implement a tracking system for items or equipment purchased with Program funds or obtained for official use. The system should include a description of the item, the serial number, name of the custodian, date of assignment, and location. GCSO must update and implement procedures to address compliance with Section VI of the *Guide*.

G. Internal Control Deficiencies

Finding: The following internal control deficiencies were identified:

- GCSO did not follow its jurisdiction policies and procedures for procurement actions.
- GCSO's record retention policy was not in accordance with the *Guide*.
- GCSO's expenditures reported on the Fiscal Year 2018 SEFA could not be reconciled to the agency account ledger or the Fiscal Year 2018 ESAC form.

Requirement: Pursuant to Section VI.A of the *Guide*, agencies must implement standard accounting procedures and internal controls that are consistent with the *Guide*.

GCSO must update and implement procedures to address compliance with Section VI.A of the *Guide*.

IV. Conclusion

GCSO must provide the supporting documentation for Findings A, B, C, D, E, F, and G. In addition, GCSO must provide MLARS its updated standard operating procedures (SOPs) addressed in Findings A, B, C, D, E, F and G. The SOPs must be approved and signed by the Sheriff or designee. The *Standards for Internal Control in Federal Government* issued by the Government Accountability Office may be used as guidance to update the SOPs.

ATTACHMENT – 2

Letter from Winston, Williams, Creech, Evans & Company, LLP

Winston, Williams, Creech, Evans, & Company, LLP

Certified Public Accountants



America Counts on CPAs

Gary L. Williams, CPA
Carleen P. Evans, CPA
Jennifer T. Reese, CPA
Tara H. Roberson, CPA

Curtis G. Van Horne, CPA

November 6, 2020

To Whom It May Concern:

This letter is in reference to findings of the GCSO Equitable Sharing Program. The findings indicated that the 2019 expenditure amount was left off of the SEFSA in the 2019 audit report in error. We have reviewed this information and are in agreement that these expenditures were left off of the SEFSA for 2019 in error. The expenditures shown on the 2019 Annual Certification Report totaled \$90,021.62. These expenditures should have been included in the SEFSA for 2019. The total federal expenditures would have changed to \$4,641,070 with this amount included.

Upon reviewing the effect of this omission, I don't believe that there would have been any major changes to the Single Audit Section of the report. If these expenditures had been included on the 2019 SEFSA, they would not have changed the programs considered major nor the programs audited during the fiscal year 2019. The threshold for "A" programs is \$750,000 so this program would not have been at the level to be considered an "A" program. Coverage for the audit would still have been within the 40% needed with the programs chosen during the audit ($2,081,597/4,641,070 = 44.85\%$). Due to there being no changes to the programs being audited and the coverage still being in line with requirements, the only thing that would really be impacted in the audit report is the SEFSA schedule itself. In this schedule, the changes would involve this program being included as a line item and the correction of the total for federal expenditures to add this change in. I have attached a copy of what this change would look like in the SEFSA for 2019. I believe that there are no corrective actions that would be deemed necessary at this time since no change in audited programs would be necessary.

Please let me know of any additional information that is needed.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Reese, CPA".

Jennifer Reese, CPA

Winston, Williams, Creech, Evans & Company, LLP
Certified Public Accountants

102 W. Spring Street • P.O. Box 1366 • Oxford, NC 27565 • (919) 693-5196 • fax (919) 693-7614
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GRANVILLE COUNTY, NORTH CAROLINA
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2019

GRANTOR/PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	STATE/ PASS-THROUGH GRANTOR'S NUMBER	FEDERAL (DIRECT & PASS- THROUGH) EXPENDITURES	STATE EXPENDITURES	PASSED-THROUGH TO SUBRECIPIENTS
FEDERAL AWARDS:					
<u>U.S. Dept. of Agriculture</u>					
Passed-through the N.C. Dept. of Health and Human Services:					
Division of Social Services:					
Administration:					
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561		\$ 576,186	\$ -	\$ -
Total U.S. Dept. of Agriculture			<u>576,186</u>	<u>-</u>	<u>-</u>
<u>U.S. Dept. of Justice</u>					
Bulletproof Vest Partnership Program	16.607		2,264	-	-
<u>Criminal Division</u>					
Equitable Sharing Program	16.922		90,022	-	-
Total U.S. Dept. of Justice			<u>92,286</u>	<u>-</u>	<u>-</u>
<u>U.S. Dept. of Transportation</u>					
Passed-through the N.C. Dept. of Transportation:					
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	51001.35.4.3 51001.7.3.3	133,664	16,708	-
Total U.S. Dept. of Transportation			<u>133,664</u>	<u>16,708</u>	<u>-</u>
<u>U.S. Dept. of Health & Human Services</u>					
Passed-through Kerr-Tar Council of Governments:					
Division of Aging and Adult Services:					
National Family Caregiver Support, Title III, Part E	93.052		3,420	228	-
Social Services Block Grant-In Home Services	93.667		270,974	439	-
<u>Aging Cluster:</u>					
Special Programs for the Aging-Title III, Part B-Grants for Supportive Services and Senior Centers	93.044		185,776	10,928	-
Special Programs for the Aging-Title III, Part C-Nutrition Services:					
Congregate Nutrition	93.045		79,040	4,649	-
Home-Delivered Meals	93.045		35,133	2,067	-
Nutrition Services Incentive Program	93.053		23,489	-	-
Total Aging Cluster			<u>323,438</u>	<u>17,644</u>	<u>-</u>
Passed through Kerr-Tar Council of Governments:					
State Appropriations			-	17,821	-
Passed-through the N.C. Dept. of Health and Human Services:					
Division of Social Services					
<u>Foster Care and Adoption Cluster (Note 4 & 5):</u>					
Foster Care-Title IV-E	93.658		223,129	30,897	-
Adoption Assistance	93.659		12,775	-	-
Total Foster Care and Adoption Cluster (Note 4)			<u>235,904</u>	<u>30,897</u>	<u>-</u>
Temporary Assistance for Needy Families:					
Temporary Assistance for Needy Families (TANF)	93.558		543,895	-	-
Child Support Enforcement	93.563		489,119	-	-
Refugee and Entrant Assistance	93.566		643	-	-
Promoting Safe and Stable Families	93.556		17,191	-	-
Family Support Payments to States Assistance Payments	93.560		-	(14)	-
Low-Income Home Energy Assistance:					
Crisis Intervention Program	93.568		250,019	-	-
Stephanie Tubbs Jones Child Welfare Services Program	93.645		18,022	-	-
Social Services Block Grant (SSBG):					
SSBG-Other Service and Training	93.667		-	22,947	-
Chafee Foster Care Independence Program	93.674		5,608	1,402	-
Passed-through the N.C. Dept. of Health and Human Services:					
Division of Child Development and Early Education:					
Subsidized Child Care (Note 5)					
<u>Child Care Development Fund Cluster:</u>					
Division of Social Services:					
Child Care Development Mandatory and Match Fund - Administration	93.596		78,762	-	-
Total Subsidized Child Care (Note 4)			<u>78,762</u>	<u>-</u>	<u>-</u>

GRANVILLE COUNTY, NORTH CAROLINA
 SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
 FOR THE YEAR ENDED JUNE 30, 2019

GRANTOR/PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	STATE/ PASS-THROUGH GRANTOR'S NUMBER	FEDERAL (DIRECT & PASS- THROUGH) EXPENDITURES	STATE EXPENDITURES	PASSED-THROUGH TO SUBRECIPIENTS
Passed-through the N.C. Dept. of Health and Human Services:					
Division of Health Benefits:					
Division of Social Services:					
Administration:					
Medical Assistance Program (Note 5)	93.778		1,505,411	6,000	-
Total Medical Assistance Program			<u>1,505,411</u>	<u>6,000</u>	-
Division of Social Services					
Administration:					
Children's Health Insurance Program (Note 5)	93.767		57,621	-	-
Total Children's Health Insurance Program - N.C. Health Choice			<u>57,621</u>	-	-
Passed-through the N.C. Dept. of Insurance:					
Division of SHIIP:					
CDAP-State Health Insurance Assistance Program	93.324		4,105	-	-
MIPPA - Medicare Enrollment Assistance Grant	93.071		2,160	-	-
			<u>6,265</u>	-	-
Total U.S. Dept. of Health and Human Services			<u>3,806,292</u>	<u>97,364</u>	-
<u>U.S. Dept. of Homeland Security</u>					
Passed-through N.C. Dept. of Public Safety:					
Emergency Management Performance Grant	97.042		32,642	-	-
Emergency Management Operations Tier II Grant	N/A		-	967	-
Total U.S. Dept. of Homeland Security			<u>32,642</u>	<u>967</u>	-
Total federal awards			<u>4,641,070</u>	<u>115,039</u>	-
STATE AWARDS:					
<u>N.C. Dept. of Administration</u>					
Veterans Service			-	2,216	-
<u>N.C. Dept. of Cultural and Natural Resources</u>					
Division of State Library					
State Aid to Public Libraries			-	108,747	-
<u>N.C. Dept. of Agriculture and Consumer Services</u>					
Division of Soil and Water Conservation					
SWC - Administration			-	25,500	-
<u>N.C. Dept. of Health and Human Services</u>					
Division of Aging and Adult Services:					
Passed-through the Kerr-Tar Council of Governments:					
Home Delivered Meals, Access & In-Home and Supportive Services			-	148,767	-
Division of Social Services:					
Child Welfare/CPS			-	90,811	-
Energy Assistance			-	8,190	-
Incentive/Program Integrity			-	830	-
Smart Start			-	25,270	-
State Foster Home - Direct			-	10,001	-
SFHF Maximization - Direct			-	4,311	-
Total N.C. Dept. of Health and Human Services			-	<u>288,180</u>	-
<u>N.C. Department of Public Instruction</u>					
Public School Building Capital Fund					
Lottery Funds			-	539,245	-
<u>N.C. Dept. of Environmental Quality</u>					
Waste Red Trust Fund					
Division of Waste Management			-	18,687	-
Electronics Management			-	3,760	-
Total N.C. Dept. of Environmental Quality			-	<u>22,447</u>	-

GRANVILLE COUNTY, NORTH CAROLINA
 SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
 FOR THE YEAR ENDED JUNE 30, 2019

GRANTOR/PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	STATE/ PASS-THROUGH GRANTOR'S NUMBER	FEDERAL (DIRECT & PASS- THROUGH) EXPENDITURES	STATE EXPENDITURES	PASSED-THROUGH TO SUBRECIPIENTS
<u>N.C. Dept. of Transportation</u>					
<u>Rural Operating Assistance Program (ROAP) Cluster:</u>					
ROAP Elderly and Disabled Transportation Assistance Program (EDTAP)		36220.10.8.1	-	75,900	59,119
ROAP Rural General Public Program (RGP)		36228.22.8.1	-	89,543	89,543
ROAP Work First Transitional-Employment		36236.11.7.1	-	2,083	-
Total Rural Operating Assistance Program (ROAP) Cluster			-	167,526	148,662
Total N.C. Dept. of Transportation			-	167,526	148,662
<u>N.C. Dept. of Commerce</u>					
N.C. Rural Economic Development Center			-	776,848	776,848
Rural Infrastructure State Grant Funds			-	-	-
<u>N.C. Dept. of Public Safety</u>					
Juvenile Crime Prevention Programs			-	191,524	129,116
Total State awards			-	2,122,233	1,054,626
Total federal and State awards			\$ 4,641,070	\$ 2,237,272	\$ 1,054,626

NOTES TO PRECEDING SCHEDULE OF FEDERAL AND STATE AWARDS:

1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards (SEFSA) includes the federal and state grant activity of Granville County, North Carolina, under the programs of the federal government and the state of North Carolina for the year ended June 30, 2019. The information in this SEFSA is presented in accordance with the requirements of Title 2 *US Code of Federal Regulations Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* and the State Single Audit Implementation Act. Because the Schedule presents only a selected portion of the operations of Granville County, it is not intended to and does not present the financial position, changes in net position or cash flows of Granville County.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported in the SEFSA are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect Cost Rate

Granville County has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

4. CLUSTER OF PROGRAMS

The following are clustered by the NC Department of Health and Human Services and are treated separately for state audit requirement purposes: Subsidized Child Care and Foster Care and Adoption.

