

From: [_STO - Appropriated Contributions](#)
To: [Patricia Dennis; teaker@greenvillesc.gov](mailto:teaker@greenvillesc.gov)
Cc: [_STO - Appropriated Contributions](#)
Subject: FY25 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information
Date: Thursday, October 24, 2024 5:49:40 PM
Attachments: [Appropriated Grants Letter - City of Greenville.pdf](#)
[Quarterly Expenditure Report Instructions.pdf](#)
[FY25 Quarterly Expenditure Report template.xlsx](#)

Hello,

Please see attached for your payment confirmation letter.

I have also included your quarterly expenditure report spreadsheet that you will use as well as instructions.

Below is the schedule of when quarterly reports are due. Your first quarterly reports will be due **January 15, 2025**.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

* Quarterly Update requirement continues until all funds have been spent.

Since funds are just being received, your organization may not have any expenditures to report. If that is the case, you will put zeros in the expenditure section with the quarters that had no expenses.

Please note that we must have separate quarterly expenditure reports per appropriation.

If you have any questions or issues with the spreadsheet, please do not hesitate to reach out.

Thank you,

Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | STO.Appropriated.Contributions@sto.sc.gov



THE HONORABLE CURTIS M. LOFTIS, JR.

State Treasurer

October 23, 2024

Patricia Dennis and Tara Eaker
City of Greenville
P.O. Box 2207
Greenville, SC 29602

Dear Patricia Dennis and Tara Eaker:

Thank you for submitting the required documentation outlined in Budget Proviso 117.21 to receive funds from the Appropriations Act. An ACH payment has been processed for \$1,050,000 representing your organization's appropriated contributions (\$550,000 and \$500,000). In accordance with Budget Proviso 117.21, you will now need to submit quarterly updates on funds spent. A schedule has been provided below for your reference. Your first quarterly report will be due January 15, 2025.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

* Quarterly Update requirement continues until all funds have been spent.

The template for the quarterly reports is attached. If your organization has multiple appropriated contributions, each contribution will need a quarterly report. All completed reports should be submitted via email to STO.Appropriated.Contributions@sto.sc.gov.

Should you have any questions, please email me at the address above or call me at (803)734-2658.

Sincerely,

A handwritten signature in blue ink, appearing to read "Meg Romaniello".

Meg Romaniello
Accounting/Fiscal Manager II

**SOUTH CAROLINA OFFICE OF THE STATE TREASURER
CONTRIBUTION EXPENDITURE REPORT**

INSTRUCTIONS

Below are details about the various sections of the contribution expenditure report that is due quarterly as well as some answers to frequently asked questions.

- Contribution Information
 - This section should match what was listed on the disbursement request form your organization submitted.
 - The State Agency Providing the Contribution should match what is listed in Proviso 118.20.
- Organization Information
 - This section should match what was listed on the disbursement request form your organization submitted.
- Organization Contact Information and Secondary Organization Contact Information
 - This section should match what was listed on the disbursement request form your organization submitted unless the contacts need to be updated.
 - If updates are needed, please provide the new contact information in this section.
- Reporting Period
 - This represents the period that the expenses occurred.
 - Please select an option from the drop-down menu.
- Accounting of how the funds have been spent:
 - Description
 - This section should match what was listed on the disbursement request form your organization submitted unless you are able to provide additional details than what was originally submitted. If detailed information is available, it is preferred.
 - Budget
 - This section should match what was listed on the disbursement request form your organization submitted.
 - Over time, organizations have had to move funds between budget lines due to a change in need for certain areas. This is allowable as long as the total budget matches what was awarded.
 - Expenditures
 - The total amount for each budget line that was spent during the quarter.
 - If no expenses occurred for a specific budget line during a quarter, please put a zero.
 - Blank columns will lead us to believe that your organization still needs to input data.
- Explanation of any unspent funds
 - This section will only need to be completed on the Q4 report each fiscal year until the funds are fully spent.
- Expenditure Certifications
 - The person who signs this section should be the individual that the organization chooses as the certifier that the information provided is accurate.

