

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Melissa Labbe](#); [Britt Poole](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update for FY25 Appropriated Earmarks - Proviso 117.21  
**Date:** Wednesday, September 24, 2025 12:59:31 PM  
**Attachments:** [Quarterly Expenditure Report FY26 Template - Cent Midlands Council of Gov - Def Maint & Upfit of CMCOG Off.xlsx](#)

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Hello,

As of 6/30/25, your organization had funds left unspent from the FY25 Appropriated Earmarks. Attached is the updated form you will use to update your information each quarter for this fiscal year.

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

Your next report is due **October 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       |

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

-Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

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



## 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, 2026.

### Contribution Information

| Amount      | State Agency Providing the Contribution | Purpose                                                  |
|-------------|-----------------------------------------|----------------------------------------------------------|
| \$1,000,000 | X220 - Aid to Subdivisions - Treasurer  | 236 Stoneridge Drive building renovation and engineering |

### Organization Information

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| Entity Name    | Central Midlands Council of Governments                              |
| Address        | 236 Stoneridge Drive                                                 |
| City/State/Zip | Columbia, SC 23210                                                   |
| Website        | <a href="http://www.centralmidlands.org">www.centralmidlands.org</a> |
| Tax ID#        | 57-0517713                                                           |
| Entity Type    | State Agency                                                         |

### Organization Contact Information

|                |                                                                            |
|----------------|----------------------------------------------------------------------------|
| Name           | Melissa Labbe                                                              |
| Position/Title | Director of Finance                                                        |
| Telephone      | 803-744-5159                                                               |
| Email          | <a href="mailto:mlabbe@centralmidlands.org">mlabbe@centralmidlands.org</a> |

### Secondary Organization Contact Information

|                |                                                                              |
|----------------|------------------------------------------------------------------------------|
| Name           | Britt Poole                                                                  |
| Position/Title | Executive Director                                                           |
| Telephone      | 803-744-5133                                                                 |
| Email          | <a href="mailto:bpooles@centralmidlands.org">bpooles@centralmidlands.org</a> |

### Reporting Period

|                  |  |
|------------------|--|
| Reporting Period |  |
|------------------|--|

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

| Description                   | Budget         | Expenditures |           |           |           |           |             | Balance      |
|-------------------------------|----------------|--------------|-----------|-----------|-----------|-----------|-------------|--------------|
|                               |                | FY25 Total   | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total       |              |
| Building remodel and upgrades | \$1,000,000.00 | \$37,302.08  |           |           |           |           | \$37,302.08 | \$962,697.92 |
|                               |                |              |           |           |           |           | \$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                   | \$1,000,000.00 | \$37,302.08  | \$0.00    | \$0.00    | \$0.00    | \$0.00    | \$37,302.08 | \$962,697.92 |

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

|                  |
|------------------|
| <br><br><br><br> |
|------------------|

### Expenditure Certification

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

Signature

Title

Printed Name

Date

**From:** [Melissa Labbe](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Britt Poole](#)  
**Subject:** [External] RE: Central Midlands COG Q4 Contribution Expenditure report  
**Date:** Tuesday, July 15, 2025 6:29:54 PM  
**Attachments:** [Central Midlands Council of Gov FY2025 Q4 Expenditure report.pdf](#)

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Thank you,

**Missi Labbe**

**Director of Finance**

**Central Midlands Council of Governments**

236 Stoneridge Drive Columbia SC 29210

**Direct Line:** 803-744-5159

**Fax:** 803-376-5394

**Email:** [mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)



## State of South Carolina Contribution Expenditure Report

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

### Contribution Information

| Amount      | State Agency Providing the Contribution | Purpose                                                  |
|-------------|-----------------------------------------|----------------------------------------------------------|
| \$1,000,000 | X220 - Aid to Subdivisions - Treasurer  | 236 Stoneridge Drive building renovation and engineering |

### Organization Information

|                |                                         |
|----------------|-----------------------------------------|
| Entity Name    | Central Midlands Council of Governments |
| Address        | 236 Stoneridge Drive                    |
| City/State/Zip | Columbia SC 23210                       |
| Website        | www.centralmidlands.org                 |
| Tax ID#        | 57-0517713                              |
| Entity Type    | State Agency                            |

### Organization Contact Information

|                |                            |
|----------------|----------------------------|
| Name           | Melissa Labbe              |
| Position/Title | Director of Finance        |
| Telephone      | 803-744-5159               |
| Email          | mlabbe@centralmidlands.org |

### Secondary Organization Contact Information

|                |                            |
|----------------|----------------------------|
| Name           | Britt Poole                |
| Position/Title | Executive Director         |
| Telephone      | 803-744-5133               |
| Email          | bpoole@centralmidlands.org |

### Reporting Period

|                  |                                          |
|------------------|------------------------------------------|
| Reporting Period | Quarter 4: April 1, 2025 - June 30, 2025 |
|------------------|------------------------------------------|

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

| Description<br>(Attach additional detail for subgrantees and affiliated nonprofits) | Budget         | Expenditures |             |             |           |             | Balance      |
|-------------------------------------------------------------------------------------|----------------|--------------|-------------|-------------|-----------|-------------|--------------|
|                                                                                     |                | Quarter 1    | Quarter 2   | Quarter 3   | Quarter 4 | Total       |              |
| Building remodel and upgrades                                                       | \$1,000,000.00 |              | \$18,204.11 | \$19,097.97 | \$0.00    | \$37,302.08 | \$962,697.92 |
|                                                                                     |                |              |             |             |           | \$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                                                                         | \$1,000,000.00 | \$0.00       | \$18,204.11 | \$19,097.97 | \$0.00    | \$37,302.08 | \$962,697.92 |

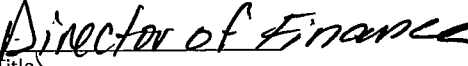
### Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year) :

We are currently working on an RFP. We anticipate work beginning by year end. The q3 total has been altered as it was determined that a vendor invoice previously accounted for in this account did not belong to this project.

### 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  
Melissa Labbe  
Printed Name

  
Title  
7-15-25  
Date

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [bpoole@centralmidlands.org](mailto:bpoole@centralmidlands.org); [Melissa Labbe](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY25 Appropriated Earmarks - Proviso 117.21  
**Date:** Tuesday, July 15, 2025 3:54:10 PM

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Hello,

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

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

**Q4 (ending 6/30/25) update due date: 7/15/25**

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

-Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

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

**From:** [Melissa Labbe](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Britt Poole](#)  
**Subject:** [External] Central Midlands COG Q3 Contribution Expenditure report  
**Date:** Tuesday, May 13, 2025 6:06:00 PM  
**Attachments:** [Central Midlands Council of Gov Q3 Contribution Expenditure Report.pdf](#)

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My apologies for the late submission.

Missi Labbe  
Director of Finance  
Central Midlands Council of Governments  
803-744-5159



## State of South Carolina Contribution Expenditure Report

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

### Contribution Information

| Amount      | State Agency Providing the Contribution | Purpose                                                  |
|-------------|-----------------------------------------|----------------------------------------------------------|
| \$1,000,000 | X220 - Aid to Subdivisions - Treasurer  | 236 Stoneridge Drive building renovation and engineering |

### Organization Information

|                |                                         |
|----------------|-----------------------------------------|
| Entity Name    | Central Midlands Council of Governments |
| Address        | 236 Stoneridge Drive                    |
| City/State/Zip | Columbia SC 23210                       |
| Website        | www.centralmidlands.org                 |
| Tax ID#        | 57-0517713                              |
| Entity Type    | State Agency                            |

### Reporting Period

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

### Organization Contact Information

|                |                            |
|----------------|----------------------------|
| Name           | Melissa Labbe              |
| Position/Title | Director of Finance        |
| Telephone      | 803-744-5159               |
| Email          | mlabbe@centralmidlands.org |

### Secondary Organization Contact Information

|                |                            |
|----------------|----------------------------|
| Name           | Britt Poole                |
| Position/Title | Executive Director         |
| Telephone      | 803-744-5133               |
| Email          | bpoole@centralmidlands.org |

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

| Description<br>(Attach additional detail for subgrantees and affiliated nonprofits) | Budget         | Expenditures |             |             |           |             | Balance      |
|-------------------------------------------------------------------------------------|----------------|--------------|-------------|-------------|-----------|-------------|--------------|
|                                                                                     |                | Quarter 1    | Quarter 2   | Quarter 3   | Quarter 4 | Total       |              |
| Building remodel and upgrades                                                       | \$1,000,000.00 |              | \$18,204.11 | \$28,895.08 |           | \$47,099.19 | \$952,900.81 |
|                                                                                     |                |              |             |             |           | \$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                                                                         | \$1,000,000.00 | \$0.00       | \$18,204.11 | \$28,895.08 | \$0.00    | \$47,099.19 | \$952,900.81 |

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.