5. Benefit Payments Issued by the State

The amounts listed below were paid directly to individual recipients by the State from federal and State moneys. County personnel are involved with certain functions, primarily eligibility determinations that cause benefit payments to be issued by the State. These amounts disclose this additional aid to

Program Title	CFDA No.	Federal	State
Supplemental Nutrition Assistance Program	10.551	\$ 8,585,656	\$ -
Temporary Assistance for Needy Families	93.558	265,913	-
AFDC Payments and Penalties	93.560	(52)	-
Adoption Assistance	93.659	197,795	48,613
Medical Assistance Program	93.778	43,125,687	22,200,585
Children's Health Insurance Program	93.767	1,465,461	(1)
Child Welfare Services Adoption		-	123,920
State / County Special Assistance Program		-	294,401

ATTACHMENT – 3

Union Bank Statement

GRANVILLE COUNTY SHERIFF'S OFFICE
FORFEITURE / DEPARTMENT OF JUSTICE
PO BOX 1286
OXFORD NC 27565

Date 1/29/21
Account Number
Enclosures

Page 1
Ending 3318

----- CHECKING ACCOUNTS -----

PRIVACY NOTICE: OUR PRIVACY POLICY HAS NOT CHANGED AND YOU
MAY REVIEW OUR POLICY & PRACTICES REGARDING YOUR PERSONAL
INFORMATION AT WWW.UNIONBANKNC.COM OR WE WILL MAIL YOU
A FREE COPY UPON REQUEST IF YOU CALL US AT 866-638-0552.

SMALL BUSINESS CHECKING		Number of Enclosures	0
Account Number	Ending 3318	Statement Dates	1/29/21 thru 1/31/21
Previous Balance	.00	Days in the statement period	3
1 Deposits/Credits	135,455.62	Average Ledger	135,455
Checks/Debits	.00	Average Collected	135,455
Service Charge	.00		
Interest Paid	.00		
Ending Balance	135,455.62		

Deposits and Additions		
Date	Description	Amount
1/29	DDA REGULAR DEPOSIT	135,455.62

Daily Balance Information	
Date	Balance
1/29	135,455.62

For questions regarding your statement or account, please contact your local
branch, or 1-866-638-0552.

Union Bank
6/30/2020
Left to move into GF

	Justice	Treasury	Total	Balance
1 Beginning Balance (Beg. bal: \$349,751.96 - n - adjustment (Non-Categorized Exp. \$): 214,446.33)	\$135,305.63	\$310,771.02		
2 Equitable Sharing Funds Received	\$17,604.00	\$17,971.29		
3 Rec'd from other Agencies		\$0.00		
4 Other Income		\$136,253.69		
5 Interest Income	\$806.49	\$7,711.00		
6 Total Equitable Sharing Funds	\$153,716.12	\$472,707.00		
7 Equitable Sharing Funds Spent	\$8,100.00	\$161,134.04		
8 Equitable Sharing Funds Balance - 6/30/2020 - Agrees to FY 2020 CAFR	\$145,616.12	\$311,572.96	\$457,189.08	\$573,757.75
Equitable Sharing Funds Balance - 6/30/2020 - Final Version - approved Jan 8, 2021	\$135,305.63	\$311,572.96	\$446,878.59	\$573,757.75
	30.28%	69.72%		
FY 2021 Union Bank Interest from 7/1 -12/31/20 - \$495.38 + Jan 2021 Interest (\$71.49) = \$566.87	\$149.99	\$416.88	\$566.87	\$566.87
12/31/2020 6/30/2020				
\$1,658.27 1,162.89 \$495.38	\$135,455.62	\$311,989.84	\$447,445.46	\$574,324.62
1/31/2021 Balances				\$126,879.16

Action Items
Move \$ out of Union 1015 account and into Union - Justice Account
Move \$ into General Fund

DOJ Account agrees to called 1/31/21 balance
Original Forfeiture Account balance e/o 1/31/21
Original Forfeiture (Now exclusively Treasury) Account agrees to calculated 1/31/21

	Justice	Treasury	Total
FY 2020 Interest Calculation (prorated from bank stmts)	\$806.49	\$1,978.59	\$2,785.08
+ Treasury Interest Adjustment Calculation		\$5,732.41	\$5,732.41
Total FY 2020 Interest Income - Line 5	\$806.49	\$7,711.00	\$8,517.49

	Justice	Treasury	Total
Dept of Justice	\$135,305.63		\$135,305.63
Treasury	\$447,024.71	\$2,948.16	\$449,972.87
	\$582,330.34	\$7,464.07	\$589,794.41
FY 17 - 19 Average Ending Balance for Each Fund			
% of Total	23.26%	1.26%	24.52%
Split of Int.	\$1,731.66	\$5,732.41	\$7,464.07

Beginning (6/30/19) Balance before Adjustments
- Correction of previous Yrs activity recommended by respective Dept.
Subtotal - (Agrees with FY 2020 CALC Revised - Begin. Bal)
- Correction of previous Yrs Interest recommended by Treasury
Beginning (6/30/19) Balance with all Adj's for prior yrs
FY 2020 Account Activity
Deposits (Equitable Sharing Funds Received)
Interest
Expenditures
Ending (6/30/20) Balance

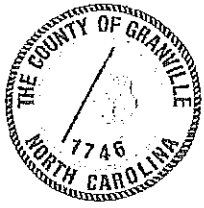
	\$135,305.63	\$310,771.02		
	\$136,253.69	\$136,253.69		
	\$447,024.71	\$447,024.71		
	\$5,732.41	\$5,732.41		
	\$135,305.63	\$452,757.12		
	\$17,604.00	\$17,971.29	\$35,575.29	
	\$806.49	\$1,978.59	\$2,785.08	
	(\$3,103.00)	(\$161,134.04)		
	\$145,616.12	\$311,572.96	\$457,189.08	Total

Taken from FY 2019 ESAC report

ATTACHMENT – 4

Board of Commissioners Action

1-6-2020



**Granville County
Sheriff's Office**

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Sheriff's Office
Date: January 1, 2020

Title: Transfer of Sheriff Office Accounts to County Finance Department

PURPOSE:

To designate Union Bank as an official depository of Granville County and authorize the transfer of control of existing Sheriff Office bank accounts to the County Finance Department.

BACKGROUND:

County Attorney Jim Wrenn, Chief Deputy Sherwood Boyd and County Manager Michael Felts reviewed the Local Government Budget and Fiscal Control Act and the status of the existing Sheriff Office accounts held at Union Bank. As noted by Attorney Jim Wrenn, the best reading of the Local Government Budget and Fiscal Control Act requires that these accounts be held at an official depository of the County. As a result, and based upon the understanding that Chief Deputy Boyd and County Manager Felts also joins in this request, Attorney Wrenn requests that the Board designate Union Bank (where the accounts are currently held) as an official depository of the County subject to verification from Union Bank that the Sheriff's Office accounts are listed as public funds accounts by Union Bank.

FUNDING:

N/A

RECOMMENDATION:

County Manager, Chief Deputy, and County Attorney recommend that the Board of Commissioners designate Union Bank as an official depository of the County subject to verification from Union Bank that the Sheriff's Office accounts are listed as public funds accounts by Union Bank, and authorize the County Finance Director and Chief Deputy to execute new signature cards for the existing accounts and to develop County Internal Controls for the maintenance and use of the accounts.

ACTION TAKEN:

- (D) Approved designation of Union Bank as an official depository of the County subject to verification from Union Bank that the Sheriff's Office accounts are listed as public funds accounts by Union Bank, and authorized the County Finance Director and Chief Deputy to execute new signature cards for the existing accounts and to develop County Internal Controls for the maintenance and use of the accounts.
- (E) Approved the following Board/Committee/Liaison Assignments:

Zelodis Jay

Commissioner- District 1

- Board of Equalization and Review
- Digital Infrastructure Planning Committee
- District Health Board
- Environmental Affairs Advisory Committee Liaison
- Fire Services Committee
- Granville Health System Board of Trustees
- K.A.R.T.S.
- Kerr-Tar Regional COG Board
- Planning Board Liaison
- Solid Waste Liaison
- Water/Sewer Matters Liaison

David Smith

Commissioner- District 2

- Audit Review Committee
- Board of Equalization and Review
- Finance Liaison
- Granville Health System Board of Trustees
- Human Relations Commission
- Kerr-Tar Regional COG Board
- Oxford Downtown Economic Development Commission (EDC) Board
- Senior Services Advisory Committee Liaison
- Triangle North Board

Sue Hinman

Commissioner-District 3

- Animal Control Advisory Committee Liaison
- Board of Equalization and Review
- DOT Issues
- Franklin-Vance-Warren Opportunity Inc.
- Granville Athletic Park/Recreation Committee Liaison
- Library Board Liaison
- Staff Appreciation

Tony Cozart

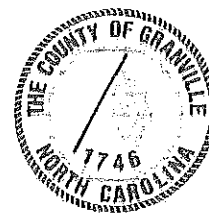
Commissioner- District 4

- Board of Equalization and Review
- Franklin-Vance-Warren Opportunity Inc.
- Granville Health System Board of Trustees Ex-Officio
- Human Relations Commission

AGENDA

GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, January 6, 2020



Call to order @ 7:00 p.m.,.....Chairman David T. Smith
Invocation.....Commissioner Zelodis Jay

Consent Agenda

1. Contingency Summary (p. 1)
2. Budget Amendment #5 (p. 3)
3. Approve Bonds for Finance for 2019-2020 (p. 8)
4. Transfer of Sheriff Office Accounts to County Finance Department (p. 9)
5. Appointment of Members to Board/Committee/Liaison Assignments (p. 10)
6. Minutes (p. 15)
7. Tax Releases and Refunds (p. 70)
8. Authorizing Resolution - Project Adam (p. 84)
9. Authorizing Resolution for Project FNP (p. 86)
10. National Radon Action Month Proclamation (p. 88)

Introductions, Recognitions and Presentations

11. Recognition of Service - Warren Daniel (p. 90)
12. Recognition of Service - Douglas P. Logan (p. 92)
13. Recognition of Service - Donnie L. Boyd (p. 94)
14. Recognition of Service - Francine M. Hart (p. 96)
15. Recognition of Service - Willie S. Richards (p. 98)

Public Comments

16. Public Comments (p. 100)

Finance Department started keeping the statements and check books
March 1, 2020

Authorized signatures on account held at Union Bank are

Steve McNally

Debra Weary

Michael Felts

All backup for deposits and checks written are held in the Sheriff office
in Victoria Ramsey's office.

