

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [cguillermo@charlestonanimalsociety.org](mailto:cguillermo@charlestonanimalsociety.org)  
**Cc:** [Joe Elmore](#); [Joy Huber](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Re: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption  
**Date:** Wednesday, November 30, 2022 1:02:50 PM

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Thank you Cristina!

I did a quick review and noticed there were a few areas left blank. Please complete the "Contribution Information" and "Organization Information" section. The vendor number (7000174615) you provided in the other email looks to be the correct vendor number for your organization. To update the vendor information you may do that from the link below. Since you do not know the username and/or password, you would complete a new vendor registration and write "update vendor number" and include your old ten-digit vendor number in Step 9 - Messages to Administrator.

<https://procurement.sc.gov/doing-biz/registration>

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)

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**From:** Cristina Guillermo <[cguillermo@charlestonanimalsociety.org](mailto:cguillermo@charlestonanimalsociety.org)>  
**Sent:** Tuesday, November 22, 2022 2:02 PM  
**To:** [\\_STO - Appropriated Contributions](#) <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** [Joe Elmore](#) <[jelmore@charlestonanimalsociety.org](mailto:jelmore@charlestonanimalsociety.org)>; [Joy Huber](#) <[jhuber@charlestonanimalsociety.org](mailto:jhuber@charlestonanimalsociety.org)>  
**Subject:** [External] Re: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption

Meg,

Thank you for the follow up email and your patience with our reply. Attached you will find both a signed PDF and the Excel spreadsheet requested. We are including the spreadsheet because the printed file cut off some of the text. If you need any further information, please contact me.

Happy Thanksgiving!  
Cristina

On Tue, Nov 22, 2022 at 11:26 AM \_STO - Appropriated Contributions  
<[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)> wrote:

Good morning,

At this time, we have not received your completed Earmarked Appropriations Disbursement Request form or your confirmation of registration or exemption with the South Carolina Secretary of State's ("SOS") Office.

I wanted to reach out to confirm that you received both emails (Enrollment Packet-10/20/22; SOS registration 11/10/22) that were sent and to check if you had any questions regarding the process, form, etc.

If you need the emails resent, please let me know and I will be happy to resend them to you.

If you believe you are not the best contact for this, please let me know who I should contact for your organization.

Please do not hesitate to reach out to me if you have any questions or need any assistance.

-Meg

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**From:** [Cristina Guillermo](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** [External] Update to SC Vendor Info  
**Date:** Tuesday, November 22, 2022 2:05:34 PM

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Meg,

No one in this office remembers ever setting up a vendor account, but we are listed as Vendor Number 7000174615

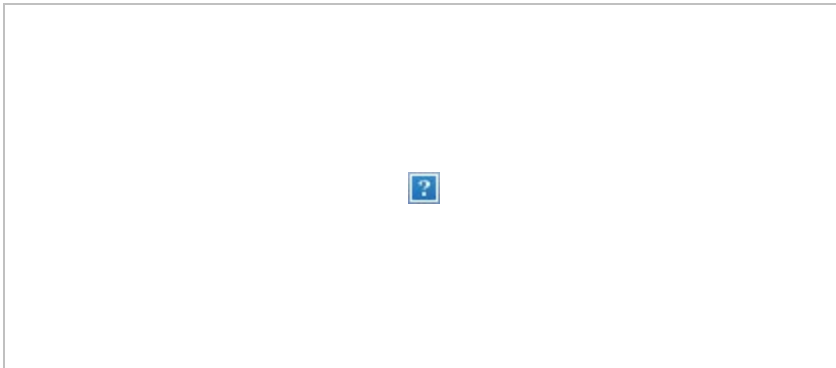
I have tried to update our information, however we have no user or password associated with our vendor number.  
How do you suggest we proceed?

Thanks  
Cristina

--

Cristina Guillermo  
Executive Assistant  
Charleston Animal Society  
2455 Remount Road  
North Charleston, SC 29406-6138

Phone: 843-329-1568  
[www.charlestonanimalsociety.org](http://www.charlestonanimalsociety.org)



The information contained in this e-mail, and any attachments hereto, is from Charleston Animal Society and is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution, copying or use of the contents of this e-mail, and any attachments hereto, is strictly prohibited. If you have received this e-mail in error, please immediately notify me by reply email and permanently delete the original and any copy of this e-mail and any printout thereof.

**From:** [Cristina Guillermo](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Joe Elmore](#); [Joy Huber](#)  
**Subject:** [External] Re: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption  
**Date:** Tuesday, November 22, 2022 2:02:13 PM  
**Attachments:** [20221122-SIGNED-CharlestonAnimalSociety-EarmarkedApprop.pdf](#)  
[20221122-CharlestonAnimalSociety-EarmarkedApprop-Sheet.xlsx](#)

---

Meg,

Thank you for the follow up email and your patience with our reply. Attached you will find both a signed PDF and the Excel spreadsheet requested. We are including the spreadsheet because the printed file cut off some of the text. If you need any further information, please contact me.

Happy Thanksgiving!  
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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 of 2022 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.



Amount	State Agency Providing the Contribution	Purpose
--------	---	---------

**Contribution Information**

Organization Information	
Entity Name	Charleston Animal Society
Address	2455 Remount Road
City/State/Zip	North Charleston, SC 29406
Website	charlestonanimalsociety.org
Tax ID #	57-6021863
Entity Type	Nonprofit Organization
Vendor #	

Organization Contact Information	
Contact Name	Joe Elmore
Position/Title	President and CEO
Telephone	843-701-2444
Email	jelmores@charlestonanimalsociety.org

Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
initial engineering, architectural design, soil and grounds analysis, sitework, and other applicable pre-construction costs.	\$500,000.00	South Carolina Emergency Animal Care Project
<b>Grand Total</b>	<b>\$500,000.00</b>	

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

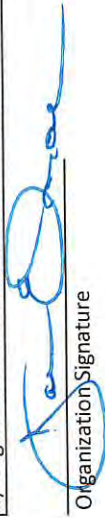
- 1. Activity/Function/Project:**  
Capital expense only for multi-purpose construction project to meet statewide needs. To address rapid statewide population growth overwhelming animal shelters, national veterinary shortage (South Carolina ranks 46th in US re: vets/capita), increasing crime rate among youth, and other issues, this project establishes a (1) statewide high-volume veterinary clinic, (2) training/education center, and emergency overcapacity/disaster shelter.
- 2. Public Purpose:**  
a. Address -- Lack of affordable and accessible veterinary care for both statewide animal shelters and families (regional high-volume veterinary clinic)  
b. Address -- Violent crime rate among youth (training/education center)  
c. Address -- Lack of training for animal care and control workers (training/education center)  
d. Address -- Lack of SC animal sheltering capacity (emergency overcapacity shelter)



- e. Address -- Lack of emergency/disaster sheltering for families with pets evacuating coastal/inland communities (emergency overcapacity shelter)
- f. Address -- Lack of veterinary forensics law enforcement capacity (regional high-volume veterinary clinic)

**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

President and CEO \_\_\_\_\_  
 Title  
 11/22/22  
 Date

Joe Elmore \_\_\_\_\_  
 Printed Name

**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 of 2022.
- 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, 2023.
- 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 of 2022.
- 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, 2023.

\_\_\_\_\_  
 Agency Head Signature  
 \_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

**Governing Board and Executive Officer - Nonprofit Organizations Only**

For nonprofit organizations only, provide below the names of the individuals who serve on your organization's governing board and, if applicable, their board position. Please also provide the name and title of your organization's executive officer.

Members of Your Organization's Governing Board	
Name	Board Position, if applicable
Laurel Greer	Board Chair
Martin Deputy	Board Vice Chair
Aussie Geer	Board Vice Chair
Gerri Greenwood	Board Vice Chair
Patricia Henley	Board Secretary
Jane Graham	Board Treasurer
Hank Greer	Immediate Past Chair
Arlene Morris	Board Member
Robert Nigro	Board Member
Cara Bibbiani	Board Member
Catherine Brack	Board Member
Carolyn Murray	Board Member
David Maybank	Board Member
Donald Smith	Board Member
Brantley Meier	Board Member
George P WATers	Board Member
Linda Bakker	Board Member
Luigi Bravo	Board Member
Louise Palmer	Board Member
Shelley Leeke	Board Member
Edward Corvey, III	Board Member
William Asche	Board Member
Richard Murphy	Board Member
Caroline Clark	Board Member

Your Organization's Executive Officer	
Name	Title
Joe Elmore	President and CEO
Aldwin Roman	Vice President of Operations and Strategy
Joy Huber	CFO





### State of South Carolina Request for Contribution Distribution

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#### Contribution Information

Amount	State Agency Providing the Contribution	Purpose

#### Organization Information

Entity Name	Charleston Animal Society
Address	2455 Remount Road
City/State/Zip	North Charleston, SC 29406
Website	charlestonanimalsociety.org
Tax ID #	57-6021863
Entity Type	Nonprofit Organization
Vendor #	

#### Organization Contact Information

Contact Name	Joe Elmore
Position/Title	President and CEO
Telephone	843-701-2444
Email	jelmore@charlestonanimalsociety.org

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

Description	Budget	Explanation
initial engineering, architectural design, soil and grounds analysis, sitework, and other ....applicable pre-construction costs.	\$500,000.00	South Carolina Emergency Animal Care Project
<b>Grand Total</b>	<b>\$500,000.00</b>	

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

**1. Activity/Function/Project:**

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\_\_\_\_\_  
Organization Signature

\_\_\_\_\_  
President and CEO  
Title

\_\_\_\_\_  
Joe Elmore  
Printed Name

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Agency Head Signature

\_\_\_\_\_  
Date

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

**Governing Board and Executive Officer - Nonprofit Organizations Only**

For nonprofit organizations only, provide below the names of the individuals who serve on your organization's governing board and, if applicable, their board position. Please also provide the name and title of your organization's executive officer.

<b>Members of Your Organization's Governing Board</b>	
<b>Name</b>	<b>Board Position, if applicable</b>
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George P WATers	Board Member
Linda Bakker	Board Member
Luigi Bravo	Board Member
Louise Palmer	Board Member
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Richard Murphy	Board Member
Caroline Clark	Board Member

<b>Your Organization's Executive Officer</b>	
<b>Name</b>	<b>Title</b>
Joe Elmore	President and CEO
Aldwin Roman	Vice President of Operations and Strategy
Joy Huber	CFO

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Jelmore@CharlestonAnimalSociety.org](mailto:Jelmore@CharlestonAnimalSociety.org); [cguillermo@charlestonanimalsociety.org](mailto:cguillermo@charlestonanimalsociety.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption  
**Date:** Tuesday, November 22, 2022 11:26:59 AM  
**Importance:** High

---

Good morning,

At this time, we have not received your completed Earmarked Appropriations Disbursement Request form or your confirmation of registration or exemption with the South Carolina Secretary of State's ("SOS") Office.

I wanted to reach out to confirm that you received both emails (Enrollment Packet-10/20/22; SOS registration 11/10/22) that were sent and to check if you had any questions regarding the process, form, etc.

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Please do not hesitate to reach out to me if you have any questions or need any assistance.

-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:** [\\_STO - Appropriated Contributions](#)  
**To:** [Jelmore@CharlestonAnimalSociety.org](mailto:Jelmore@CharlestonAnimalSociety.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Thursday, November 10, 2022 12:27:05 PM

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Hello,

In order to process disbursements, it is a requirement for receiving organizations to register with the South Carolina Secretary of State's ("SOS") Office. Therefore, if the:

**Receiving organization has not registered with the SC SOS's office:**

The receiving organization should follow the link below to complete registration.

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

Upon registration, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter or a copy of the webpage showing the receiver's status when submitting documents for processing to our office.

-  
**Receiving organization has a registration on file with the SC SOC's Office:**

Please use the charity search tool below to confirm registration.

<https://search.scsos.com/charities>

An organization that is currently registered will have a status that says "registered." Please provide a copy of the webpage showing your status to the SC Treasurer's Office so we can include it with the disbursement request.

Thank you,  
Meg

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

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**From:** [Cristina Guillermo](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Re: [External] Question on spreadsheet  
**Date:** Wednesday, November 2, 2022 3:16:28 PM

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Thank you, Meg!

One little thing... Charleston Animal Society is the only organization from South Carolina in the finals for the Defender Service Award... a national award that will help us win \$25,000 AND a Landrover Defender that will help our Rescue Response Team be able to reach animals in remote or flooded areas. As finalists, we need all the votes we can get. A vote for Charleston Animal Society is a vote for South Carolina!

Landrover does not ask for any information from voters, just an email to vote. You can vote every day until November 6th. More details at the link below. If you'd share with everyone you know, it would be awesome!

Thank you!  
Cristina

<https://www.landroverusa.com/experiences/events-and-sponsorships/defender-service-awards/vote/animal-welfare.html>

On Wed, Nov 2, 2022 at 2:58 PM \_STO - Appropriated Contributions  
<[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)> wrote:

No problem. Please see attached. If there is anything else I can assist with, please do not hesitate to ask.

-Meg



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

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**From:** Cristina Guillermo <[cguillermo@charlestonanimalsociety.org](mailto:cguillermo@charlestonanimalsociety.org)>  
**Sent:** Wednesday, November 2, 2022 2:10 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** Re: [External] Question on spreadsheet

Thanks, Meg!

We will need an additional 3 lines for our Board members.

REALLY appreciate your help on this!

Cristina

On Wed, Nov 2, 2022 at 2:08 PM \_STO - Appropriated Contributions  
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Hi Cristina,

I apologize for the delay in response. I have been out of the office.

How many lines do you need in total? I can add lines and then send you the updated form.

-Meg



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**From:** Cristina Guillermo <[cguillermo@charlestonanimalsociety.org](mailto:cguillermo@charlestonanimalsociety.org)>

**Sent:** Thursday, October 27, 2022 12:04 PM

**To:** \_STO - Appropriated Contributions <[STO.appropriated.contributions@sto.sc.gov](mailto:STO.appropriated.contributions@sto.sc.gov)>

**Subject:** [External] Question on spreadsheet

Hello! It's a great day in Charleston, too, and I had a question about the spreadsheet for the Request for Contribution Distribution.

For the section listing our Governing Board, we have more members than space

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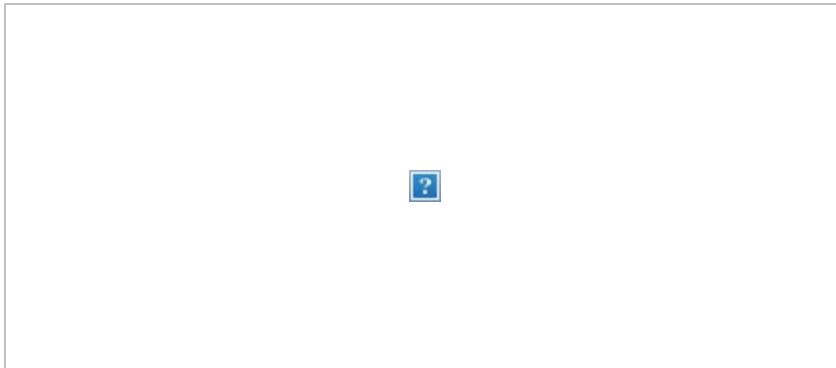
Thank you for your help!

Cristina

--

Cristina Guillermo  
Executive Assistant  
Charleston Animal Society  
2455 Remount Road  
North Charleston, SC 29406-6138

Phone: 843-329-1568  
[www.charlestonanimalsociety.org](http://www.charlestonanimalsociety.org)



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**To:** [Cristina Guillermo](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Question on spreadsheet  
**Date:** Wednesday, November 2, 2022 2:58:20 PM  
**Attachments:** [Earmarked Appropriations Disbursement Request form updated.xlsx](#)

---

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Thank you for your help!

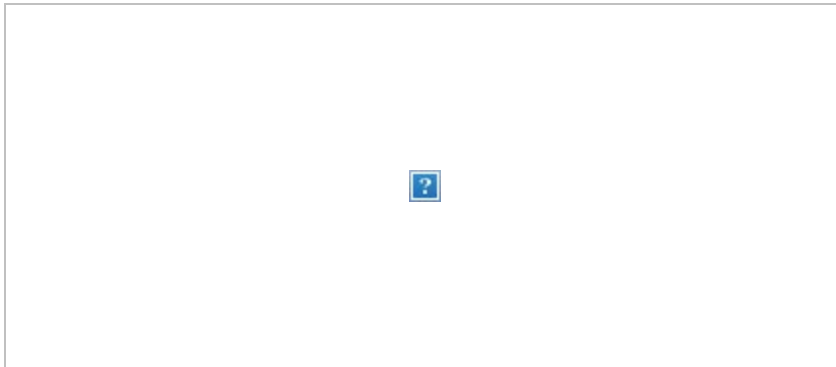
Cristina

--

Cristina Guillermo  
Executive Assistant  
Charleston Animal Society  
2455 Remount Road  
North Charleston, SC 29406-6138

Phone: 843-329-1568

[www.charlestonanimalsociety.org](http://www.charlestonanimalsociety.org)



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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 of 2022 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

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

Organization Contact Information	
Contact Name	
Position/Title	
Telephone	
Email	

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

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

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

Organization Signature \_\_\_\_\_ Title \_\_\_\_\_

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

- Certifications of State Agency Providing Contribution**
- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act of 2022.
  - 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, 2023.
  - 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 of 2022.
  - 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, 2023.

Agency Head Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Governing Board and Executive Officer - Nonprofit Organizations Only**

For nonprofit organizations only, provide below the names of the individuals who serve on your organization's governing board and, if applicable, their board position. Please also provide the name and title of your organization's executive officer.

Members of Your Organization's Governing Board	
Name	Board Position, if applicable

Your Organization's Executive Officer	
Name	Title

**From:** [Cristina Guillermo](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Re: [External] Question on spreadsheet  
**Date:** Wednesday, November 2, 2022 2:10:25 PM

---

Thanks, Meg!  
We will need an additional 3 lines for our Board members.  
REALLY appreciate your help on this!  
Cristina

On Wed, Nov 2, 2022 at 2:08 PM [\\_STO - Appropriated Contributions](#)  
<[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)> wrote:

Hi Cristina,

I apologize for the delay in response. I have been out of the office.

How many lines do you need in total? I can add lines and then send you the updated form.

-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)

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**From:** Cristina Guillermo <[cguillermo@charlestonanimalsociety.org](mailto:cguillermo@charlestonanimalsociety.org)>  
**Sent:** Thursday, October 27, 2022 12:04 PM  
**To:** [\\_STO - Appropriated Contributions](#) <[STO.appropriated.contributions@sto.sc.gov](mailto:STO.appropriated.contributions@sto.sc.gov)>  
**Subject:** [External] Question on spreadsheet

Hello! It's a great day in Charleston, too, and I had a question about the spreadsheet for the Request for Contribution Distribution.

For the section listing our Governing Board, we have more members than space allotted, but cannot add lines to the spreadsheet.

Please let me know how we can add our other Board members or if just filling in the spreadsheet with as many as we can is acceptable and appropriate.

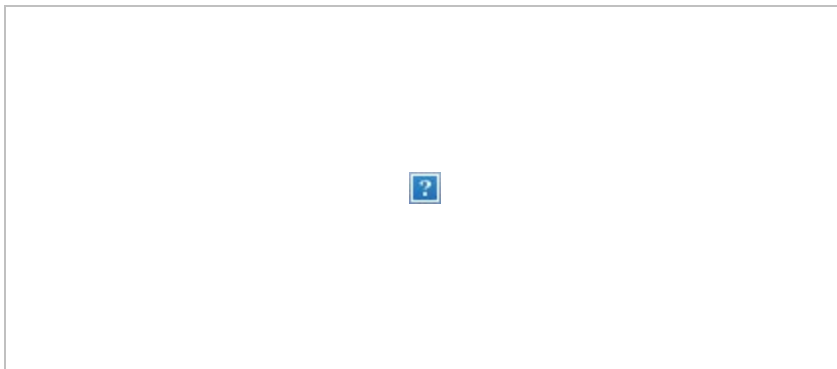
Thank you for your help!

Cristina

--

Cristina Guillermo  
Executive Assistant  
Charleston Animal Society  
2455 Remount Road  
North Charleston, SC 29406-6138

Phone: 843-329-1568  
[www.charlestonanimalsociety.org](http://www.charlestonanimalsociety.org)



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**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Cristina Guillermo](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Question on spreadsheet  
**Date:** Wednesday, November 2, 2022 2:08:02 PM

---

Hi Cristina,

I apologize for the delay in response. I have been out of the office.  
How many lines do you need in total? I can add lines and then send you the updated form.

-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:** Cristina Guillermo <[cguillermo@charlestonanimalsociety.org](mailto:cguillermo@charlestonanimalsociety.org)>  
**Sent:** Thursday, October 27, 2022 12:04 PM  
**To:** \_STO - Appropriated Contributions <[STO.appropriated.contributions@sto.sc.gov](mailto:STO.appropriated.contributions@sto.sc.gov)>  
**Subject:** [External] Question on spreadsheet

Hello! It's a great day in Charleston, too, and I had a question about the spreadsheet for the Request for Contribution Distribution.  
For the section listing our Governing Board, we have more members than space allotted, but cannot add lines to the spreadsheet.  
Please let me know how we can add our other Board members or if just filling in the spreadsheet with as many as we can is acceptable and appropriate.

Thank you for your help!  
Cristina

--

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**From:** [Cristina Guillermo](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** [External] Question on spreadsheet  
**Date:** Thursday, October 27, 2022 12:04:56 PM

---

Hello! It's a great day in Charleston, too, and I had a question about the spreadsheet for the Request for Contribution Distribution.

For the section listing our Governing Board, we have more members than space allotted, but cannot add lines to the spreadsheet.

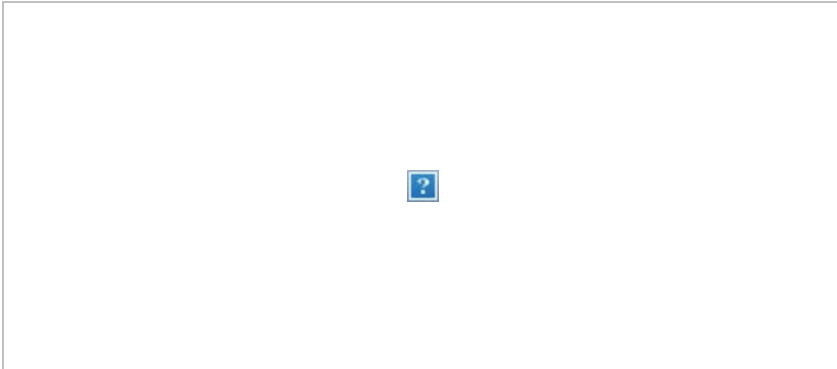
Please let me know how we can add our other Board members or if just filling in the spreadsheet with as many as we can is acceptable and appropriate.

Thank you for your help!  
Cristina

--

Cristina Guillermo  
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[www.charlestonanimalsociety.org](http://www.charlestonanimalsociety.org)



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**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Jelmore@CharlestonAnimalSociety.org](mailto:Jelmore@CharlestonAnimalSociety.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY23 Appropriated Contributions Enrollment Packet  
**Date:** Thursday, October 20, 2022 11:13:10 AM  
**Attachments:** [STO Appropriated Funds Cover Letter - Charleston Animal Society.pdf](#)  
[Earmarked Appropriations Disbursement Request form updated.xlsx](#)

---

Hello,

The State of South Carolina Fiscal Year 2022-2023 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 2022-2023 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 as a vendor with the State of South Carolina. If you do not have a vendor number, please use the link below to access new vendor registration. If you need to update your vendor information you may also do that from the link below.

<https://procurement.sc.gov/doing-biz/registration>

Once you receive your vendor number or if you already have a vendor number, please include it on the Earmarked Appropriations Disbursement Request form in the "Vendor #" section.

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)

10/20/2022

Joe Elmore  
Charleston Animal Society  
2455 Remount Road  
North Charleston, SC 29406

RE: State Appropriated Contributions, FY 22-23 Reporting Requirements

Dear Joe Elmore:

The State of South Carolina Fiscal Year 2022-2023 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>
Charleston Animal Society	\$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 also file quarterly reports in addition to a year-end report with STO by **June 30, 2023** via a format to be provided prior to that 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, 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 known, 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.

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 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](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, 2022, the organization must continue to provide a quarterly report until completion.

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.
- 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.

## **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.

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

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

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

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

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

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

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

**State of South Carolina Request for Contribution Distribution**

This form is designed to collect the information required by South Carolina in accordance with Proviso 117.21 of the appropriations act of 2022 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

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

Organization Contact Information	
Contact Name	
Position/Title	
Telephone	
Email	

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

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

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

Organization Signature \_\_\_\_\_ Title \_\_\_\_\_

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

- Certifications of State Agency Providing Contribution**
- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act of 2022.
  - 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, 2023.
  - 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 of 2022.
  - 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, 2023.

Agency Head Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Governing Board and Executive Officer - Nonprofit Organizations Only**

For nonprofit organizations only, provide below the names of the individuals who serve on your organization's governing board and, if applicable, their board position. Please also provide the name and title of your organization's executive officer.

Members of Your Organization's Governing Board	
Name	Board Position, if applicable

Your Organization's Executive Officer	
Name	Title