

From: [_STO - Appropriated Contributions](#)
To: [Rosanne Dates; aemrick@conwaysc.gov](#)
Cc: [_STO - Appropriated Contributions](#)
Subject: Quarterly Update for FY25 Appropriated Earmarks - Proviso 117.21
Date: Wednesday, September 24, 2025 1:19:01 PM
Attachments: [Quarterly Expenditure Report FY26 Template - City of Conway - Conservation Property.xlsx](#)

Hello,

As of 6/30/25, your organization had funds left unspent from the FY25 Appropriated Earmarks. Attached is the updated form you will use to update your information each quarter for this fiscal year.

Please update and submit the form to us (STO.Appropriated.Contributions@sto.sc.gov) by the 15th of the month following the end of each quarter.

Your next report is due **October 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

If you have any questions, please do not hesitate to reach out to me.

-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



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, 2026.

Contribution Information

Amount	State Agency Providing the Contribution	Purpose
\$75,000	X220 - Aid to Subdivisions - Treasurer	Conservation of historic locomotive

Organization Information

Entity Name	City of Conway
Address	229 Main Street
City/State/Zip	Conway, SC 29526
Website	https://www.conwaysc.gov/
Tax ID#	57-6001017
Entity Type	Municipality

Organization Contact Information

Name	Rosanne Dates
Position/Title	Grants & Special Projects Decision Chief
Telephone	843-488-7609
Email	rdates@conwaysc.gov

Secondary Organization Contact Information

Name	Adam Emrick, AICP
Position/Title	City Administrator
Telephone	843-248-1760
Email	aemrick@conwaysc.gov

Reporting Period

Reporting Period	
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Accounting of how the funds have been spent:

Description	Budget	Expenditures						Balance
		FY25 Total	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Restore and conserve historic locomotive	\$75,000.00	\$40,000.00					\$40,000.00	\$35,000.00
							\$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	\$75,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$35,000.00

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

Printed Name

Title

Date

From: [Rosanne Dates](#)
To: [_STO - Appropriated Contributions](#)
Subject: [External] RE: Conway Appropriation Quarterly Expenditure Report
Date: Thursday, July 3, 2025 8:54:50 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Conway Quarterly Report ending 6.30.25.pdf](#)

Good morning,

Please see the quarterly report ending June 30, 2025 for the City of Conway. Please let me know if you need anything else. Thank you.



Rosanne Dates, MPA

Grants & Special Projects Division Chief

City of Conway

229 Main Street, Conway, SC 29526-5130

P: 843-488-7609 | E: rdates@conwaysc.gov





		Contribution Information
Amount	State Agency Providing the Contribution	Purpose
\$75,000	X220 - Aid to Subdivisions - Treasurer	Conservation of historic locomotive

Entity Name	City of Conway
Address	229 Main Street
City/State/Zip	Conway, SC 29526
Website	https://www.conwaysc.gov/
Tax ID#	57-6001017
Entity Type	Municipality

Name	Rosanne Dates
Position/Title	Grants & Special Projects Division Chief
Telephone	843-488-7609
Email	rdates@conwaysc.gov

Name	Adam Emrick, AICP
Position/Title	City Administrator
Telephone	843-248-1760
Email	aemrick@conwaysc.gov

Reporting Period	Quarter 3: January 1, 2025 - March 31, 2025
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Description (Attach additional detail for subgrantees and affiliated nonprofits)	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Restore and conserve historic locomotive	\$75,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$35,000.00
						\$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	\$75,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$35,000.00

The vendor is continuing restoration of the train. Work is expected to be completed by the end of October 2025.

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.

Grants & Special Projects Division
Title
7/3/2025
Date

From: [Rosanne Dates](#)
To: [_STO - Appropriated Contributions](#)
Subject: [External] Conway Appropriation Quarterly Expenditure Report
Date: Monday, March 24, 2025 3:53:22 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Conway Quarterly Report ending 3.31.25.pdf](#)

Good afternoon,

Please see the attached quarterly report ending March 31, 2025 for the City of Conway's appropriation for train conservation. Please let me know if you need anything else. Thank you so much.