ATTACHMENT – 5

GCFD General Accounting Ledger

Forefeiture Bank Account
\$744,946.76

\$447,024.71

\$135,905.63

\$744,946.76

\$2,785.08

Beginning Balances

Justice		Treasury	
Deposits	Interest	Deposits	Interest
\$0.00	\$806.49	\$35,575.29	\$1,578.59
	\$8,100.00	\$161,134.04	*

Interest	Date	Description	Justice Deposits	Justice Interest	Justice Expenditures	Justice Balance?	Treasury Deposits	Treasury Interest	Treasury Expenditures	Treasury Balance?	Comments
	7/1/2019	CK #1012			\$135,905.63	\$135,905.63	\$3,150.00	\$443,874.71	\$443,874.71	\$443,874.71	Granville Gun Works - 3 AR 15 Rifles
	7/26/2019	CK #1013			\$135,905.63	\$135,905.63	\$7,551.32	\$455,923.59	\$455,923.59	\$455,923.59	Emergency Vehicle Specialist - 60 Adeptors for vehicles and vehicle stand for com
\$328.41	7/31/2019	Deposit		\$77.79	\$135,983.42	\$135,983.42		\$435,923.39	\$435,923.39	\$435,923.39	US Customs and Border Protection - Treasury??
	8/1/2019	Interest			\$135,983.42	\$135,983.42	\$250.52	\$436,174.01	\$436,174.01	\$436,174.01	
\$272.06	8/31/2019	Interest	\$85.40		\$135,468.92	\$135,468.92	\$186.66	\$296,089.89	\$296,089.89	\$296,089.89	60 Computers for Vehicles
\$750.43	9/30/2019	Interest	\$78.61		\$135,547.43	\$135,547.43	\$171.82	\$296,261.71	\$296,261.71	\$296,261.71	
	10/3/2019	CK #1015			\$135,547.43	\$135,547.43		\$4,911.94	\$291,349.77	\$291,349.77	10 Dual Weapon Mounts
\$257.22	10/31/2019	Interest	\$79.17	\$6,000.00	\$129,547.43	\$129,547.43	\$178.05	\$291,527.82	\$291,527.82	\$291,527.82	Big T, LLC - Canine Training
\$248.44	11/30/2019	Interest	\$76.47		\$129,626.60	\$129,626.60		\$809,499.11	\$809,499.11	\$809,499.11	US Customs and Border Protection - Treasury??
	11/11/2019	Deposit			\$129,703.07	\$129,703.07	\$171.57	\$309,671.08	\$309,671.08	\$309,671.08	
\$365.63	11/30/2019	Interest	\$78.41		\$129,781.48	\$129,781.48	\$187.22	\$320,855.08	\$320,855.08	\$320,855.08	Misc Pay 015 Treas
	1/26/2020	CK #1017			\$129,781.48	\$129,781.48		\$4,850.00	\$316,192.90	\$316,192.90	
	1/29/2020	Deposit			\$129,781.48	\$129,781.48		\$6,420.00	\$322,612.90	\$322,612.90	Trailer and hook-up for vehicle
\$268.38	1/29/2020	Interest	\$76.99	\$2,100.00	\$127,681.48	\$127,681.48		\$322,612.90	\$322,612.90	\$322,612.90	Misc Pay 015 Treas 310
\$250.38	2/29/2020	Interest	\$71.00		\$127,758.47	\$127,758.47	\$191.39	\$322,803.69	\$322,803.69	\$322,803.69	Baker Canine - Annual canine training
\$323.80	3/31/2020	Interest	\$63.46		\$127,892.93	\$127,892.93	\$179.38	\$323,983.07	\$323,983.07	\$323,983.07	
\$318.45	4/30/2020	Interest	\$46.77		\$127,939.70	\$127,939.70	\$160.34	\$323,143.41	\$323,143.41	\$323,143.41	
\$351.66	5/31/2020	Interest	\$42.11		\$127,981.81	\$127,981.81	\$118.18	\$323,261.59	\$323,261.59	\$323,261.59	
\$310.63	6/30/2020	Interest	\$30.31		\$128,012.12	\$128,012.12	\$106.39	\$323,367.98	\$323,367.98	\$323,367.98	
							\$76.57	\$323,444.55	\$323,444.55	\$323,444.55	

\$614,073.09

less CK #1011

\$40,315.34

\$573,757.75

6/30/20 Bank Statement balance

\$575,757.75

\$0.00

ATTACHMENT – 6

ESAC Submission FY20



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: NC0390000
Agency Name: Granville County Sheriff's Office
Mailing Address: 525 New Commerce Drive
 Optional
 Oxford, NC 27565

Type: Sheriff's Office

Agency Finance Contact

Name: Victoria Ramsey
Phone: 919-693-3213
Email: victoria.ramsey@granvillecounty.org

Jurisdiction Finance Contact

Name: Steve McNally
Phone: 919-603-1301
Email: steve.mcnally@granvillecounty.org

ESAC Preparer

Name: Steve McNally
Phone: 919-603-1301
Email: steve.mcnally@granvillecounty.org

FY End Date: 06/30/2020

Agency FY 2021 Budget: \$7,968,382.00

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$349,751.96	\$310,771.02
2	Equitable Sharing Funds Received	\$17,604.00	\$17,971.29
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4	Other Income	\$0.00	\$136,253.69
5	Interest Income	\$806.49	\$7,711.00
6	Total Equitable Sharing Funds Received (total of lines 1-5)	\$368,162.45	\$472,707.00
7	Equitable Sharing Funds Spent (total of lines a - n)	\$232,856.82	\$161,134.04
8	Ending Equitable Sharing Funds Balance <small>(difference between line 7 and line 6)</small>	\$135,305.63	\$311,572.96

¹Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USFIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$161,134.04
e	Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j	Matching Grants	\$0.00	\$0.00
k	Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l	Support of Community-Based Programs	\$0.00	\$0.00
m	Non-Categorized Expenditures	\$232,856.82	\$0.00
n	Salaries	\$0.00	\$0.00
Total		\$232,856.82	\$161,134.04

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds
Other-Treasury Audit Mandated Adjustment		\$136,253.69

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	Treasury Funds

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds
DOJ Audit Mandated Adjustment	\$232,856.82	

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor**

Name:

Company:

Phone:

Email:

Were equitable sharing expenditures included on your jurisdiction's prior fiscal year's Schedule of Expenditures of Federal Awards (SEFA)?

YES NO

Prior year Single Audit Number Assigned by Harvester Database:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within 60 days of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by the entity that maintains the Agency's appropriated or general funds and agrees that the funds will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the Schedule of Expenditures of Federal Awards (SEFA) under Catalog of Federal Domestic Assistance number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. **Freedom of Information Act (FOIA).** Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. **Waste, Fraud, or Abuse.** An Agency or governing body is required to immediately notify the Money Laundering and Asset Recovery Section of the Department of Justice and the Executive Office for Asset Forfeiture of the Department of the Treasury of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

Yes No

Agency Head

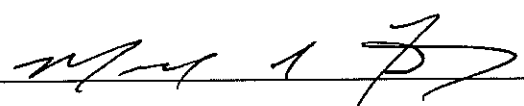
Name: Noblin, Charles R. Jr.
Title: SHERIFF
Email: sheriff@GRANVILLECOUNTY.ORG

Signature:  Date: 2-8-2021

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: FELTS, MICHAEL S.
Title: COUNTY MANAGER
Email: MICHAEL.FELTS@GRANVILLECOUNTY.ORG

Signature:  Date: 2/8/2021

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

ATTACHMENT – 7

Granville County Contract and Purchasing Policy

Granville County Contract and Purchasing Policy

Adopted August 21, 2000

*Amended March 15, 2004
Section V (B)*

*Amended July 10, 2017
Sections I, II, III, IV, and VI*

*Amended September 4, 2018
Section VIII*

Granville County Contract and Purchasing Policy

I. Formal Bid (N.C.G.S. 143-129)

- A. Contracts and purchases that require the use of formal bid procedures are those for:
 - 1. Construction or repair work requiring the estimated expenditure of \$250,000 or more.
 - 2. Purchase of lease-purchase of apparatus, supplies, materials or equipment requiring an estimated expenditure of \$90,000 or more.
 - 3. Exceptions as included in G.S. 143-129.
- B. Minimum number of bids required
 - 1. Three competitive bids are required for construction and/or repairs only.
 - 2. If three bids are not received, then re-advertise and the contract may be awarded with one bid.
- C. All formal bids shall be procured through the County Manager's office. In order to prepare formal bid packages for construction and/or repair as well as apparatus, supplies, materials and/or equipment, a written request and supporting information must be submitted at least thirty (30) days prior to advertisement of bids. All contracts resulting from formal bids must be awarded by the Granville County Board of Commissioners.

II. Informal Bid (N.C.G.S. 143-131)

- A. Contracts and purchases that require the use of informal bid procedures are as follows:
 - 1. Construction and/or repair work requiring the estimated expenditure of \$10,000 to \$249,999. Items over \$10,000 require additional Granville County Board Approval. Please contact the County Finance office to determine if the Informal or Formal Bid requirements should be followed.
 - 2. Apparatus, supplies, materials and/or equipment requiring the estimated expenditure of \$500 to \$89,999. Items over \$10,000 require additional Granville County Board Approval. Please contact the County Finance office to determine if the Informal or Formal Bid requirements should be followed.
 - 3. Exceptions as included in G.S. 143-129.
- B. Minimum number of bids required
 - 1. Three (3) telephone quotes are required and **must be properly documented** and summary information included on the face of the purchase requisition. A "no response" does not qualify as a quote.
 - 2. If three quotes cannot be obtained, it must be noted on the purchased order. The department creating the PO will need to have on file a full explanation as to why three quotes couldn't be obtained.

