

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Anna Artman](#)  
**Cc:** [Steve Newton](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Quarterly Reports  
**Date:** Thursday, April 10, 2025 12:04:26 PM  
**Attachments:** [image004.png](#)

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Thank you, Anna! I noticed that one of the quarterly reports was for funds issued by HHS. You will want to send those to HHS. I only need the reports for the funds that we issued to 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:** Anna Artman <[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)>  
**Sent:** Thursday, April 10, 2025 10:09 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Steve Newton <[snewton@andersoncountysc.org](mailto:snewton@andersoncountysc.org)>  
**Subject:** [External] Quarterly Reports

Attached are Quarter 3 FY25 Reports.

Thank you,



**Anna Artman**  
Principal Finance Analyst  
Anderson County Finance Department  
(864)260-4243  
[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)  
PO Box 8002, Anderson, SC 29622

**From:** [Anna Artman](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Steve Newton](#)  
**Subject:** [External] Quarterly Reports  
**Date:** Thursday, April 10, 2025 10:09:28 AM  
**Attachments:** [image001.png](#)  
[Q3 Expend Report - Caroline Community Center Roof.pdf](#)  
[Q3 Expend Report - Domestic Abuse Survivor Support.pdf](#)

---

Attached are Quarter 3 FY25 Reports.

Thank you,



**Anna Artman**  
**Principal Finance Analyst**  
Anderson County Finance Department  
(864)260-4243  
[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)  
PO Box 8002, Anderson, SC 29622



## State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2025.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose
\$150,000.00	X220 - Aid to Subdivisions - Treasurer	Caroline Community Center - Roof Replacement and Damage Repair

### Organization Information

Entity Name	County of Anderson, SC
Address	PO Box 8002
City/State/Zip	Anderson, SC 29624
Website	<a href="https://www.andersoncountysc.org/">https://www.andersoncountysc.org/</a>
Tax ID#	57-6000303
Entity Type	County

### Organization Contact Information

Name	Steve Newton
Position/Title	Governmental Affairs Liaison
Telephone	864-260-1010
Email	<a href="mailto:snewton@andersoncountysc.org">snewton@andersoncountysc.org</a>

### Secondary Organization Contact Information

Name	Anna Artman
Position/Title	Principal Finance Analyst
Telephone	864-260-4243
Email	<a href="mailto:amartman@andersoncountysc.org">amartman@andersoncountysc.org</a>

### Reporting Period

Reporting Period	Quarter 3: January 1, 2025 - March 31, 2025
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### Accounting of how the funds have been spent:

Description (Attach additional detail for subgrantees and affiliated nonprofits)	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Replacement of roof and repair of related damage to Caroline Community Center	\$150,000.00	\$0.00	\$56,150.00	\$0.00		\$56,150.00	\$93,850.00
						\$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	\$150,000.00	\$0.00	\$56,150.00	\$0.00	\$0.00	\$56,150.00	\$93,850.00

### 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

Rusty Burns

Printed Name

Administrator

Title

Date

4/10/25





# State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2025.

Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
\$100,000.00	J020 - Department of Health and Human Services	Domestic Abuse Survivor Support

Organization Information	
Entity Name	County of Anderson, SC
Address	PO Box 8002
City/State/Zip	Anderson, SC 29624
Website	<a href="https://www.andersoncountysc.org/">https://www.andersoncountysc.org/</a>
Tax ID#	57-6000303
Entity Type	County

Organization Contact Information	
Name	Steve Newton
Position/Title	Governmental Affairs Liaison
Telephone	864-260-1010
Email	<a href="mailto:snewton@andersoncountysc.org">snewton@andersoncountysc.org</a>

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

Accounting of how the funds have been spent:							
Description (Attach additional detail for subgrantees and affiliated nonprofits)	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Safe Harbor - Safe Emergency Shelters (includes: IT needs, utilities, food, and post Helene cleanup)	\$100,000.00	\$0.00	\$0.00	\$8,730.17		\$8,730.17	\$91,269.83
						\$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	\$100,000.00	\$0.00	\$0.00	\$8,730.17	\$0.00	\$8,730.17	\$91,269.83

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  
**Rusty Burns**  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Administrator  
Title  
**4/10/25**  
\_\_\_\_\_  
Date



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Steve Newton](#); [Anna Artman](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY25 Appropriated Earmarks - Proviso 117.21  
**Date:** Tuesday, April 1, 2025 3:55:33 PM

---

Hello,

Currently my reports show that your organization has funds left unspent from the FY25 Appropriated Earmarks. This is a reminder about your quarterly update that is due soon.

Please update and submit the quarterly report to us ([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.

**Q3 (ending 3/31/25) update due date: 4/15/25**

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

-Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)

**From:** [Anna Artman](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Steve Newton](#)  
**Subject:** RE: [External]RE: [External] Quarterly Report - Anderson County, SC  
**Date:** Thursday, January 16, 2025 1:14:57 PM  
**Attachments:** [image002.png](#)  
[image005.png](#)

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My apologies for the oversight. Thank you, Meg!