Rosanne Dates, MPA

Grants & Special Projects Division Chief

City of Conway

229 Main Street, Conway, SC 29526-5130

P: 843-488-7609 | F: 843-248-1769 | E: rdates@conwaysc.gov





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
\$75,000	X220 - Aid to Subdivisions - Treasurer	Conservation of historic locomotive

Organization Information

Entity Name	City of Conway
Address	229 Main Street
City/State/Zip	Conway, SC 29526
Website	https://www.conwaysc.gov/
Tax ID#	57-6001017
Entity Type	Municipality

Reporting Period

Reporting Period	Quarter 3: January 1, 2025 - March 31, 2025
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Organization Contact Information

Name	Rosanne Dates
Position/Title	Grants & Special Projects Division Chief
Telephone	843-488-7609
Email	rdates@conwaysc.gov

Secondary Organization Contact Information

Name	Adam Emrick, AICP
Position/Title	City Administrator
Telephone	843-248-1760
Email	aemrick@conwaysc.gov

Accounting of how the funds have been spent:

Description (Attach additional detail for subgrantees and affiliated nonprofits)	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Restore and conserve historic locomotive	\$75,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$35,000.00
						\$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	\$75,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$35,000.00

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

The vendor has begun restoration of the train and has been paid a \$40,000 deposit. Work is expected to be completed by the end of October 2025.

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
Rosanne Dates, MPA
Printed Name

Grants & Special Projects Divisic
Title
3/24/2025
Date

03/21/25 1:16:13 PM
-TranDt=03/21/25-StartTm= 1:16:13 PM
Br=221-TlrID=8255
-Inst=INST-RtNum=>053200983<
-ItemNum=983260195205
-TranDt=03/21/25-StartTm= 1:16:13 PM
Br=221-TlrID=8255
-Inst=INST-RtNum=>053200983<
-ItemNum=983260195205

-TranDt=03/21/25-StartTm= 1:16:13 PM
Br=221-TlrID=8255
-Inst=INST-RtNum=>053200983<
-ItemNum=983260195205

☐ CHECK BOX FOR MOBILE REMOTE DEPOSIT
ATTENTION: IF YOU ARE USING A MOBILE DEVICE

Jones Metal Craft

City of Conway
P.O. Drawer 1075
Conway, S.C. 29528
Ph 843-248-1780
GENERAL DISBURSEMENTS



CONWAY NATIONAL BANK
67-231/532
01

194022

PAY

Forty Thousand and NO/100 Dollars**

DATE

AMOUNT

TO THE
ORDER
OF

03/20/25
CITY OF CONWAY

\$40,000.00

JONES METAL CRAFT
2014 PITCHLANDING RD
CONWAY, SC 29527

Allison Williams

Photo Safe Deposit

on Back

Forty Thousand and NO/100 Dollars**

03/20/25

\$40,000.00

JONES METAL CRAFT
2014 PITCHLANDING RD
CONWAY, SC 29527

Allison Williams
Barbara A. Hain

Vendor: 005338 JONES METAL CRAFT

Check #: 194022

03/20/25

Date	Invoice	Description/Detail	Amount
01/13/25	2708 DEPOSIT	INVOICE # 2708 TRAIN DEPOSIT	40,000.00

Total: 40,000.00

Jones Metal Craft, LLC



2014 Pitchlanding Road
Conway, SC 29527

Invoice

Date 1/13/2025
Invoice # 2708

Bill To

City of Conway
PO Box 1075
1009 17th Avenue
Conway, South Carolina 29528

Ship To

City of Conway

P.O. No.

