

From: [Angie Phillips](#)
To: [_STO - Appropriated Contributions](#)
Subject: Re: [External] Quarterly Report Due 04/15/2023
Date: Friday, April 14, 2023 1:45:04 PM
Attachments: [image001.png](#)
[image001.png](#)
[QuarterlyReportDue04152023\(1\).pdf](#)

I have made the corrections on the attached report.
Thanks

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Friday, April 14, 2023, 11:37 AM
To: Angie Phillips <aphillips@townofstephen.com>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: RE: [External] Quarterly Report Due 04/15/2023

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hey Angie,

Thank you for your submission. There are a few edits that are needed.

- The state agency should be “X220 - Aid to Subdivisions – Treasurer”.
- The descriptions and budget lines should match what was listed on the approved disbursement request.

If you have any questions, please let me know.

Contribution	
Amount	State Agency Providing the Contribution
\$40,000.00	A050 - House of Representatives

Rennovate exisiti

Organization Information	
Entity Name	Town of St. Stephen
Address	124 Hood Street
City/State/Zip	St. Stephen, SC 29479
Website	www.ststephensc.gov
Tax ID#	57-6001282
Entity Type	Municipality

Reporting Period	
Reporting Period	Quarter 3: January 1, 2023 - March 31, 2023

Accounting of how the f	
Description	Budget
Grand Total	\$0.00

-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

From: Angie Phillips <aphillips@townofststephen.com>
Sent: Thursday, April 13, 2023 10:00 AM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: [External] Quarterly Report Due 04/15/2023



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
\$40,000.00	X220 - Aid to Subdivisions -- Treasurer	Renovate existing Pavillion at Alice Price Park

Organization Information

Entity Name	Town of St. Stephen
Address	124 Hood Street
City/State/Zip	St. Stephen, SC 29479
Website	www.ststephensc.gov
Tax ID#	57-6001282
Entity Type	Municipality

Organization Contact Information

Name	John Rivers
Position/Title	Mayor
Telephone	843-567-3597
Email	jrivers@townofststephen.com

Reporting Period

Reporting Period	Quarter 3: January 1, 2023 - March 31, 2023
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Accounting of how the funds have been spent:

Description	Budget	Expenditures					Total	Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
Renovate existing Pavillion at Alice Price Park	\$40,000			\$0.00		\$0.00	\$40,000	\$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	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

Funding has not been spent to date as we are in the process of soliciting bids for the work.

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.

John Rivers
 Signature
 John Rivers
 Printed Name

 Mayor
 Title
 4/12/2023
 Date

From: [STO - Appropriated Contributions](#)
To: [Angie Phillips](#)
Cc: [STO - Appropriated Contributions](#)
Subject: RE: [External] Quarterly Report Due 04/15/2023
Date: Friday, April 14, 2023 11:37:57 AM
Attachments: [image001.png](#)

Hey Angie,

Thank you for your submission. There are a few edits that are needed.

- The state agency should be “X220 - Aid to Subdivisions – Treasurer”.
- The descriptions and budget lines should match what was listed on the approved disbursement request.

If you have any questions, please let me know.

Contribution	
Amount	State Agency Providing the Contribution
\$40,000.00	A050 - House of Representatives
	Renovate existi

Organization Information	
Entity Name	Town of St. Stephen
Address	124 Hood Street
City/State/Zip	St. Stephen, SC 29479
Website	www.ststephensc.gov
Tax ID#	57-6001282
Entity Type	Municipality

Reporting Period	
Reporting Period	Quarter 3: January 1, 2023 - March 31, 2023

Accounting of how the f	
Description	Budget
Grand Total	\$0.00

-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

From: Angie Phillips <aphillips@townofststephen.com>

Sent: Thursday, April 13, 2023 10:00 AM

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

Subject: [External] Quarterly Report Due 04/15/2023

From: [Angie Phillips](#)
To: [_STO - Appropriated Contributions](#)
Subject: [External] Quarterly Report Due 04/15/2023
Date: Thursday, April 13, 2023 9:59:57 AM
Attachments: [QuarterlyReportDue04152023.pdf](#)

From: [STO - Appropriated Contributions](#)
To: jrivers@townofstephen.com; [Angie Phillips](#)
Cc: [STO - Appropriated Contributions](#)
Subject: Quarterly Update Reminder for FY23 Appropriated Earmarks - Proviso 117.21
Date: Monday, April 3, 2023 1:02:44 PM

Good afternoon,

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 by the 15th of the month following the end of each quarter.

Q3 (ending 3/31/23) update due date: 4/15/23

Important things to note:

- The quarterly report template was provided with the Payment Confirmation email your organization received.
- All areas on the report need to be completed in full. Incomplete forms will be sent back for revision.
 - State Agency should be "X220 - Aid to Subdivisions – Treasurer".
 - The "Explanation of any unspent funds" only needs to be completed for the Q4 report.
- Budget descriptions should be similar or match what was listed on the approved disbursement request form.
- Budget total should match what was award to your organization.
- If no expenditures occurred for certain lines or quarters, please put zeros in those cells.
- If you have multiple awards, a separate quarterly report is required for each project/appropriation.

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

From: [_STO - Appropriated Contributions](#)
To: jrivers@townofststephen.com; aphillips@townofststephen.com
Cc: [_STO - Appropriated Contributions](#)
Subject: FY23 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information
Date: Wednesday, February 15, 2023 2:57:14 PM
Attachments: [Appropriated Grants Letter - St. Stephen Town Hall.pdf](#)
[Quarterly Expenditure Report.xlsx](#)

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 **April 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



THE HONORABLE CURTIS M. LOFTIS, JR.
State Treasurer

February 15, 2023

John Rivers
St. Stephen Town Hall
124 Hood Street
St Stephen, South Carolina 29479

Dear John Rivers:

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 \$40,000 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 April 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.

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



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	
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Accounting of how the funds have been spent:

Description	Budget	Expenditures					Total	Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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	
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Accounting of how the funds have been spent:

Description	Budget	Expenditures					Total	Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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: [Angie Phillips](#)
To: [Romaniello, Meg](#); [John Rivers](#)
Cc: [_STO - Appropriated Contributions](#)
Subject: [External] RE: Status check for Secretary of State's Office registration/exemption
Date: Thursday, December 15, 2022 1:06:07 PM
Attachments: [ExemptionConfirmationCPTASC_66540.pdf](#)

Good afternoon,

I have attached the exemption confirmation letter.

Thanks

From: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>
Sent: Monday, December 12, 2022 5:13 PM
To: Angie Phillips <aphillips@townofststephen.com>; John Rivers <jrivers@townofststephen.com>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: Status check for Secretary of State's Office registration/exemption
Importance: High

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

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

I wanted to reach out to check if you had any questions regarding it. I have included two individuals from the SOS Office that would be able to assist you if you were to need any assistance with the registration/exemption process.

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

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

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



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

Dec 15, 2022

Town of St. Stephen, S.C.
Angie Phillips
124 HOOD ST
SAINT STEPHEN, SC 29479-3370

RE: Exemption Confirmation

Charity Public ID: C96583728

Dear Angie Phillips :

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 or contact our office using the contact information below.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Wickersham", with a long horizontal line extending to the right.

Kimberly S. Wickersham
Director, Division of Public Charities

From: [Angie Phillips](#)
To: [Romaniello, Meg](#); [John Rivers](#)
Cc: [_STO - Appropriated Contributions](#)
Subject: [External] Re: Status check for Secretary of State's Office registration/exemption
Date: Monday, December 12, 2022 5:42:42 PM

Good afternoon,

We did file for the exemption status with the help of our auditor which was mailed in last week on Wednesday per her instructions.

We are awaiting the confirmation letter to confirm that to move to the next step as it states in the instructions that we will receive.

From: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>
Sent: Monday, December 12, 2022 5:12:41 PM
To: Angie Phillips <aphillips@townofststephen.com>; John Rivers <jrivers@townofststephen.com>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: Status check for Secretary of State's Office registration/exemption

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

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

I wanted to reach out to check if you had any questions regarding it. I have included two individuals from the SOS Office that would be able to assist you if you were to need any assistance with the registration/exemption process.

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

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

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

From: [Romaniello, Meg](#)
To: [Angie Phillips](#); [John Rivers](#)
Cc: [.STO - Appropriated Contributions](#)
Subject: Status check for Secretary of State's Office registration/exemption
Date: Monday, December 12, 2022 5:12:45 PM
Importance: High

Good afternoon,

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

I wanted to reach out to check if you had any questions regarding it. I have included two individuals from the SOS Office that would be able to assist you if you were to need any assistance with the registration/exemption process.

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

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

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

From: [Angie Phillips](#)
To: [_STO - Appropriated Contributions](#)
Cc: [John Rivers](#)
Subject: RE: [External] Earmarked Disbursement Report Form Town of St Stephen
Date: Thursday, December 8, 2022 12:33:35 PM

Thank you! I have completed this!

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Thursday, December 8, 2022 12:00 PM
To: Angie Phillips <aphillips@townofststephen.com>
Cc: John Rivers <jrivers@townofststephen.com>; _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: RE: [External] Earmarked Disbursement Report Form Town of St Stephen

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you Angie!

When I was verifying you vendor number, it appears that the zip code in our system is different than what you listed. To update the vendor information you may do so using the link below. If 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(7000030190) in Step 9 - Messages to Administrator.

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

If you have any questions, please let me know.

Display Vendor: Address

MENA Certificate Additional Fields

Vendor: 7000030190

Preview

Name

Title

Name: TOWN OF ST STEPHEN

Search Terms

Search term 1/2: TOWN TOWN

Street Address

House Number/Street	124 HOOD STREET
City/State/ZIP Code	ST STEPHEN SC 29749
Country	US USA South Carolina
Time zone	EST Jurisdiction

-Meg

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

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

From: Angie Phillips <aphillips@townofststephen.com>
Sent: Wednesday, December 7, 2022 3:09 PM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Cc: John Rivers <jrivers@townofststephen.com>
Subject: [External] Earmarked Disbursement Report Form Town of St Stephen

From: [_STO - Appropriated Contributions](#)
To: [Angie Phillips](#)
Cc: [John Rivers](#); [_STO - Appropriated Contributions](#)
Subject: RE: [External] Earmarked Disbursement Report Form Town of St Stephen
Date: Thursday, December 8, 2022 12:00:30 PM
Attachments: [image001.png](#)

Thank you Angie!

When I was verifying your vendor number, it appears that the zip code in our system is different than what you listed. To update the vendor information you may do so using the link below. If 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(7000030190) in Step 9 - Messages to Administrator.

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

If you have any questions, please let me know.

The screenshot displays a web interface titled "Display Vendor: Address". It features a navigation bar with icons for edit, print, and other actions, along with tabs for "MENA Certificate" and "Additional Fields". The main content area is divided into several sections:

- Vendor:** A text field containing the number "7000030190".
- Name:** A section with a "Preview" button and a "Title" field. Below it, a "Name" field contains "TOWN OF ST STEPHEN".
- Search Terms:** A section with a "Search term 1/2" field containing "TOWN" and another field containing "TOWN".
- Street Address:** A section with multiple fields: "House Number/Street" (124 HOOD STREET), "City/State/ZIP Code" (ST STEPHEN SC 29749), "Country" (US USA South Carolina), and "Time zone" (EST Jurisdiction).

-Meg

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

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

From: Angie Phillips <aphillips@townofststephen.com>

Sent: Wednesday, December 7, 2022 3:09 PM

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

Cc: John Rivers <jrivers@townofststephen.com>

Subject: [External] Earmarked Disbursement Report Form Town of St Stephen

From: [Angie Phillips](#)
To: [_STO - Appropriated Contributions](#)
Cc: [John Rivers](#)
Subject: [External] Earmarked Disbursement Report Form Town of St Stephen
Date: Wednesday, December 7, 2022 3:08:55 PM
Attachments: [Copy of Copy of Copy of Earmarked Appropriations Disbursement Request form updatedAGAIN2.xlsx](#)

**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
\$40,000.00	SC Treasurer's Office	Renovate existing Pavillion at Alice Price Park

Organization Information

Entity Name	TOWN OF ST. STEPHEN, SC
Address	124 HOOD STREET
City/State/Zip	ST. STEPHEN, SC 29479
Website	www.ststephensc.gov
Tax ID #	57-6001282
Entity Type	Municipality
Vendor #	7000030190

Organization Contact Information

Contact Name	JOHN W. RIVERS
Position/Title	MAYOR
Telephone	843-567-3597
Email	jrivers@townofststephen.com

Plan/Accounting of how these funds will be spent:

Description	Budget	Explanation
Renovate existing Pavillion at Alice Price Park	\$40,000.00	For ADA, Code compliance and Safety.
Grand Total	\$40,000.00	

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

The funds will be used to upgrade the existing pavillion facility located in the Alice Price Park that is utilized by the public for various functions. The upgrade will bring the facility up to being ADA Compliant for those with physical disabilities, as well as bringing it up to code complianant and addressing safety concerns. It will provide an aesthetically pleasing facility for the citizens of the town and visitors. It will also enhance the longevity of the facility. All work to be accomplished is necessary not only for code compliance but also for safety reasons and not just being done as something nice to have done.

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.

John Rivers

Organization Signature

Mayor

Title

John Rivers

Printed Name

12/7/2022

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

From: [Angie Phillips](#)
To: [Romaniello, Meg](#)
Cc: [John Rivers](#); [_STO - Appropriated Contributions](#)
Subject: RE: [External] FW: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption
Date: Tuesday, December 6, 2022 2:16:02 PM

Thank you for this information. I have received the emails. I am going to have the auditor look over the registration/exemption on the Secretary of State part so that we handle this part correctly and I hope to have everything in compliance and back to you no later than the close of our business day tomorrow at 4pm.

I do apologize for the delayed reply but I was out of the office until today and we are closed on Fridays but I can assure you that I will work diligently on this.

Thank you again for all your help!

From: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>
Sent: Tuesday, December 6, 2022 12:18 PM
To: Angie Phillips <aphillips@townofststephen.com>
Cc: John Rivers <jrivers@townofststephen.com>; [_STO - Appropriated Contributions](#) <STO.Appropriated.Contributions@sto.sc.gov>
Subject: RE: [External] FW: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Angie,

Thank you for reaching out! I have just forwarded both emails to you and Mayor Rivers. Please let me know if you do not received them.

They will be coming from our Appropriated Contributions email (sto.appropriated.contributions@sto.sc.gov). This is the main email that correspondence in regards to the Earmarked Appropriations will be coming from.

If you have any questions about either email, 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](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: Angie Phillips <aphillips@townofststephen.com>
Sent: Tuesday, December 6, 2022 11:06 AM

To: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>

Cc: John Rivers <jrivers@townofststephen.com>

Subject: [External] FW: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption

Importance: High

Good morning,

Mayor Rivers is currently out of the office and has asked me to follow up on this. In your email it states that you wanted to confirm that the emails had been received which included the Enrollment Package.

The Mayor stated he has not received the previous emails to get the registrations or exemption completed or the enrollment package to even know where to start. I have copied him on this email to keep him informed.

Can you please resend the previous emails so that I can hopefully help bring the status in to compliance?

Thank you,

Angie Phillips

Town Clerk & Treasurer

From: John Rivers <jrivers@townofststephen.com>

Sent: Thursday, December 1, 2022 3:50 PM

To: Angie Phillips <aphillips@townofststephen.com>

Subject: FW: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption

Importance: High

Good evening,

Somehow I missed this email. Please contact the agency Monday morning to get instructions on how we are to proceed with this request.

Thank you

From: Romaniello, Meg [<mailto:Meg.Romaniello@sto.sc.gov>]

Sent: Tuesday, November 22, 2022 11:24 AM

To: John Rivers <jrivers@townofststephen.com>

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

Subject: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption

Importance: High

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

From: [Romaniello, Meg](#)
To: [Angie Phillips](#)
Cc: [John Rivers](#); [_STO - Appropriated Contributions](#)
Subject: RE: [External] FW: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption
Date: Tuesday, December 6, 2022 12:18:13 PM

Hi Angie,

Thank you for reaching out! I have just forwarded both emails to you and Mayor Rivers. Please let me know if you do not received them.

They will be coming from our Appropriated Contributions email (sto.appropriated.contributions@sto.sc.gov). This is the main email that correspondence in regards to the Earmarked Appropriations will be coming from.

If you have any questions about either email, 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

From: Angie Phillips <aphillips@townofststephen.com>
Sent: Tuesday, December 6, 2022 11:06 AM
To: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>
Cc: John Rivers <jrivers@townofststephen.com>
Subject: [External] FW: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption
Importance: High

Good morning,

Mayor Rivers is currently out of the office and has asked me to follow up on this. In your email it states that you wanted to confirm that the emails had been received which included the Enrollment Package.

The Mayor stated he has not received the previous emails to get the registrations or exemption completed or the enrollment package to even know where to start. I have copied him on this email to keep him informed.

Can you please resend the previous emails so that I can hopefully help bring the status in to compliance?

**Thank you,
Angie Phillips
Town Clerk & Treasurer**

From: John Rivers <jrivers@townofststephen.com>

Sent: Thursday, December 1, 2022 3:50 PM

To: Angie Phillips <aphillips@townofststephen.com>

Subject: FW: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption

Importance: High

Good evening,

Somehow I missed this email. Please contact the agency Monday morning to get instructions on how we are to proceed with this request.