III. All Other Purchases

- A. Contracts for purchase or Lease-Purchase not requiring informal bidding
 1. Apparatus, supplies, materials and/or equipment estimated annual expenditures of less than \$500.
 2. Construction and/or repair work requiring the estimated expenditure of less than \$10,000.
- B. Although neither formal nor informal bids are required by statute, each department shall take appropriate steps to ensure that competitive pricing is being obtained.

IV. Purchase Orders

- A. All obligations of the County must be supported by an official purchase order with the following exceptions:
 1. Salaries and wages
 2. Fringe benefits
 3. Travel
 4. Telephone
 5. Postage
 6. Electricity
 7. Contract for services in which a written contract exists. (See "Contracts" below.)
 8. Others as periodically determined by Finance Director
 9. Small obligations of less than \$500 under the following conditions:
 - a) Non reoccurring expenditures (i.e. dues, subscriptions, registrations, services)
 - b) An unencumbered balance is available for the obligation.
 - c) Any abuse/misuse as determined by Finance/Purchasing of the small obligation procedure shall cause it to be discontinued for that respective department.
- B. All recurring/blanket obligations must be supported by an official purchase order in accordance with all sections of this policy.
 1. The dollar amount of any single item under a blanket purchase order should not exceed \$500.00.
 2. The total dollar amount of the purchase order cannot exceed \$10,000.00
- C. Emergency purchase orders may be issued on a case by case basis in accordance with all sections of this policy.

V. Architectural/Engineering/Consultants

- A. All architectural, engineering and consultants services shall be procured through the office of the County Manager in accordance with the terms of this policy and the applicable general statutes.
- B. The Granville County Board of Commissioners approved exempting itself from the Mini-Brooks Act. This action allows surveying, engineering, and architectural services under \$30,000 to not have to be considered or approved by the Board.

VI. Contracts

All contracts must be brought to the County Manager and Finance Director for review. All contracts which meet the formal limits shall to be submitted to the County Attorney for review and processing prior to obtaining signatures. Contracts under the formal limits may be submitted to the County Attorney based on the Board of Commissioners and/or County Manager's discretion. All contracts that obligate the County for funds must contain a preaudit certification, signed by the Finance Director.

In some instances, a contract may require action by the Board of County Commissioners, in these cases, the preaudit certification should take place before the contract is submitted to the Board for approval to assure appropriate funding is available and designated in the budget

VII. Purchase From Granville County Businesses

- A. Each department shall take appropriate steps to purchase from Granville County businesses, whenever possible, in accordance with all sections of this policy.

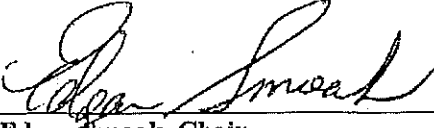
VIII. Violation of Policy

- A. Any employee who knowingly violates the provisions of this policy shall be subject to disciplinary action in accordance with the Granville County Personnel Policy and may be held personally responsible for obligation incurred as set forth for in N.C.G.S. 159-28.


Adopted this the ^{4th} day of September, 2018



Granville County Board of
Commissioners


Edgar Smoak, Chair

Attest:


Debra Weary, Clerk to the Board

ATTACHMENT – 8

Granville County Cash Management and Investment Policy

GRANVILLE COUNTY CASH MANAGEMENT AND INVESTMENT POLICY

This Cash Management Policy is being established as adopted by Granville County. It is for the purpose of establishing a written plan for the handling of County funds. This policy applies to all cash accounts except authorized petty cash accounts. This policy applies to all transactions involving the financial assets and related activity of all the various funds accounted for in the County's Annual Financial Report. Deferred Compensation (457) Plans and 401-K Retirement Funds are not subject to this policy. These funds are covered under different General Statutes and or contractual agreements.

The objectives of this plan are to provide safety and liquidity of money and at the same time optimize investment earnings on idle funds. The criteria ranked in order of importance for investing the County's funds are: (1) investments must be secure such that the principal amounts of the County's portfolio are preserved (safety); (2) the liquidity of an investment shall be a conditional consideration of its appropriateness (liquidity); (3) the yield shall be sufficient to provide a fair market rate of return on the investment (yield). This policy will also address cash receipts, mobilization, investments, disbursements, and monitoring of the policy.

In addition to establishing a cash management and investment policy, the Finance Director shall implement a series of internal controls which are designed to prevent losses of public moneys arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the County. The Finance Director will ensure, whenever possible, separation of duties of all financial transactions throughout the County.

Responsibility

In accordance with North Carolina General Statutes, the Finance Director is designated as the Investment Officer of the Granville County and is responsible for the County's financial assets. The Financial Officer is responsible for investment decisions and activities and shall develop and maintain written administrative procedures for the operation of the cash management and investment program. In order to promote the efficiency of investment duties and related activities, the Finance Director may designate one or more members of the office staff to assist in the performance of functions of cash management and investing.

Investments shall be made with judgement and care under the circumstances then prevailing, in the same manner of prudence and discretion that would be exercised in the management of one's own personal affairs. The primary objectives of cash management are safety and liquidity, followed by the objective of obtaining a market rate of return reasonable under the circumstances. The Finance Director when acting "prudently" in accordance with North Carolina General Statutes, written procedures, and exercising due diligence, shall be relieved of personal responsibility for an individual security credit risk

or market price change, provided deviations from expectations are reported to the Manager and County Board in timely manner and appropriate action is taken to control adverse developments.

The Finance Director shall be responsible for filing any claims for reimbursements to the state or any other governmental agency. The Finance Director shall also be responsible for all reports of a financial nature.

The Finance Director shall furnish a mid-year financial report on all revenues, expenditures and fund balances to the Manager and County Board. Monthly budget updates and expenditures reports will be made each month.

ETHICS AND CONFLICTS OF INTEREST

The Finance Director and other employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Finance Director and Finance Department employees shall disclose to the Manager any material interests in financial/investment positions that could be related to the performance of the County's portfolio. This disclosure need not include normal banking or brokerage relationships that are at normal market rates and conditions available to the general public.

Further, any member of the County Board must disclose his or her interest in financial institutions that conduct business with the Granville County, but only if the interest is deemed material. Material interest is defined as owning 10% or more of the stock of a financial institution, or having significant managerial influence (e.g., a member of the institution's board of directors) over the financial institution.

CASH RECEIPTS

The main objective of cash receipts is to collect amounts due as possible, to provide secure handling of cash receipts and to expedite movement of receipts to interest-earning accounts and investments.

G.S. 159-32 allows an exception to daily deposits when the moneys on hand amount to less than \$250. Cash deposits shall be made daily. At 3:00 P.M. the Finance Director or a designated employee will make a count of the money. Any funds taken in for that day will be deposited if the total amount on hand is over the designated \$250. Deposits will always be made on Fridays and the last business day of the month regardless of amounts. All deposits made will either be made by the Finance Director or reported to the Finance Director immediately in the form of a duplicate deposit slip bearing a bank teller stamp.

Any adjustments or corrections due to either overpayment or underpayment will be made after the money has been deposited. Deposits will not be delayed for errors of this type on regular receipts. If there is an error in the deposit amount, then the correction will be made by the Bank.

All moneys received from the state shall be received through the Governmental Moneys Transfer System where applicable and deposited directly into the County's account.

There will be a \$25 fee on any returned check, or as stipulated in the County's approved Fee Manual.

Depositories

The Governing Board has authorized Central Carolina Bank of Durham, North Carolina as central depository. The County will maintain a minimum of two accounts in this bank. One checking account shall be a non-interest bearing payroll account and another will be an interest bearing checking account. In addition to CCB the Board has authorized other banking institutions using the pooled colateralization method and operating a local branch, for investment purposes. The Board has also authorized the North Carolina Capital Management Trust Company for investment purposes. This list may be changed at the Governing Board's discretion.

If the County invests any money with one or more financial institutions that operate under the Dedicated Method it will be the duty of the Finance Director to ensure that deposits in excess of deposit insurance coverage are adequately collateralized. The Finance Director shall request and receive timely confirmations of collateral pledge by these institutions. The Finance Director shall be responsible for obtaining custody and providing safekeeping of securities and deposit certificates according to G.S. 159.30(d). All securities purchased by the County shall be delivered (or book-entered) to the County's custodian and placed in the County's name. Banks that operate under the pooling method already have their collateral monitored by the state treasurer.

MOBILIZATION

When daily deposit reports have been received, the Finance Director, or designee, shall review the deposits and disbursements made on that day to determine the amount of money available for investment.

Eligible investments shall be limited in accordance with North Carolina G.S. 159-30 to those authorized for local governments in North Carolina and approved by the Local Government Commission. These investments shall be limited to Certificates of Deposit with approved banks, and the North Carolina Cash Management Trust, as well as

interest earning checking accounts. The Finance Director shall select investments on the following basis:

- 1) The maturity of the investment should coincide with the needs of the County to meet short-term and long-term obligations.
- 2) The rate of interest should be at least equivalent to the average rate of return available in the market place, while still ensuring safety and liquidity.

The Finance Director shall be responsible for obtaining custody and providing safekeeping of securities and deposit certificates according to G.S. 159-30(d). All securities purchased by the County shall be delivered (or book-entered) to the County's custodian and placed in the County's account in the County's name. The custodial agent will promptly provide the County with a custody receipt. All such custodial agreements shall be between the County and the custodian, and in the County's name. Certificates of deposit purchased by the County shall be delivered to the Finance Director for safe keeping.

MONITORING

The Finance Director shall constantly monitor the investment portfolio and make adjustments as necessary. If investments are to be made the Finance Director shall institute a bidding process as follows:

- 1) Approved financial institutions shall be contacted informing them of the amount to be invested and the desired length of investment. All bidding institutions must contact the Finance Director by 11:00 a.m. on the investment date with quoted interest rates. The Finance Director shall be responsible for equitable comparison of bids since some may be quoted on a 365-day basis.
- 2) In the event of matching bids, the financial institutions will be contacted, notified of similar bids and asked if an upset bid would be placed. If no upset bid is placed then the County will choose the institution that holds the lowest amount of County funds.
- 3) All bids will be recorded by the Finance Director. These records will be maintained and on file for six months.

CASH DISBURSEMENTS

The Finance Director shall expend the County moneys pursuant to G.S. 159-28(b).

All obligations of the County will be paid by the due date. The Finance Director shall pay bills in order to take advantage of each vendors payment practices. A decision will be made whether or not the discount for cash is more beneficial than payment on the billings due date. The Finance Director shall periodically review the disbursement cycle and changes shall be instituted if the disbursement cycle can be extended.