Completed forms should be emailed directly to STO.Appropriated.Contributions@sto.sc.gov.

At the end of each fiscal year, after Q4 reports are received, organizations that have funds remaining to be spent will receive an updated template for them to use for the next fiscal year. This updated report will include the balance of what was spent in the previous fiscal year to assist organizations with tracking the remaining balance of their funds.

**SOUTH CAROLINA OFFICE OF THE STATE TREASURER
CONTRIBUTION EXPENDITURE REPORT**

INSTRUCTIONS

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State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2024.

Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
	X220 - Aid to Subdivisions - Treasurer	

Organization Information	
Entity Name	
Address	
City/State/Zip	
Website	
Tax ID#	
Entity Type	

Organization Contact Information	
Name	
Position/Title	
Telephone	
Email	
Secondary Organization Contact Information	
Name	
Position/Title	
Telephone	
Email	

Reporting Period	
Reporting Period	

Accounting of how the funds have been spent:								
Description <i>(Attach additional detail for subgrantees and affiliated nonprofits)</i>	Budget	Expenditures					Total	Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year) :

Expenditure Certification
 The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

Signature

Title

Printed Name

Date

From: [Sarah Cook](#)
To: [_STO - Appropriated Contributions](#)
Subject: [External] RE: Vendor number question
Date: Monday, October 14, 2024 4:14:41 PM
Attachments: [image003.png](#)

Hello Meg-

Yes, P.O. Box 2207 is still valid.

Thank you for checking and please let me know if you need anything else,

~Sarah



Sarah Cook
Senior Grants Coordinator, Office of Management and Budget
scook@greenville.sc.gov | www.greenville.sc.gov
Phone: 864-467-4524

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Monday, October 14, 2024 4:08 PM
To: Sarah Cook <scook@greenville.sc.gov>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: Vendor number question

CAUTION: This email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or opening attachments.

Hi Sarah,

I wanted to reach out about the vendor number you provided. When I was verifying the number in our system it appears that there is a PO box listed for the address. I wanted to confirm if this PO box was still valid for you or if it needed to be updated.

Street Address			
House Number/Street	<input type="text"/>	<input type="text"/>	
City/State/ZIP Code	GREENVILLE	SC	29602
Country	US	USA	South Carolina
Time Zone	EST	Jurisdiction	4104503700

PO Box Address	
PO Box	2207
Postal Code	<input type="text"/>

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: [_STO - Appropriated Contributions](#)
To: [Sarah Cook](#)
Cc: [_STO - Appropriated Contributions](#)
Subject: Vendor number question
Date: Monday, October 14, 2024 4:07:52 PM
Attachments: [image004.png](#)

Hi Sarah,

I wanted to reach out about the vendor number you provided. When I was verifying the number in our system it appears that there is a PO box listed for the address. I wanted to confirm if this PO box was still valid for you or if it needed to be updated.

Street Address			
House Number/Street	<input type="text"/>	<input type="text"/>	
City/State/ZIP Code	GREENVILLE	SC	29602
Country	US	USA	South Carolina
Time Zone	EST	Jurisdiction	4104503700

PO Box Address	
PO Box	2207
Postal Code	<input type="text"/>

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: [Sarah Cook](#)
To: [_STO - Appropriated Contributions](#)
Subject: RE: [External] RE: FY25 Appropriated Contributions Enrollment Packet
Date: Friday, September 20, 2024 11:13:57 AM

Great, thank you so much, Meg- for confirming receipt and the information on the quarterly reporting. I appreciate your time and help!