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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Thursday, January 16, 2025 1:09 PM  
**To:** Anna Artman <[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)>  
**Cc:** Steve Newton <[snewton@andersoncountysc.org](mailto:snewton@andersoncountysc.org)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [External]RE: [External] Quarterly Report - Anderson County, SC

You don't often get email from [sto.appropriated.contributions@sto.sc.gov](mailto:sto.appropriated.contributions@sto.sc.gov). [Learn why this is important](#)

**CAUTION:** This email originated from outside of Anderson County's email system. Please do not click links or open attachments unless you recognize the sender and know the content is safe. If you have any questions, please contact the county helpdesk.

Thank you, Anna. I did a quick review and noticed that the amount was left blank in the Contribution section. I updated it to the report you sent me, but I wanted to let you know so that you can update your template for future reports.

Amount		State Agency	
		X220 - Aid to Subdivisi	

  

Organization In	
Entity Name	Anderson County

-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:** Anna Artman <[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)>  
**Sent:** Wednesday, January 15, 2025 4:29 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Steve Newton <[snewton@andersoncountysc.org](mailto:snewton@andersoncountysc.org)>

**Subject:** [External] Quarterly Report - Anderson County, SC

Good afternoon,

Attached is the Quarter 2 report for the FY25 State Appropriation for the Caroline Community Center roof repair.

Thank you,



**Anna Artman**  
**Principal Finance Analyst**  
Anderson County Finance Department  
(864)260-4243  
[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)  
PO Box 8002, Anderson, SC 29622



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Anna Artman](#)  
**Cc:** [Steve Newton](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Quarterly Report - Anderson County, SC  
**Date:** Thursday, January 16, 2025 1:09:29 PM  
**Attachments:** [image002.png](#)  
[image005.png](#)

---

Thank you, Anna. I did a quick review and noticed that the amount was left blank in the Contribution section. I updated it to the report you sent me, but I wanted to let you know so that you can update your template for future reports.

Amount		State Agency	
		X220 - Aid to Subdivisi	

  

Organization In	
Entity Name	Anderson County

-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:** Anna Artman <[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)>  
**Sent:** Wednesday, January 15, 2025 4:29 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Steve Newton <[snewton@andersoncountysc.org](mailto:snewton@andersoncountysc.org)>  
**Subject:** [External] Quarterly Report - Anderson County, SC

Good afternoon,

Attached is the Quarter 2 report for the FY25 State Appropriation for the Caroline Community Center roof repair.

Thank you,



**Anna Artman**  
Principal Finance Analyst  
Anderson County Finance Department  
(864)260-4243  
[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)  
PO Box 8002, Anderson, SC 29622

**From:** [Anna Artman](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Steve Newton](#)  
**Subject:** [External] Quarterly Report - Anderson County, SC  
**Date:** Wednesday, January 15, 2025 4:29:21 PM  
**Attachments:** [image001.png](#)  
[STO QTR 2 FY25 Caroline Comm Center.pdf](#)

---

Good afternoon,

Attached is the Quarter 2 report for the FY25 State Appropriation for the Caroline Community Center roof repair.

Thank you,



**Anna Artman**  
**Principal Finance Analyst**  
Anderson County Finance Department  
(864)260-4243  
[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)  
PO Box 8002, Anderson, SC 29622



## State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2024.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose
	X220 - Aid to Subdivisions - Treasurer	Caroline Community Center - Roof Replacement and Damage Repair

### Organization Information

Entity Name	Anderson County
Address	PO Box 8002
City/State/Zip	Anderson, SC 29622
Website	andersoncountysc.org
Tax ID#	57-6000303
Entity Type	County

### Reporting Period

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

### Organization Contact Information

Name	Steve Newton
Position/Title	Governmental Affairs
Telephone	864-260-1010
Email	snewton@andersoncountysc.org

### Secondary Organization Contact Information

Name	Anna Artman
Position/Title	Principal Finance Analyst
Telephone	864-260-4243
Email	amartman@andersoncountysc.org

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

Description (Attach additional detail for subgrantees and affiliated nonprofits)	Budget	Expenditures					Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Replacement of roof and repair of related damage to Caroline Community Center	\$150,000.00	\$0.00	\$56,150.00			\$56,150.00	\$93,850.00
						\$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	\$150,000.00	\$0.00	\$56,150.00	\$0.00	\$0.00	\$56,150.00	\$93,850.00

### 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

Rusty Burns

Printed Name

Administrator

Title

1/15/2025

Date



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Steve Newton](#); [Anna Artman](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY25 Appropriated Earmarks - Proviso 117.21  
**Date:** Thursday, January 2, 2025 5:39:15 PM

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Happy New Year!

