

**From:** [Harper, Tim](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** [External] Fwd: Dillon County Council  
**Date:** Wednesday, October 23, 2024 12:13:44 PM  
**Attachments:** [doc05814020241023112926.pdf](#)

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Sorry for the delay. If you have any questions, give me a call.

Tim Harper  
Dillon County

----- Forwarded message -----

From: <[dilloncountycouncilscans@gmail.com](mailto:dilloncountycouncilscans@gmail.com)>  
Date: Wed, Oct 23, 2024 at 12:11 PM  
Subject: Dillon County Council  
To: <[dcadministrator@dilloncountysc.org](mailto:dcadministrator@dilloncountysc.org)>, <[tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)>

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TASKalfa 3051ci  
[00:17:c8:25:f0:41]  
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Tim Harper  
Dillon County Administrator  
PO Box 449  
109 S. 3rd Avenue  
Dillon, SC 29536  
843-774-1401 Office  
843-774-1443 Fax  
843-289-1224 Cell  
[tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)



## 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
\$1,500,000.00	X220 - Aid to Subdivisions - Treasurer	Dillon County - Emergency Services Facility

### Organization Information

Entity Name	Dillon County
Address	PO Box 449
City/State/Zip	Dillon, SC 29571
Website	dilloncountysc.org
Tax ID #	57-6000342
Entity Type	County
Vendor #	7000030038

[Link to Search Vendor Number](#)

### Organization Contact Information

Contact Name	Tim Harper
Position/Title	County Administrator
Telephone	843-774-1401
Email	tharper@dilloncountysc.org
Secondary Organization Contact Information	
Name	Matthew Elvington
Position/Title	Deputy County Administrator
Telephone	843-774-1401
Email	melvington@dilloncountysc.org

### Plan/Accounting of how these funds will be spent:

Description	Budget	Explanation
Design and Construction of a new EOC/E911 Center/Fire Station	\$1,500,000.00	These funds will be used to design and construct the new facility.
Grand Total	\$1,500,000.00	

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

This project will consist of the construction of a new EOC/E911 Center/Fire Station to replace the old facility that has flooded during Hurricane Matthew, Hurricane Florence and during other storms. The old facilities not only floods but are inadequate in size and space for the operations of an emergency situation. Because of the size it hinders the adequate management of an emergency incident. Adequate staffing is essential to managing this type of operation. The new facility will provide space and technology needed to providing protection to our citizens. The new fire station will provide better fire protection to on of the fastest growing industrial areas in the County and also close to the new Dillon County Elementary School. The funding for this project will come from these funds in addition to local and federal funds.

### 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) State 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

Tim Harper

Printed Name

County Administrator

Title

10/23/2024

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

Printed Name

Date

**\*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: \_\_\_\_\_

From: [\\_STO - Appropriated Contributions](#)  
To: [Harper, Tim](#)  
Cc: [\\_STO - Appropriated Contributions](#)  
Subject: RE: [External] Fwd: Dillon County Council  
Date: Wednesday, October 23, 2024 11:48:18 AM  
Attachments: [image003.png](#)

Hi Tim,

I wanted to reach out to check on the status of the updated form.  
If you have any questions, please let me know.

-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](mailto:Meg.Romaniello@sto.sc.gov)

**From:** Harper, Tim <[tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)>  
**Sent:** Wednesday, September 18, 2024 3:42 PM  
**To:** \_STO - Appropriated Contributions <[\\_STO.Appropriated.Contributions@sto.sc.gov](mailto:_STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** Re: [External] Fwd: Dillon County Council

I will get that fixed. I put the total amount of the project.

On Wed, Sep 18, 2024 at 2:37 PM \_STO - Appropriated Contributions <[\\_STO.Appropriated.Contributions@sto.sc.gov](mailto:_STO.Appropriated.Contributions@sto.sc.gov)> wrote:

Hi Tim,

It appears that there were some areas left blank on your submission. The budget amount also does not match what you were awarded. The award amount is listed in your cover letter.  
Please update and resubmit. If you have any questions, please let me know.

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

Organization Information	
Entity Name	Dillon County
Address	PO Box 449
City/State/Zip	Dillon, SC 29536
Website	<a href="http://dilloncountysc.org">dilloncountysc.org</a>
Tax ID #	57-6000342
Entity Type	County
Vendor #	7000030038

[Link to Search Vendor Number](#)

Organization Contact Information	
Contact Name	Tim Harper
Position/Title	County Administrator
Telephone	843-774-1401
Email	<a href="mailto:tharper@dilloncountysc.org">tharper@dilloncountysc.org</a>

Secondary Organization Contact Information	
Name	Matthew Elvington
Position/Title	Deputy County Administrator
Telephone	843-774-1401
Email	<a href="mailto:melvington@dilloncountysc.org">melvington@dilloncountysc.org</a>

Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
Design and Construction of a new EOC/E911 Center/Fire Station.	\$5,500,000.00	These funds will be used to design and construct the new facility.

-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](mailto:Meg.Romaniello@sto.sc.gov)

**From:** Harper, Tim <[tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)>  
**Sent:** Tuesday, September 17, 2024 9:13 AM  
**To:** \_STO - Appropriated Contributions <[\\_STO.Appropriated.Contributions@sto.sc.gov](mailto:_STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [External] Fwd: Dillon County Council

Attached is the Dillon County Request for Contribution Form. If you have any questions please let me know.

----- Forwarded message -----

From: <[dilloncountycouncilscans@gmail.com](mailto:dilloncountycouncilscans@gmail.com)>  
Date: Tue, Sep 17, 2024 at 9:08 AM  
Subject: Dillon County Council  
To: <[dcadministrator@dilloncountysc.org](mailto:dcadministrator@dilloncountysc.org)>, <[tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)>

TASKalfa 3051ci  
[00:17:c8:25:f0:41]

--  
Tim Harper  
Dillon County Administrator  
PO Box 449  
109 S. 3rd Avenue

Dillon, SC 29536  
843-774-1401 Office  
843-774-1443 Fax  
843-289-1224 Cell  
[tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)

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Tim Harper  
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PO Box 449  
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843-774-1401 Office  
843-774-1443 Fax  
843-289-1224 Cell  
[tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)

From: Harper, Tim  
To: \_STO - Appropriated Contributions  
Subject: Re: [External] Fwd: Dillon County Council  
Date: Wednesday, September 18, 2024 3:42:24 PM  
Attachments: Image001.png

I will get that fixed. I put the total amount of the project.

On Wed, Sep 18, 2024 at 2:37 PM \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov> wrote:

Hi Tim,

It appears that there were some areas left blank on your submission. The budget amount also does not match what you were awarded. The award amount is listed in your cover letter. Please update and resubmit. If you have any questions, please let me know.

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

Organization Information	
Entity Name	Dillon County
Address	PO Box 449
City/State/Zip	Dillon, SC 29536
Website	dilloncountysc.org
Tax ID #	57-6000342
Entity Type	County
Vendor #	7000030038

[Link to Search Vendor Number](#)

Organization Contact Information	
Contact Name	Tim Harper
Position/Title	County Administrator
Telephone	843-774-1401
Email	tharper@dilloncountysc.org

Secondary Organization Contact Information	
Name	Matthew Elvington
Position/Title	Deputy County Administrator
Telephone	843-774-1401
Email	melvington@dilloncountysc.org

Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
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-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: Harper, Tim <tharper@dilloncountysc.org>  
Sent: Tuesday, September 17, 2024 9:13 AM  
To: \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
Subject: [External] Fwd: Dillon County Council

Attached is the Dillon County Request for Contribution Form. If you have any questions please let me know.

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From: <dilloncountycouncilscans@gmail.com>  
Date: Tue, Sep 17, 2024 at 9:08 AM  
Subject: Dillon County Council  
To: <dcadministrator@dilloncountysc.org>, <tharper@dilloncountysc.org>

TASKalfa 3051ci  
[00:17:c8:25:f0:41]

--  
Tim Harper  
Dillon County Administrator  
PO Box 449  
109 S. 3rd Avenue  
Dillon, SC 29536