Kind Regards,

Sarah



Sarah Cook

Senior Grants Coordinator, Office of Management and Budget

scook@greenvillesc.gov | www.greenvillesc.gov

Phone: 864-467-4524

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Friday, September 20, 2024 10:48 AM
To: Sarah Cook <scook@greenvillesc.gov>
Cc: Tara Eaker <teaker@greenvillesc.gov>; Jeff Waters <jwaters@greenvillesc.gov>; Shannon Lavrin <slavrin@greenvillesc.gov>; Leslie Fletcher <lfletcher@greenvillesc.gov>; Patricia Dennis <pdennis@greenvillesc.gov>; Karen Crawford <kcrawford@greenvillesc.gov>; Kristina Junker <kjunker@greenvillesc.gov>; James Kennedy <jkennedy@greenvillesc.gov>; Victoria Iriel <vgiriel@greenvillesc.gov>; Maribel Diaz <mdiaz@greenvillesc.gov>; _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: RE: [External] RE: FY25 Appropriated Contributions Enrollment Packet

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Thank you, Sarah!

The first quarterly reports will be due after you receive your funds. You will receive an email with details and the quarterly report template to use once payment has been sent.

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: Sarah Cook <scook@greenvillesc.gov>
Sent: Thursday, September 19, 2024 8:55 AM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Cc: Tara Eaker <teaker@greenvillesc.gov>; Jeff Waters <jwaters@greenvillesc.gov>; Shannon Lavrin <slavrin@greenvillesc.gov>; Leslie Fletcher <lfletcher@greenvillesc.gov>; Patricia Dennis <pdennis@greenvillesc.gov>; Karen Crawford <kcrawford@greenvillesc.gov>; Kristina Junker <kjunker@greenvillesc.gov>; James Kennedy <jkennedy@greenvillesc.gov>; Victoria Iriel <vgiriel@greenvillesc.gov>; Maribel Diaz <mdiaz@greenvillesc.gov>
Subject: [External] RE: FY25 Appropriated Contributions Enrollment Packet

Good morning,

Attached to this email, please find FY25 Earmarked Appropriations Disbursement Request Forms for each of the City's STO allocations listed below.

- Nicholtown Community Center – Community Center Refurbishment - \$550,000
- West Greenville Community Center - \$500,000

I also wanted to confirm the due date of the first quarterly expenditure reports with you. Should we plan to go ahead and file reports with you on October 15, 2024, or can we wait until the January 31, 2025 due date, since we won't have recorded any expenditures in Q1? Also, do you have an expenditure report template you could please share with me?

Thank you so much for your time and help, and should you have any questions, please feel free to reach out to me or Tara Eaker (copied).

Kind Regards,

Sarah



Sarah Cook
Senior Grants Coordinator, Office of Management and Budget
scook@greenvillesc.gov | www.greenvillesc.gov
Phone: 864-467-4524

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Wednesday, September 11, 2024 12:13 PM
To: Shannon Lavrin <slavrin@greenvillesc.gov>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>

Subject: FY25 Appropriated Contributions Enrollment Packet

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Hello,

The State of South Carolina Fiscal Year 2024-2025 Appropriations Act provides the revenue for State government to meet its budgetary expenses. This year's Act included allocations to the Office of the State Treasurer (STO) reserved as one-time appropriations for contributions to outside organizations. Your organization was selected as one of those outside organizations. I have attached 2 files as part of your enrollment packet. Please read the Appropriated Funds Cover Letter first. There you will find important information regarding FY 2024-2025 reporting requirements and guidance on how to complete the Earmarked Appropriations Disbursement Request form. In order for funds to be disbursed to your organization, you will not only need to submit the Earmarked Appropriations Disbursement Request form but also be registered with the Secretary of State's ("SOS") Office and as a vendor with the State of South Carolina. Details on how to register with the SOS and as a vendor will be included in the attached letter. The registration with the SOS is required per Proviso 118.20.D, but it does not apply to governmental entities or entities created by statute. All completed forms should be submitted to the STO - Appropriated Contributions email address listed below.

STO.Appropriated.Contributions@sto.sc.gov

In accordance with Executive Order 2022-19, STO is required to promptly make available for public review and inspection on our website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21. Below is the link to where the information will be available on our website.

<https://treasurer.sc.gov/about-us/transparency/earmark-transparency/>

If you have any questions, please do not hesitate to contact us.