Attempts will be made to consolidate payments to one vendor. All checks shall be mailed after 1:00 p.m. on Monday following the Thursday check run provided the afternoon mailing will not result in missing the discount or payment dates.

The Finance Director shall constantly review supplier contracts to ascertain whether or not the County is paying only for goods and services received or rendered.

Payroll for the County will be made in accordance with the payroll schedule as provided annually by the Finance Department, in accordance with the Granville County Personnel Ordinance.

All checks must have dual signatures, the Finance Director and another employees as authorized by the Granville County Board of Commissioners.

ATTACHMENT – 9

North Carolina Department of State Treasurer Policies Manual

Synopsis

- 1) Fixed assets are tangible in nature and have a useful life longer than one year.
- 2) G.S. 159-26(b)(8) requires local governments to maintain "a ledger or group of accounts in which to record the details relating to the general fixed assets of the unit or public authority." The LGC will no longer issue long-term debt for units having a fixed assets opinion qualification.
- 3) A fixed assets system is important because it provides for effective property management, control, and safeguarding of a large public investment. It also can assist in making management decisions, and it can prevent possible misstatement of financial statements.
- 4) Accounting classifications of fixed assets are land, buildings, improvements other than buildings, and equipment. Recording of public domain or infrastructure-type fixed assets in the accounting records is optional. Generally, infrastructure general fixed assets are not capitalized because these assets are immovable and of value only to the government.
- 5) To avoid recording assets with immaterial values, local governments should set minimum unit values below which an asset is not recorded in the fixed assets records. The dollar amount set should be a policy decision of the governing board.
- 6) Each fixed asset should be assigned a control number. All equipment should be tagged.
- 7) Fixed assets should be accounted for at cost or estimated historical cost if actual cost is not available. Donated fixed assets should be recorded at their estimated fair market value when received. Estimated costs can be calculated by using price deflator tables to discount replacement costs.
- 8) The initial fixed assets inventory involves identifying and describing all land and buildings, and identifying and tagging all equipment.
- 9) The existence, location, and condition of all fixed assets should be verified by taking an annual inventory.

- 10) Regardless of the method of payment, if a local government acquires most of the benefits and risks of ownership of a property and assumes title, the property must be recorded as a fixed asset.
- 11) Unlike a capital lease, an operating lease does not transfer the benefits and risks of ownership to the local governmental unit. A capital lease exists if at the inception of the lease it transfers ownership to the governmental unit by the end of the lease term, or it contains a bargain purchase option, or the lease term is 75% or more of the estimated economic life of the asset, or the present value of the minimum lease payments is at least 90% of the fair value of the property. With leases involving land, a lease must fulfill one of the first two above to be accounted for as a capital lease. For capital leases, a unit should record a fixed asset and the related obligation.
- 12) Under the North Carolina Constitution, it is generally unconstitutional for a local government to dispose of property for less than its fair market value. However, in certain cases a contract with the receiving party to put the property to some public use constitutes sufficient consideration for the conveyance.
- 13) Subject to certain limitations, a local government may dispose of real or personal property belonging to it by: 1) private negotiation and sale; 2) advertisement for sealed bids; 3) negotiated offer, advertisement, and upset bid; 4) public auction; or 5) exchange.
- 14) Office of Management and Budget Circular A-102 sets requirements for the use and disposal of fixed assets acquired with federal financial assistance.
- 15) Depreciation should be recorded in the accounts of proprietary funds and some trust funds. Although not required, calculation of depreciation for assets recorded in the general fixed assets account group is encouraged for cost accounting purposes. Even if calculated, depreciation should not be recorded in the governmental funds; however, accumulated depreciation may be recorded in the General Fixed Assets Account Group.
- 16) The objective of depreciation is to charge each accounting period for the estimated loss in economic value of the depreciable assets used during the period.

ATTACHMENT – 10

Thompson Reuters Fixed Assets Tracking Report

Gov
 General Fund
 Justice Department
 Treasury Department

Printer
 Print...

Governmental Fund Asset List

Add... Modify... Delete...

Asset #	Group	Type	Department	Description	In Service	Book Cost/Basis	Book Life	Book Method	Book Prior	Book Cure	Book Total	Dept	Disposal C
555	G	IMPROVEMENTS		WATER & SEWER PROJECTS (HESTER)	6/30/14	624,651.97	40.00	Straight Line	79,329.00	15,865.80	95,194.80		
542	C	IMPROVEMENTS		WATERLINE PROJECT	6/30/14	503,591.37	40.00	Straight Line	62,948.90	12,589.78	75,538.68		
539	E	INTANGIBLE		OXFORD STREET ALLOCATION	6/30/15	6,970,000.00	40.00	Straight Line	687,000.00	171,750.00	858,750.00		
655	G	BUILDING IMPROVEMENT		ORANGE STREET REPAIR	11/10/16	83,631.85	10.00	Straight Line	22,301.84	8,363.19	30,665.03		
630	G	BUILDING IMPROVEMENT		ADMIN BUILDING ROOF REPAIR	8/30/15	72,034.48	10.00	Straight Line	27,613.22	7,203.45	34,816.67		
688	G	BUILDING IMPROVEMENT		HVAC - ADM CONF ROOM	3/14/18	7,050.00	10.00	Straight Line	940.00	705.00	1,645.00		
507	H	MOTOR VEHICLES		2014 HONDA CR-V #9336	11/21/13	24,037.20	5.00	Straight Line	24,037.20		24,037.20		
690	G	MOTOR VEHICLES		2018 FORD TRANSIT VAN #26441	12/04/17	25,350.18	5.00	Straight Line	8,027.56	5,070.04	13,097.60		
105	G	COMPUTER EQUIPMENT		COMP EQUIP	6/30/04	48,535.13	10.00	Straight Line	48,535.13		48,535.13		
616	S	FIXTURES & EQUIPMENT		THERMAL CAMERA SYSTEM FOR M...	2/22/16	9,999.00	5.00	Straight Line	6,666.00	1,999.80	8,665.80		
103	G	COMPUTER EQUIPMENT		COMPUTER EQUIPMENT	10/23/07	5,737.89	5.00	Straight Line	5,737.89		5,737.89		
104	G	COMPUTER EQUIPMENT		COMPUTER EQUIPMENT	8/28/07	14,855.86	5.00	Straight Line	14,855.86		14,855.86		
392	G	FIXTURES & EQUIPMENT		Copy/star//yoceca 2350	5/28/11	5,084.00	10.00	Straight Line	4,194.30	508.40	4,702.70		
117	G	FURNITURE		CHAIR	6/03/87	17,436.10	10.00	Straight Line	17,436.10		17,436.10		
120	G	FURNITURE		CHAIR	7/15/91	2,568.00	10.00	Straight Line	2,568.00		2,568.00		
537	G	IMPROVEMENTS		COURTHOUSE INTERIOR RENOVATION...	6/30/14	249,713.13	40.00	Straight Line	31,214.15	6,242.83	37,456.98		
632	G	BUILDING IMPROVEMENT		HVAC - CLERK OF COURT	2/09/17	6,566.00	10.00	Straight Line	1,556.78	656.60	2,213.38		
78	G	BUILDING IMPROVEMENT		IMPROVEMENTS	6/30/05	17,057.00	40.00	Straight Line	6,396.43	426.43	6,822.86		
106	G	FIXTURES & EQUIPMENT		SCANNER	12/03/06	46,200.00	10.00	Straight Line	46,200.00		46,200.00		
107	G	FIXTURES & EQUIPMENT		LEKTRIVER UNIT	5/29/08	29,350.00	10.00	Straight Line	29,350.00		29,350.00		
553	G	COMPUTER EQUIPMENT		Digital Image Scanner	3/06/14	6,632.50	5.00	Straight Line	6,632.50		6,632.50		
Activity Total						64,144,475.15			20,446.00	1,718.70	22,165,621.79		
Grand Total						70,556,591.22			21,673.00	1,852.27	23,536,219.94		

Asset #: Description:

Serial #: Group:

Status: Used

Type:

Depreciation Disposal Transfer Vehicle/Listed Other Note Image

Tax Book AMT ACE

Cost/Basis					
Method					
Life					
ADS Life					
Sec 179 Expense					
Salvage Value					
Credit/Amount					
Prior Depreciation					
Current Depreciation					
Total Depreciation					
Net Book Value					

ATTACHMENT – 11

GCSO Inventory of Assets Report

Granville County Sheriff's Office

Inventory of Assets Report

Laptop

	A	B	C	D
1	<u>Computer Name</u>	<u>Issued To</u>	<u>Serial Number</u>	FORFEITURE ?
2		ROB BAILESS	9FTTC54566	y
3	Mark_Harrison	Mark Harrison	9ETTC41973	y
4	GCSO_MDT001	Chris Smoot	9FTTC54643	y
5	GCSO_MDT002	Tim McCall	9FTTC54572	y
6	GCSO_MDT003	Kendall Mangum	9ETTC41706	y
7	GCSO_MDT004	Daniel Tillotson	9ETTC41875	y
8	GCSO_MDT005	Greg Williamson	9FTTC54720	y
9	GCSO_MDT006	Lowell Wilkins	9FTTC54581	y
10	GCSO_MDT007	Ty Womack	9FTTC54598	y
11	GCSO_MDT008	Chris Hester	9FTTC54688	y
12	GCSO_MDT009	Mark West	9FTTC54664	y
13	GCSO_MDT010	Jeff Canada	9FTTC54695	y
14	GCSO_MDT011	Jamie Tapp	9FTTC54706	y
15	GCSO_MDT012	Josh Coppock	9FTTC54704	y
16	GCSO_MDT013	Patrick Fuqua	9FTTC54602	y
17	GCSO_MDT014	Rusty Corley	9FTTC54714	y
18	GCSO_MDT015	Jason Poplawski	9FTTC54653	y
19	GCSO_MDT016	Tracy Neal	9ETTC41715	y
20	GCSO_MDT017	Lamont Tanner	9FTTC54606	y
21	GCSO_MDT018	David Watson	9FTTC54665	y
22	GCSO_MDT019	Thomas Averette	9FTTC54661	y
23	GCSO_MDT020	Adam Bailey	9FTTC54676	y
24	GCSO_MDT021	Zach Workman	9FTTC54667	y
25	GCSO_MDT022	Tyler Hughes	9FTTC54730	y
26	GCSO_MDT023	Dylan Wheeler	9FTTC54551	y
27	GCSO_MDT024	Jeremy Moore	9FTTC54687	y
28	GCSO_MDT025	Roosevelt Holding	9FTTC54633	y
29	GCSO_MDT026	Charlie Noblin	9FTTC54659	y
30	GCSO_MDT027	Scott Baird	9FTTC54655	y
31	GCSO_MDT028	Ed Newman	9FTTC54610	y
32	GCSO_MDT029	KENNY BULLOCK	9FTTC54669	y
33	GCSO_MDT030	Bob Critcher	9FTTC54625	y
34	GCSO_MDT031	Todd Wilkins	9FTTC54678	y
35	GCSO_MDT032	Craig Williams	9FTTC54634	y
36	GCSO_MDT033	Steve Hayes	9FTTC54670	y
37	GCSO_MDT034	Lisa Matthews	9FTTC54617	y
38	GCSO_MDT035	Keith Campbell	9FTTC54718	y
39	GCSO_MDT036	Brian Minchew	9FTTC54553	y
40	GCSO_MDT037	Chad Higgs	9FTTC54615	y
41	GCSO_MDT038	Wesley Parrish	9ETTC41999	y
42	GCSO_MDT039	Benji Laws	9FTTC54639	y
43	GCSO_MDT040	Brad O'Briant	9FTTC54683	y
44	GCSO_MDT041	Eddie Winesett	9FTTC54729	y
45	GCSO_MDT042	Jessica Laws	9FTTC54614	y
46	GCSO_MDT043	Elliott Carver	9FTTC54591	y

