

**From:** [Alan Eisenman](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [John Sauve](#); [Scott Marshall](#)  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Monday, March 24, 2025 10:40:59 AM  
**Attachments:** [image012.png](#)

---

Good morning Meg,

We appreciate you meeting with us this morning and thank you for this information.

Thanks,

Alan

**Alan Eisenman, CPA CGFO**

Finance Director

City of Beaufort

1911 Boundary St.

Beaufort, SC 29902

O: 843-525-7009

[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)

---

**From:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Sent:** Monday, March 24, 2025 10:36 AM  
**To:** Alan Eisenman <aeisenman@cityofbeaufort.org>  
**Cc:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>; John Sauve <jsauve@cityofbeaufort.org>; Scott Marshall <smarshall@cityofbeaufort.org>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

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

Hi Alan,

Please see attached for the House Member Appropriation Request Form.

-Meg

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

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

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

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Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>  
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**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Please see attached for the cover letter and form.  
If you have any questions, please let me know.

-Meg

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**Sent:** Wednesday, March 19, 2025 4:08 PM  
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**Cc:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; John Sauve <[jsauve@cityofbeaufort.org](mailto:jsauve@cityofbeaufort.org)>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Thanks Meg. I just sent a meeting request for Monday at 10:00 AM.

Thanks,  
Alan

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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, March 19, 2025 2:24 PM  
**To:** Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>  
**Cc:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; John Sauve <[jsauve@cityofbeaufort.org](mailto:jsauve@cityofbeaufort.org)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
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Hi Alan,

I am free either of those days, so whichever is best for you all works for me.

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**From:** Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>

**Sent:** Wednesday, March 19, 2025 11:02 AM

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

**Cc:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; John Sauve <[jsauve@cityofbeaufort.org](mailto:jsauve@cityofbeaufort.org)>

**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Good morning Meg,

Thanks for reaching out to us. Would you be available to meet with us through Teams so that we can discuss this project with you? It looks like we are available from 9:00 AM to 11:30 AM on Monday March 24<sup>th</sup> and Wednesday March 26<sup>th</sup> from 10:00 AM to 12:00 PM.

Please let me know if any of those times work with you and I'll send out the Teams invite.

Please let me know if you have any questions.

Thanks,

Alan

**Alan Eisenman, CPA CGFO**

Finance Director

City of Beaufort

1911 Boundary St.

Beaufort, SC 29902

O: 843-525-7009

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

**Sent:** Friday, March 7, 2025 1:41 PM

**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; Alan Eisenman

<[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>

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Hi Scott and Alan,

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

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**From:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>

**Sent:** Monday, December 23, 2024 8:31 AM

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

**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>

**Subject:** Re: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Thanks for checking. It is still pending further discussions with USCB as well as our City Council. Discussions are ongoing. Happy Holidays to you.

Regards,

Scott

Scott M. Marshall

City Manager

City of Beaufort, South Carolina

843-525-7070

[www.cityofbeaufort.org](http://www.cityofbeaufort.org)



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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Date:** Friday, December 20, 2024 at 4:33 PM  
**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>, Alan Eisenman <[a Eisenman@cityofbeaufort.org](mailto:a Eisenman@cityofbeaufort.org)>  
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-Meg

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**From:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>  
**Sent:** Wednesday, October 23, 2024 11:32 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Alan Eisenman <[a Eisenman@cityofbeaufort.org](mailto:a Eisenman@cityofbeaufort.org)>  
**Subject:** [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Hi Meg:

Thanks for following up. Yes, we did receive the packet. The path forward on this is pending a meeting with the University of South Carolina-Beaufort.

Regards,

Scott

Scott M. Marshall  
City Manager  
City of Beaufort, South Carolina

843-525-7070

[www.cityofbeaufort.org](http://www.cityofbeaufort.org)



---

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

**Date:** Wednesday, October 23, 2024 at 11:25 AM

**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>

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

**Subject:** Status check for FY25 Earmarked Appropriations Disbursement Request form

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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

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**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Monday, March 24, 2025 10:36:08 AM  
**Attachments:** [8 - Beaufort.pdf](#)  
[image009.png](#)

---

Hi Alan,

Please see attached for the House Member Appropriation Request Form.