843-774-1401 Office  
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843-774-1401 Office  
843-774-1443 Fax  
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From: [STO - Appropriated Contributions](#)  
To: [Harper, Tim](#)  
Cc: [STO - Appropriated Contributions](#)  
Subject: RE: [External] Fwd: Dillon County Council  
Date: Wednesday, September 18, 2024 2:37:12 PM  
Attachments: [Image001.png](#)

Hi Tim,

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

Organization Information	
Entity Name	Dillon County
Address	PO Box 449
City/State/Zip	Dillon, SC 29536
Website	dilloncountysc.org
Tax ID #	57-6000342
Entity Type	County
Vendor #	7000030038

[Link to Search Vendor Number](#)

Organization Contact Information	
Contact Name	Tim Harper
Position/Title	County Administrator
Telephone	843-774-1401
Email	tharper@dilloncountysc.org

Secondary Organization Contact Information	
Name	Matthew Elvington
Position/Title	Deputy County Administrator
Telephone	843-774-1401
Email	melvington@dilloncountysc.org

Plan/Accounting of how these funds will be spent:		
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**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**  
South Carolina Treasurer's Office  
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803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

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**Sent:** Tuesday, September 17, 2024 9:13 AM  
**To:** STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
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TASKalfa 3051ci  
[00:17:08:25:f0:41]

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Dillon County Administrator  
PO Box 449  
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843-774-1443 Fax  
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[tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)

**From:** [Harper, Tim](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** [External] Fwd: Dillon County Council  
**Date:** Tuesday, September 17, 2024 9:13:09 AM  
**Attachments:** [doc05772120240917082539.pdf](#)

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Date: Tue, Sep 17, 2024 at 9:08 AM  
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To: <[dcadministrator@dilloncountysc.org](mailto:dcadministrator@dilloncountysc.org)>, <[tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)>

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TASKalfa 3051ci  
[00:17:c8:25:f0:41]  
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## 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	Dillon County
Address	PO Box 449
City/State/Zip	Dillon, SC 29536
Website	dilloncountysc.org
Tax ID #	57-6000342
Entity Type	County
Vendor #	7000030038

[Link to Search Vendor Number](#)

### Organization Contact Information

Contact Name	Tim Harper
Position/Title	County Administrator
Telephone	843-774-1401
Email	tharper@dilloncountysc.org

### Secondary Organization Contact Information

Name	Matthew Elvington
Position/Title	Deputy County Administrator
Telephone	843-774-1401
Email	melvington@dilloncountysc.org

### Plan/Accounting of how these funds will be spent:

Description	Budget	Explanation
Design and Construction of a new EOC/E911 Center/Fire Station.	\$5,500,000.00	These funds will be used to design and construct the new facility.
Grand Total	\$5,500,000.00	

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

This project will consist of the construction of a new EOC/E911 Center/Fire Station to replace the old facility that has flooded during Hurricane Matthew, Hurricane Florence and during other storms. The old facility not only floods but are inadequate in size and space for the operations of an emergency situation. Because of the size it hinders the adequate management of an emergency incident. Adequate staffing is essential to managing this type of operation. The new facility will provide space and technology needed to providing protection to our citizens. The new fire station will provide better fire protection to one of the fastest growing industrial areas in the County and also close to the new Dillon County Elementary School. The funding for this project will come from these funds in addition to local and federal funds

### 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

County Administrator  
Title

Tim Harper  
Printed Name

9/17/2024  
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: \_\_\_\_\_

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [tharper@dilloncountysc.org](mailto:tharper@dilloncountysc.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY25 Appropriated Contributions Enrollment Packet  
**Date:** Wednesday, September 11, 2024 11:56:52 AM  
**Attachments:** [STO Appropriated Funds Cover Letter - Dillon County - Emergency Services Facility.pdf](#)  
[FY25 Earmarked Appropriations Disbursement Request form update.xlsx](#)

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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](mailto: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 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

September 10, 2024

Tim Harper  
Dillon County  
P.O. Drawer 349  
Dillon, South Carolina 29536

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

Dear Tim Harper:

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>
Dillon County - Emergency Services Facility	\$1,500,000.00

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](mailto: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 TREASURE  
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](mailto: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](mailto: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](mailto: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.



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

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	

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- 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.

Date \_\_\_\_\_

- 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.

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Printed Name \_\_\_\_\_

Reviewed by:

