

**SOUTH CAROLINA EDUCATION LOTTERY**  
**AUDIT COMMITTEE MEETING MINUTES**  
**November 19, 2024**  
**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, November 19, 2024, 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 (via phone)

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 discussed the Audit Committee Charter. 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. The next two meetings were set for May 14, 2025 and October 8, 2025.

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 explain that 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, the access of the internal auditor is not to be limited or restricted by any members 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.

After her presentation, the Chairman moved for approval of the Internal Audit Charter, seconded by Commissioner Newsome. The Committee unanimously approved the Internal Audit Charter.

Mrs. Davis briefed the committee on the results of the annual self-assessment survey, stating that responses were slightly more positive than last year’s survey responses. She noted that the survey indicated some opportunities for improvement regarding technology and performance reviews.

