

SOUTH CAROLINA EDUCATION LOTTERY AUDIT COMMITTEE MEETING MINUTES

December 2, 2025

2:00 p.m.

The Audit Committee (“Audit Committee”) of the Board of Commissioners of the South Carolina Education Lottery held a meeting on Tuesday, December 2, 2025, in the fourth-floor conference room located at 1333 Main Street, Columbia, South Carolina. The following members, representing a quorum, participated:

Dr. Edward Keith, Chair
Sam Litchfield

Jay Young (via video)
Billy Newsome

Dr. Keith called the meeting to order at 2:03 p.m. He then recognized Mrs. Brittany Davis, Internal Auditor, who provided an audit activity update. She discussed the 2025 Self-Assessment Survey, in particular, areas concerning technology, policies and procedures and the number of participants. Ms. Davis noted that the percentage of participants dropped even though the number of respondents was the same as last year (due to increased number of staff). The committee offered several recommendations for increased participation such as customizing the survey further and offering a communication directly from the Chairman encouraging staff to participate. Next Mrs. Davis addressed the Cellphone Audit and the Purchase Card Audit.

Next, Mrs. Davis discussed the Internal Audit Charter. She noted that the mission of the Internal Audit function is to provide independent, objective assurance and consulting services designed to add value and improve the internal control environment at the South Carolina Education Lottery Commission (SCEL). The Internal Audit function helps SCEL accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. Mrs. Davis explained that the internal audit charter gives the internal auditor full, free, and unrestricted access to all functions, records, property, and personnel when relevant to audits, reviews, investigations, etc. Furthermore, access to the internal auditor is not to be limited or restricted by any member of management, the executive director, or the board and the internal auditor should have access to any resources, tools, or staff needed to conduct her work efficiently and effectively.

Mrs. Davis discussed Audit Committee Charter next. She noted that the Board would maintain an Audit Committee to assist in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, and the process for monitoring compliance with laws and regulations and the code of conduct. The primary purpose of the Audit Committee is to review and support independent evaluations of the Board's activities. The Audit Committee will meet at minimum two times a year.

Lastly, the committee reviewed the updated Internal Audit Plan (December 1, 2025 – November 30, June 2026). It covers areas including but not limited to: IT inventory processes; bank account wire, sweep and deposit procedures; and gaming ticket security.

At the end of her presentation, the Chairman moved, seconded by Commissioner Newsome, to approve the internal Audit Charter, Audit Committee Charter and the Internal Audit Plan. The motion passed unanimously.

Commissioner Keith then asked if there was any other business to come before the committee and hearing none, the meeting adjourned at 2:49 p.m.

_____/s
Dr. Edward C. Keith, Chair

As required by *S.C. Code Ann.* § 30-4-80, SCEL posted notification for this meeting at its administrative offices, 1333 Main Street in Columbia. As provided in the Board Bylaws, SCEL also posted the meeting notice and agenda on its website (sceducationlottery.com), and sent emails pursuant to requests made by individuals, media outlets, and other organizations. These notifications included a link providing the time, date, place, and agenda for the meeting.