-Meg

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Regards,

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**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>  
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**House Member Appropriation Request Form**

THIS DOCUMENT WILL BE PUBLIC

Project/Event Name: Acquisition of Cyber Security Education Facility (1100 Boundary Street)

Requested Amount: \$ 2,300,000.00

Recipient Entity: City of Beaufort

Is the entity a:  state agency,  local government,  non-profit, or  other?

If other, please explain: \_\_\_\_\_

Entity Contact: Scott Marshall Title/Position: City Manager

Contact Phone Number: 843-525-7078 Email Address: smarshall@cityofbeaufort.org

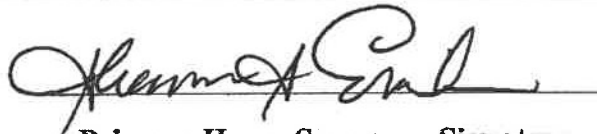
Entity Website: www.cityofbeaufort.org County Location: Beaufort County

Summary of Intended Use of the Funds: Funding for the University of South Carolina - Beaufort  
to facilitate purchase of cyber security education center currently leased by the university.

Justification of Request / Public Benefit: USCB's purchase of the facility would allow  
for long-term planning to grow diversity of cyber security programs, to include specializaiton in  
maritime cyber security, and to provide greater student throughput to mitigate projected  
statewide and regional deficits in the number of cyber security professionals in the work force.

Shannon Erickson

Primary House Sponsor -- Print Name



Primary House Sponsor -- Signature

Additional Sponsors:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## City of Beaufort, South Carolina

1911 Boundary Street • Beaufort, SC 29902

843.525.7070 • [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

March 29, 2024

The Honorable Shannon S. Erickson  
South Carolina House District 124  
429 Blatt Bldg.  
Columbia, SC 29201

Dear Representative Erickson:

The purpose of this letter is to offer additional information concerning the enclosed funding request. This request, in the amount of \$2.3 million, is to provide funding to the University of South Carolina – Beaufort (USCB) to purchase the facility located at 100 Boundary Street in the City of Beaufort. The facility is currently home to USCB's expanding cyber security education program. Purchase of the facility will allow USCB to program long-term improvements to help meet the ever-increasing demand for cyber security professionals in the workforce. It will also aid in establishing and growing a maritime cyber security education program.

The property at 1100 Boundary was purchased from the Bridges Preparatory Academy in November 2021 by the City of Beaufort for the sum of \$2.3 million. The property was subsequently leased to USCB to help them establish their cyber security education laboratory and programs at their Beaufort campus. The source of funds used by the City for the purchase were from the American Rescue Plan Act (ARPA).

Currently, the City has numerous capital projects underway, the most expensive of which are stormwater/drainage projects which are necessary to remediate aging infrastructure and mitigate the effects of sea-level rise. To that end, despite generous funding through State of South Carolina resiliency and infrastructure programs, these projects underfunded by approximately \$15 million. Relief in the form of recouping the \$2.3M in ARPA funds that were used to purchase 1100 Boundary Street would be placed directly against these projects which are critical to safety and quality of life for City residents and businesses.

Please let me know if you have questions or need additional information. I can be reached at 843-525-7078, or via email at [smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org). Thank you in advance for your support.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Marshall".

Scott M. Marshall  
City Manager

Enclosure

cc: Alan Eisenman, City of Beaufort Finance Director

**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from CITY BEAUFORT (843-525-7000 ) on 3/24/25 10:28 AM for 8037342658  
**Date:** Monday, March 24, 2025 10:29:54 AM  
**Attachments:** [8435257000-032425-102826-8037342658-1199339-1.wav](#)

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Voice Message from CITY BEAUFORT (843-525-7000 ) on 3/24/25 10:28 AM  
(37 second msg)

**MESSAGE:**

"Hey, I'm Warren Magnus-Salon with City of Buford again. Thanks for meeting with us this morning. Receive your email and the cover letter in the form. I might be missing something in my end, but did you also have the original application request? I know you mentioned during the meeting about the wording as far as USB-leafened facility from the City of Buford, but I don't see that in the cover letter, so if you might maybe send that to me, we're going to get a chance. That'd be great. If you have any questions, feel free to give me a call back 843-525-7009. Thanks. Bye."

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



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Alan Eisenman](#); [John Sauve](#); [Scott Marshall](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Monday, March 24, 2025 10:11:30 AM  
**Attachments:** [STO Appropriated Funds Cover Letter - City of Beaufort - Cyber Security Education Facility.pdf](#)  
[FY25 Earmarked Appropriations Disbursement Request form update.xlsx](#)  
[image010.png](#)

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Please see attached for the cover letter and form.  
If you have any questions, 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|Meg.Romaniello@sto.sc.gov

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**From:** Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>  
**Sent:** Wednesday, March 19, 2025 4:08 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; John Sauve <[jsauve@cityofbeaufort.org](mailto:jsauve@cityofbeaufort.org)>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Thanks Meg. I just sent a meeting request for Monday at 10:00 AM.

Thanks,  
Alan

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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, March 19, 2025 2:24 PM  
**To:** Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>  
**Cc:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; John Sauve <[jsauve@cityofbeaufort.org](mailto:jsauve@cityofbeaufort.org)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

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

Hi Alan,

I am free either of those days, so whichever is best for you all works for 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)

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**From:** Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>

**Sent:** Wednesday, March 19, 2025 11:02 AM

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

**Cc:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; John Sauve <[jsauve@cityofbeaufort.org](mailto:jsauve@cityofbeaufort.org)>

**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Good morning Meg,

Thanks for reaching out to us. Would you be available to meet with us through Teams so that we can discuss this project with you? It looks like we are available from 9:00 AM to 11:30 AM on Monday March 24<sup>th</sup> and Wednesday March 26<sup>th</sup> from 10:00 AM to 12:00 PM.

Please let me know if any of those times work with you and I'll send out the Teams invite.

Please let me know if you have any questions.

Thanks,

Alan

**Alan Eisenman, CPA CGFO**

Finance Director  
City of Beaufort  
1911 Boundary St.  
Beaufort, SC 29902  
O: 843-525-7009  
[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)

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

**Sent:** Friday, March 7, 2025 1:41 PM

**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>

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

**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

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

Hi Scott and Alan,

I wanted to reach out to check on the status of the disbursement request form. I also wanted to let you know that the budget line items that you put on the form can be changed/updated after the funds are received. We understand that for many it is the beginning of a big project, and the budget line items will probably change as quotes are received.

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

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**From:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>

**Sent:** Monday, December 23, 2024 8:31 AM

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

**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Alan Eisenman <[aeyenman@cityofbeaufort.org](mailto:aeyenman@cityofbeaufort.org)>

**Subject:** Re: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Thanks for checking. It is still pending further discussions with USCB as well as our City Council. Discussions are ongoing. Happy Holidays to you.

Regards,

Scott

Scott M. Marshall

City Manager

City of Beaufort, South Carolina

843-525-7070

[www.cityofbeaufort.org](http://www.cityofbeaufort.org)



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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Date:** Friday, December 20, 2024 at 4:33 PM  
**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>, Alan Eisenman <[a Eisenman@cityofbeaufort.org](mailto:a Eisenman@cityofbeaufort.org)>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

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

Hi Scott,

I wanted to reach out to check on the status of your request form. I know you mentioned it was pending on a meeting with USCB, but I was unsure as to when that meeting was.

-Meg

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

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

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**From:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>  
**Sent:** Wednesday, October 23, 2024 11:32 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Alan Eisenman <[a Eisenman@cityofbeaufort.org](mailto:a Eisenman@cityofbeaufort.org)>  
**Subject:** [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Hi Meg:

Thanks for following up. Yes, we did receive the packet. The path forward on this is pending a meeting with the University of South Carolina-Beaufort.