Laptop

	A	B	C	D
47	GCSO_MDT044	Joshua Core	9FTTC54597	y
48	GCSO_MDT045	Tabitha Glasscock	9FTTC54709	y
49	GCSO_MDT046	Lamar Krider	9FTTC54662	y
50	GCSO_MDT047	Bryan Carey	9FTTC54747	y
51	GCSO_MDT048	Garrett Paschall	9FTTC54657	y
52	GCSO_MDT049	Jonathan Collier	9FTTC54631	y
53	GCSO_MDT050	Thomas Robinson	9FTTC54658	y
54	GCSO_MDT051	Zach Elliott	9FTTC54642	y
55	GCSO_MDT052	Brooke Wheeler	9FTTC54629	y
56	GCSO_MDT053	Jacob Cash Jr	9FTTC54618	y
57	GCSO_MDT054	Sam Faucette	9FTTC54616	y
58	GCSO_MDT055	Andre Oakley	9FTTC54621	y
59	GCSO_MDT056	Nate Davis	9FTTC54668	y
60	GCSO_MDT057	Ben Splees	9FTTC54717	y
61	GCSO_MDT058	Travis Knight	9FTTC54625	y
62	GCSO_MDT059	Sergio Sanchez	9FTTC54630	y
63	HAVIS DOCKS	QTY 60		y
64	LIND POWER SPLY	QTY 60		y

Rifle

NAME	MAKE	MODEL	SERIAL#	FORFEITURE?
Josh Coppock	GGW	AR15	NM141113	Y
LOWEL WILKINS	GGW	AR15	NM141188	Y
LAMONT TANNER	GGW	AR15	NM141209	Y
THOMAS AVERETTE	GGW	AR15	NM141110	Y
DYLAN WHEELER	GGW	AR15	NM141168	Y
CHRIS HESTER	GGW	AR15	NM141190	Y
KENNY BULLOCK	GGW	AR15	NM141175	Y
DAVID WATSON	GGW	AR15	NM141176	Y
SERGIO SANCHEZ	GGW	AR15	NM141119	Y
DANIEL TILLOTSON	GGW	AR15	NM141206	Y
JACOB CASH	GGW	AR15	NM141115	Y
JEFFERY CANADA	GGW	AR15	NM141154	Y
JEREMY MOORE	GGW	AR15	NM141112	Y
ZACHARY WORKMAN	GGW	AR15	NM141114	Y
KEITH CAMPBELL	GGW	AR15	NM141149	Y
ED NEWMAN	GGW	AR15	NM141187	Y
KENDALL MANGUM	GGW	AR15	NM141208	Y
MARK WEST	GGW	AR15	NM141180	Y
JAMES TAPP	GGW	AR15	NM141139	Y
BRIAN CAREY	GGW	AR15	NM141107	Y
BRIAN CAREY	H&K	MP5	62-357658	Y
BENJI LAWS	GGW	AR15	NM141140	Y
BRAD O BRYANT	GGW	AR15	NM141205	Y
EDDIE WINSETTE	GGW	AR15	NM141136	Y
JESSICA LAWS	GGW	AR15	NM141166	Y
ELLIOTT CARVER	GGW	AR15	NM141120	Y
TABITHA GLASSCOCK	GGW	AR15	NM141147	Y
JOSH CORE	GGW	AR15	NM141203	Y
LAMAR KRIDER	GGW	AR15	NM141152	Y
TODD WILKINS	GGW	AR15	NM141117	Y
DWAYNE MORTON	GGW	AR15	NM141197	Y
BRIAN MINCHEW	GGW	AR15	NM141184	Y
LISA MATTHEWS	GGW	AR15	NM141202	Y
PACTRIC FUQUA	GGW	AR15	NM141122	Y
WESTLEY PARRISH	GGW	AR15	NM141182	Y
GARRETT PASCHALL	GGW	AR15	NM141143	Y
THOMAS ROBINSON	GGW	AR15	NM005	Y
TRAVIS KNIGHT	GGW	AR15	NM141144	Y
TY WOMACK	GGW	AR15	NM141137	Y
CRAIG WILLIAMS	GGW	AR15	NM141116	Y
JASON POPLAWSKI	GGW	AR15	NM141210	Y
STEVE HAYES	GGW	AR15	NM141159	Y
RUSTY CORLEY	GGW	AR15	NM141148	Y
ANDRE OAKLEY	GGW	AR15	NM141200	Y
TYLER HUGHES	GGW	AR15	NM141162	Y
GREG WILLIAMSON	GGW	AR15	NM141131	Y

Rifle

JONTHAN COLLIER	GGW	AR15	NM141156	Y
BEN SPLEESE	GGW	AR15	NM141153	Y
NATE DAVIS	GGW	AR15	NM141198	Y
ADAM BAILEY	GGW	AR15	NM141161	Y
MARK HARRISON	GGW	AR15	NM141123	Y
ZACH ELLIOTT	GGW	AR15	GGWO37	Y
CHAD HIGGS	GGW	AR15	NM141124	Y
BROOKE WHEELER	GGW	AR15		Y
SAM FAUCETTE	GGW	AR15		Y
CHRIS SMOOT	GGW	AR15	NM141194	Y
TIM MCCALL	GGW	AR15	NM141121	Y
SNIPER IN ARMORY	GGW	AR15	NM141126	
SPARE ARMORY	GGW	AR15	NM141111	
SNIPER IN ARMORY	GGW	AR15	NM141125	

ATTACHMENT – 12

The Local Government Budget and Fiscal Control Act (NC) Part 3

SUBCHAPTER III. BUDGETS AND FISCAL CONTROL.

Article 3.

The Local Government Budget and Fiscal Control Act.

Part 3. Fiscal Control.

§ 159-24. Finance officer.

Each local government and public authority shall, at all times, have a finance officer appointed by the local government, public authority, or designated official to hold office at the pleasure of the appointing board or official. The finance officer may be entitled "accountant," "treasurer," "finance director," "finance officer," or any other reasonably descriptive title. The duties of the finance officer may be imposed on the budget officer or any other officer or employee on whom the duties of budget officer may be imposed. (1971, c. 780, s. 1; 1973, c. 474, s. 17; 2019-19, s. 6.1.)

§ 159-25. Duties of finance officer; dual signatures on checks; internal control procedures subject to Commission regulation.

- (a) The finance officer shall have the following powers and duties:
- (1) Keep the accounts of the local government or public authority in accordance with generally accepted principles of governmental accounting and the rules and regulations of the Commission.
 - (2) Disburse all funds of the local government or public authority in strict compliance with this Chapter, the budget ordinance, and each project ordinance and shall preaudit obligations and disbursements as required by this Chapter.
 - (3) Prepare and file with the board a statement of the financial condition of the local government or public authority, as often as may be requested by the governing board or the manager.
 - (4) Receive and deposit all moneys accruing to the local government or public authority, or supervise the receipt and deposit of money by other duly authorized officers or employees.
 - (5) Maintain all records concerning the bonded debt and other obligations of the local government or public authority, determine the amount of money that will be required for debt service or the payment of other obligations during each fiscal year, and maintain all sinking funds.
 - (6) Supervise the investment of idle funds of the local government or public authority.
 - (7) Perform such other duties as may be assigned by law, by the manager, budget officer, or governing board, or by rules and regulations of the Commission.
 - (8) Attend any training required by the Local Government Commission under this section.

- (9) Contract with outside entities, including certified public accountants in good standing with the North Carolina State Board of Certified Public Accountant Examiners, bookkeeping firms, councils of government, and other units of government, to ensure fulfillment of the duties enumerated in this subsection, excluding subdivision (6), except where specifically allowed by law, and subdivision (8). Regardless of the entity performing such duties, the authority, powers, and duties of the finance officer shall not be superseded, and the responsibility for accurate and timely fulfillment of duties lies solely with the finance officer.

All references in other portions of the General Statutes, local acts, or city charters to county, city, special district, or public authority accountants, treasurers, or other officials performing any of the duties conferred by this section on the finance officer shall be deemed to refer to the finance officer.

(b) Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board. If the board makes no other designation, the chairman of the board or chief executive officer of the local government or public authority shall countersign these checks and drafts. The governing board of a unit or authority may waive the requirements of this subsection if the board determines that the internal control procedures of the unit or authority will be satisfactory in the absence of dual signatures.

(c) The Local Government Commission has authority to issue rules and regulations having the force of law governing procedures for the receipt, deposit, investment, transfer, and disbursement of money and other assets by units of local government and public authorities, may inquire into and investigate the internal control procedures of a local government or public authority, may require any modifications in internal control procedures which, in the opinion of the Commission, are necessary or desirable to prevent embezzlements or mishandling of public moneys, and may adopt rules establishing minimum qualifications for finance officers.

(d) The Local Government Commission has the authority to require any finance officer or any other employee who performs the duties of a finance officer to participate in training related to the powers, duties, and responsibilities of the finance officer under any of the following circumstances: (i) the Commission is exercising its authority under Article 10 of this Chapter with respect to the employing local government or public authority, (ii) the employing local government or public authority has received a unit letter from the Commission due to a deficiency in complying with this Chapter, (iii) the employing local government or public authority has an internal control material weakness or significant deficiency in the most recently completed financial audit, or (iv) the finance officer fails to annually meet or attest to the minimum qualifications of the position, as established by the Local Government Commission. The Commission may collaborate with the School of Government at the

University of North Carolina, the North Carolina Community College System, and other educational institutions in the State to develop and deliver the training required by this subsection. When the Commission requires a finance officer or other employee to participate in training as authorized in this subsection, the Commission shall notify the finance officer or other employee and the employing local government or public authority of the required training. Upon completion of the required training by the finance officer or other employee, the employing local government or public authority shall submit, in writing, to the Commission proof that the training requirements have been satisfied.

