From:	lynchburg@ftc-i.net
To:	STO - Appropriated Contributions
Cc:	lynchburg@ftc-i.net; ramiller1955@yahoo.com
Subject:	[External] FY25 Appropriated Contributions Payment Confirmation and Quarterly Report
Date:	Tuesday, January 14, 2025 11:17:45 AM
Attachments:	Xerox Scan 20250114 111014.pdf

Hell Meg,

Attach you will find FY25 Quarterly Expenditure Report.

Thanks

Russell A. Miller



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

 \$40,000
 X220 - Aid to Subdivisions - Treasurer
 TOWN HALL RENOVATIONS

	Organization Information				
Entity Name	TOWN OF LYNCHBURG				
Address	P.O. BOX 147				
City/State/Zip	LYNCHBURG, SC 29080				
Website					
Tax ID#	57-0540428				
Entity Type	Other				

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

Life James	Organization Contact Information
Name	ANDRE' LAWS
Position/Title	MAYOR
Telephone	843.992.8473
Email	MAYORANDRELAWS@GMAIL.COM
A series and a series of the s	Secondary Organization Contact Information
Name	RUSSELL A. MILLER
Position/Title	PART-TIME CLERK
Telephone	803.437.2933
Email	LYNCHBURG@FTC.I.NET

Accounti	ng of how the f	funds have bee	n spent:	The dealer			71-
Description		Expenditures					
(Attach additional detail for subgrantees and affiliated nonprofits)	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Balance
UPDATE COMPUTER SYSTEM	\$5,500.00	\$0.00	\$0.00			\$0.00	\$5,500.00
UPDATE PHONE SYSTEM	\$2,500.00	\$0.00	\$0.00			\$0.00	\$2,500.00
REDO RAMP TO BUILDING	\$8,500.00	\$0.00	\$0.00	1		\$0.00	\$8,500.00
OFFICE SPACE	\$5,000.00	\$0.00	\$0.00			\$0.00	\$5,000.00
MOVING EXPENSE	\$1,000.00	\$0.00	\$0.00			\$0.00	\$1,000.00
ALARM SYSTEM	\$1,500.00	\$0.00	\$0.00			\$0.00	\$1,500.00
PARKING SPACE (ADA COMPLIANCE)	\$10,000.00	\$0.00	\$0.00			\$0.00	\$10,000.00
OFFICE EQUIPMENT/FURNITURE	\$2,500.00	\$0.00	\$0.00			\$0.00	\$2,500.00
MEETING ROOM	\$3,500.00	\$0.00	\$0.00			\$0.00	\$3,500.00
Grand Total	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00

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

Expenditure Certification

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

7and and 20 Signature ANDRE' LAWS Printed Name

MAYOR Title 14 Jan 2025 Date

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

<u>STO.Appropriated.Contributions@sto.sc.gov</u> by the 15th 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 | <u>STO.Appropriated.Contributions@sto.sc.gov</u>

From:	STO - Appropriated Contributions
To:	mayorandrelaws@gmail.com; lynchburg@ftc-i.net
Cc:	STO - Appropriated Contributions
Subject:	FY25 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information
Date:	Wednesday, December 18, 2024 2:40:07 PM
Attachments:	Appropriated Grants Letter - Town of Lynchburg - Town Hall Renovations.pdf
	Quarterly Expenditure Report Instructions.pdf
	FY25 Quarterly Expenditure Report_template.xlsx

Hello,

Please see attached for your payment confirmation letter.

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

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

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

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

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

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

Thank you, Meg

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

South Carolina Treasurer's Office 1200 Senate Street, Suite 214 Wade Hampton Bldg., Columbia, SC 29201 803-734-2658 <u>STO.Appropriated.Contributions@sto.sc.gov</u>



December 18, 2024

Andre' Laws and Russell A. Miller Town of Lynchburg P.O. Box 147 Lynchburg, South Carolina 29080

Dear Andre' Laws and Russell A. Miller:

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 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 <u>STO.Appropriated.Contributions@sto.sc.gov</u>.

Should you have any questions, please email me at the address above or call me at (803)734-2658.

Sincerely,

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.
 - o Budget
 - This section should match what was listed on the disbursement request form your organization submitted.
 - Over time, organizations have had to move funds between budget lines due to a change in need for certain areas. This is allowable as long as the total budget matches what was awarded.
 - o Expenditures
 - The total amount for each budget line that was spent during the quarter.
 - If no expenses occurred for a specific budget line during a quarter, please put a zero.
 - Blank columns will lead us to believe that your organization still needs to input data.
- Explanation of any unspent funds
 - This section will only need to be completed on the Q4 report each fiscal year until the funds are fully spent.
- Expenditure Certifications
 - The person who signs this section should be the individual that the organization chooses as the certifier that the information provided is accurate.

Completed forms should be emailed directly to STO.Appropriated.Contributions@sto.sc.gov.

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

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 - o The State Agency Providing the Contribution should match what is listed in Proviso 118.20.
- Organization Information
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- Organization Contact Information and Secondary Organization Contact Information
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 If updates are needed, please provide the new contact information in this section.
- Reporting Period
 - This represents the period that the expenses occurred.
 - o Please select an option from the drop-down menu.
 - Accounting of how the funds have been spent:
 - Description
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Completed forms should be emailed directly to STO.Appropriated.Contributions@sto.sc.gov.

At the end of each fiscal year, after Q4 reports are received, organizations that have funds remaining to be spent will receive an updated template for them to use for the next fiscal year. This updated report will include the balance of what was spent in the previous fiscal year to assist organizations with tracking the remining 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, 2025.

	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				

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

	Reporting Period	
Reporting Period		

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

From:	giSTT Message
To:	Romaniello, Meg
Subject:	[External] Voice Message from Lynchburg Town (803-437-2933) on 11/20/24 11:32 AM for 8037342658
Date:	Wednesday, November 20, 2024 11:33:47 AM
Attachments:	8034372933-112024-113227-8037342658-1154738-1.wav

?