Regards,

Scott

Scott M. Marshall  
City Manager  
City of Beaufort, South Carolina

843-525-7070

[www.cityofbeaufort.org](http://www.cityofbeaufort.org)



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

**Date:** Wednesday, October 23, 2024 at 11:25 AM

**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>

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

**Subject:** Status check for FY25 Earmarked Appropriations Disbursement Request form

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

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

September 10, 2024

Scott Marshall  
City of Beaufort  
1911 Boundary Street  
Beaufort, South Carolina 29902

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

Dear Scott Marshall:

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>
City of Beaufort - Cyber Security Education Facility	\$1,500,000.00

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

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

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

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

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

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

Sincerely,

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

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

**INSTRUCTIONS**

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

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

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

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

<b>Quarterly Update Schedule</b>				
<b>Time Frame</b>	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
<b>Due Date</b>	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.



### State of South Carolina Request for Contribution Distribution

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

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

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

[Link to Search Vendor Number](#)

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
<b>Grand Total</b>	<b>\$0.00</b>	

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

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

\_\_\_\_\_  
Organization Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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

\*

\_\_\_\_\_  
Agency Head Signature

\_\_\_\_\_  
Date

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

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

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

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

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

**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.

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

<b>Your Organization's Executive Officer</b>	
<b>Name</b>	<b>Title</b>

## **Communication Log**

Date: 3/24/2025

Outgoing/Incoming Call: Team Meeting

Call Details: Alan Eisenman, John Sauve, Scott Marshall, and Meg Romaniello had a Teams call to discuss the questions the organization had. They wanted to confirm that they needed to receive the funds prior to June 30 and that it was okay that things were still in process on their side with agreements. Meg confirmed that we like the funds to be sent to the organizations prior to June 30 and that they would just hold the funds until they were ready to spend them. The only requirement would be that they would need to submit quarterly reports even though nothing had been spent. It was discussed possibly talking to Ways and Means about asking for additional funding since the award was only part of the original request. Meg discussed what items she needed to be able to disburse the funds and went over some areas of the form. It was requested that Meg resend the form she needed, and Meg sent the form and cover letter from the first email to the organization to the group on the call. Meg stated that if they had any questions to please let her know.

**From:** [Alan Eisenman](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Scott Marshall](#); [John Sauve](#)  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Wednesday, March 19, 2025 4:07:58 PM  
**Attachments:** [image006.png](#)

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Thanks Meg. I just sent a meeting request for Monday at 10:00 AM.

Thanks,  
Alan

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, March 19, 2025 2:24 PM  
**To:** Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>  
**Cc:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; John Sauve <[jsauve@cityofbeaufort.org](mailto:jsauve@cityofbeaufort.org)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

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Hi Alan,

I am free either of those days, so whichever is best for you all works for 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:** Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>  
**Sent:** Wednesday, March 19, 2025 11:02 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; John Sauve <[jsauve@cityofbeaufort.org](mailto:jsauve@cityofbeaufort.org)>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Good morning Meg,

Thanks for reaching out to us. Would you be available to meet with us through Teams so that we can discuss this project with you? It looks like we are available from 9:00 AM to 11:30 AM on Monday March 24<sup>th</sup> and Wednesday March 26<sup>th</sup> from 10:00 AM to 12:00 PM.

Please let me know if any of those times work with you and I'll send out the Teams invite.

Please let me know if you have any questions.

Thanks,

Alan

**Alan Eisenman, CPA CGFO**

Finance Director

City of Beaufort

1911 Boundary St.

Beaufort, SC 29902

O: 843-525-7009

[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)

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

**Sent:** Friday, March 7, 2025 1:41 PM

**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>; Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>

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**From:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>  
**Sent:** Monday, December 23, 2024 8:31 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>  
**Subject:** Re: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

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Regards,

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Scott M. Marshall  
City Manager  
City of Beaufort, South Carolina

843-525-7070  
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**Date:** Friday, December 20, 2024 at 4:33 PM  
**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>, Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

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

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**From:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>

**Sent:** Wednesday, October 23, 2024 11:32 AM

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

**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>

**Subject:** [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Hi Meg:

Thanks for following up. Yes, we did receive the packet. The path forward on this is pending a meeting with the University of South Carolina-Beaufort.

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Scott

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City Manager  
City of Beaufort, South Carolina

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**Date:** Wednesday, October 23, 2024 at 11:25 AM

**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>

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

**Subject:** Status check for FY25 Earmarked Appropriations Disbursement Request form

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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.

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**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Alan Eisenman](#)  
**Cc:** [Scott Marshall](#); [John Sauve](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Wednesday, March 19, 2025 2:24:32 PM  
**Attachments:** [image007.png](#)

---

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**Sent:** Wednesday, October 23, 2024 11:32 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
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**From:** [Alan Eisenman](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Scott Marshall](#); [John Sauve](#)  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Wednesday, March 19, 2025 11:02:12 AM  
**Attachments:** [image004.png](#)

---

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**Sent:** Friday, March 7, 2025 1:41 PM  
**To:** Scott Marshall <smarshall@cityofbeaufort.org>; Alan Eisenman <aeisenman@cityofbeaufort.org>  
**Cc:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

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**Sent:** Monday, December 23, 2024 8:31 AM

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**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Alan Eisenman <[aeisenman@cityofbeaufort.org](mailto:aeisenman@cityofbeaufort.org)>

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**To:** [Scott Marshall](#); [Alan Eisenman](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Friday, March 7, 2025 1:41:21 PM  
**Attachments:** [image004.png](#)

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**Sent:** Monday, December 23, 2024 8:31 AM  
**To:** [\\_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>](#)  
**Cc:** [\\_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>](#); [Alan Eisenman <a Eisenman@cityofbeaufort.org>](#)  
**Subject:** Re: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

Thanks for checking. It is still pending further discussions with USCB as well as our City Council. Discussions are ongoing. Happy Holidays to you.

Regards,

Scott

Scott M. Marshall  
City Manager  
City of Beaufort, South Carolina

843-525-7070  
[www.cityofbeaufort.org](http://www.cityofbeaufort.org)



---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Date:** Friday, December 20, 2024 at 4:33 PM  
**To:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>, Alan Eisenman <[a Eisenman@cityofbeaufort.org](mailto:a Eisenman@cityofbeaufort.org)>  
**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form

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Hi Scott,

I wanted to reach out to check on the status of your request form. I know you mentioned it was pending on a meeting with USCB, but I was unsure as to when that meeting was.

-Meg

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

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

---

**From:** Scott Marshall <[smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)>  
**Sent:** Wednesday, October 23, 2024 11:32 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Alan Eisenman <[a Eisenman@cityofbeaufort.org](mailto:a Eisenman@cityofbeaufort.org)>  
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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>

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

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**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [\\_STO - Appropriated Contributions](#); [Alan Eisenman](#)  
**Subject:** Re: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Monday, December 23, 2024 8:31:31 AM  
**Attachments:** [image005.png](#)  
[image002.png](#)

---

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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

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**Subject:** RE: [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Friday, December 20, 2024 4:33:36 PM  
**Attachments:** [image005.png](#)

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South Carolina Treasurer's Office

1200 Senate Street, Suite 214

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

**From:** [Lawrence Flynn](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Re: Appropriation to Beaufort  
**Date:** Wednesday, November 20, 2024 7:49:54 AM  
**Attachments:** [image001.png](#)

---

Meg -

Just following up on this request. Do you have any availability for a quick call? Thanks,

Lawrence Flynn  
(803) 354-4902  
[lflynn@popeflynn.com](mailto:lflynn@popeflynn.com)

---

**From:** Lawrence Flynn <[lflynn@popeflynn.com](mailto:lflynn@popeflynn.com)>  
**Sent:** Wednesday, November 6, 2024 12:04 PM  
**To:** Meg.Romaniello@sto.sc.gov <[Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)>  
**Subject:** Appropriation to Beaufort

Hey Meg

I just left you a message about the \$1.5mm appropriation to the City of Beaufort for the Cyber Security Facility. I had a question about memorializing an expenditure. Can you please give me a ring at your convenience to discuss? Thanks, LEF

Lawrence Flynn III  
MEMBER

DIRECT: [\(803\) 354-4902](tel:(803)354-4902)  
FAX: [\(803\) 354-4899](tel:(803)354-4899)

[popeflynn.com](http://popeflynn.com) | [vCard](#)



POPE FLYNN  
GROUP

---

1411 Gervais St.  
Suite 300  
Columbia, SC 29201

**CONFIDENTIAL COMMUNICATION:** The information contained in this message may contain legally privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or duplication of this transmission is strictly prohibited. If you have received this communication in error, please notify us by telephone or email immediately and return the original message to us or destroy all printed and electronic copies. Nothing in this transmission is intended to be an electronic signature nor to constitute an agreement of any kind under applicable law unless otherwise expressly indicated. Intentional interception or dissemination of electronic mail not belonging to you may violate federal or state law.

**From:** [Lawrence Flynn](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Appropriation to Beaufort  
**Date:** Wednesday, November 6, 2024 12:07:33 PM  
**Attachments:** [image001.png](#)  
[STO Appropriated Funds Cover Letter - City of Beaufort - Cyber Security Education Facility.pdf](#)

---

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Lawrence Flynn III  
MEMBER

DIRECT: [\(803\) 354-4902](tel:(803)354-4902)

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September 10, 2024

Scott Marshall  
City of Beaufort  
1911 Boundary Street  
Beaufort, South Carolina 29902

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

Dear Scott Marshall:

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>
City of Beaufort - Cyber Security Education Facility	\$1,500,000.00

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

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

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

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

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

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

Sincerely,

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

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

**INSTRUCTIONS**

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

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

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

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

<b>Quarterly Update Schedule</b>				
<b>Time Frame</b>	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
<b>Due Date</b>	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.

**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from LAWRENCE FLYNN (803-767-8039 ) on 11/6/24 12:03 PM for 8037342658  
**Date:** Wednesday, November 6, 2024 12:04:29 PM  
**Attachments:** [8037678039-110624-120314-8037342658-1149233-1.wav](#)

---



Voice Message from LAWRENCE FLYNN (803-767-8039 ) on 11/6/24 12:03 PM (26 second msg)

**MESSAGE:**

"This is Lawrence Flynn at the law firm in Columbia. I call about an appropriation authorization with the city of Buford and just making sure we were properly able to memorialize how the expenditure was going to work. If you give me a ring back at your convenience, again, Lawrence Flynn 803-767-8039 on my cell or in the office, 803-354-4902. Let's forward it to all of you. Thanks."

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

**From:** [Scott Marshall](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [\\_STO - Appropriated Contributions](#); [Alan Eisenman](#)  
**Subject:** [External] Re: Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Wednesday, October 23, 2024 11:32:09 AM  
**Attachments:** [image001.png](#)

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Hi Meg:

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Regards,

Scott

Scott M. Marshall  
City Manager  
City of Beaufort, South Carolina

843-525-7070

[www.cityofbeaufort.org](http://www.cityofbeaufort.org)



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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Status check for FY25 Earmarked Appropriations Disbursement Request form  
**Date:** Wednesday, October 23, 2024 11:25:13 AM

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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

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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [smarshall@cityofbeaufort.org](mailto:smarshall@cityofbeaufort.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY25 Appropriated Contributions Enrollment Packet  
**Date:** Wednesday, September 11, 2024 11:53:18 AM  
**Attachments:** [STO Appropriated Funds Cover Letter - City of Beaufort - Cyber Security Education Facility.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

Scott Marshall  
City of Beaufort  
1911 Boundary Street  
Beaufort, South Carolina 29902

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

Dear Scott Marshall:

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>
City of Beaufort - Cyber Security Education Facility	\$1,500,000.00

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

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

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

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

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

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

Sincerely,

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



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

**INSTRUCTIONS**

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

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

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

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

<b>Quarterly Update Schedule</b>				
<b>Time Frame</b>	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
<b>Due Date</b>	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.



### State of South Carolina Request for Contribution Distribution

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

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

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

[Link to Search Vendor Number](#)

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
<b>Grand Total</b>	<b>\$0.00</b>	

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

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

\_\_\_\_\_  
Organization Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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

\*

\_\_\_\_\_  
Agency Head Signature

\_\_\_\_\_  
Date

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

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

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

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

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