Terms

Ship Date

	57% Net Done	10/29/2025
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Item	Qty	Description	Amount
Logging Train Rec...		Renovation of Logging Train. This is for cosmetic esthetics and not for mechanical or electrical (Sandblasting will be necessary to remove rust and prepare the metal surface for repairs and painting. Repairs to structural components will require welding and possibly custom metal fabrication. Reconstructing a metal cab & Hood and moving parts, etc for a logging train involves several processes, including metal fabrication, welding, and potential retrofitting of old or custom components. The overall cost will depend on the complexity of the design, and the materials needed. After the sandblasting and repairs, the train will need to be primed and painted. (Starting Cost at \$70.000) Reconstruction of the metal train, labor could take anywhere from 400 to 1000 hours depending on the complexity of the design and the work required. Unforeseen Costs: There are always unknowns in renovation projects, especially with older equipment like a rusted logging train. This might include additional structural issues or replacement parts that weren't identified during the initial inspection. \$70,000 to \$150,000+, depending on the size, complexity, and unforeseen issues encountered during the renovation process.	70,000.00

Deposit

Thank you for your business.

Subtotal

Balance Due

Jones Metal Craft, LLC



2014 Pitchlanding Road
Conway, SC 29527

Invoice

Date 1/13/2025 Invoice # 2708

Bill To

City of Conway
PO Box 1075
1009 17th Avenue
Conway, South Carolina 29528

Ship To

City of Conway

P.O. No.

Terms

Ship Date

	57% Net Done	10/29/2025
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Item

Qty

Description

Amount

Dept \$40,000.00

Deposit \$0.00

Thank you for your business.

Subtotal \$70,000.00

Balance Due \$70,000.00

From: [Rosanne Dates](#)
To: [_STO - Appropriated Contributions](#)
Subject: [External] Conway Quarterly Expenditure Report ending 12.31.24
Date: Tuesday, December 31, 2024 2:20:07 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Conway Quarterly Report ending 12.31.24.pdf](#)

Good afternoon,
Please see the attached report ending 12.31.24 for Conway's appropriation. Please let me know if you need anything else. Thank you so much and have a happy new year!



Rosanne Dates, MPA

Grants & Special Projects Division Chief

City of Conway

229 Main Street, Conway, SC 29526-5130

P: 843-488-7609 | F: 843-248-1769 | E: rdates@conwaysc.gov





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
\$75,000	X220 - Aid to Subdivisions - Treasurer	Conservation of historic locomotive

Organization Information	
Entity Name	City of Conway
Address	229 Main Street
City/State/Zip	Conway, SC 29526
Website	https://www.conwaysc.gov/
Tax ID#	57-6001017
Entity Type	Municipality

Reporting Period	
Reporting Period	Quarter 2: October 1, 2024 - December 31, 2024

Organization Contact Information	
Name	Rosanne Dates, MPA
Position/Title	Grants & Special Projects Division Chief
Telephone	843-488-7609
Email	rdates@conwaysc.gov
Secondary Organization Contact Information	
Name	Adam Emrick, AICP
Position/Title	City Administrator
Telephone	843-248-1760
Email	aemrick@conwaysc.gov

Accounting of how the funds have been spent:							
Description (Attach additional detail for subgrantees and affiliated nonprofits)	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Restore and conserve historic locomotive	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00
						\$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	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00

Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year):
Conservation services have been procured. The vendor expects to begin restoration work in the next month.

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
Rosanne Dates, MPA
Printed Name

Grants & Special Projects Divisic
Title
12/31/2024
Date

From: [_STO - Appropriated Contributions](#)
To: Rosanne Dates; aemrick@conwaysc.gov
Cc: [_STO - Appropriated Contributions](#)
Subject: FY25 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information
Date: Monday, November 4, 2024 10:39:34 AM
Attachments: [Appropriated Grants Letter - City of Conway - Conservation Property.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 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.

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

November 4, 2024

Rosanne Dates and Adam Emrick
City of Conway
P.O. Box 1075
Conway, South Carolina 29528

Dear Rosanne Dates and Adam Emrick:

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 \$75,000 representing your organization's appropriated contributions. 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

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
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- Organization Information
 - o This section should match what was listed on the disbursement request form your organization submitted.
- Organization Contact Information and Secondary Organization Contact Information
 - o 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
 - o This represents the period that the expenses occurred.
 - o Please select an option from the drop-down menu.
- Accounting of how the funds have been spent:
 - o 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.
 - o 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.
 - o 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
 - o This section will only need to be completed on the Q4 report each fiscal year until the funds are fully spent.
- Expenditure Certifications
 - o 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.](mailto: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.