Voice Message from Lynchburg Town (803-437-2933) on 11/20/24 11:32 AM (29 second msg)

MESSAGE:

"Good morning. This is Rossumel with the town of Lansford. I was calling the touch space which updated the farm, the grant farm. You wanted me to fill in. I wanted to make sure I had it right before we send it back to you. My number here is Erichot 803-437-2933. That's Erichot 803-437-2933."

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

From:	lynchburg@ftc-i.net
To:	STO - Appropriated Contributions; ramiller1955@yahoo.com; lynchburg@ftc-i.net
Subject:	[External] UPDATED INFORMATION FOR CONTRIBUTION
Date:	Wednesday, November 20, 2024 2:26:07 PM
Attachments:	Xerox Scan 20241120 141647.pdf

HELLO MEG;

ATTACHED IS THE UPDATED INFORMATION FOR THER CONTRIBUTION DISTRIBUTION.

RUSSELL A. MILLER



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.

Purpose

Amount State Agency Providing the Contribution \$40,000.00 X220 - Aid to Subdivisions - Treasurer

TOWN HALL RENOVATIONS

Contribution Information

1.3.	Organization Information	12 NO. 1	Organization Contact Information
Entity Name	TOWN OF LYNCHBURG	Contact Name	ANDRE' LAWS
Address	P.O. BOX 147	Position/Title	MAYOR
City/State/Zip	LYNCHBURG, SC 29080	Telephone	843.992.8473
Website		Email	MAYORANDRELAWS@GMAIL.COM
Tax ID #	57-0540428	the second s	Secondary Organization Contact Information
Entity Type	Other	Name	RUSSELL A. MILLER
Vendor #	7000034913	Position/Title	PART-TIME CLERK
	Link to Search Vendor Number	Telephone	803.437.2933
		Email	LYNCHBURG@FTC-I.NET

Plan/Accounting of how these funds will be spent:					
Description	Budget	Explanation			
UPDATE COMPUTER SYSTEM	\$5,500	0.00 PURHASE NEW COMPUTER/SOFTWARE			
UPDATE PHONE SYSTEM	\$2,500	0.00 ADD ADDITIONAL PHONES			
REDO RAMP TO BUILDING	\$8,500	0.00 UPDATE RAMP TO FRONT AND REAR ENTRANCE			
OFFICE SPACE		0.00 CREATE ADDITIONAL OFFICES			
MOVING EXPENSE		0.00 MOVE FURNITURE TO NEW BUILDING			
ALARM SYSTEM		D.00 INSTALL NEW ALARM SYSTEM			
PARKING SPACE(ADA COMPLIANCE)		0.00 PAVE NEW PARKING LOT			
OFFICE EQUIPMENT/FURNTURE		D.00 NEW EQUIPMENT/FURNITURE			
MEETING ROOM		0.00 MAKE ROOM READY FOR MEETINGS, ETC.			
	Grand Total \$40,000				

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

The Town will improve the former Police Department building to be used as the new Town Hall. The current Town Hall is in disrepair. The town owns the former Police building, which is not in use and can more feasibly and economically be renovated for continued use.

Organization Cert fications

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 Contr bution 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

MAYOR Title 11.20.2024 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

Andre' Laws

Printed Name

*The undersigned is signing on behalf of the Office of the State This packet has been reviewed and is ready for approval and payment. Treasurer (STO) and the State Treasurer. Note that STO is not

Reviewed by:

an agency as defined by Executive Order 2022-19 and therefore, is not subject to the requirements therein.

Reviewed by:

Rec'd Russell

On Tuesday, November 19, 2024 at 02:46:45 PM EST, _STO - Appropriated Contributions <sto.appropriated.contributions@sto.sc.gov> wrote:

Hi Russell,

Thank you for sending me an updated form. I will need the area boxed in red below to be updated to reflect the information in the second screenshot that is boxed in green. Once that area is updated, the form would need to be signed.

	State Agency Providing the Contribution			Purpose	-
\$40,000	00 X220 - Aid to Subdivisions - Treasurer	TOWN HALL RE	NOVATIONS		
			-		
1	Organization Information		1000	Organization Contact Information	
Entity Name	TOWN OF LYNCHBURG		Contact Name		
Address	P.O. BOX 147		Pos tion/Title	MAYOR	
City/State/Zip	LYNCHBURG, SC 29080		Telephone	843.992.8473	
Website			Email	MAYORANDRELAWS@GMAIL.COM	
Tax ID #	57-0540428			Secondary Organization Contact Information	
Entity Type	Other		Name	RUSSELL A. MILLER	
Vendor #	7000034913		Position/Title	PART-TIME CLERK	
	Link to Search Vendor Number		Telephone	803.437.2933	
			Emeil	LYNCHBURG@FTC-I.NET	
	Pla	Accounting of how	these funds w	Il he spent:	
	Description		Budget	Explanation	
UPDATE COMPU	TER SYSTEM		\$5,500.00	PURCHASE NEW COMPUTER/SOFTWARE	
UPDATE PHONE				ADD ADDITONAL PHONES	
REDO RAMP TO				UPDATE RAMP TO FRONT AND REAR ENTRANCE	
DFFICE SPACE				CREATE ADITIONAL OFFICES	
MOVING EXPENS	ES			MOVE FURNITURE TO NEW BUILDING	
ALARM SYSTEM				INSTALL NEW ALARM SYSTEM	
	ADA COMPLIANCE)			PAVE NEW PARKING LOT	
DEFICE EQUIPME				NEW EQUIPMET/FURNITURE	
MEETING ROOM				MAKE ROOM READY FOR MEETINGS, ETC.	
the first the state of the		Grand Total	540,000.00	in the north hand in the market many ener	
PAY WATER/SEW	Piease explain Ten Bills, Business Licenses, Permit, etc.	how these funds will	l be used to pr	gublic benefit:	
PAY WATER/SEW		how these funds will	l be used to pri	e public benefit:	
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1) Organization I Urganizato Subject 3) Organizato n 3) Organizato n 9) Organizato n 9) Organizato n Siganication Sign NUDRE' LAWS Printed Name	ER BILLS, BUSINESS, UCENSES, PERMIT, ETC. Hereby gives assurance that no person that, upon the gr red to Biomination under any program or active for the first that it will provide an accounting at the end of t erfflest that it will provide any construction or a erfflest that it will provide any construction or any atture	- Organization ounds of race, cred, co which this egencyzeros he fiscal year to the agency Providing G the State of the auditor to be auditor	Servinerwire Nor, or national is responsible contribution (framework) netributed fund: netributed fund:	ongin, be excluded from participation in, be denied the benefit of, an of allows. antribution listed above ontribution	be
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 Organization I therwise subject Organization of Organization of Organization of Organization of Organization Sign Anne - State Agency () State Agency () State Second State Second Second State Second State Second Second State Second State Second Second State Second Second State Second Second Second Second State Second	ER BILLS, BUSINESS, LICENSES, PERMIT, ETC. Hereby gives assurance that no person shall, upon the ge ted to discontinuation under any program or actively for- terifies that it will provide an accessrating reports to entifies that it will arrow the State Auditor to audit or ce ators. Certific terifies that the planned expenditore alique with the Ap- certifies that the planned expenditore along with the ap- certifies that the planned expenditore along with the Ap- tion of the planned expenditore along with the Ap- dits furth the planned expenditore along with the Ap- dits furth the planned expenditore along to planned any expenditors.	Virgentization ounds of race, or end, co which this egencytomic the Agency Providing G the fiscal year to the Age sets to be audited to <u>MAYOR</u> <u>Tale</u> <u>13.13.2024</u> Date Idations of State Age Idations of State Aged	Certifications log, or national responsible contributed fund- providence new providing he purpose spec-	crigin, ba excluded from participation in, bit derival the benefit of, or ortroducen lipsed above criticituscen lipsed above	be
) Organization i threwise subject) Organization () Organization Sign Organization Sign NDRE' LAWS inited Name) State Agency () State Agency () State Agency (ER BILLS, BUSINESS, LICENSES, PERMIT, ETC. Needby gives assumed that no person shall, upon the gr red to disconsistion under any program or activity for reflect that is used of a second registery of the end of a reflect that is used and the State Addres to audit or ce assumed that any disconsisting and the end of a reflect that the data with State Addres to audit or ce assumed that any disconsisting as a second registery of the stature	Vigenikaswin ounds of race, creed, co which this Agency Providing G the fiscal years to the Age to Loe audited the co <u>MAVOR</u> <u>Title</u> <u>13.13.2024</u> Date <u>Interview of State Arcs</u> (antionas ound State Arcs) (antionas and/or it house to be surved throug antization.	Continuations sor, or national sort responsible. Controlution list net resolution of the net providing C net providing A he purpose spec- ph receipt of the	ongin, be excluded from participation in, be deviad the benefit of, or is above. Intribution listed above Contribution. Mark Table appropriations act. reparediture.	
Organization I Drganization Organization Organization Organization Organization Sign NDRF LAV/S Inited Name State Agency (State Agency (ER BILLS, BUSINESS, LICENSES, PERMIT, ETC. Needby gives assumed that no person shall, upon the gr red to disconsistion under any program or activity for reflect that is used of a second registery of the end of a reflect that is used and the State Addres to audit or ce assumed that any disconsisting and the end of a reflect that the data with State Addres to audit or ce assumed that any disconsisting as a second registery of the stature	Vigenikaswin ounds of race, creed, co which this Agency Providing G the fiscal years to the Age to Loe audited the co <u>MAVOR</u> <u>Title</u> <u>13.13.2024</u> Date <u>Interview of State Arcs</u> (antionas ound State Arcs) (antionas and/or it house to be surved throug antization.	Continuations sor, or national sort responsible. Controlution list net resolution of the net providing C net providing A he purpose spec- ph receipt of the	crigin, ba excluded from participation in, bit derival the benefit of, or ortroducen lipsed above criticituscen lipsed above	

Entity Contact: Andre Laws Title	/
Contact Phone Number: 53-437-2933Emai	Address:
Entity Website:/4	County Location: Lee.
	as new town hall Town of Lynchburg's current Town owns the former Police Deposition to 101 poure feasibly and economic Reg

-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: lynchburg@ftc-i.net <lynchburg@ftc-i.net> Sent: Wednesday, November 13, 2024 12:02 PM To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov> Cc: mayorandrelaws@gmail.com; ramiller1955@yahoo.com; lynchburg@ftc-i.net Subject: [External] STO; Appropriated Contribution

Hi Meg;

Attached is the updated information that you requested.

Sincerely,

Russell A. Miller

Assistant Town Clerk

From:	STO - Appropriated Contributions
To:	"lynchburg@ftc-i.net"
Cc:	mayorandrelaws@gmail.com; ramiller1955@yahoo.com; STO - Appropriated Contributions
Subject:	RE: [External] STO; Appropriated Contribution
Date:	Tuesday, November 19, 2024 2:46:39 PM
Attachments:	image003.png

Hi Russell,

Thank you for sending me an updated form. I will need the area boxed in red below to be updated to reflect the information in the second screenshot that is boxed in green. Once that area is updated, the form would need to be signed.

Amount State Agency Providing the Contribution 540,000,000 P220 - Ald to Subdivisions - Treasurer TOWN HALL RENOVATIONS	Purpose
Organization Information Entity Name TOWN OF LYNCHBURG Contact Name	Organization Contact Information Anose: Lwws
Address P.O. 80X 147 Postion/Title City/State/Zip LVNCHBURG, 5C 29080 Telephone Website Email Email	MAYOR 843.992.847 MAYORANDEELAWS@GMAIL.COM
Tax ID # 57-0540428 Entity Type Other Name	Security Organitation Contact Information RUSSILA MULER Partning Class
Vendor # 2000034913 Possion/Title Link to Search Vendor Number Palephone Emeli	VNUTINE CLORA 03.477.293 VNCHBURG@FTC-INET
Plan/Accounting of how these funds w Description Budget	Explanation
UPDATE PHONE SYSTEM \$2,500.00	DURCHASE NEW CONFUTEISCOFTWARE ADD ADDITCHALPHONIS UTGATE MAN POINT AND REAR ENTRANCE
OFFICE SPACE \$5,000.00 MOVING EXPENSES \$1,000.00	CERATE ADTITUDATE OFFICES MOVE FUNNTURE TO NEW BUILDING MOVESTURING STEM
PARKING SPACE (ADA COMPLIANCE) \$10,000.00 OFFICE EQUIPMENT/FURNITURE \$2,500.00	PAVE NEW PARKING LOT NEW EQUIPMET/FURNITURE
MEETING RDDM 53,500.00 Grand Total \$40,000.00	MAKE ROOM READY FOR MEETING, ETC.
Please explain how these funds will be used to pr PAY WATER/SEWEB BILLS, BUSINESS_LICENSES, PERMIT, ETC.	ovide a public benefit:
Urganization hereby gives assurance that no person shall, upon the grounds of race, creed, color, or national	ongin, be excluded from participation in the denied the benefit of an be
1) Organization me buy gives assumine, there 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 III 3) Organization certifies that it will provide quarterly spending reports to the Agency Providing Contribution III	ed above.
4) Organization certifies that it will allow the State Auditor to audit or cause to be audited the contributed fund	
Organization Signature. Title	
ANDRE' LAWS 11.13.2024 Printed Name Data	
Certifications of State Agency Providing 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose spe	
2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of th 3) State Agency certifies that it will make distributions directly to the organization. 4) State Agency certifies that it will provide the quarterly approximating reports and accounting received from the or 14) State Agency certifies that it will provide the quarterly approximation reports and accounting received from the or 15) State Agency certifies that it will provide the quarterly approximation reports and accounting received from the or 16) State Agency certifies that it will provide the quarterly approximation reports and accounting received from the or 16) State Agency certifies that it will provide the quarterly approximation of the provide the state of the organization of the provide the state of the	e expenditure.
Committee, and the Executive Budget Office by June 30, 2025.	productor to the Antheon States Containing Containing Trade and an anti- monutorizations on adherenessendo exercise las Boscieros (11-13) ad alian
Entity Contact: Andre Laws	Title/Position:Mayor
Contact Phone Number: <u>803-437-</u>	293.3 Email Address:
Entity Website:/4	County Location: Lee
Summary of Intended Use of the Funds	: Town will improve former police
	Table and imple period
department building to be	e used as new town hall
Justification of Request / Public Benefi	t: The Town of Lynchburg's sugrent
town holl is in disrepcir.	The Town ours the former Police Deportment
hulding, which is not in us	e, and ten more feasibly and economices
be renovated for continue	ed use
V	

-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: lynchburg@ftc-i.net <lynchburg@ftc-i.net>
Sent: Wednesday, November 13, 2024 12:02 PM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Cc: mayorandrelaws@gmail.com; ramiller1955@yahoo.com; lynchburg@ftc-i.net
Subject: [External] STO; Appropriated Contribution

Hi Meg;

Attached is the updated information that you requested.

Sincerely,

Russell A. Miller Assistant Town Clerk

From:	lynchburg@ftc-i.net
То:	STO - Appropriated Contributions
Cc:	<u>mayorandrelaws@gmail.com;</u> ramiller1955@yahoo.com; lynchburg@ftc-i.net
Subject:	[External] STO; Appropriated Contribution
Date:	Wednesday, November 13, 2024 12:05:38 PM
Attachments:	Xerox Scan 20241113 114919.pdf

Hi Meg;

Attached is the updated information that you requested.

Sincerely,

Russell A. Miller Assistant Town Clerk



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.

Purpose

Contribution Information

Amount State Agency Providing the Contribution \$40,000.00 X220 - Aid to Subdivisions - Treasurer TOWN HALL RENOVATIONS

	Organization Information	and the second	Organization Contact Information
Entity Name	TOWN OF LYNCHBURG	Contact Name	ANDRE' LAWS
Address	P.O. BOX 147	Position/Title	MAYOR
City/State/Zip	LYNCHBURG, SC 29080	Telephone	843.992.8473
Website		Email	MAYORANDRELAWS@G.MAIL.COM
ax ID #	57-0540428		Secondary Organization Contact Information
ntity Type	Other	Name	
/endor#	7000034913	Position/Title	
	Link to Search Vendor Number	Telephone	
		Email	

Plan/Accounting of how t	hese funds wi	ill be spent:		
Description	Budget		Explanation	
TOWN HALL RENOVATIONS	\$40,000.00	REOVATIONS		
			and the former succession	
Grand Total	\$40,000.00		and the second second	1000

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

PAY WATER/SEWER BILLS, BUSINES LICENSES, PERMITS, ETC.

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.

Organization certifies that it will allow the State Auditor to audit or cause to be audited the contr buted funds.

Organization Signature

Andre' Laws Printed Name

Title					
1	à	-	1	20	02.

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 This packet has been reviewed and is ready for approval and payment. Treasurer (STO) and the State Treasurer. Note that STO is not

Revewed by:

an agency as defined by Executive Order 2022-19 and therefore, is not subject to the requirements therein.

Revewed by:



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.

Purpose

Contribution Information

State Agency Providing the Contribution Amount \$40,000.00 X220 - Aid to Subdivisions - Treasurer

TOWN HALL RENOVATIONS

	Organization Information	Prove the second of	Organization Contact Information
Entity Name	TOWN OF LYNCHBURG	Contact Name	ANDRE' LAWS
Address	P.O. BOX 147	Pos tion/Title	MAYOR
City/State/Zip	LYNCHBURG, SC 29080	Telephone	843.992.8473
Website	212 C	Email	MAYORANDRELAWS@GMAIL.COM
Tax ID #	57-0540428		Secondary Organization Contact Information
Entity Type	Other	Name	RUSSELL A. MILLER
Vendor #	7000034913	Position/Title	PART-TIME CLERK
	Link to Search Vendor Number	Telephone	803.437.2933
		Email	LYNCHBURG@FTC-I.NET

Plan/Accounting of how these funds will be spent:						
Description Budget Explanation						
UPDATE COMPUTER SYSTEM	\$5,500.00	PURCHASE NEW COMPUTER/SOFTWARE				
UPDATE PHONE SYSTEM	\$2,500.00	ADD ADDITONAL PHONES				
REDO RAMP TO BUILDING	\$8,500.00	UPDATE RAMP TO FRONT AND REAR ENTRANCE				
OFFICE SPACE	\$5,000.00	CREATE ADITIONAL OFFICES				
MOVING EXPENSES	\$1,000.00	MOVE FURNITURE TO NEW BUILDING				
ALARM SYSTEM	\$1,500.00	INSTALL NEW ALARM SYSTEM				
PARKING SPACE (ADA COMPLIANCE)	\$10,000.00	PAVE NEW PARKING LOT				
OFFICE EQUIPMENT/FURNITURE	\$2,500.00	NEW EQUIPMET/FURNITURE				
MEETING ROOM	\$3,500.00	MAKE ROOM READY FOR MEETINGS, ETC.				
Grand Tota	\$40,000.00					

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

PAY WATER/SEWER BILLS, BUSINESS LICENSES, PERMIT, ETC.

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

MAYOR

Title

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 Froviding 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

ANDRE' LAWS Printed Name

11.13.2024 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 This packet has been reviewed and is ready for approval and payment.

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.

Reviewed by:

Reviewed by:

From:	Russell A. Miller
To:	STO - Appropriated Contributions
Subject:	Re: [External] FY25 Appropriated Contributions Enrollment Form
Date:	Friday, November 8, 2024 1:28:06 PM
Attachments:	image001.png

Rec'd Russell

On Friday, November 8, 2024 at 12:49:42 PM EST, _STO - Appropriated Contributions <sto.appropriated.contributions@sto.sc.gov> wrote:

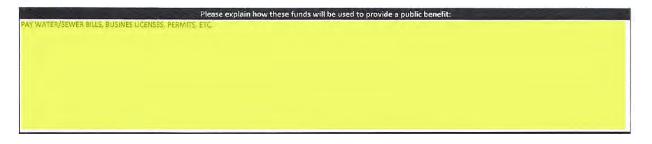
Hello,

I did a quick review and noticed two areas that will need to be updated.

A secondary contact is needed, and details about how the funds will be used to provide a public benefit will need to be updated as well.

	Organization Information	And the second second	Organization Contact Information
Entity Name	TOWN OF LYNCHBURG	Contact Name	ANDRE' LAWS
Address	P.O. BOX 147	Position/Title	MAYOR
City/State/Zip	LYNCHBURG, SC 29080	Telephone	843.992.8473
Website		Email	MAYORANDRELAWS@G.MAIL.COM
Tax ID #	57-0540428		Secondary Organization Contact Information
Entity Type	Other	Name.	
Vendor #	7000034913	Position/Title	
	Link to Search Vendor Number	Telephone	
		Email	

Plan/Accounting of how these funds will be spent:					
Description	Budget	Explanation			
OWN HALL RENOVATIONS	\$40,000.00	REOVATIONS			
Grand Total	\$40,000.00				



-Meg



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

South Carolina Treasurer's Office 1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

From: lynchburg@ftc-i.net <lynchburg@ftc-i.net> Sent: Friday, November 1, 2024 3:40 PM To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov> Cc: lynchburg@ftc-i.net; ramiller1955@yahoo.com Subject: [External] FY25 Appropriated Contributions Enrollment Form

Attach you will find the FY25 Appropriated Contributions Enrollment Form for the Town of Lynchburg.

Sincerely,

Andre' Laws, Mayor

Town of Lynchburg

From:	STO - Appropriated Contributions
To:	"lynchburg@ftc-i.net"; STO - Appropriated Contributions
Cc:	ramiller1955@yahoo.com
Subject:	RE: [External] FY25 Appropriated Contributions Enrollment Form
Date:	Friday, November 8, 2024 12:49:37 PM
Attachments:	image001.png

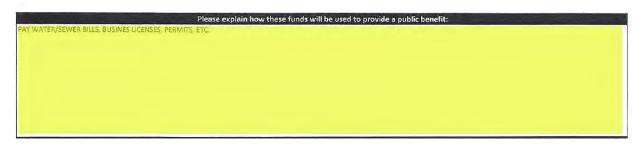
Hello,

I did a quick review and noticed two areas that will need to be updated.

A secondary contact is needed, and details about how the funds will be used to provide a public benefit will need to be updated as well.

	Organization Information	Mary & Stranger	Organization Contact Information
Entity Name	TOWN OF LYNCHBURG	Contact Name	ANDRE' LAWS
Address	P.O. BOX 147	Position/Title	MAYOR
City/State/Zip	LYNCHBURG, SC 29080	Telephane	843.992.8473
Website		Email	MAYORANDRELAWS@G.MAIL.COM
Tax ID #	57-0540428		Secondary Organization Contact Information
Entity Type	Other	Name	
Vendor #	7000034913	Position/Title	
	Link to Search Vendor Number	Telephone	
		Email	

Plan/Accounting of how these funds will be spent:							
Description Budget Explanation							
TOWN HALL RENOVATIONS	\$40,000.00 REOVATIONS						
Grand Total	\$40,000.00						



-Meg

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

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

From: lynchburg@ftc-i.net <lynchburg@ftc-i.net>
Sent: Friday, November 1, 2024 3:40 PM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Cc: lynchburg@ftc-i.net; ramiller1955@yahoo.com
Subject: [External] FY25 Appropriated Contributions Enrollment Form

Attach you will find the FY25 Appropriated Contributions Enrollment Form for the Town of Lynchburg.

Sincerely,

Andre' Laws, Mayor Town of Lynchburg

From:	lynchburg@ftc-i.net
To:	STO - Appropriated Contributions
Cc:	lynchburg@ftc-i.net; ramiller1955@yahoo.com
Subject:	[External] FY25 Appropriated Contributions Enrollment Form
Date:	Friday, November 1, 2024 3:42:22 PM
Attachments:	Xerox Scan 20241101 152301.pdf

Attach you will find the FY25 Appropriated Contributions Enrollment Form for the Town of Lynchburg.

Sincerely,

Andre' Laws, Mayor Town of Lynchburg



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 before the funds can be disbursed.

Purpose

Contribution Information
Amount
State Agency Providing the Contribution

\$40,000.00 X220 - Aid to Subdivisions - Treasurer TOWN HALL RENOVATIONS

and an area	Organization Information		Organization Contact Information
Entity Name	TOWN OF LYNCHBURG	Contact Name Al	NDRE' LAWS
Address	P.O. BOX 147	Position/Title M	AYOR
City/State/Zip	LYNCHBURG, SC 29080	Telephane 84	3.992.8473
Website		Email	AYORANDRELAWS@G.MAIL.COM
Tax ID #	57-0540428	See	condary Organization Contact Information
Entity Type	Other	Name	
Vendor #	7000034913	Position/Title	
	Link to Search Vendor Number	Telephone	
		Email	

Plan/Accounting of how these funds will be spent:					
Description	Budget		Explanation		
TOWN HALL RENOVATIONS	\$40,000.00	REOVATIONS			
Grand Total	\$40,000.00		and the second		

>	lease explain	how these	funds will be	used to prov	ide a publi	c benefit:

PAY WATER/SEWER BILLS, BUSINES LICENSES, PERMITS, ETC.

Organization Certifidations

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

Mayor

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

Andre' La	WS
Printed N	ame

Title	1				0.0	
1	à	1000	1	•	20	24
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 This packet has been reviewed and is ready for approval and payment.

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.

Reviewed by:

Reviewed by:

From:	giSTT Message
To:	Romaniello, Meg
Subject:	[External] Voice Message from Lynchburg Town (803-437-2933) on 10/30/24 10:37 AM for 8037342658
Date:	Wednesday, October 30, 2024 10:38:55 AM
Attachments:	8034372933-103024-103737-8037342658-1146225-1.wav

?

Voice Message from Lynchburg Town (803-437-2933) on 10/30/24 10:37 AM (21 second msg)

MESSAGE:

"Good morning. This message from Miss Mag. Ramanella. This is Russell Miller with the Town of Lansford. Would you give me a call back please? My phone number is Erychord 803-437-2933. That's the Town of Lansford. Thank you."

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

From:	STO - Appropriated Contributions
To:	<u>"lynchburg@ftc-i.net"</u>
Cc:	STO - Appropriated Contributions
Subject:	RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form
Date:	Tuesday, October 29, 2024 9:32:44 AM
Attachments:	FY25 Appropriated Contributions Enrollment Packet.msg

Hi Jacquelyn,

Attached is the email that was sent. Please let me know if you have any questions.

-Meg

From: lynchburg@ftc-i.net <lynchburg@ftc-i.net>
Sent: Wednesday, October 23, 2024 12:48 PM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Cc: lynchburg@ftc-i.net
Subject: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Hello Ms. Romaniella,

On behalf of the Town of Lynchburg. We never received the FY25 Earmarked Appropriations Disbursement Request form. Yes, please resend the email. I would greatly appreciate it. Thank you.

Jacquelyn McDonald, Clerk Town of Lynchburg (803) 437-2933 <u>lynchburg@ftc-i.net</u>

> On Wed Oct 23 2024 _STO - Appropriated Contributions <<u>STO.Appropriated.Contributions@sto.sc.gov</u>> wrote: ------ Original Message ------Hello,

Currently, we have not received your completed Earmarked Appropriations Disbursement Request form.

I wanted to reach out to confirm that you received the FY25 Appropriated Contributions Enrollment Packet email sent on 9/11/24 and to check if you had any questions regarding the process, form, etc.

If you need the email resent, please let me know and I will be happy to resend it 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
То:	mayorandrelaws@gmail.com
Cc:	STO - Appropriated Contributions; lynchburg@ftc-i.net
Subject:	FY25 Appropriated Contributions Enrollment Packet
Date:	Wednesday, October 23, 2024 12:09:13 PM
Attachments:	STO Appropriated Funds Cover Letter - Town of Lynchburg - Town Hall Renovations.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

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

September 10, 2024

Andre Laws Town of Lynchburg P.O. Box 147 Lynchburg, South Carolina 29080

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

Dear Andre Laws:

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.

Organization receiving appropriated funds:	
Town of Lynchburg - Town Hall Renovations	

<u>Amount</u> \$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 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 <u>https://procurement.sc.gov/doing-biz/registration</u> 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 <u>STO.Appropriated.Contributions@sto.sc.gov</u>. 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 TREASURE 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 <u>STO.Appropriated.Contributions@sto.sc.gov</u>. 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
 - o Amount
 - This amount should match the amount awarded in Proviso 118.20.B.99.
 - o Purpose
 - This should be a very brief explanation (no more than one sentence) of the purpose the funds will be used for.
- Organization Information
 - o Website
 - If you do not have a website, please leave blank.
 - o Entity Type
 - Please select one of the options from the drop down rather than typing in this cell.
 - o Vendor Number
 - If you do not know your vendor number, please use the following link to search for it: <u>https://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do</u>
 - If you do not have a vendor number, please use the following link: <u>https://procurement.sc.gov/doing-biz/registration</u>
 - For vendor registration questions and assistance contact the Division of Procurement Services at 803-737-0600.
- Organization Contact Information and Secondary Organization Contact Information
 - o 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.
 - o 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.
 - o 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 <u>STO.Appropriated.Contributions@sto.sc.gov</u>.
- 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
 - o Please leave blank. This section is to be completed by STO.
- Governing Board and Executive Tab
 - o Only needs to be completed by Non-profit Organizations.
 - o If additional lines are needed, please email <u>STO.Appropriated.Contributions@sto.sc.gov</u>.

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 <u>quarterly</u> 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, <u>including an accounting of funds provided to subgrantees and affiliated non-profits</u>.

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 and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution for the designated organization. The state agency providing the contribution should use this form to collect information from the designated organization. The information must be collected from the designated organization before the funds can be disbursed.					
Amount	State Agency Providing the Contribution	Continuation		Purpose		
	X220 - Aid to Subdivisions - Treasurer			· • • • •		
	Organization Information	1		Organization Contact Information		
Entity Name			Contact Name			
Address			Position/Title			
City/State/Zip			Telephone			
Website			Email			
Tax ID #				Secondary Organization Contact Information		
Entity Type			Name			
Vendor #			Position/Title			
	Link to Search Vendor Number		Telephone			
			Email			
		-		· · · · · · · · · · · · · · · · · · ·		
	Plan/Acco	unting of how t	hese funds w	ill be spent:		
Description				Explanation		

Description	Budget	Explanation
Grand Total	\$0.00	

Please explain how these funds will be used to provide a public benefit:					
	Organization Ce	ertifications			
1) Organization hereby gives assurance that no pe	rson shall, upon the grounds of race, creed, colo	r, or national origin, be excluded from participation in, be denied the benefit of, or be			
otherwise subjected to discrimination under any p		•			
2) Organization certifies that it will provide quarte					
 Organization certifies that it will provide an accord Organization certifies that it will allow the State 	, , , , , , , , , , , , , , , , , , ,	· •			
4) Organization certifies that it will allow the state	Additor to addit of cause to be addited the cont	Induced funds.			
Organization Signature	Title				
Printed Name	Date				
	Certifications of State Agenc	v Providing Contribution			
1) State Agency certifies that the planned expendi	5				
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 distribut	ions directly to the organization.				
4) State Agency certifies that it will provide the gu	arterly spending reports and accounting receive	d from the organization to the Senate Finance Committee, House Ways and Means			

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

Treasurer (STO) and the State Treasurer. Note that STO is not Reviewed by: an agency as defined by Executive Order 2022-19 and therefore, is not subject to the requirements therein.

Reviewed by:

Governing Board and Executive Officer - Nonprofit Organizations Only

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

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

Your Organization's Executive Officer	
Name	Title

From:	lynchburg@ftc-i.net
То:	<u>STO - Appropriated Contributions</u>
Cc:	lynchburg@ftc-i.net
Subject:	[External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form
Date:	Wednesday, October 23, 2024 12:48:04 PM

Hello Ms. Romaniella,

On behalf of the Town of Lynchburg. We never received the FY25 Earmarked Appropriations Disbursement Request form. Yes, please resend the email. I would greatly appreciate it. Thank you.

Jacquelyn McDonald, Clerk Town of Lynchburg (803) 437-2933 lynchburg@ftc-i.net

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

assistance.

-Meg



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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658|Meg.Romaniello@sto.sc.gov

From:	STO - Appropriated Contributions
То:	mayorandrelaws@gmail.com
Cc:	STO - Appropriated Contributions; lynchburg@ftc-i.net
Subject:	FY25 Appropriated Contributions Enrollment Packet
Date:	Wednesday, October 23, 2024 12:09:13 PM
Attachments:	STO Appropriated Funds Cover Letter - Town of Lynchburg - Town Hall Renovations.pdf
	FY25 Earmarked Appropriations Disbursement Request form update.xlsx

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Thank you,

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

September 10, 2024

Andre Laws Town of Lynchburg P.O. Box 147 Lynchburg, South Carolina 29080

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

Dear Andre Laws:

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Organization receiving appropriated funds:	
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<u>Amount</u> \$40,000.00

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SOUTH CAROLINA OFFICE OF THE STATE TREASURE APPROPRIATED CONTRIBUTIONS REPORTING REQUIREMENTS

INSTRUCTIONS

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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.

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 - This should be a very brief explanation (no more than one sentence) of the purpose the funds will be used for.
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 - 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
 - o Please leave blank. This section is to be completed by STO.
- Governing Board and Executive Tab
 - o Only needs to be completed by Non-profit Organizations.
 - o If additional lines are needed, please email <u>STO.Appropriated.Contributions@sto.sc.gov</u>.

Law Related to Appropriated Contributions

Proviso 117.21. GP: Organizations Receiving State Appropriations Report

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

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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 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					
Americant	State Area as Draviding the Contribution	Contribution	Information	Dumana	
Amount	State Agency Providing the Contribution			Purpose	
	X220 - Aid to Subdivisions - Treasurer				
	Organization Information			Organization Contact Information	
Entity Name			Contact Name		
Address			Position/Title		
City/State/Zip		•	Telephone		
Website		1	Email		
Tax ID #				Secondary Organization Contact Information	
Entity Type			Name		
Vendor #			Position/Title		
	Link to Search Vendor Number		Telephone		
			Email		
		-		•	
	Plan/Accounting of how these funds will be spent:				
	Description		Budget	Explanation	

Description	Budget	Explanation
Grand Total	\$0.00	

	Please explain how these funds will be	e used to provide a public benefit:
	Organization Ce	ertifications
1) Organization hereby gives assurance that no pe	rson shall, upon the grounds of race, creed, colo	r, or national origin, be excluded from participation in, be denied the benefit of, or be
otherwise subjected to discrimination under any p		•
2) Organization certifies that it will provide quarte		
 Organization certifies that it will provide an accord Organization certifies that it will allow the State 	, , , , , , , , , , , , , , , , , , ,	· •
4) Organization certifies that it will allow the state	Additor to addit of cause to be addited the cont	Induced funds.
Organization Signature	Title	
Printed Name	Date	
	Certifications of State Agenc	v Providing Contribution
1) State Agency certifies that the planned expendi	5	
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 distribut	ions directly to the organization.	
4) State Agency certifies that it will provide the gu	arterly spending reports and accounting receive	d from the organization to the Senate Finance Committee, House Ways and Means

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

Treasurer (STO) and the State Treasurer. Note that STO is not Reviewed by: an agency as defined by Executive Order 2022-19 and therefore, is not subject to the requirements therein.

Reviewed by:

Governing Board and Executive Officer - Nonprofit Organizations Only

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

Members of Your Organization's Governing Board				
Name	Board Position, if applicable			
<u> </u>				

Your Organization's Executive Officer				
Name Title				

From:	STO - Appropriated Contributions
To:	lynchburg@ftc-i.net
Cc:	STO - Appropriated Contributions
Subject:	Status check for FY25 Earmarked Appropriations Disbursement Request form
Date:	Wednesday, October 23, 2024 11:33:14 AM

Hello,

Currently, we have not received your completed Earmarked Appropriations Disbursement Request form.

I wanted to reach out to confirm that you received the FY25 Appropriated Contributions Enrollment Packet email sent on 9/11/24 and to check if you had any questions regarding the process, form, etc. If you need the email resent, please let me know and I will be happy to resend it 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
То:	lynchburg@ftc-i.net
Cc:	STO - Appropriated Contributions
Subject:	FY25 Appropriated Contributions Enrollment Packet
Date:	Wednesday, September 11, 2024 12:08:25 PM
Attachments:	<u>STO Appropriated Funds Cover Letter - Town of Lynchburg - Town Hall Renovations.pdf</u> <u>FY25 Earmarked Appropriations Disbursement Request form update.xlsx</u>

Hello,

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

STO.Appropriated.Contributions@sto.sc.gov

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

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

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

Thank you,

-Meg

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

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

September 10, 2024

Andre Laws Town of Lynchburg P.O. Box 147 Lynchburg, South Carolina 29080

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

Dear Andre Laws:

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.

Organization receiving appropriated funds:	
Town of Lynchburg - Town Hall Renovations	

<u>Amount</u> \$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 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 <u>https://procurement.sc.gov/doing-biz/registration</u> 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 <u>STO.Appropriated.Contributions@sto.sc.gov</u>. 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 TREASURE 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 <u>STO.Appropriated.Contributions@sto.sc.gov</u>. 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
 - o Amount
 - This amount should match the amount awarded in Proviso 118.20.B.99.
 - o Purpose
 - This should be a very brief explanation (no more than one sentence) of the purpose the funds will be used for.
- Organization Information
 - o Website
 - If you do not have a website, please leave blank.
 - o Entity Type
 - Please select one of the options from the drop down rather than typing in this cell.
 - o Vendor Number
 - If you do not know your vendor number, please use the following link to search for it: <u>https://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do</u>
 - If you do not have a vendor number, please use the following link: <u>https://procurement.sc.gov/doing-biz/registration</u>
 - For vendor registration questions and assistance contact the Division of Procurement Services at 803-737-0600.
- Organization Contact Information and Secondary Organization Contact Information
 - o 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.
 - o 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.
 - o Explanation
 - When applicable, can be used to provide additional information to categorize expenditures by program or initiative.
- Please explain how these funds will be used to provide a public benefit.
 - Explanations typically do not go over the space provided, but if needed, please email STO.Appropriated.Contributions@sto.sc.gov.
- Organization Certifications
 - The signer for the organization can be whomever the organization chooses to sign. The proviso does not state who the organization's signer has to be.
- Certifications of State Agency Providing Contribution
 - o Please leave blank. This section is to be completed by STO.
- Governing Board and Executive Tab
 - o Only needs to be completed by Non-profit Organizations.
 - o If additional lines are needed, please email <u>STO.Appropriated.Contributions@sto.sc.gov</u>.

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 <u>quarterly</u> 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, <u>including an accounting of funds provided to subgrantees and affiliated non-profits</u>.

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 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 designated organization before the funds can be disbursed.							
Contribution Information							
Amount	State Agency Providing the Contribution	Purpose					
	X220 - Aid to Subdivisions - Treasurer						
	Organization Information			Organization Contact Information			
Entity Name			Contact Name				
Address			Position/Title				
City/State/Zip		•	Telephone				
Website		1	Email				
Tax ID #				Secondary Organization Contact Information			
Entity Type			Name				
Vendor #			Position/Title				
	Link to Search Vendor Number		Telephone				
			Email				
		-		•			
Plan/Accounting of how these funds will be spent:							
	Description		Budget	Explanation			

Description	Budget	Explanation
Grand Total	\$0.00	

	Please explain how these funds will be	e used to provide a public benefit:	
	Organization Ce	ertifications	
1) Organization hereby gives assurance that no pe	rson shall, upon the grounds of race, creed, colo	r, or national origin, be excluded from participation in, be denied the benefit of, or be	
otherwise subjected to discrimination under any p		•	
2) Organization certifies that it will provide quarte			
 Organization certifies that it will provide an accord Organization certifies that it will allow the State 		· •	
4) Organization certifies that it will allow the state	Auditor to audit or cause to be audited the cont	ributed funds.	
Organization Signature	Title		
Printed Name	Date		
	Certifications of State Agenc	v Providing Contribution	
1) State Agency certifies that the planned expendi	5		
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 distribut	ions directly to the organization.		
) 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			

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

Treasurer (STO) and the State Treasurer. Note that STO is not Reviewed by: an agency as defined by Executive Order 2022-19 and therefore, is not subject to the requirements therein.

Reviewed by:

Governing Board and Executive Officer - Nonprofit Organizations Only

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

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

Your Organization's Executive Officer				
Name	Title			