This is a reminder about your quarterly update that is due soon. Since this is the first report you will be submitting, please see below for some helpful notes.

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 12/31/24) update due date: 1/15/25**

Helpful Notes:

- Contribution Information, Organization Information, Organization Contact Information, and Secondary Organization Contact Information
  - The information in these cells should match what was listed in your approved Disbursement Request form.
  - The contact information should be updated if changes have been made since the Disbursement Request form was submitted.
- Reporting Period
  - Even though this is your first quarterly report due, this is technically the Quarter 2 report.
- Accounting of how the funds have been spent:
  - Description and Budget should match what was provided in your approved Disbursement Request form unless addition detail is needing/able to be provided.
  - Some organization knowing that they will receive the funds within the fiscal year start spending the funds July 1. If that occurred, you would put the expenses that occurred during the July 1 to September 30 time frame in the Quarter 1 column, and the expenses that occurred October 1 to December 31 in Quarter 2 column.
  - If no expenses have occurred since July 1, please put zeros in both Quarter 1 and Quarter 2 columns.
  - If funds are provided to subgrantees and/or affiliated non-profits, a description of how they are sending the funds is required per the proviso.
- Explanation of any unspent funds
  - Only needs to be completed on the Q4 report at the end of each fiscal year.

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

-Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)

**From:** [Steve Newton](#)  
**To:** [\\_STO - Appropriated Contributions](#); [Anna Artman](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** [External] Re: [External]FY25 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information  
**Date:** Thursday, October 24, 2024 5:08:52 PM

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Thanks Meg!

Get [Outlook for iOS](#)

---

**From:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Sent:** Thursday, October 24, 2024 5:02:30 PM  
**To:** Steve Newton <snewton@andersoncountysc.org>; Anna Artman <amartman@andersoncountysc.org>  
**Cc:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Subject:** [External]FY25 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information

**CAUTION:** This email originated from outside of Anderson County's email system. Please do not click links or open attachments unless you recognize the sender and know the content is safe. If you have any questions, please contact the county helpdesk.

Hello,

Please see attached for your payment confirmation letter.

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

Below is the schedule of when quarterly reports are due. Your first quarterly reports will be due **January 15, 2025**.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

\* Quarterly Update requirement continues until all funds have been spent.

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

Please note that we must have separate quarterly expenditure reports per appropriation. If you have any questions or issues with the spreadsheet, please do not hesitate to reach out.

Thank you,  
Meg

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





South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Steve Newton](#); [Anna Artman](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY25 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information  
**Date:** Thursday, October 24, 2024 5:02:35 PM  
**Attachments:** [Appropriated Grants Letter - Anderson County - Caroline Community Center.pdf](#)  
[Quarterly Expenditure Report Instructions.pdf](#)  
[FY25 Quarterly Expenditure Report template.xlsx](#)

---

Hello,

Please see attached for your payment confirmation letter.

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

Below is the schedule of when quarterly reports are due. Your first quarterly reports will be due **January 15, 2025**.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

\* Quarterly Update requirement continues until all funds have been spent.

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

Please note that we must have separate quarterly expenditure reports per appropriation.

If you have any questions or issues with the spreadsheet, please do not hesitate to reach out.

Thank you,

Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)



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

State Treasurer

October 23, 2024

Steve Newton and Anna Artman  
Anderson County  
P.O. Box 8002  
Anderson, South Carolina 29622

Dear Steve Newton and Anna Artman:

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 \$150,000 representing your organization's appropriated contributions. In accordance with Budget Proviso 117.21, you will now need to submit quarterly updates on funds spent. A schedule has been provided below for your reference. Your first quarterly report will be due January 15, 2025.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

\* Quarterly Update requirement continues until all funds have been spent.

The template for the quarterly reports is attached. If your organization has multiple appropriated contributions, each contribution will need a quarterly report. All completed reports should be submitted via email to [STO.Appropriated.Contributions@sto.sc.gov](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



# **SOUTH CAROLINA OFFICE OF THE STATE TREASURER CONTRIBUTION EXPENDITURE REPORT**

## **INSTRUCTIONS**

Below are details about the various sections of the contribution expenditure report that is due quarterly as well as some answers to frequently asked questions.