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	

Reporting Period	
Reporting Period	

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

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

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

Printed Name

Title

Date

From: [Rosanne Dates](#)
To: [_STO - Appropriated Contributions](#)
Subject: [External] FW: FY25 Appropriated Contributions Enrollment Packet
Date: Tuesday, October 15, 2024 10:23:10 AM
Attachments: [image002.png](#)
[image004.png](#)
[image005.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[City of Conway Distribution Request.pdf](#)

Good morning, Meg,
I've attached the updated disbursement form. We did ask Rep. Hardee for funding to restore a historic train that I was not aware of. Please let me know if you need anything else. Thanks so much.

Rosanne Dates, MPA

Grants & Special Projects Division Chief

City of Conway *City of Halloween*

229 Main Street, Conway, SC 29526-5130

P: 843-488-7609 | F: 843-248-1769 | E: rdates@conwaysc.gov



From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Tuesday, October 15, 2024 9:18 AM
To: Rosanne Dates <rdates@conwaysc.gov>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: RE: [External] FW: FY25 Appropriated Contributions Enrollment Packet

CAUTION-External Email: This email originated from outside of the City of Conway. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Rosanne,

I was reviewing your disbursement request, and it looks like you are asking to use these funds for a land acquisition. The letter Adam Emrick wrote to Representative Hardee requesting these funds stated that they would be used to restore the log train locomotive that was rescued from the banks of the Waccamaw River in 2023. We will need an updated disbursement request form supporting what the funds were requested and approved for. Please let me know if you have any questions.

-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: Rosanne Dates <rdates@conwaysc.gov>

Sent: Monday, September 16, 2024 9:10 AM

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

Subject: [External] FW: FY25 Appropriated Contributions Enrollment Packet

Good morning,
Please see the attached contribution distribution form for the City of Conway's appropriation. Please let me know if you need anything else. Thank you so much.



Rosanne Dates, MPA

Grants & Special Projects Division Chief
City of Conway Administration
229 Main Street, Conway, SC 29526-5130
P: 843-488-7609 | F: 843-248-1769 | E: rdates@conwaysc.gov



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

Sent: Wednesday, September 11, 2024 11:54 AM

To: Adam Emrick <aemrick@conwaysc.gov>

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

Subject: FY25 Appropriated Contributions Enrollment Packet

CAUTION-External Email: This email originated from outside of the City of Conway. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

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



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
\$75,000.00	X220 - Aid to Subdivisions - Treasurer	Acquisition of property for conservation.

Organization Information

Entity Name	City of Conway
Address	229 Main Street
City/State/Zip	Conway, SC 29526
Website	https://www.conwaysc.gov/
Tax ID #	57-6001017
Entity Type	Municipality
Vendor #	7000030125

[Link to Search Vendor Number](#)

Organization Contact Information

Contact Name	Rosanne Dates, MPA
Position/Title	Grants & Special Projects Division Chief
Telephone	843-488-7609
Email	rdates@conwaysc.gov
Secondary Organization Contact Information	
Name	Adam Emrick, AICP
Position/Title	City Administrator
Telephone	843-248-1760
Email	aemrick@conwaysc.gov

Plan/Accounting of how these funds will be spent:

Description	Budget	Explanation
Restore and conserve historic log train	\$75,000.00	Restoration and conservation of log train locomotive
Grand Total	\$75,000.00	

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

The City of Conway will use funds for restoration of the log train locomotive that was rescued from the banks of the Waccamaw River in 2023. The preservation and restoration of this iconic piece of history will assure that future residents and visitors to the City of Conway will have the opportunity to learn from and experience this unique artifact from our past. The locomotive is currently with Danny Jones of Jones Metal Works. Danny is awaiting funding and instruction from us before beginning with his work to carefully disassemble, preserve and reassemble the train. After completion, we plan to display the engine as a piece of both history and public art, making it a focal point in a public square or other viewing area.