Thank you

From: Romaniello, Meg [<mailto:Meg.Romaniello@sto.sc.gov>]

Sent: Tuesday, November 22, 2022 11:24 AM

To: John Rivers <jrivers@townofststephen.com>

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

Subject: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption

Importance: High

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

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

From: [_STO - Appropriated Contributions](#)
To: [Angie Phillips](#)
Cc: [John Rivers](#); [_STO - Appropriated Contributions](#)
Subject: FW: Disbursement Requirement: Registration with Secretary of State's Office
Date: Tuesday, December 6, 2022 12:14:14 PM

Hi Angie,

This is the second email that was sent which includes Secretary of State registration information. If you have any questions, 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 | Meg.Romaniello@sto.sc.gov

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Thursday, November 10, 2022 12:14 PM
To: jrivers@ststephensc.gov
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: Disbursement Requirement: Registration with Secretary of State's Office

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

From: [_STO - Appropriated Contributions](#)
To: [Angie Phillips](#)
Cc: [John Rivers](#); [_STO - Appropriated Contributions](#)
Subject: FW: FY23 Appropriated Contributions Enrollment Packet
Date: Tuesday, December 6, 2022 12:14:01 PM
Attachments: [STO Appropriated Funds Cover Letter - St. Stephen Town Hall.pdf](#)
[Earmarked Appropriations Disbursement Request form updated.xlsx](#)

Hi Angie,

This is the first email that was sent which includes the cover letter and disbursement request form. If you have any questions, 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 | Meg.Romaniello@sto.sc.gov

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Thursday, October 20, 2022 11:12 AM
To: jrivers@ststephensc.gov
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: FY23 Appropriated Contributions Enrollment Packet

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

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

10/20/2022

John Rivers
Town of St. Stephen
124 Hood St,
St Stephen, SC 29479

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

Dear John Rivers:

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>
St. Stephen Town Hall	\$40,000.00

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. We look forward to working with you.

Sincerely,



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

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

INSTRUCTIONS

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

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

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

The Quarterly Expenditure Reports are due to STO every quarter after receiving the funds. Should the initiative continue beyond June 30, 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
Grand Total	\$0.00	

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

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

Organization Signature _____ Title _____

Printed Name _____ Date _____

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

From: [Angie Phillips](#)
To: [Romaniello, Meg](#)
Cc: [John Rivers](#)
Subject: [External] FW: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption
Date: Tuesday, December 6, 2022 11:06:07 AM
Importance: High

Good morning,

Mayor Rivers is currently out of the office and has asked me to follow up on this. In your email it states that you wanted to confirm that the emails had been received which included the Enrollment Package.

The Mayor stated he has not received the previous emails to get the registrations or exemption completed or the enrollment package to even know where to start. I have copied him on this email to keep him informed.

Can you please resend the previous emails so that I can hopefully help bring the status in to compliance?

Thank you,
Angie Phillips
Town Clerk & Treasurer

From: John Rivers <jrivers@townofststephen.com>
Sent: Thursday, December 1, 2022 3:50 PM
To: Angie Phillips <aphillips@townofststephen.com>
Subject: FW: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption
Importance: High

Good evening,

Somehow I missed this email. Please contact the agency Monday morning to get instructions on how we are to proceed with this request.

Thank you

From: Romaniello, Meg [<mailto:Meg.Romaniello@sto.sc.gov>]
Sent: Tuesday, November 22, 2022 11:24 AM
To: John Rivers <jrivers@townofststephen.com>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: Status check for FY23 Earmarked Appropriations Disbursement Request form and Secretary of State's Office registration/exemption
Importance: High

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

From: [Romaniello, Meg](#)
To: jrivers@ststephensc.gov
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 11:24:31 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

From: [_STO - Appropriated Contributions](#)
To: jrivers@ststephensc.gov
Cc: [_STO - Appropriated Contributions](#)
Subject: Disbursement Requirement: Registration with Secretary of State's Office
Date: Thursday, November 10, 2022 12:13:48 PM

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

From: [_STO - Appropriated Contributions](#)
To: jrivers@ststephensc.gov
Cc: [_STO - Appropriated Contributions](#)
Subject: FY23 Appropriated Contributions Enrollment Packet
Date: Thursday, October 20, 2022 11:11:43 AM
Attachments: [STO Appropriated Funds Cover Letter - St. Stephen Town Hall.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

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

10/20/2022

John Rivers
Town of St. Stephen
124 Hood St,
St Stephen, SC 29479

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

Dear John Rivers:

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>
St. Stephen Town Hall	\$40,000.00

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. We look forward to working with you.

Sincerely,



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

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

INSTRUCTIONS

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

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

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

The Quarterly Expenditure Reports are due to STO every quarter after receiving the funds. Should the initiative continue beyond June 30, 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
Grand Total	\$0.00	

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

Organization Certifications

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

Organization Signature _____ Title _____

Printed Name _____ Date _____

Certifications of State Agency Providing Contribution

- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act 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 _____