- Contribution Information
  - This section should match what was listed on the disbursement request form your organization submitted.
  - The State Agency Providing the Contribution should match what is listed in Proviso 118.20.
- Organization Information
  - This section should match what was listed on the disbursement request form your organization submitted.
- Organization Contact Information and Secondary Organization Contact Information
  - This section should match what was listed on the disbursement request form your organization submitted unless the contacts need to be updated.
    - If updates are needed, please provide the new contact information in this section.
- Reporting Period
  - This represents the period that the expenses occurred.
  - Please select an option from the drop-down menu.
- Accounting of how the funds have been spent:
  - Description
    - This section should match what was listed on the disbursement request form your organization submitted unless you are able to provide additional details than what was originally submitted. If detailed information is available, it is preferred.
  - Budget
    - This section should match what was listed on the disbursement request form your organization submitted.
    - Over time, organizations have had to move funds between budget lines due to a change in need for certain areas. This is allowable as long as the total budget matches what was awarded.
  - Expenditures
    - The total amount for each budget line that was spent during the quarter.
    - If no expenses occurred for a specific budget line during a quarter, please put a zero.
      - Blank columns will lead us to believe that your organization still needs to input data.
- Explanation of any unspent funds
  - This section will only need to be completed on the Q4 report each fiscal year until the funds are fully spent.
- Expenditure Certifications
  - The person who signs this section should be the individual that the organization chooses as the certifier that the information provided is accurate.

Completed forms should be emailed directly to [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov).

At the end of each fiscal year, after Q4 reports are received, organizations that have funds remaining to be spent will receive an updated template for them to use for the next fiscal year. This updated report will include the balance of what was spent in the previous fiscal year to assist organizations with tracking the remaining balance of their funds.

**SOUTH CAROLINA OFFICE OF THE STATE TREASURER  
CONTRIBUTION EXPENDITURE REPORT**

**INSTRUCTIONS**

Below are details about the various sections of the contribution expenditure report that is due quarterly as well as some answers to frequently asked questions.

- Contribution Information
  - This section should match what was listed on the disbursement request form your organization submitted.
  - The State Agency Providing the Contribution should match what is listed in Proviso 118.20.
- Organization Information
  - This section should match what was listed on the disbursement request form your organization submitted.
- Organization Contact Information and Secondary Organization Contact Information
  - This section should match what was listed on the disbursement request form your organization submitted unless the contacts need to be updated.
    - If updates are needed, please provide the new contact information in this section.
- Reporting Period
  - This represents the period that the expenses occurred.
  - Please select an option from the drop-down menu.
- Accounting of how the funds have been spent:
  - Description
    - This section should match what was listed on the disbursement request form your organization submitted unless you are able to provide additional details than what was originally submitted. If detailed information is available, it is preferred.
  - Budget
    - This section should match what was listed on the disbursement request form your organization submitted.
    - Over time, organizations have had to move funds between budget lines due to a change in need for certain areas. This is allowable as long as the total budget matches what was awarded.
  - Expenditures
    - The total amount for each budget line that was spent during the quarter.
    - If no expenses occurred for a specific budget line during a quarter, please put a zero.
      - Blank columns will lead us to believe that your organization still needs to input data.
- Explanation of any unspent funds
  - This section will only need to be completed on the Q4 report each fiscal year until the funds are fully spent.
- Expenditure Certifications
  - The person who signs this section should be the individual that the organization chooses as the certifier that the information provided is accurate.

[Completed forms should be emailed directly to STO.Appropriated.Contributions@sto.sc.gov.](mailto:STO.Appropriated.Contributions@sto.sc.gov)

At the end of each fiscal year, after Q4 reports are received, organizations that have funds remaining to be spent will receive an updated template for them to use for the next fiscal year. This updated report will include the balance of what was spent in the previous fiscal year to assist organizations with tracking the remaining balance of their funds.



# State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2024.

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

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

Reporting Period	
Reporting Period	

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

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

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

Expenditure Certification
The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

Signature

Title

Printed Name

Date

**From:** [Gregory, Angela](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** FW: [External] FW: [External]Remittance Advice Notification -- 10/22/2024  
**Date:** Wednesday, October 23, 2024 1:26:17 PM  
**Attachments:** [Remittance Advice Notification -- 10222024.PDF](#)  
**Importance:** High  
**Sensitivity:** Private

---

-----Original Message-----

From: Mandy H. Dockins <[mdockins@andersoncountysc.org](mailto:mdockins@andersoncountysc.org)>  
Sent: Wednesday, October 23, 2024 9:03 AM  
To: Gregory, Angela <[Angela.Gregory@sto.sc.gov](mailto:Angela.Gregory@sto.sc.gov)>  
Subject: [External] FW: [External]Remittance Advice Notification -- 10/22/2024  
Importance: High  
Sensitivity: Private

Good morning - - At your convenience, please provide me with additional information regarding this ACH remittance.

Thank you!

Mandy

Mandy Dockins, Deputy Treasurer  
Anderson County Treasurer's Office  
PO Box 8002  
Anderson, SC 29622  
864-260-4835  
864-260-4319 -Fax

-----Original Message-----

From: [ach.questions@sto.sc.gov](mailto:ach.questions@sto.sc.gov) <[ach.questions@sto.sc.gov](mailto:ach.questions@sto.sc.gov)>  
Sent: Tuesday, October 22, 2024 6:10 PM  
To: Mandy H. Dockins <[mdockins@andersoncountysc.org](mailto:mdockins@andersoncountysc.org)>  
Cc: [sceis.treasury@ADMIN.SC.GOV](mailto:sceis.treasury@ADMIN.SC.GOV)  
Subject: [External]Remittance Advice Notification -- 10/22/2024  
Importance: High  
Sensitivity: Private

CAUTION: This email originated from outside of Anderson County's email system. Please do not click links or open attachments unless you recognize the sender and know the content is safe. If you have any questions, please contact the county helpdesk.