(e) The Local Government Commission may require any local government or public authority to contract with outside entities in accordance with the terms of subdivision (9) of subsection (a) of this section if the local government or public authority has received a unit letter from the Commission due to a deficiency in complying with this Chapter or the local government or public authority has an internal control finding in the most recently completed financial audit. (1971, c. 780, s. 1; 1973, c. 474, ss. 18-20; 1975, c. 514, s. 10; 1987, c. 796, s. 3(5); 2016-84, s. 1; 2017-105, s. 1; 2019-19, s. 6.2.)

§ 159-26. Accounting system.

(a) System Required. - Each local government or public authority shall establish and maintain an accounting system designed to show in detail its assets, liabilities, equities, revenues, and expenditures. The system shall also be designed to show appropriations and estimated revenues as established in the budget ordinance and each project ordinance as originally adopted and subsequently amended.

(b) Funds Required. - Each local government or public authority shall establish and maintain in its accounting system such of the following funds and ledgers as are applicable to it. The generic meaning of each type of fund or ledger listed below is that fixed by generally accepted accounting principles.

- (1) General fund.
- (2) Special Revenue Funds. - One or more separate funds shall be established for each of the following classes: (i) functions or activities financed in whole or in part by property taxes voted by the people, (ii) service districts established pursuant to the Municipal or County Service District Acts, and (iii) grant project ordinances. If more than one function is accounted for in a voted tax fund, or more than one district in a service district fund, or more than one grant project in a project fund, separate accounts shall be established in the appropriate fund for each function, district, or project.
- (3) Debt service funds.
- (4) A Fund for Each Utility or Enterprise Owned or Operated by the Unit or Public Authority. - If a water system and a sanitary sewerage system are operated as a consolidated system, one fund may be established and maintained for the consolidated system.
- (5) Internal service funds.
- (6) Capital Project Funds. - Such a fund shall be established to account for the proceeds of each bond order or order authorizing any debt instrument and for all other resources used for the capital projects financed by the bond or

debt instrument proceeds. A unit or public authority may account for two or more bond orders or orders authorizing any debt instrument in one capital projects fund, but the proceeds of each such order and the other revenues associated with that order shall be separately accounted for in the fund.

- (7) Trust and agency funds, including a fund for each special district, public authority, or school administrative unit whose taxes or special assessments are collected by the unit.
- (8) A ledger or group of accounts in which to record the details relating to the general fixed assets of the unit or public authority.
- (9) A ledger or group of accounts in which to record the details relating to the general obligation bonds and notes and other long-term obligations of the unit.

In addition, each unit or public authority shall establish and maintain any other funds required by other statutes or by State or federal regulations.

(c) **Basis of Accounting.** - Except as otherwise provided by regulation of the Commission, local governments and public authorities shall use the modified accrual basis of accounting in recording transactions.

(d) **Encumbrance Systems.** - Except as otherwise provided in this subsection, no local government or public authority is required to record or show encumbrances in its accounting system. Each city or town with a population over 10,000 and each county with a population over 50,000 shall maintain an accounting system that records and shows the encumbrances outstanding against each category of expenditure appropriated in its budget ordinance. Any other local government or any public authority may record and show encumbrances in its accounting system. In determining a unit's population, the most recent federal decennial census shall be used.

(e) **Commission Regulations.** - The Commission may prescribe rules and regulations having the force of law as to:

- (1) Features of accounting systems to be maintained by local governments and public authorities.
- (2) Bases of accounting, including identifying in detail the characteristics of a modified accrual basis, identifying what revenues are susceptible to accrual, and permitting or requiring use of a basis other than modified accrual in a fund that does not account for the receipt of a tax.
- (3) Definitions of terms not clearly defined in this Article.

The Commission may vary these rules and regulations according to any other criteria reasonably related to the purpose or complexity of the financial operations involved. (1971, c. 780, s. 1; 1975, c. 514, ss. 11, 16; 1979, c. 402, s. 6; 1981, c. 685, ss. 6, 7; 1987, c. 796, s. 3(6).)

§ 159-27. Distribution of tax collections among funds according to levy.

(a) The finance officer shall distribute property tax collections among the appropriate funds, according to the budget ordinance, at least monthly.

(b) Taxes collected during the current fiscal year, that were levied in any one of the two immediately preceding fiscal years, shall be distributed to the appropriate funds according to the levy of the fiscal year in which they were levied. If any fund for which such taxes were levied is not being maintained in the current fiscal year, the proportionate share of the tax that

ATTACHMENT – 13

Equitable Sharing Program SOP

Granville County Sheriff's Office
525 New Commerce Drive
Oxford, NC 27565

Policy #: 3.21
Policy Title: **Asset Forfeiture**
Date: February 2021

PURPOSE:

The purpose of this policy is to establish guidelines and responsibilities for the seizure, forfeiture, and liquidation of property associated with drug enforcement investigations.

POLICY:

North Carolina General Statute 90-112 permits law enforcement agencies to seize property subject to forfeiture proceedings in connection with a conviction for a controlled substances offense. Additionally, through cooperation with federal law enforcement agencies, assets may be adopted and subjected to federal civil forfeiture proceedings under 18 U.S.C. § 981(b)(2)(C). The Granville County Sheriff's Office Special Operations Division will be the primary unit designated to enforce narcotics and dangerous drugs laws.

The Granville County Sheriff's Office recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime, and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety, or any person's due process rights.

It is the policy of the Granville County Sheriff's Office that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

DEFINITIONS:

Definitions related to this policy include:

SEIZURE: The act of law enforcement officers taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities. Those items seized will be stored securely in an authorized evidence facility.

FORFEITURE: The process by which ownership of an asset is transferred to a government or other authority through judicial proceedings.

ASSET FORFEITURE COORDINATOR: The deputy designated by the Sheriff to be proficient in state and federal forfeiture laws. To serve as a liaison to law enforcement agencies, the District Attorney, and the courts on asset forfeiture related matters as needed. The Coordinator will also assist deputies by identifying assets eligible for seizure and with implementing forfeiture proceedings in the appropriate jurisdiction.

SPECIAL OPERATIONS DIVISION: The Special Operations Division (SOD) comprises the Investigative Section and the Community Resource Team (CRT). The Investigative Section is dedicated to case development and enforcement of state narcotics statutes. CRT is strategically assigned to patrol the interstate system and county roadways to interdict drug couriers and other criminal activity.

FEDERAL FORFEITURE AND EQUITABLE SHARING PROGRAM: U.S. Department of Justice (DOJ) and Department of Treasury administered asset forfeiture programs designed to share federal forfeiture proceeds with cooperating state and local law enforcement agencies through equitable sharing.

UNAUTHORIZED SUBSTANCES TAX DIVISION: A component of the North Carolina Department of Revenue directed to collect taxes on unauthorized controlled substances. A tax assessment is initiated through the submission of a Form BD-4 by a Deputy to the designated Revenue Agent responsible for Granville County.

PROCEDURES:

I. Property Subject to Forfeiture under NC General Statute

Property subject to forfeiture under G.S. 90-112(a) may be seized by a Deputy based on process issued by either a District or Superior Court Judge having jurisdiction over the property. All state forfeiture proceedings should be coordinated closely with the District Attorney's Office. A detailed seizure report will be included in the investigative case file for all state forfeiture proceedings.

The following property is subject to forfeiture in connection with a conviction for a controlled substances offense includes all the following:

- A. All controlled substances manufactured, distributed, dispensed, or acquired in violation of the controlled substance laws.
- B. All money, raw material, products, and equipment of any kind which were acquired, used, or intended for use in selling, manufacturing, compounding, processing, delivering, importing, or exporting controlled substances.

- C. Any property used, or intended for use, as a container for property described in (a) and (b).
- D. All conveyances, including cars, boats, or planes, used, or intended for use to unlawfully conceal, convey, or transport (or to facilitate the same) property described in (a) and (b).
- E. All books, records, and research, including microfilm, tapes, and data, which were used or intended for use in violation of the controlled substances laws.

II. Federal Adoption of Assets Seized by State and Local Law Enforcement

An adopted forfeiture occurs when a state or local law enforcement agency seizes property without federal oversight or involvement, and requests that a federal agency take the seized asset into its custody and proceed to forfeit the asset under federal civil forfeiture statute 18 U.S.C. § 981(b)(2)(C).

The following are procedures for federal adoptive seizures:

- A. DOJ policy does not affect the ability of the Granville County Sheriff's Office to pursue the forfeiture of assets pursuant to North Carolina General Statutes. The forfeiture of assets should generally follow the prosecution unless a waiver is obtained by the District Attorney's Office authorizing federal forfeiture proceedings.
- B. Deputies must complete and submit a DOJ *Request for Adoption of State and Local Seizure Form* in a timely manner after processing a seizure. Additionally, a detailed report outlining probable cause for the seizure will be submitted with the adoption request.
- C. Adoptions of cash in amounts equal to or less than \$10,000 may require additional safeguards. Those adoptions are permissible where the seizure was conducted:
 - (1) Pursuant to a state warrant.
 - (2) Incident to arrest for an offense relevant to the forfeiture.
 - (3) At the same time as a seizure of contraband relevant to the forfeiture.
 - (4) Where the owner or person from whom the property is seized makes admissions regarding the criminally derived nature of the property.
- D. The minimum net equity threshold for a vehicle seizure pursuant to an arrest for a drug related offense is \$5,000 (All vehicle seizures conducted by the Sheriff's Office must be approved by a Supervisor prior to initiating process).
- E. All seizures that qualify for adoption are presented by the seizing Deputy to the participating federal law enforcement agency on an adoption form. Seizures made

as part of a joint federal-state investigations or pursuant to a federal seizure warrants are not considered adoptions.

- F. For DOJ adopted seizures, the Deputy and/or Asset Forfeiture Coordinator will submit an equitable sharing request form (DAG-71) through DOJ's eShare Portal no later than 45 days after notification of forfeiture.
- G. For Department of the Treasury adopted seizures, the Deputy and/or Asset Forfeiture Coordinator shall submit a Treasury TD F 92-22.46 form to the federal agency processing the forfeiture no later than 45 days after notification of forfeiture.
- H. A detailed seizure report shall be prepared by the seizing Deputy to be included in the investigative case file and submitted with the adoption request for all federal forfeiture proceedings.

III. Report of Arrest and/or Seizure Involving Non-Tax Paid Controlled Substances

Pursuant to NC G.S. §105-113.108(b), a report is required to be filed with the Unauthorized Substances Tax Division of the North Carolina Department of Revenue by all Local and State Law Enforcement Agencies within 48 hours after making an arrest and/or seizure involving a non-tax paid (unstamped) controlled substance.

- A. The Form BD-4 will be completed and filed with the Unauthorized Substances Tax Division of the North Carolina Department of Revenue pursuant to the state arrest and/or seizure involving one or more of the following quantities of a non-tax paid (unstamped) controlled substance:
 - (1) More than 42.5 grams of marijuana.
 - (2) Seven or more grams of any other controlled substance this is sold by weight.
 - (3) Ten or more dosage units of any other controlled substance that is not sold by weight.
- B. If applicable, the Deputy shall provide the taxpayer with a copy of the Form BD-4 and the North Carolina Unauthorized Substances Tax Act.
- C. An investigative report will be prepared outlining the circumstances prompting the submission of the Form BD-4.

IV. Property Not Subject to Seizure

The following property should not be seized for forfeiture:

- A. Large amounts of currency standing alone is insufficient to establish the probable cause required to make a seizure.
- B. Cash and property that does not meet the supervisor's approval based on state and federal guidelines or other mitigating circumstances.
- C. Property from an innocent owner, or person who had no knowledge of the offense or who did not consent to the property's use.
- D. Any item intended to be used solely as evidence or taken so it could be returned to a victim.

V. Seized Currency

- A. Currency subject to seizure will be photographed at the location found. The currency will be placed into an evidence bag and secured at the seizing location prior to transport. At the conclusion of the search, the seizing Deputy and a Deputy witness will transport the currency to the Sheriff's Office for processing.
- B. In the event of a warrantless seizure of currency, a K-9 line-up will be conducted to check for a positive alert to the odor of narcotics. The owner of the currency will be afforded the opportunity to witness the procedure if present. The results of the K-9 line-up will be documented in the investigative report.
- C. Seized currency will be counted in the Evidence Processing Room utilizing an electronic money counting machine. The count will be conducted by the seizing Deputy and witnessed by a Supervisor or assisting Deputy. Additionally, the money count will be witnessed by the property owner if present and a receipt will be provided with the total amount seized.
- D. At the conclusion of the money count, the currency will be secured in an evidence bag. The seizing Deputy and Deputy witness will sign the evidence bag and book the property into the temporary evidence locker.
- E. Seizures pending federal adoption will require a Special Operations Division (SOD) Supervisor to notify the Evidence Custodian by email once the seizure has been approved for adoption. The Supervisor will include the following details:
 - (1) Sheriff's Office case number.
 - (2) Name of the property owner.
 - (3) Case number for adopting federal agency.
- F. After receiving the email confirmation from the SOD Supervisor, the Evidence Custodian will do the following:

- (1) Schedule an appoint with the bank and log the currency out of evidence.
- (2) Notify the Granville County Manager's Office of the pending conversion of seized currency to an official check.
- (3) Transport the currency with a Deputy witness to the bank.
- (4) Coordinate with the bank representative for an official count and issuance of a bank check addressed to the U.S. Marshals Service (USMS).

G. In a timely manner, the Evidence Custodian will FedEx the bank check to the designated USMS Office and electronically attach the following to the evidence log:

- (1) Email notification from SOD Supervisor.
- (2) Name of Deputy witness.
- (3) Photograph of the bank check.
- (4) FedEx tracking receipt.

H. Currency seized in conjunction with a BD-4 filing will be submitted into evidence pending the issuance of a tax assessment and seizure warrant by the NC Department of Revenue. The following steps will be completed:

- (1) The Deputy will notify the Evidence Custodian by email of the currency seizure and pending BD-4 tax assessment.
- (2) The Deputy will coordinate with the Evidence Custodian and NC Department of Revenue Agent to execute the tax seizure warrant.
- (3) The Evidence Custodian will transfer the currency from evidence to the NC Revenue Agent pursuant to a tax warrant.
- (4) A signed copy of the tax warrant will be electronically added to the evidence log and a report detailing the transfer will be prepared by the Deputy.

I. Seized and Recovered Official Funds (Buy Money) pursuant to an arrest will be placed into evidence pending the disposition of the criminal case. At the completion of the case, the Deputy will notify the Evidence Custodian by email to remove the Official Funds from evidence and repatriate the funds into the Sheriff's Office Special Account. The Evidence Custodian will coordinate the deposit of funds with the Finance Department.

J. Seizures pending state forfeiture will require the currency to be booked into evidence pending a court ruling on the disposition. The following guidelines apply based on the court's instructions:

- (1) A forfeiture ruling will require the Evidence Custodian to notify the Granville County Finance Department that a designated amount of U.S. currency will be deposited into the Evidence Account. The Finance Department will coordinate the transfer of funds pursuant to a court order to the nominated state agency. The process for transporting currency and logging the chain of custody details will follow the guidelines in paragraph (f) listed above.

- (2) A ruling to return the property will require the Evidence Custodian to contact the property owner and coordinate the transfer of currency at the Sheriff's Office. The currency will be logged out of evidence and a count will be conducted using the money counter. The count will be witnessed by the Evidence Custodian, Deputy witness, and the property owner. The property owner will sign a receipt for the returned currency as witnessed by the Evidence Custodian and Deputy witness.

VI. Seized Vehicles

Conveyances used in felony violations concerning the sale, delivery, or manufacture of controlled substances may be seized pursuant to NC G.S. 90-112(a). Certain offenses related to alcohol, stolen property, armed robbery, and speed competition may also be subject to forfeiture and turned over by the Courts for official use by the Sheriff's Office.

- A. The owner must be in possession of the vehicle at the time or have knowledge that the vehicle was being used in the violation.
- B. Deputies shall not impound vehicles subject to forfeiture unless the following criteria are met and approved by a Supervisor:
 - 1) Vehicle mileage is under 150,000 (waivers may be approved by a Supervisor).
 - 2) Vehicle body and mechanical condition appear to be in good condition.
 - 3) There are no liens on the vehicle.
- C. A rotation wrecker should not be called for seized vehicles unless necessary. A Deputy should drive the vehicle to the Sheriff Office's designated storage area.
- D. A seized vehicle inspection and inventory form must be completed whenever a vehicle is seized. The inventory list and photographs of the vehicle interior/exterior will be submitted into evidence.
- E. High value items found in the vehicle that are not subject to forfeiture or evidence shall be removed and placed in found property or returned to the owner prior to vehicle storage.
- F. Items documented on the Vehicle Inventory List, which are not placed in evidence or found property will remain inside the vehicle when being stored in the secured vehicle storage area.
- G. The seizing Deputy must complete a Property/Evidence voucher using the case number associated with the seizure. The Deputy will identify the vehicle and list the keys on the voucher. The keys will be placed in an evidence envelope and entered in evidence.

- H. The Deputy will coordinate with the District Attorney's Office to initiate the seizing process through the court system. It will be the responsibility of the Deputy to check on the status of the seizure and notify the Evidence Custodian of the final disposition. Copies of the judicial ruling will be placed in the case file.
- I. When vehicles pending forfeiture are awarded by the court or other lawful authority to the Sheriff's Office, the seizing Deputy will coordinate with the Evidence Custodian to register the vehicle with the NC Division of Motor Vehicles and/or State Bureau of Investigation (SBI).
- J. When vehicles held pending forfeiture are ordered by the court to be returned to the owner or to be sold, it will be the responsibility of the seizing Deputy to comply with the order as quickly as practical, and to document all actions taken.

VII. Maintaining Seized Property and High Value Items

High Value Items are considered cash, jewelry, and other items of considerable value. The Evidence Custodian is responsible for ensuring compliance with the following:

- A. All property received for forfeiture shall be reasonably secured and properly stored. High Value Items will be stored in a designated safe in the Evidence Room.
- B. All property received for forfeiture shall be checked by the seizing Deputy to determine if the property is stolen.
- C. All property received for forfeiture shall be retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- D. Property received for forfeiture shall not used for official purposes unless the forfeiture action has been completed.

VIII. Federal Asset Forfeiture Guidelines and Appropriation Procedures

The Department of Justice and the Department of the Treasury are two separate federal agencies with two separate forfeiture funds. The Department of Justice's *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* will define the policy and procedures for both agencies.

The Granville County Sheriff's Office and Finance Department will observe the following in the administration of the equitable sharing program:

- A. Fiscal oversight for the Sheriff Office's equitable sharing program will be under the direction of the Granville County Finance Department. It will be the

responsibility of the Finance Department to maintain bookkeeping procedures and internal controls as outlined in the *Guide, Section VI*.

- B. The Sheriff's Office will be responsible for initiating the procurement process for equitable sharing funds. Funding will only be used to support law enforcement functions as outlined in *Guide, Section V*.
- C. The Sheriff's Office will adhere to the Granville County Contract and Purchasing Policy when preparing purchase orders. The Sheriff will be the approving official on all purchase orders using equitable sharing funds.
- D. The Director of Finance will review all purchase orders and approve the appropriation of funding to the vendor. The Finance Department will maintain an accounting of all expenditures and conduct reconciliations monthly.
- E. The Sheriff's Office will review the balances of the DOJ and Treasury equitable sharing accounts on a quarterly basis and develop procurement plans accordingly.
- F. All assets purchased with equitable sharing funds will be maintained in an inventory program at the Sheriff's Office. The liquidation of assets will be tracked, and funds will be repatriated to the appropriate bank account if applicable.
- G. The Equitable Sharing Agreement and Certification (ESAC) form shall be submitted to DOJ's Money Laundering and Asset Recovery Section (MLARS) on an annual basis. The ESAC submission will detail the receipts and expenditures for both the DOJ and Treasury programs. The Granville County Manager will be the approving official on ESAC submissions.

IX. Audit Guidelines for the Asset Forfeiture Program

- A. Equitable sharing expenditures must be included in the Finance Department's annual audit under the *Schedule of Expenditures of Federal Awards (SEFA)* as federal financial assistance. The audit will be completed by an outside accounting firm and the report will be presented to the Granville County Board of Commissioner's for adoption. Recommendations and/or findings to the program will be addressed by the Sheriff's Office and presented to the County Attorney for review.
- B. The Granville County Auditor will conduct an annual review of the Sheriff Office's Asset Forfeiture Program to ensure that procedural protocols are being followed. The Auditor will follow a specific checklist to exam the evidence procedures for asset forfeiture and that documentation requirements are

completed. Recommendations and/or findings will be presented to the Sheriff and County Attorney for review and action.

X. Policy and Program Evaluation

This policy will be reviewed on an annual basis to determine continued compliance with Federal and State Laws. The Granville County Sheriff's Office will set forth to meet these standards through established practices and protocols.

NOTE: *This rule or regulation is for internal use only, and does not enlarge a deputy's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.*