Melissa Labbe  
Signature  
Melissa Labbe  
Printed Name

Director of Finance  
Title  
4-15-25  
Date

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [bpoole@centralmidlands.org](mailto:bpoole@centralmidlands.org); [Melissa Labbe](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: Quarterly Update Reminder for FY25 Appropriated Earmarks - Proviso 117.21  
**Date:** Tuesday, May 13, 2025 4:18:22 PM

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Good afternoon,

At this time, I have not received your Q3 quarterly report for the funds you were awarded in the FY25 Budget Appropriation.

The report was due on the 15<sup>th</sup> of last month. Please submit it to me by the close of business on Thursday the 15<sup>th</sup>.

If you have any questions or need a copy of the report template, please let me know.

-Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

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

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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Tuesday, April 1, 2025 4:11 PM  
**To:** [bpoole@centralmidlands.org](mailto:bpoole@centralmidlands.org); [Melissa Labbe <mlabbe@centralmidlands.org>](mailto:Melissa Labbe <mlabbe@centralmidlands.org>)  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** Quarterly Update Reminder for FY25 Appropriated Earmarks - Proviso 117.21

Hello,

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

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

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

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

-Meg

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

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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [bpoole@centralmidlands.org](mailto:bpoole@centralmidlands.org); [Melissa Labbe](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY25 Appropriated Earmarks - Proviso 117.21  
**Date:** Tuesday, April 1, 2025 4:11:03 PM

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Hello,

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

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

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

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

-Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

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

**From:** [Melissa Labbe](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** [External] Central Midlands Q2 State of SC Contribution Expenditure Report  
**Date:** Monday, January 27, 2025 1:35:15 PM  
**Attachments:** [Central Midlands Q2 State of SC Contribution Expenditure Report.pdf](#)

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Thank you,

**Missi Labbe**

**Director of Finance**

**Central Midlands Council of Governments**

236 Stoneridge Drive Columbia SC 29210

**Direct Line:** 803-744-5159

**Fax:** 803-376-5394

**Email:** [mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)



## State of South Carolina Contribution Expenditure Report

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

### Contribution Information

| Amount      | State Agency Providing the Contribution | Purpose                                                  |
|-------------|-----------------------------------------|----------------------------------------------------------|
| \$1,000,000 | X220 - Aid to Subdivisions - Treasurer  | 236 Stoneridge Drive building renovation and engineering |

### Organization Information

|                |                                         |
|----------------|-----------------------------------------|
| Entity Name    | Central Midlands Council of Governments |
| Address        | 236 Stoneridge Drive                    |
| City/State/Zip | Columbia SC 23210                       |
| Website        | www.centralmidlands.org                 |
| Tax ID#        | 57-0517713                              |
| Entity Type    | State Agency                            |

### Reporting Period

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

### Organization Contact Information

|                |                            |
|----------------|----------------------------|
| Name           | Melissa Labbe              |
| Position/Title | Director of Finance        |
| Telephone      | 803-744-5159               |
| Email          | mlabbe@centralmidlands.org |

### Secondary Organization Contact Information

|                |                            |
|----------------|----------------------------|
| Name           | Britt Poole                |
| Position/Title | Executive Director         |
| Telephone      | 803-744-5133               |
| Email          | bpoole@centralmidlands.org |

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

| Description<br>(Attach additional detail for subgrantees and affiliated nonprofits) | Budget         | Expenditures |             |           |           | Total       | Balance      |
|-------------------------------------------------------------------------------------|----------------|--------------|-------------|-----------|-----------|-------------|--------------|
|                                                                                     |                | Quarter 1    | Quarter 2   | Quarter 3 | Quarter 4 |             |              |
| Building remodel and upgrades                                                       | \$1,000,000.00 |              | \$18,204.11 |           |           | \$18,204.11 | \$981,795.89 |
|                                                                                     |                |              |             |           |           | \$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                                                                         | \$1,000,000.00 | \$0.00       | \$18,204.11 | \$0.00    | \$0.00    | \$18,204.11 | \$981,795.89 |

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.

Melissa Labbe  
Signature

MELISSA LABBE  
Printed Name

Director of Finance  
Title

1-27-25  
Date

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [bpoole@centralmidlands.org](mailto:bpoole@centralmidlands.org); [Melissa Labbe](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: Quarterly Update Reminder for FY25 Appropriated Earmarks - Proviso 117.21  
**Date:** Monday, January 27, 2025 12:55:37 PM

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Good afternoon,

At this time, I have not received your Q2 quarterly report for the funds you were awarded in the FY25 Budget Appropriation.

The report was due on the 15<sup>th</sup>. Please submit it to me by the close of business on Wednesday the 29<sup>th</sup>.

If you have any questions or need a copy of the report template, please let me know.

-Meg

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

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

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Thursday, January 2, 2025 5:47 PM  
**To:** [bpoole@centralmidlands.org](mailto:bpoole@centralmidlands.org); [Melissa Labbe <mlabbe@centralmidlands.org>](mailto:mlabbe@centralmidlands.org)  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** Quarterly Update Reminder for FY25 Appropriated Earmarks - Proviso 117.21

Happy New Year!

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

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

**Q2 (ending 12/31/24) update due date: 1/15/25**

Helpful Notes:

- Contribution Information, Organization Information, Organization Contact Information, and Secondary Organization Contact Information

The information in these cells should match what was listed in your approved Disbursement Request form.

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

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

-Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [bpooole@centralmidlands.org](mailto:bpooole@centralmidlands.org); [Melissa Labbe](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY25 Appropriated Earmarks - Proviso 117.21  
**Date:** Thursday, January 2, 2025 5:47:30 PM

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Happy New Year!

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

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

**Q2 (ending 12/31/24) update due date: 1/15/25**

Helpful Notes:

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

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

-Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [bpoole@centralmidlands.org](mailto:bpoole@centralmidlands.org); [Melissa Labbe](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY25 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information  
**Date:** Monday, November 4, 2024 10:32:33 AM  
**Attachments:** [Appropriated Grants Letter - Central Midlands Council of Government - Deferred Maintenance and Upfit of CMCOG Office.pdf](#)  
[Quarterly Expenditure Report Instructions.pdf](#)  
[FY25 Quarterly Expenditure Report template.xlsx](#)

---

Hello,

Please see attached for your payment confirmation letter.

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

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

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

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

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

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

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

Thank you,

Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

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



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

State Treasurer

November 4, 2024

Brit Poole and Melissa Labbe  
Central Midlands Council of Governments  
236 Stoneridge Drive  
Columbia, South Carolina 29210

Dear Brit Poole and Melissa Labbe:

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 \$1,000,000 representing your organization's appropriated contributions. In accordance with Budget Proviso 117.21, you will now need to submit quarterly updates on funds spent. A schedule has been provided below for your reference. Your first quarterly report will be due January 15, 2025.

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

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

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Meg Romaniello".

Meg Romaniello  
Accounting/Fiscal Manager II

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

## **INSTRUCTIONS**

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

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

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

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

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

**INSTRUCTIONS**

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

- Contribution Information
  - o This section should match what was listed on the disbursement request form your organization submitted.
  - o The State Agency Providing the Contribution should match what is listed in Proviso 118.20.
- Organization Information
  - o This section should match what was listed on the disbursement request form your organization submitted.
- Organization Contact Information and Secondary Organization Contact Information
  - o 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
  - o 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:
  - o 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
  - o This section will only need to be completed on the Q4 report each fiscal year until the funds are fully spent.
- Expenditure Certifications
  - o The person who signs this section should be the individual that the organization chooses as the certifier that the information provided is accurate.

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

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



## State of South Carolina Contribution Expenditure Report

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

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

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

| Reporting Period |  |
|------------------|--|
| Reporting Period |  |

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

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

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

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**From:** [Melissa Labbe](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] FY25 Earmarked appropriation  
**Date:** Friday, November 1, 2024 11:33:52 AM

---

Meg,

I just wanted to follow up on this appropriation request. We have not heard anything more. Should we anticipate seeing something in the next two weeks?

Thank you,

**Missi Labbe**

**Director of Finance**

**Central Midlands Council of Governments**

236 Stoneridge Drive Columbia SC 29210

**Direct Line:** 803-744-5159

**Fax:** 803-376-5394

**Email:** [mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)

**From:** [Melissa Labbe](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] FY25 Earmark Appropriations Disbursement for Central Midlands Council of Governments  
**Date:** Monday, October 14, 2024 9:41:05 AM  
**Attachments:** [image002.png](#)  
[FY25 Earmarked Appropriations Disbursement Request form\\_update.pdf](#)

---

Thank you,

**Missi Labbe**  
**Director of Finance**  
**Central Midlands Council of Governments**  
236 Stoneridge Drive Columbia SC 29210  
**Direct Line:** 803-744-5159  
**Fax:** 803-376-5394  
**Email:** [mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Monday, October 14, 2024 9:37 AM  
**To:** Melissa Labbe <[mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] FY25 Earmark Appropriations Disbursement for Central Midlands Council of Governments

Hi Missi,

Thank you for submitting this. There are just two areas that need to be completed and then I can move it to the next step in the review/payment process..

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

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

---

**From:** Melissa Labbe <[mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)>  
**Sent:** Monday, October 14, 2024 9:29 AM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** [External] FY25 Earmark Appropriations Disbursement for Central Midlands Council of Governments

Meg,

I was not sure where I should be sending this form. If you are not the correct person could you advise?

Thank you,

**Missi Labbe**  
**Director of Finance**  
**Central Midlands Council of Governments**  
236 Stoneridge Drive Columbia SC 29210  
**Direct Line:** 803-744-5159  
**Fax:** 803-376-5394  
**Email:** [mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)



### Contribution Information

[Link to Search Vendor Number](#)Reviewed by: \_\_\_\_\_

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] FY25 Earmark Appropriations Disbursement for Central Midlands Council of Governments  
**Date:** Monday, October 14, 2024 9:37:25 AM  
**Attachments:** [image002.png](#)

---

Hi Missi,

Thank you for submitting this. There are just two areas that need to be completed and then I can move it to the next step in the review/payment process..

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

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

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

---

**From:** Melissa Labbe <[mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)>  
**Sent:** Monday, October 14, 2024 9:29 AM  
**To:** Romaniello, Meg <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** [External] FY25 Earmark Appropriations Disbursement for Central Midlands Council of Governments

Meg,

I was not sure where I should be sending this form. If you are not the correct person could you advise?

Thank you,

**Missi Labbe**  
**Director of Finance**  
**Central Midlands Council of Governments**  
236 Stoneridge Drive Columbia SC 29210  
**Direct Line:** 803-744-5159  
**Fax:** 803-376-5394  
**Email:** [mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)

**From:** [Melissa Labbe](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] FY25 Earmark Appropriations Disbursement for Central Midlands Council of Governments  
**Date:** Monday, October 14, 2024 9:28:47 AM  
**Attachments:** [FY25 Earmarked Appropriations Disbursement Request form\\_update.pdf](#)

---

Meg,

I was not sure where I should be sending this form. If you are not the correct person could you advise?

Thank you,

**Missi Labbe**

**Director of Finance**

**Central Midlands Council of Governments**

236 Stoneridge Drive Columbia SC 29210

**Direct Line:** 803-744-5159

**Fax:** 803-376-5394

**Email:** [mlabbe@centralmidlands.org](mailto:mlabbe@centralmidlands.org)



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [bpooole@centralmidlands.org](mailto:bpooole@centralmidlands.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY25 Appropriated Contributions Enrollment Packet  
**Date:** Wednesday, September 11, 2024 11:53:12 AM  
**Attachments:** [STO Appropriated Funds Cover Letter - Central Midlands Council of Government - Deferred Maintenance and Upfit of CMCOG Office.pdf](#)  
[FY25 Earmarked Appropriations Disbursement Request form update.xlsx](#)

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Hello,

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

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

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

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

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

Thank you,

-Meg

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

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

September 10, 2024

Brit Poole  
Central Midlands Council of Governments  
236 Stoneridge Drive  
Columbia, South Carolina 29210

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

Dear Brit Poole:

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

| <u>Organization receiving appropriated funds:</u>                                       | <u>Amount</u>  |
|-----------------------------------------------------------------------------------------|----------------|
| Central Midlands Council of Government - Deferred Maintenance and Upfit of CMCOG Office | \$1,000,000.00 |

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

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

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

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

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

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

Sincerely,

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

**SOUTH CAROLINA OFFICE OF THE STATE 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 [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov). If your organization was appropriated contributions for more than one purpose, please complete **separate** forms and reports for **each project**.

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

The Quarterly Expenditure Reports are due to STO every quarter after receiving the funds. Should the initiative continue beyond June 30, 2025, the organization must continue to provide a quarterly report until completion.

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

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

**Applicable Law on Reporting Responsibilities**

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

Proviso 117.21 requires the following:

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

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

## **INSTRUCTIONS**

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

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

## **Law Related to Appropriated Contributions**

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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Date \_\_\_\_\_

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

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

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

Reviewed by:

|                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Governing Board and Executive Officer - Nonprofit Organizations Only</b></p> <p>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.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Governing Board and Executive Officer - Nonprofit Organizations Only</b></p> <p>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.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

[illegible]

| Your Organization's Executive Officer |       |
|---------------------------------------|-------|
| Name                                  | Title |
|                                       |       |
|                                       |       |
|                                       |       |