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

Adam Emrick, AICP

Printed Name

City Administrator

Title

10/15/2024

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: [Rosanne Dates](#)
To: [_STO - Appropriated Contributions](#)
Subject: RE: [External] FW: FY25 Appropriated Contributions Enrollment Packet
Date: Tuesday, October 15, 2024 9:21:03 AM
Attachments: [image002.png](#)
[image004.png](#)
[image005.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)

Hmm. Let me check with Adam. I may have thought this was another appropriation when I completed the request.

Rosanne Dates, MPA

[Grants & Special Projects Division Chief](#)

~~City of Conway~~ *City of Halloween*

[229 Main Street, Conway, SC 29526-5130](#)

P: 843-488-7609 | F: 843-248-1769 | E: rdates@conwaysc.gov



From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Tuesday, October 15, 2024 9:18 AM
To: Rosanne Dates <rdates@conwaysc.gov>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: RE: [External] FW: FY25 Appropriated Contributions Enrollment Packet

CAUTION-External Email: This email originated from outside of the City of Conway. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Rosanne,

I was reviewing your disbursement request, and it looks like you are asking to use these funds for a land acquisition. The letter Adam Emrick wrote to Representative Hardee requesting these funds stated that they would be used to restore the log train locomotive that was rescued from the banks of the Waccamaw River in 2023. We will need an updated disbursement request form supporting what the funds were requested and approved for. Please let me know if you have any questions.

-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: Rosanne Dates <rdates@conwaysc.gov>

Sent: Monday, September 16, 2024 9:10 AM

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

Subject: [External] FW: FY25 Appropriated Contributions Enrollment Packet

Good morning,

Please see the attached contribution distribution form for the City of Conway's appropriation. Please let me know if you need anything else. Thank you so much.



Rosanne Dates, MPA

Grants & Special Projects Division Chief

City of Conway Administration

229 Main Street, Conway, SC 29526-5130

P: 843-488-7609 | **F:** 843-248-1769 | **E:** rdates@conwaysc.gov



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

Sent: Wednesday, September 11, 2024 11:54 AM

To: Adam Emrick <aemrick@conwaysc.gov>

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

Subject: FY25 Appropriated Contributions Enrollment Packet

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

From: [_STO - Appropriated Contributions](#)
To: [Rosanne Dates](#)
Cc: [_STO - Appropriated Contributions](#)
Subject: RE: [External] FW: FY25 Appropriated Contributions Enrollment Packet
Date: Tuesday, October 15, 2024 9:18:05 AM
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)

Hi Rosanne,

I was reviewing your disbursement request, and it looks like you are asking to use these funds for a land acquisition. The letter Adam Emrick wrote to Representative Hardee requesting these funds stated that they would be used to restore the log train locomotive that was rescued from the banks of the Waccamaw River in 2023. We will need an updated disbursement request form supporting what the funds were requested and approved for. Please let me know if you have any questions.

-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: Rosanne Dates <rdates@conwaysc.gov>
Sent: Monday, September 16, 2024 9:10 AM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: [External] FW: FY25 Appropriated Contributions Enrollment Packet

Good morning,
Please see the attached contribution distribution form for the City of Conway's appropriation. Please let me know if you need anything else. Thank you so much.



Rosanne Dates, MPA

Grants & Special Projects Division Chief
City of Conway Administration
229 Main Street, Conway, SC 29526-5130
P: 843-488-7609 | F: 843-248-1769 | E: rdates@conwaysc.gov



From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Wednesday, September 11, 2024 11:54 AM
To: Adam Emrick <aemrick@conwaysc.gov>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: FY25 Appropriated Contributions Enrollment Packet

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<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: [Rosanne Dates](#)
To: [_STO - Appropriated Contributions](#)
Subject: [External] RE: Vendor number question
Date: Monday, October 14, 2024 4:00:54 PM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Hi, Meg,
That PO Box is still correct. We get mail at the physical address and the box.

Rosanne Dates, MPA

[Grants & Special Projects Division Chief](#)

City of Conway *City of Halloween*

[229 Main Street, Conway, SC 29526-5130](#)

P: 843-488-7609 | **F:** 843-248-1769 | **E:** rdates@conwaysc.gov



From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Monday, October 14, 2024 3:59 PM
To: Rosanne Dates <rdates@conwaysc.gov>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: Vendor number question

CAUTION-External Email: This email originated from outside of the City of Conway. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Rosanne,

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			
City/State/ZIP Code	CONWAY	SC	29528-1075
Country	US	USA	South Carolina
Time Zone	EST	Jurisdiction	4105102400

PO Box Address	
PO Box	1075
Postal Code	29528

-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: [Rosanne Dates](#)
Cc: [_STO - Appropriated Contributions](#)
Subject: Vendor number question
Date: Monday, October 14, 2024 3:59:15 PM
Attachments: [image001.png](#)

Hi Rosanne,

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			
City/State/ZIP Code	CONWAY	SC	29528-1075
Country	US	USA	South Carolina
Time Zone	EST	Jurisdiction	4105102400

PO Box Address	
PO Box	1075
Postal Code	29528

-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: [Rosanne Dates](#)
To: [_STO - Appropriated Contributions](#)
Subject: [External] FW: FY25 Appropriated Contributions Enrollment Packet
Date: Monday, September 16, 2024 9:10:28 AM
Attachments: [image003.png](#)
[image005.png](#)
[image006.png](#)
[Conway STO Contribution Distribution Request.pdf](#)

Good morning,
Please see the attached contribution distribution form for the City of Conway's appropriation. Please let me know if you need anything else. Thank you so much.



Rosanne Dates, MPA

Grants & Special Projects Division Chief
City of Conway Administration
229 Main Street, Conway, SC 29526-5130
P: 843-488-7609 | F: 843-248-1769 | E: rdates@conwaysc.gov



From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Wednesday, September 11, 2024 11:54 AM
To: Adam Emrick <aemrick@conwaysc.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

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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
\$75,000.00	X220 - Aid to Subdivisions - Treasurer	Acquisition of property for conservation.

Organization Information

Entity Name	City of Conway
Address	229 Main Street
City/State/Zip	Conway, SC 29526
Website	https://www.conwaysc.gov/
Tax ID #	57-6001017
Entity Type	Municipality
Vendor #	7000030125

[Link to Search Vendor Number](#)

Organization Contact Information

Contact Name	Rosanne Dates, MPA
Position/Title	Grants & Special Projects Division Chief
Telephone	843-488-7609
Email	rdates@conwaysc.gov

Secondary Organization Contact Information

Name	Adam Emrick, AICP
Position/Title	City Administrator
Telephone	843-248-1760
Email	aemrick@conwaysc.gov

Plan/Accounting of how these funds will be spent:

Description	Budget	Explanation
Acquisition property for conservation	\$75,000.00	Acquisition of property near Kingston Lake, Crabtree Swamp, Smith Lake
Grand Total	\$75,000.00	

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

Funding will be used for acquisition of lowland swamp property that is adjacent to Kingston Lake, Crabtree Swamp and Smith Lake. These parcels are all subject to repetitive flooding and are crucial to the protection of Conway's vulnerable flood plain ecosystem. The City would hold this property as conservation and would desire only to allow future trail connections to be made through the parcels, opening up otherwise unreachable property to the public. This will also allow the City to further showcase its unique and wonderful natural beauty. The attached map shows all properties owned by a single property owner that the City is attempting to purchase. The parcels outlined in green are already in the process of acquisition using a variety of grant funding sources.

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

City Administrator
Title

Adam Emrick, AICP
Printed Name

9/16/2024
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: aemrick@conwaysc.gov
Cc: [_STO - Appropriated Contributions](#)
Subject: FY25 Appropriated Contributions Enrollment Packet
Date: Wednesday, September 11, 2024 11:53:59 AM
Attachments: [STO Appropriated Funds Cover Letter - City of Conway - Conservation Property.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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<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

September 10, 2024

Adam Emrick
City of Conway
229 Main Street
Conway, South Carolina 29528

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

Dear Adam Emrick:

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>
City of Conway - Conservation Property	\$75,000.00

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.



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.

Printed Name _____

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

Reviewed by:

