

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Glenn Bodenheimer](#)  
**Cc:** [Kevin Yokim](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] 12/31/22 Quarterly Contribution Expenditure Report  
**Date:** Thursday, January 12, 2023 12:26:47 PM  
**Attachments:** [image004.png](#)  
[image001.png](#)

Thank you Glenn!

For future reports, please make sure the description and budget sections are completed even if expenses have not occurred. I will update the submitted document for this quarter.

Plan/Accounting or how these funds will be used	
Description	Budget
East Florence Gateway and Corridor Improvements	\$2,750,000.00

-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:** Glenn Bodenheimer <[gbodenheimer@cityofflorence.com](mailto:gbodenheimer@cityofflorence.com)>  
**Sent:** Monday, January 9, 2023 11:04 AM  
**To:** [\\_STO - Appropriated Contributions](#) <[sto.appropriated.contributions@sto.sc.gov](mailto:sto.appropriated.contributions@sto.sc.gov)>  
**Cc:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Subject:** [External] 12/31/22 Quarterly Contribution Expenditure Report

See attached 4<sup>th</sup> quarter contribution expenditure report.

Thanks,

Glenn A. Bodenheimer Jr.  
Controller  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
(843)-665-3162  
[gbodenheimer@cityofflorence.com](mailto:gbodenheimer@cityofflorence.com)  
<https://www.cityofflorence.com/>



**From:** [Glenn Bodenheimer](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Kevin Yokim](#)  
**Subject:** [External] 12/31/22 Quarterly Contribution Expenditure Report  
**Date:** Monday, January 9, 2023 11:04:26 AM  
**Attachments:** [image001.png](#)  
[12-31-2022 Quarterly Expenditure Report.pdf](#)

---

See attached 4<sup>th</sup> quarter contribution expenditure report.

Thanks,

Glenn A. Bodenheimer Jr.  
Controller  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
(843)-665-3162  
[gbodenheimer@cityofflorence.com](mailto:gbodenheimer@cityofflorence.com)  
<https://www.cityofflorence.com/>





## 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 of 2022 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, 2023.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose
\$2,750,000.00	E160 - State Treasurer	Economic Development

### Organization Information

Entity Name	City of Florence
Address	324 W. Evans Street
City/State/Zip	Florence, SC 29501
Website	www.cityofflorence.com
Tax ID#	57-6000232
Entity Type	Municipality

### Organization Contact Information

Name	Kevin Yokim
Position/Title	Assistant City Manager
Telephone	843-665-3162
Email	kyokim@cityofflorence.com

### Reporting Period

Reporting Period	Quarter 2: October 1, 2022 - December 30, 2022
------------------	------------------------------------------------

### Accounting of how the funds have been spent:

Description	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
						\$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

Kevin Yokim

Printed Name

Title

Assistant City Manager

Date

1/9/23



**THE HONORABLE CURTIS M. LOFTIS, JR.**  
State Treasurer

December 23, 2022

Kevin Yokim  
City of Florence  
324 W. Evans Street  
Florence, South Carolina 29501

Dear Kevin Yokim:

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 \$2,750,000 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, 2023.

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](mailto: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



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com); [kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY23 Appropriated Earmarks - Proviso 117.21  
**Date:** Friday, January 6, 2023 10:00:48 AM

---

Good morning,

This is a reminder about your quarterly update that is due soon.

Please update and submit the quarterly expenditure report to [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov) by the 15<sup>th</sup> of the month following the end of each quarter.

**Q2 (ending 12/31/22) update due date: 1/15/23**

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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Kevin Yokim](#)  
**Cc:** [\\_STO - Appropriated Contributions](#); [Randy Osterman](#); [Glenn Bodenheimer](#)  
**Subject:** FY23 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information  
**Date:** Friday, December 23, 2022 8:30:56 AM  
**Attachments:** [Appropriated Grants Letter - City of Florence Economic Development.pdf](#)  
[Quarterly Expenditure Report.xlsx](#)

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Hello,

Please see attached for your payment confirmation letter.

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

Below is the schedule of when quarterly reports are due. Your first quarterly report will be due **January 15, 2023**.

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.

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

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



**THE HONORABLE CURTIS M. LOFTIS, JR.**  
State Treasurer

December 23, 2022

Kevin Yokim  
City of Florence  
324 W. Evans Street  
Florence, South Carolina 29501

Dear Kevin Yokim:

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 \$2,750,000 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, 2023.

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](mailto: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", is written over a light blue horizontal line.

Meg Romaniello  
Accounting/Fiscal Manager II



## 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 of 2022 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, 2023.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose

### Organization Information

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

### Organization Contact Information

Name	
Position/Title	
Telephone	
Email	

### Reporting Period

Reporting Period	
------------------	--

### Accounting of how the funds have been spent:

Description	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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date





## 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 of 2022 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, 2023.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose

### Organization Information

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

### Organization Contact Information

Name	
Position/Title	
Telephone	
Email	

### Reporting Period

Reporting Period	
------------------	--

### Accounting of how the funds have been spent:

Description	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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

**From:** [Kevin Yokim](#)  
**To:** [Romaniello, Meg](#)  
**Cc:** [\\_STO - Appropriated Contributions](#); [Randy Osterman](#); [Glenn Bodenheimer](#)  
**Subject:** RE: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Monday, December 5, 2022 2:49:01 PM  
**Attachments:** [image003.png](#)  
[City of Florence Earmarked Appropriations Disbursement Request Form - December 2022.pdf](#)

---

Please see attached disbursement request form.

Let me know if you have any questions or need additional information.

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



---

**From:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Sent:** Tuesday, November 22, 2022 3:24 PM  
**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Cc:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Subject:** RE: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

**CAUTION: This email originated from outside the City of Florence. Maintain caution when opening external links/attachments.**

**CAUTION: This email originated from outside the City of Florence. Maintain caution when opening external links/attachments.**

Hey Kevin,

Once you register, we will also need the disbursement request form completed. I have attached the original email that was sent so you have all the information and the form.

Once you review it, if you have any questions 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](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 2:20 PM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** FW: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

Thanks Meg.

Once we register, what do you need for us to process the disbursement? Just a letter requesting the funds?

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Tuesday, November 22, 2022 2:16 PM  
**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

**CAUTION: This email originated from outside the City of Florence. Maintain caution when opening external links/attachments.**

**CAUTION: This email originated from outside the City of Florence. Maintain caution when opening external links/attachments.**

Hi Kevin,

Below is the contact information for the two individuals from the Secretary of State's Office that would be able to assist with any questions regarding registering.

Kim Wickersham, CPM, Director, Public Charities Division of the SC SOS's Office at (803) 734-2174 or [kwickersham@sos.sc.gov](mailto:kwickersham@sos.sc.gov)

Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or [swiley@sos.sc.gov](mailto:swiley@sos.sc.gov)

If there is anything I can assist with, please do not hesitate to ask.

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

---

**From:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 2:07 PM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

Meg,

I am on the SOS website, and on the page that says register your charity or fundraiser and it is asking me for what type of organization – charity, raffle, or PFR. We are none of these.

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



---

**From:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 1:30 PM  
**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Subject:** FW: Disbursement Requirement: Registration with Secretary of State's Office

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Thursday, November 10, 2022 12:12 PM  
**To:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** Disbursement Requirement: Registration with Secretary of State's Office

**CAUTION: This email originated from outside the City of Florence. Maintain caution when opening external links/attachments.**

**CAUTION: This email originated from outside the City of Florence. Maintain caution when opening external links/attachments.**

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. This includes political subdivision ("PSD") receivers. PSD's after registering with the SC SOC's Office may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*). Therefore, if the:

**Receiving organization has not registered or obtained an exemption from the SC SOS's office:**

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

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

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-

**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

Please use the following link to obtain confirmation of your registration or exemption:

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

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." 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**

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)









State of South Carolina  
Office of the Secretary of State  
The Honorable Mark Hammond

Nov 23, 2022

City of Florence  
Mr. Kevin Yokim  
324 W EVANS ST  
FLORENCE, SC 29501-3430

RE: Exemption Confirmation

Charity Public ID: C5703

Dear Mr. Kevin Yokim :

This letter confirms that the Secretary of State's Office has received and accepted your Application for Exemption. **If you submitted your Application for Exemption using the Charities Online Filing System, this letter of confirmation has been issued pending further review by Division of Public Charities staff.**

The exemption for your charitable organization will expire on Nov 15, 2023. If any of the information on your Application for Exemption form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization. Additionally, if at any time your charitable organization no longer qualifies for an exemption, the organization must immediately register with the Secretary of State's Office. Please note that failure to comply with the registration provisions of the Solicitation of Charitable Funds Act may result in fines of up to \$2,000.00 for each separate violation.

If you have any questions or concerns, please visit our website at [www.sos.sc.gov](http://www.sos.sc.gov) or contact our office using the contact information below.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Wickersham", followed by a long horizontal line.

Kimberly S. Wickersham  
Director, Division of Public Charities

**From:** [Kevin Yokim](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Re: [External] One more question  
**Date:** Thursday, December 1, 2022 5:48:04 PM  
**Attachments:** [image005.png](#)

---

Thx

Kevin Yokim  
Assistant City Manager

On Dec 1, 2022, at 5:06 PM, \_STO - Appropriated Contributions  
<STO.Appropriated.Contributions@sto.sc.gov> wrote:

**CAUTION: This email originated from outside the City of Florence.  
Maintain caution when opening external links/attachments.**

**CAUTION: This email originated from outside the City of Florence.  
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Hey Kevin,

The proviso does not state a deadline, but each organization will have to submit quarterly and annual reports until the funds are completely spent.

-Meg

<!--[if !vml]-->

<image003.jpg>

<!--[endif]--> **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](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kevin Yokim <>  
**Sent:** Thursday, December 1, 2022 4:57 PM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** [External] One more question

Is there a deadline as to when the funds have to be spent?

Kevin V. Yokim

Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)

<image005.png>

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] One more question  
**Date:** Thursday, December 1, 2022 5:06:30 PM  
**Attachments:** [image005.png](#)

---

Hey Kevin,

The proviso does not state a deadline, but each organization will have to submit quarterly and annual reports until the funds are completely spent.

-Meg

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

South Carolina Treasurer's Office  
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[803-734-2658](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kevin Yokim <>  
**Sent:** Thursday, December 1, 2022 4:57 PM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** [External] One more question

Is there a deadline as to when the funds have to be spent?

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



**From:** [Kevin Yokim](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] One more question  
**Date:** Thursday, December 1, 2022 4:57:22 PM  
**Attachments:** [image001.png](#)

---

Is there a deadline as to when the funds have to be spent?

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)





## **Communication Log**

Date: 12/1/2022

Outgoing/Incoming Call: Outgoing

Call Details: Meg Romaniello called Kevin Yokim to discuss his questions. He was not at his desk, but the receptionist stated she would let him know that Meg called when he came back to his desk.

Date: 12/1/2022

Outgoing/Incoming Call: Incoming

Call Details: Kevin Yokim called Meg Romaniello to discuss his two questions. They discussed how detailed the breakdown of the budget should be on the initial request form verses the quarterly reports that the organization will have to submit. They also discussed the use of the funds and how they will be used in conjunction with possible federal funds to increase the funds available for their project. Kevin stated he would work on the form and send it to Meg once it was completed.

**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from FLORENCE SC (843-665-3162 ) on 12/1/22 2:35 PM for 8037342658  
**Date:** Thursday, December 1, 2022 2:37:09 PM  
**Attachments:** [8436653162-120122-143555-8037342658-888922-1.wav](#)

---



Voice Message from FLORENCE SC (843-665-3162 ) on 12/1/22 2:35 PM (16 second msg)

**MESSAGE:**

" Meg, Kevin yokum City of Lawrence 235, Thursday afternoon playing a little bit of telephone tag, but that's okay. Give me a holler when you get back 843-665-3162. Thank you."

There are 0 new and 0 old messages in your mailbox.

## **Communication Log**

Date: 12/1/2022

Outgoing/Incoming Call: Outgoing

Call Details: Meg Romaniello called Kevin Yokim to discuss his questions. He was in a meeting, but Meg left a message for him to call when he was free so that she could assist him and answer any questions he may have.

**From:** [Kevin Yokim](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** FW: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Tuesday, November 29, 2022 2:50:32 PM  
**Attachments:** [image005.png](#)  
[FY23 Appropriated Contributions Enrollment Packet.msg](#)

---

Meg,

I have two questions before I complete the disbursement request form.

1. How broad can the request be? We plan to use these funds to improve the East Florence gateway and corridor. Is that description enough?
2. Could the funds (or a portion of the funds) be used to match a grant for the same purpose?

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



---

**From:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Sent:** Tuesday, November 22, 2022 3:24 PM  
**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Cc:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Subject:** RE: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

**CAUTION: This email originated from outside the City of Florence. Maintain caution when opening external links/attachments.**

**CAUTION: This email originated from outside the City of Florence. Maintain caution when opening external links/attachments.**

Hey Kevin,

Once you register, we will also need the disbursement request form completed. I have attached the original email that was sent so you have all the information and the form.  
Once you review it, if you have any questions 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](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 2:20 PM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** FW: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

Thanks Meg.

Once we register, what do you need for us to process the disbursement? Just a letter requesting the funds?

Kevin V. Yokim  
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City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Tuesday, November 22, 2022 2:16 PM  
**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

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Hi Kevin,

Below is the contact information for the two individuals from the Secretary of State's Office that would be able to assist with any questions regarding registering.

Kim Wickersham, CPM, Director, Public Charities Division of the SC SOS's Office at (803) 734-2174 or [kwickersham@sos.sc.gov](mailto:kwickersham@sos.sc.gov)

Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or [swiley@sos.sc.gov](mailto:swiley@sos.sc.gov)

If there is anything I can assist with, please do not hesitate to ask.

-Meg

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

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

---

**From:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 2:07 PM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

Meg,

I am on the SOS website, and on the page that says register your charity or fundraiser and it is asking me for what type of organization – charity, raffle, or PFR. We are none of these.

Kevin V. Yokim  
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843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



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**From:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 1:30 PM  
**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Subject:** FW: Disbursement Requirement: Registration with Secretary of State's Office

---

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



**Sent:** Thursday, November 10, 2022 12:12 PM

**To:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>

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

**Subject:** Disbursement Requirement: Registration with Secretary of State's Office

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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. This includes political subdivision ("PSD") receivers. PSD's after registering with the SC SOC's Office may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*). Therefore, if the:

**Receiving organization has not registered or obtained an exemption from the SC SOS's office:**

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

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

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-

**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

Please use the following link to obtain confirmation of your registration or exemption:

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

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." 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**

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:** [Kevin Yokim](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Tuesday, November 22, 2022 3:23:00 PM  
**Attachments:** [FY23 Appropriated Contributions Enrollment Packet.msg](#)  
[image005.png](#)

---

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Once you review it, if you have any questions 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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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)



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY23 Appropriated Contributions Enrollment Packet  
**Date:** Thursday, October 20, 2022 10:59:58 AM  
**Attachments:** [STO Appropriated Funds Cover Letter - City of Florence.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

Randy Osterman  
City of Florence  
324 W. Evans Street  
Florence, South Carolina 29501

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

Dear Randy Osterman:

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>
City of Florence Economic Development	\$2,750,000.00

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.

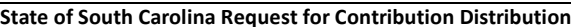
### **Executive Order No. 2022-19 Section 1. C.**

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.



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.

## 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.

[illegible]

Your Organization's Executive Officer	
Name	Title

**From:** [Kevin Yokim](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** FW: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Tuesday, November 22, 2022 2:19:40 PM  
**Attachments:** [image005.png](#)

---

Thanks Meg.

Once we register, what do you need for us to process the disbursement? Just a letter requesting the funds?

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



---

**From:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Sent:** Tuesday, November 22, 2022 2:16 PM  
**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Cc:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Subject:** RE: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

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**CAUTION: This email originated from outside the City of Florence. Maintain caution when opening external links/attachments.**

Hi Kevin,

Below is the contact information for the two individuals from the Secretary of State's Office that would be able to assist with any questions regarding registering.

Kim Wickersham, CPM, Director, Public Charities Division of the SC SOS's Office at (803) 734-2174 or [kwickersham@sos.sc.gov](mailto:kwickersham@sos.sc.gov)

Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or [swiley@sos.sc.gov](mailto:swiley@sos.sc.gov)

If there is anything I can assist with, please do not hesitate to ask.

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

---

**From:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 2:07 PM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

Meg,

I am on the SOS website, and on the page that says register your charity or fundraiser and it is asking me for what type of organization – charity, raffle, or PFR. We are none of these.

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



---

**From:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 1:30 PM  
**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Subject:** FW: Disbursement Requirement: Registration with Secretary of State's Office

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Thursday, November 10, 2022 12:12 PM  
**To:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** Disbursement Requirement: Registration with Secretary of State's Office

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Hello,

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**Receiving organization has not registered or obtained an exemption from the SC SOS's office:**

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

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

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-

**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

Please use the following link to obtain confirmation of your registration or exemption:

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

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." 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**

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:** [Kevin Yokim](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] FW: Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Tuesday, November 22, 2022 2:16:00 PM  
**Attachments:** [image005.png](#)

---

Hi Kevin,

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Kim Wickersham, CPM, Director, Public Charities Division of the SC SOS's Office at (803) 734-2174 or [kwickersham@sos.sc.gov](mailto:kwickersham@sos.sc.gov)

Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or [swiley@sos.sc.gov](mailto:swiley@sos.sc.gov)

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-Meg

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

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Wade Hampton Bldg., Columbia, SC 29201  
803-734-2658 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

---

**From:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 2:07 PM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** [External] FW: Disbursement Requirement: Registration with Secretary of State's Office

Meg,

I am on the SOS website, and on the page that says register your charity or fundraiser and it is asking me for what type of organization – charity, raffle, or PFR. We are none of these.

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)

---

**From:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>

**Sent:** Tuesday, November 22, 2022 1:30 PM

**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>

**Subject:** FW: Disbursement Requirement: Registration with Secretary of State's Office

---

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

**Sent:** Thursday, November 10, 2022 12:12 PM

**To:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>

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

**Subject:** Disbursement Requirement: Registration with Secretary of State's Office

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Hello,

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**Receiving organization has not registered or obtained an exemption from the SC SOS's office:**

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

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

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-

**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

Please use the following link to obtain confirmation of your registration or exemption:

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

An organization that is currently registered will have a status that says “registered.” An organization that is currently exempt from registration will have a status that says “exempt.” 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**

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:** [Kevin Yokim](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] FW: Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Tuesday, November 22, 2022 2:07:14 PM  
**Attachments:** [image002.png](#)

---

Meg,

I am on the SOS website, and on the page that says register your charity or fundraiser and it is asking me for what type of organization – charity, raffle, or PFR. We are none of these.

Kevin V. Yokim  
Assistant City Manager  
City of Florence  
324 W. Evans St.  
Florence, SC 29501  
843-665-3162  
[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)



---

**From:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>  
**Sent:** Tuesday, November 22, 2022 1:30 PM  
**To:** Kevin Yokim <[kyokim@cityofflorence.com](mailto:kyokim@cityofflorence.com)>  
**Subject:** FW: Disbursement Requirement: Registration with Secretary of State's Office

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Thursday, November 10, 2022 12:12 PM  
**To:** Randy Osterman <[rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** Disbursement Requirement: Registration with Secretary of State's Office

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In order to process disbursements, it is a requirement for receiving organizations to register with the South Carolina Secretary of State's ("SOS") Office. This includes political subdivision ("PSD")

receivers. PSD's after registering with the SC SOC's Office may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*). Therefore, if the:

**Receiving organization has not registered or obtained an exemption from the SC SOS's office:**

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

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

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-

**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

Please use the following link to obtain confirmation of your registration or exemption:

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

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." 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**

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:** [Romaniello, Meg](#)  
**To:** [rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)  
**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 11:23:05 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.

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

**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:** [rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Disbursement Requirement: Registration with Secretary of State's Office  
**Date:** Thursday, November 10, 2022 12:11:37 PM

---

Hello,

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The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

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

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

**Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:**

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Thank you,  
Meg

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

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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [rosterman@cityofflorence.com](mailto:rosterman@cityofflorence.com)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY23 Appropriated Contributions Enrollment Packet  
**Date:** Thursday, October 20, 2022 10:59:58 AM  
**Attachments:** [STO Appropriated Funds Cover Letter - City of Florence.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

Randy Osterman  
City of Florence  
324 W. Evans Street  
Florence, South Carolina 29501

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

Dear Randy Osterman:

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>
City of Florence Economic Development	\$2,750,000.00

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.

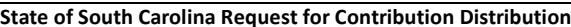
### **Executive Order No. 2022-19 Section 1. C.**

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.



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.

## 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.

[illegible]

Your Organization's Executive Officer	
Name	Title