Thank you,

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: [_STO - Appropriated Contributions](#)
To: [Sarah Cook](#)
Cc: [Tara Eaker](#); [Jeff Waters](#); [Shannon Lavrin](#); [Leslie Fletcher](#); [Patricia Dennis](#); [Karen Crawford](#); [Kristina Junker](#); [James Kennedy](#); [Victoria Iriel](#); [Maribel Diaz](#); [_STO - Appropriated Contributions](#)
Subject: RE: [External] RE: FY25 Appropriated Contributions Enrollment Packet
Date: Friday, September 20, 2024 10:48:00 AM

Thank you, Sarah!

The first quarterly reports will be due after you receive your funds. You will receive an email with details and the quarterly report template to use once payment has been sent.

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
803-734-2658 | Meg.Romaniello@sto.sc.gov

From: Sarah Cook <scook@greenvillesc.gov>
Sent: Thursday, September 19, 2024 8:55 AM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Cc: Tara Eaker <teaker@greenvillesc.gov>; Jeff Waters <jwaters@greenvillesc.gov>; Shannon Lavrin <slavrin@greenvillesc.gov>; Leslie Fletcher <lfletcher@greenvillesc.gov>; Patricia Dennis <pdennis@greenvillesc.gov>; Karen Crawford <kcrawford@greenvillesc.gov>; Kristina Junker <kjunker@greenvillesc.gov>; James Kennedy <jkennedy@greenvillesc.gov>; Victoria Iriel <vgiriel@greenvillesc.gov>; Maribel Diaz <mdiaz@greenvillesc.gov>
Subject: [External] RE: FY25 Appropriated Contributions Enrollment Packet

Good morning,

Attached to this email, please find FY25 Earmarked Appropriations Disbursement Request Forms for each of the City's STO allocations listed below.

- Nicholtown Community Center – Community Center Refurbishment - \$550,000
- West Greenville Community Center - \$500,000

I also wanted to confirm the due date of the first quarterly expenditure reports with you. Should we plan to go ahead and file reports with you on October 15, 2024, or can we wait until the January 31, 2025 due date, since we won't have recorded any expenditures in Q1? Also, do you have an expenditure report template you could please share with me?

Thank you so much for your time and help, and should you have any questions, please feel free to reach out to me or Tara Eaker (copied).

Kind Regards,

Sarah



Sarah Cook

Senior Grants Coordinator, Office of Management and Budget

scook@greenvillesc.gov | www.greenvillesc.gov

Phone: 864-467-4524

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Wednesday, September 11, 2024 12:13 PM
To: Shannon Lavrin <slavrin@greenvillesc.gov>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: FY25 Appropriated Contributions Enrollment Packet

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Thank you,

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: [Sarah Cook](#)
To: [_STO - Appropriated Contributions](#)
Cc: [Tara Eaker](#); [Jeff Waters](#); [Shannon Lavrin](#); [Leslie Fletcher](#); [Patricia Dennis](#); [Karen Crawford](#); [Kristina Junker](#); [James Kennedy](#); [Victoria Iriel](#); [Maribel Diaz](#)
Subject: [External] RE: FY25 Appropriated Contributions Enrollment Packet
Date: Thursday, September 19, 2024 8:55:28 AM
Attachments: [FY25 Earmarked Appropriations Disbursement Request form GreenvilleNicholtownCC.pdf](#)
[FY25 Earmarked Appropriations Disbursement Request form GreenvilleWestGreenvilleCC.pdf](#)

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Attached to this email, please find FY25 Earmarked Appropriations Disbursement Request Forms for each of the City's STO allocations listed below.

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Kind Regards,

Sarah



Sarah Cook

Senior Grants Coordinator, Office of Management and Budget

scook@greenvillesc.gov | www.greenvillesc.gov

Phone: 864-467-4524

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>

Sent: Wednesday, September 11, 2024 12:13 PM

To: Shannon Lavrin <slavrin@greenvillesc.gov>

Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>

Subject: FY25 Appropriated Contributions Enrollment Packet

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Thank you,

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: [_STO - Appropriated Contributions](#)
To: slavrin@greenvillesc.gov
Cc: [_STO - Appropriated Contributions](#)
Subject: FY25 Appropriated Contributions Enrollment Packet
Date: Wednesday, September 11, 2024 12:13:38 PM
Attachments: [STO Appropriated Funds Cover Letter - West Greenville Community Center.pdf](#)
[FY25 Earmarked Appropriations Disbursement Request form update.xlsx](#)

Hello,

The State of South Carolina Fiscal Year 2024-2025 Appropriations Act provides the revenue for State government to meet its budgetary expenses. This year's Act included allocations to the Office of the State Treasurer (STO) reserved as one-time appropriations for contributions to outside organizations. Your organization was selected as one of those outside organizations. I have attached 2 files as part of your enrollment packet. Please read the Appropriated Funds Cover Letter first. There you will find important information regarding FY 2024-2025 reporting requirements and guidance on how to complete the Earmarked Appropriations Disbursement Request form. In order for funds to be disbursed to your organization, you will not only need to submit the Earmarked Appropriations Disbursement Request form but also be registered with the Secretary of State's ("SOS") Office and as a vendor with the State of South Carolina. Details on how to register with the SOS and as a vendor will be included in the attached letter. The registration with the SOS is required per Proviso 118.20.D, but it does not apply to governmental entities or entities created by statute. All completed forms should be submitted to the STO - Appropriated Contributions email address listed below.

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If you have any questions, please do not hesitate to contact us.

Thank you,

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
803-734-2658 | Meg.Romaniello@sto.sc.gov

September 10, 2024

Shannon Lavrin
City of Greenville
P.O. Box 2207
Greenville, South Carolina 29602

RE: State Appropriated Contributions, FY 24-25 Reporting Requirements

Dear Shannon Lavrin:

The State of South Carolina Fiscal Year 2024-2025 Appropriations Act provides the revenue for State government to meet its budgetary expenses. This year's Act included allocations to the Office of the State Treasurer (STO) reserved as one-time appropriations for contributions to outside organizations. The amount below indicates the funds which have been allotted in our agency's budget for your organization.

<u>Organization receiving appropriated funds:</u>	<u>Amount</u>
West Greenville Community Center	\$500,000.00

Budget Proviso 117.21 outlines reporting requirements for recipients of appropriated contributions. In addition, please note that Section 11-9-110 of the South Carolina Code requires that you agree to be audited by the State Auditor. (A copy of these applicable laws is attached for your convenience.)

Please see enclosed Excel workbook for data we must collect to be able to disburse these funds. This initial report, along with other information as detailed within the instructions, must be submitted in electronic format to STO prior to funds being dispersed. After the funds have been dispersed, you must complete quarterly spending reports until funds are fully expended. The quarterly report template will be provided at a future date. Your submissions will be forwarded to the Chairman of the Senate Finance Committee, the Chairman of the House Ways and Means Committee, and the Executive Budget Office by the STO. Per Governor McMaster's Executive Order 2022-19, any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 will be made available for public review and inspection on the STO website.

Please note that to be paid by the State of South Carolina, you must be a registered vendor of the State. If you are not already a registered vendor, please see <https://procurement.sc.gov/doing-biz/registration> to complete this required task. Once registered, please ensure you include your State of SC vendor number on the enclosed Earmarked Appropriations Disbursement Request form when you return it to the STO.

In accordance with Proviso 118.20.D, funds shall not be disbursed until verification that receiver's organization is registered as a business, nonprofit, or charitable organization with the South Carolina Secretary of State's office (SOS). This requirement does not apply to governmental entities or entities created by statute. If your organization has not registered or obtained an exemption from the SC SOS's office, please follow the link below to complete registration or to request a registration exemption.

[Before You File Online | SC Secretary of State](#)

Should you have any questions or concerns, please do not hesitate to email the Division of Treasury Management at STO.Appropriated.Contributions@sto.sc.gov. We look forward to working with you.

Sincerely,

Meg Romaniello | Accounting/Fiscal Manager II
South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Office Building
Columbia, SC 29201

**SOUTH CAROLINA OFFICE OF THE STATE TREASURER
APPROPRIATED CONTRIBUTIONS REPORTING REQUIREMENTS**

INSTRUCTIONS

The South Carolina General Assembly tasked the South Carolina Office of State Treasurer (STO) with distributing appropriated contributions to your organization. State Budget Proviso 117.21 mandates that each organization receiving a contribution render to the state agency making the contribution specific information.

The information collection process will take place in multiple parts, Earmarked Appropriations Disbursement Request form and Quarterly Expenditure Reports. All responses submitted by your organization should be provided to the STO via STO.Appropriated.Contributions@sto.sc.gov. If your organization was appropriated contributions for more than one purpose, please complete **separate** forms and reports for **each project**.

The Earmarked Appropriations Disbursement Request form is due to STO prior to funds being dispersed.

The Quarterly Expenditure Reports are due to STO every quarter after receiving the funds. Should the initiative continue beyond June 30, 2025, the organization must continue to provide a quarterly report until completion.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

All responses should reflect the actual expenditures made by the organization as compared to the appropriated funds provided by STO.

Applicable Law on Reporting Responsibilities

(For additional information, see the document entitled, Law Related to Appropriated Contributions)

Proviso 117.21 requires the following:

- The funds appropriated in this act for contributions ***shall not be disbursed*** until a plan of how the state funds will be spent and how the expenditures will provide a public benefit are filed with the appropriate state agency.
- No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin.
- After receiving the funds, organizations shall provide quarterly spending updates to the respective state agency.
- After all state funds have been expended, each organization shall provide an accounting of how the funds were spent, ***including an accounting of funds provided to subgrantees and affiliated non-profits.***
- State agencies receiving such data from organizations shall forward the information to the Executive Budget Office, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee.

SOUTH CAROLINA OFFICE OF THE STATE TREASURER REQUEST FOR CONTRIBUTION DISTRIBUTION

INSTRUCTIONS

Below are details about the various sections of the disbursement request form and some answers to frequently asked questions.

- Contribution Information
 - Amount
 - This amount should match the amount awarded in Proviso 118.20.B.99.
 - Purpose
 - This should be a very brief explanation (no more than one sentence) of the purpose the funds will be used for.
- Organization Information
 - Website
 - If you do not have a website, please leave blank.
 - Entity Type
 - Please select one of the options from the drop down rather than typing in this cell.
 - Vendor Number
 - If you do not know your vendor number, please use the following link to search for it: <https://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do>
 - If you do not have a vendor number, please use the following link: <https://procurement.sc.gov/doing-biz/registration>
 - For vendor registration questions and assistance contact the Division of Procurement Services at 803-737-0600.
- Organization Contact Information and Secondary Organization Contact Information
 - Two contacts are required.
 - An email address for both contacts is also required.
- Plan/Accounting of how these funds will be spent.
 - Description
 - Expenditure descriptions similar to those used in your organization's accounting records should be used.
 - Budget
 - It is normal for these to be estimates since many organizations are not certain the exact amounts needed for each line item at the start of their projects.
 - The total should match the amount listed in the contribution information.
 - Even if the total to complete the project is more than what has been awarded, please only list what the awarded funds will be used toward.
 - Explanation
 - When applicable, can be used to provide additional information to categorize expenditures by program or initiative.
- Please explain how these funds will be used to provide a public benefit.
 - Explanations typically do not go over the space provided, but if needed, please email STO.Appropriated.Contributions@sto.sc.gov.
- Organization Certifications
 - The signer for the organization can be whomever the organization chooses to sign. The proviso does not state who the organization's signer has to be.
- Certifications of State Agency Providing Contribution
 - Please leave blank. This section is to be completed by STO.
- Governing Board and Executive Tab
 - Only needs to be completed by Non-profit Organizations.
 - If additional lines are needed, please email STO.Appropriated.Contributions@sto.sc.gov.

Law Related to Appropriated Contributions

Proviso 117.21. GP: Organizations Receiving State Appropriations Report

Each state agency receiving funds that are a direct appropriation to a non-profit organization, prior to disbursing the funds, shall require from each recipient organization:

1. a plan of how the state funds will be spent and
2. how the expenditures will provide a public benefit.

The Executive Budget Office, Department of Administration shall provide each state agency with a standard form for collecting the information required.

After receiving the funds, non-profit organizations shall provide **quarterly** spending updates to the respective state agency.

After all state funds have been expended, each organization shall provide an accounting of how the funds were spent, including an accounting of funds provided to subgrantees and affiliated non-profits.

State agencies receiving funds pursuant to this provision shall report the information collected to the Executive Budget Office, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee by **June 30th**.

No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin.

Executive Order No. 2022-19 Section 1. C.

I hereby order and direct, pursuant to article IV, section 17 of the South Carolina Constitution and sections 1-1-840 and 1-3-10 of the South Carolina Code of Laws, that any Executive Branch agency or department, as further defined herein, that receives earmarked appropriations, as further defined herein, in the annual Appropriations Act shall promptly make available for public review and inspection on the agency or department's website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21.

SECTION 11-9-110. Organization to which contribution is appropriated to submit statement to Executive Budget Office and the Revenue and Fiscal Affairs Office as to nature and function of organization and use of contribution.

Each organization to which a contribution is made in the contributions section of the general appropriation bill shall submit to the Executive Budget Office and the Revenue and Fiscal Affairs Office by the end of the applicable fiscal year a detailed statement explaining the nature and function of the organization as well as a detailed statement explaining the use that was made of the contribution. The statements must be available at the office of the Executive Budget Office and the Revenue and Fiscal Affairs Office for public inspection and given to a member of the General Assembly upon request.

A contribution must not be made to an organization until it agrees in writing to allow the State Auditor to audit or cause to be audited the contributed funds.



State of South Carolina Request for Contribution Distribution

This form is designed to collect the information required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution for the designated organization. The state agency providing the contribution should use this form to collect information from the designated organization. The information must be collected from the designated organization before the funds can be disbursed.

Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
	X220 - Aid to Subdivisions - Treasurer	

Organization Information	
Entity Name	
Address	
City/State/Zip	
Website	
Tax ID #	
Entity Type	
Vendor #	

[Link to Search Vendor Number](#)

Organization Contact Information	
Contact Name	
Position/Title	
Telephone	
Email	

Secondary Organization Contact Information	
Name	
Position/Title	
Telephone	
Email	

Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
Grand Total	\$0.00	

Please explain how these funds will be used to provide a public benefit:

- Organization Certifications**
- 1) Organization hereby gives assurance that no person shall, upon the grounds of race, creed, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which this organization is responsible.
 - 2) Organization certifies that it will provide quarterly spending reports to the Agency Providing Contribution listed above.
 - 3) Organization certifies that it will provide an accounting at the end of the fiscal year to the Agency Providing Contribution listed above.
 - 4) Organization certifies that it will allow the State Auditor to audit or cause to be audited the contributed funds.

Organization Signature

Title

Printed Name

Date

- Certifications of State Agency Providing Contribution**
- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act.
 - 2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.
 - 3) State Agency certifies that it will make distributions directly to the organization.
 - 4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2025.
 - 5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act.
 - 6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2025.

*

Agency Head Signature

Date

Printed Name

***The undersigned is signing on behalf of the Office of the State Treasurer (STO) and the State Treasurer. Note that STO is not an agency as defined by Executive Order 2022-19 and therefore, is not subject to the requirements therein.**

This packet has been reviewed and is ready for approval and payment.

Reviewed by: _____

Reviewed by: _____