Attached please find important information related to a recent ACH payment to you from the State of South Carolina.

For any questions concerning this payment, please contact the paying agency, or contact the State Treasurer's Office at [ach.questions@sto.sc.gov](mailto:ach.questions@sto.sc.gov).

South Carolina Treasurer's Office  
1200 Senate Street, Suite 212  
Wade Hampton Office Building  
Columbia, SC 29201



South Carolina Treasurer's Office  
1200 Senate Street, Suite 214  
Wade Hampton Building  
Columbia, SC 29201

Payee:  
ANDERSON COUNTY  
PO Box 8002  
ANDERSON SC 29622

### Payment advice

Issue Date :  
**10/22/2024**  
Issue Amount :  
**\$150,000.00**  
Clearing Document :  
**3433594999**  
Fiscal Year:  
**2025**  
Agency Number/Name :  
**X220**  
**AID TO SUBDIVISIONS-STATE TREA**

FI Doc	Invoice Number	Inv. Date	Inv. Amount	Cust. Ref.	Account Reference
3032698515	X220PROV118.2002	10/21/2024	150,000.00		
Sum total			150,000.00		



**From:** [Steve Newton](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Anna Artman](#)  
**Subject:** RE: [External]RE: [External] RE: Anderson County FY25 Appropriation  
**Date:** Monday, October 21, 2024 10:52:51 AM

---

Thank you Meg. We'll stand by.

SN

---

**From:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Sent:** Monday, October 21, 2024 10:51 AM  
**To:** Steve Newton <snewton@andersoncountysc.org>  
**Cc:** Anna Artman <amartman@andersoncountysc.org>; \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Subject:** [External]RE: [External] RE: Anderson County FY25 Appropriation

**CAUTION:** This email originated from outside of Anderson County's email system. Please do not click links or open attachments unless you recognize the sender and know the content is safe. If you have any questions, please contact the county helpdesk.

Hi Steve,

We did receive your submission. We are currently in the process of reviewing submissions. Once they have been reviewed and approved internally, we will key the approved requests to be paid. When payment has been approved by the CG's Office, you will receive an email with details about how the payment was sent as well as details for the quarterly reports that will be due.

-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:** Steve Newton <[snewton@andersoncountysc.org](mailto:snewton@andersoncountysc.org)>  
**Sent:** Thursday, October 17, 2024 4:02 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Cc:** Anna Artman <[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)>  
**Subject:** [External] RE: Anderson County FY25 Appropriation

Hello!

I wanted to follow up and confirm that your office got the disbursement request materials sent by Anderson County back in September.

The project to be funded (roof repair at Caroline Community Center) has taken on new urgency since Helene came through here. I hate to sound pushy or anything but it'd be a big help if we knew whether or not the appropriation will be deposited with Anderson County in the coming days.

Please advise. Many thanks!

Steve Newton  
Governmental Affairs  
Anderson County Administrator's Office  
(864) 260-1010

---

**From:** Steve Newton  
**Sent:** Wednesday, September 18, 2024 2:26 PM  
**To:** [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)  
**Cc:** Anna Artman <[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)>  
**Subject:** Anderson County FY25 Appropriation

Hello,

Per email from Meg Romaniello to Anderson County Administrator Rusty Burns, attached please FY25 Earmarked Appropriation Disbursement Request, \$150,000 for roof replacement and repairs at Caroline Community Center in Williamston.

We are a registered vendor in SCEIS. I have also attached our Secretary of State confirmation letter.

Please advise if any other action is needed by us at this time.

Thanks!

Steve Newton  
Governmental Affairs  
Anderson County Administrator's Office  
(864) 260-1010

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Steve Newton](#)  
**Cc:** [Anna Artman](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] RE: Anderson County FY25 Appropriation  
**Date:** Monday, October 21, 2024 10:51:16 AM

---

Hi Steve,

We did receive your submission. We are currently in the process of reviewing submissions. Once they have been reviewed and approved internally, we will key the approved requests to be paid. When payment has been approved by the CG's Office, you will receive an email with details about how the payment was sent as well as details for the quarterly reports that will be due.

-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:** Steve Newton <[snewton@andersoncountysc.org](mailto:snewton@andersoncountysc.org)>  
**Sent:** Thursday, October 17, 2024 4:02 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Cc:** Anna Artman <[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)>  
**Subject:** [External] RE: Anderson County FY25 Appropriation

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Governmental Affairs  
Anderson County Administrator's Office  
(864) 260-1010

---

**From:** Steve Newton  
**Sent:** Wednesday, September 18, 2024 2:26 PM  
**To:** [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)  
**Cc:** Anna Artman <[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)>  
**Subject:** Anderson County FY25 Appropriation

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Please advise if any other action is needed by us at this time.

Thanks!

Steve Newton  
Governmental Affairs  
Anderson County Administrator's Office  
(864) 260-1010

**From:** [Steve Newton](#)  
**To:** [\\_STO - Appropriated Contributions: Romaniello, Meg](#)  
**Cc:** [Anna Artman](#)  
**Subject:** [External] RE: Anderson County FY25 Appropriation  
**Date:** Thursday, October 17, 2024 4:03:07 PM  
**Attachments:** [Appropriation Disbursement Request, Anderson County.pdf](#)  
[Secretary of State Confirmation.pdf](#)

---

Hello!

I wanted to follow up and confirm that your office got the disbursement request materials sent by Anderson County back in September.

The project to be funded (roof repair at Caroline Community Center) has taken on new urgency since Helene came through here. I hate to sound pushy or anything but it'd be a big help if we knew whether or not the appropriation will be deposited with Anderson County in the coming days.

Please advise. Many thanks!

Steve Newton  
Governmental Affairs  
Anderson County Administrator's Office  
(864) 260-1010

---

**From:** Steve Newton  
**Sent:** Wednesday, September 18, 2024 2:26 PM  
**To:** [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)  
**Cc:** Anna Artman <[amartman@andersoncountysc.org](mailto:amartman@andersoncountysc.org)>  
**Subject:** Anderson County FY25 Appropriation

Hello,

Per email from Meg Romaniello to Anderson County Administrator Rusty Burns, attached please FY25 Earmarked Appropriation Disbursement Request, \$150,000 for roof replacement and repairs at Caroline Community Center in Williamston.

We are a registered vendor in SCEIS. I have also attached our Secretary of State confirmation letter.

Please advise if any other action is needed by us at this time.

Thanks!

Steve Newton  
Governmental Affairs  
Anderson County Administrator's Office  
(864) 260-1010





## State of South Carolina Request for Contribution Distribution

This form is designed to collect the information required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution for the designated organization. The state agency providing the contribution should use this form to collect information from the designated organization. The information must be collected from the designated organization before the funds can be disbursed.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose
\$150,000.00	X220 - Aid to Subdivisions - Treasurer	Caroline Community Center-Roof Replacement and Damage Repair

### Organization Information

Entity Name	Anderson County
Address	PO Box 8002
City/State/Zip	Anderson, SC 29622-8002
Website	<a href="http://www.andersoncountysc.org">www.andersoncountysc.org</a>
Tax ID #	57-6000303
Entity Type	County
Vendor #	7000176939

[Link to Search Vendor Number](#)

### Organization Contact Information

Contact Name	Steve Newton
Position/Title	Governmental Affairs
Telephone	864.260.1010
Email	<a href="mailto:snewton@andersoncountysc.org">snewton@andersoncountysc.org</a>

### Secondary Organization Contact Information

Name	Anna Artman
Position/Title	Principle Finance Analyst
Telephone	864.260.4243
Email	<a href="mailto:amartman@andersoncountysc.org">amartman@andersoncountysc.org</a>

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

Description	Budget	Explanation
Replacement of roof and repair of related damage at Caroline Community Center	\$150,000.00	Roof replacement and damage repair
Grand Total	\$150,000.00	

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

Funding will be used for improvements at the Caroline Community Center, located at 1 School Street in Williamston. The center is owned and operated by the Williamston Action Community Club, a registered 501(c)3 non-profit organization. Funding will be used towards a complete roof replacement at the facility.

The roof at the Caroline Center was damaged by a severe storm that occurred on August 14, 2021. The storm produced damaging winds and hail. The Caroline Community Center was not in operation at the time due to the lingering effects of the COVID pandemic, so the damage went undiscovered for quite some time, during which the damage became worse. Once the problem was discovered, the WACC was unable to secure the timely services of a repair contractor due to the severe shortage of contractors available at that time. In addition, because the center was not in operation, there was no revenue or income available to effectuate the repair work needed. The Caroline Center is back open and offering an array of services for seniors, youth, and others in the region, but programming is limited due to ongoing problems with the roof. The amount requested is based on recent contractor quotes and includes a contingency amount that would be used towards any hidden structural damage caused by the roof's condition. Anderson County would serve as sponsor and project manager for this grant.

### Organization Certifications

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

Organization Signature

County Administrator

Title

Rusty Burns

Printed Name

9/18/2024

Date

### Certifications of State Agency Providing Contribution

- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act.
- 2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.
- 3) State Agency certifies that it will make distributions directly to the organization.
- 4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2025.
- 5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act.
- 6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2025.

\*

Agency Head Signature

Date

Printed Name

**\*The undersigned is signing on behalf of the Office of the State Treasurer (STO) and the State Treasurer. Note that STO is not an agency as defined by Executive Order 2022-19 and therefore, is not subject to the requirements therein.**

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

Reviewed by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_



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

8/14/2024

Anderson County  
Anna Artman  
PO BOX 8002  
ANDERSON, SC29622-8002

RE: Exemption Confirmation

Charity Public ID: P19134

Dear Anna Artman :

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 11/15/2025. 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,

Kimberly S. Wickersham  
Director, Division of Public Charities

**From:** [Steve Newton](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Anna Artman](#)  
**Subject:** [External] Anderson County FY25 Appropriation  
**Date:** Wednesday, September 18, 2024 2:26:13 PM  
**Attachments:** [Appropriation Disbursement Request, Anderson County.pdf](#)  
[Secretary of State Confirmation.pdf](#)

---

Hello,

Per email from Meg Romaniello to Anderson County Administrator Rusty Burns, attached please FY25 Earmarked Appropriation Disbursement Request, \$150,000 for roof replacement and repairs at Caroline Community Center in Williamston.

We are a registered vendor in SCEIS. I have also attached our Secretary of State confirmation letter.

Please advise if any other action is needed by us at this time.

Thanks!

Steve Newton  
Governmental Affairs  
Anderson County Administrator's Office  
(864) 260-1010







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

8/14/2024

Anderson County  
Anna Artman  
PO BOX 8002  
ANDERSON, SC29622-8002

RE: Exemption Confirmation

Charity Public ID: P19134

Dear Anna Artman :

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The exemption for your charitable organization will expire on 11/15/2025. 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:** [\\_STO - Appropriated Contributions](#)  
**To:** [rburns@andersoncountysc.org](mailto:rburns@andersoncountysc.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY25 Appropriated Contributions Enrollment Packet  
**Date:** Wednesday, September 11, 2024 11:50:54 AM  
**Attachments:** [STO Appropriated Funds Cover Letter - Anderson County - Caroline Community Center.pdf](#)  
[FY25 Earmarked Appropriations Disbursement Request form update.xlsx](#)

---

Hello,

The State of South Carolina Fiscal Year 2024-2025 Appropriations Act provides the revenue for State government to meet its budgetary expenses. This year's Act included allocations to the Office of the State Treasurer (STO) reserved as one-time appropriations for contributions to outside organizations. Your organization was selected as one of those outside organizations. I have attached 2 files as part of your enrollment packet. Please read the Appropriated Funds Cover Letter first. There you will find important information regarding FY 2024-2025 reporting requirements and guidance on how to complete the Earmarked Appropriations Disbursement Request form. In order for funds to be disbursed to your organization, you will not only need to submit the Earmarked Appropriations Disbursement Request form but also be registered with the Secretary of State's ("SOS") Office and as a vendor with the State of South Carolina. Details on how to register with the SOS and as a vendor will be included in the attached letter. The registration with the SOS is required per Proviso 118.20.D, but it does not apply to governmental entities or entities created by statute. All completed forms should be submitted to the STO - Appropriated Contributions email address listed below.

[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)

In accordance with Executive Order 2022-19, STO is required to promptly make available for public review and inspection on our website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21. Below is the link to where the information will be available on our website.

<https://treasurer.sc.gov/about-us/transparency/earmark-transparency/>

If you have any questions, please do not hesitate to contact us.

Thank you,

-Meg

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

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



September 10, 2024

Rusty Burns  
Anderson County  
P.O. Box 8002  
Anderson, South Carolina 29622

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

Dear Rusty Burns:

The State of South Carolina Fiscal Year 2024-2025 Appropriations Act provides the revenue for State government to meet its budgetary expenses. This year's Act included allocations to the Office of the State Treasurer (STO) reserved as one-time appropriations for contributions to outside organizations. The amount below indicates the funds which have been allotted in our agency's budget for your organization.

<u>Organization receiving appropriated funds:</u>	<u>Amount</u>
Anderson County - Caroline Community Center	\$150,000.00

Budget Proviso 117.21 outlines reporting requirements for recipients of appropriated contributions. In addition, please note that Section 11-9-110 of the South Carolina Code requires that you agree to be audited by the State Auditor. (A copy of these applicable laws is attached for your convenience.)

Please see enclosed Excel workbook for data we must collect to be able to disburse these funds. This initial report, along with other information as detailed within the instructions, must be submitted in electronic format to STO prior to funds being dispersed. After the funds have been dispersed, you must complete quarterly spending reports until funds are fully expended. The quarterly report template will be provided at a future date. Your submissions will be forwarded to the Chairman of the Senate Finance Committee, the Chairman of the House Ways and Means Committee, and the Executive Budget Office by the STO. Per Governor McMaster's Executive Order 2022-19, any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 will be made available for public review and inspection on the STO website.

Please note that to be paid by the State of South Carolina, you must be a registered vendor of the State. If you are not already a registered vendor, please see <https://procurement.sc.gov/doing-biz/registration> to complete this required task. Once registered, please ensure you include your State of SC vendor number on the enclosed Earmarked Appropriations Disbursement Request form when you return it to the STO.

In accordance with Proviso 118.20.D, funds shall not be disbursed until verification that receiver's organization is registered as a business, nonprofit, or charitable organization with the South Carolina Secretary of State's office (SOS). This requirement does not apply to governmental entities or entities created by statute. If your organization has not registered or obtained an exemption from the SC SOS's office, please follow the link below to complete registration or to request a registration exemption.

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

Should you have any questions or concerns, please do not hesitate to email the Division of Treasury Management at [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov). We look forward to working with you.

Sincerely,

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

# **SOUTH CAROLINA OFFICE OF THE STATE 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, 2025, the organization must continue to provide a quarterly report until completion.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

All responses should reflect the actual expenditures made by the organization as compared to the appropriated funds provided by STO.

### **Applicable Law on Reporting Responsibilities**

*(For additional information, see the document entitled, Law Related to Appropriated Contributions)*

Proviso 117.21 requires the following:

- The funds appropriated in this act for contributions ***shall not be disbursed*** until a plan of how the state funds will be spent and how the expenditures will provide a public benefit are filed with the appropriate state agency.
- No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin.
- After receiving the funds, organizations shall provide quarterly spending updates to the respective state agency.
- After all state funds have been expended, each organization shall provide an accounting of how the funds were spent, ***including an accounting of funds provided to subgrantees and affiliated non-profits.***
- State agencies receiving such data from organizations shall forward the information to the Executive Budget Office, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee.

# **SOUTH CAROLINA OFFICE OF THE STATE TREASURER REQUEST FOR CONTRIBUTION DISTRIBUTION**

## **INSTRUCTIONS**

Below are details about the various sections of the disbursement request form and some answers to frequently asked questions.

- Contribution Information
  - Amount
    - This amount should match the amount awarded in Proviso 118.20.B.99.
  - Purpose
    - This should be a very brief explanation (no more than one sentence) of the purpose the funds will be used for.
- Organization Information
  - Website
    - If you do not have a website, please leave blank.
  - Entity Type
    - Please select one of the options from the drop down rather than typing in this cell.
  - Vendor Number
    - If you do not know your vendor number, please use the following link to search for it:  
<https://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do>
    - If you do not have a vendor number, please use the following link:  
<https://procurement.sc.gov/doing-biz/registration>
      - For vendor registration questions and assistance contact the Division of Procurement Services at 803-737-0600.
- Organization Contact Information and Secondary Organization Contact Information
  - Two contacts are required.
  - An email address for both contacts is also required.
- Plan/Accounting of how these funds will be spent.
  - Description
    - Expenditure descriptions similar to those used in your organization's accounting records should be used.
  - Budget
    - It is normal for these to be estimates since many organizations are not certain the exact amounts needed for each line item at the start of their projects.
    - The total should match the amount listed in the contribution information.
    - Even if the total to complete the project is more than what has been awarded, please only list what the awarded funds will be used toward.
  - Explanation
    - When applicable, can be used to provide additional information to categorize expenditures by program or initiative.
- Please explain how these funds will be used to provide a public benefit.
  - Explanations typically do not go over the space provided, but if needed, please email [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov).
- Organization Certifications
  - The signer for the organization can be whomever the organization chooses to sign. The proviso does not state who the organization's signer has to be.
- Certifications of State Agency Providing Contribution
  - Please leave blank. This section is to be completed by STO.
- Governing Board and Executive Tab
  - Only needs to be completed by Non-profit Organizations.
  - If additional lines are needed, please email [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov).

## **Law Related to Appropriated Contributions**

### **Proviso 117.21. GP: Organizations Receiving State Appropriations Report**

Each state agency receiving funds that are a direct appropriation to a non-profit organization, prior to disbursing the funds, shall require from each recipient organization:

1. a plan of how the state funds will be spent and
2. how the expenditures will provide a public benefit.

The Executive Budget Office, Department of Administration shall provide each state agency with a standard form for collecting the information required.

**After receiving the funds**, non-profit organizations shall provide **quarterly** spending updates to the respective state agency.

**After all state funds have been expended**, each organization shall provide an accounting of how the funds were spent, including an accounting of funds provided to subgrantees and affiliated non-profits.

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

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

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

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

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

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

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



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

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

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

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

Date \_\_\_\_\_

- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act.
- 2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.
- 3) State Agency certifies that it will make distributions directly to the organization.
- 4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2025.
- 5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act.
- 6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2025.

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

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

Reviewed by:

