

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org); [Angel Howell](#); [Harold Young](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21  
**Date:** Monday, April 8, 2024 4:31:10 PM

---

Hello,

This is a reminder about your quarterly updates that are due soon.

Please update and submit the quarterly reports 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 3/31/24) update due date: 4/15/24**

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

-Meg

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

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

**From:** [Kendeana Stephens](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Harold Young](#); [Angel Howell](#)  
**Subject:** -RE: [External] -RE: -PAST DUE RE: Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21  
**Date:** Tuesday, February 13, 2024 1:40:33 PM  
**Attachments:** [image006.png](#)  
[image007.png](#)  
[image014.png](#)  
[image018.png](#)  
[image002.png](#)  
[image008.png](#)  
[image017.png](#)  
[image019.png](#)  
[Orangeburg County Nix Stilton FY24 Quarterly Expenditure Report\\_updated.pdf](#)

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Good afternoon,

The document is attached.



**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
Executive Assistant to the County Administrator/Special Projects Administrator  
**O:** 803-533-6101 | **C:** 803-614-5626 | **F:** 803-533-6104  
**Post Office Drawer 9000**  
**1437 Amelia Street**  
**Orangeburg, SC 29116**  
[www.orangeburgcounty.org](http://www.orangeburgcounty.org)

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**Sent:** Tuesday, February 13, 2024 12:49 PM  
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**Cc:** Harold Young <[hyoung@orangeburgcounty.org](mailto:hyoung@orangeburgcounty.org)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>  
**Subject:** RE: [External] -RE: -PAST DUE RE: Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21

Hi Kendeana,

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I have updated the attached template based on the assumed information. If it is correct, please sign and

resubmit.

Accounting of how the funds have been spent:				
Description <i>(Attach additional detail for subgrantees and affiliated nonprofits)</i>	Budget	Quarter		
		Quarter 1	Quarter 2	Quarter 3
	\$400,000.00			

-Meg

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

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**From:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Sent:** Thursday, January 18, 2024 3:59 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>; Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>  
**Cc:** Harold Young <[hyoung@orangeburgcounty.org](mailto:hyoung@orangeburgcounty.org)>  
**Subject:** [External] -RE: -PAST DUE RE: Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21

Good afternoon,

The Q2 report for Orangeburg County-Nix Stilton is attached.



**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
Executive Assistant to the County Administrator/Special Projects Administrator  
**O:** 803-531-6570 | **C:** 803-614-5626 | **F:** 803-533-6104  
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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>

**Sent:** Wednesday, January 17, 2024 11:42 AM

**To:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>; Kendeana Stephens

<[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>

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

<[hyoung@orangeburgcounty.org](mailto:hyoung@orangeburgcounty.org)>

**Subject:** -PAST DUE RE: Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21

**Importance:** High

Good morning,

At this time, I have not received your Q2 report for Orangeburg County - Nix-Stilton Community Center that was due on the 15th.

This report is now **past due** and should be submitted by the end of the workday on Friday (1/19).

-

If you have any questions, please let me.

-Meg

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

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

**Sent:** Friday, January 5, 2024 3:08 PM

**To:** [ahowell@orangeburgcounty.org](mailto:ahowell@orangeburgcounty.org); [kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)

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

**Subject:** Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21

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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 12/31/23) update due date: 1/15/24**

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 to be provided.
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  - 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

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### 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
\$400,000	E160 - State Treasurer	Nix Stilton Community Center

Organization Information	
Entity Name	County of Orangeburg
Address	P.O. Drawer 9000
City/State/Zip	Orangeburg, SC 29116
Website	www.orangeburgcounty.org
Tax ID#	57-6000775
Entity Type	County

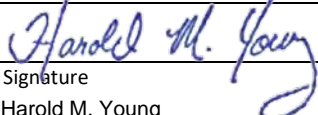
Organization Contact Information	
Name	Angel Howell
Position/Title	Administrative Services Division Director
Telephone	803-533-6101
Email	ahowell@orangeburgcounty.org
Secondary Organization Contact Information	
Name	Kendeana Stephens
Position/Title	Executive Asst to County Administrator/Sp. Projects Admin
Telephone	803-531-6570
Email	kstephens@orangeburgcounty.org

Reporting Period	
Reporting Period	Quarter 2: October 1, 2023 - December 30, 2023

Accounting of how the funds have been spent:								
Description <i>(Attach additional detail for subgrantees and affiliated nonprofits)</i>	Budget	Expenditures					Total	Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
Site Development	\$400,000.00	\$0.00	\$0.00			\$0.00	\$400,000.00	
						\$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	
<b>Grand Total</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	

**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  
 Harold M. Young  
 Printed Name

County Administrator  
 Title  
 2/13/2024  
 Date

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Kendeana Stephens](#)  
**Cc:** [Harold Young](#); [\\_STO - Appropriated Contributions](#); [Angel Howell](#)  
**Subject:** RE: [External] -RE: -PAST DUE RE: Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21  
**Date:** Tuesday, February 13, 2024 12:49:03 PM  
**Attachments:** [image001.png](#)  
[image010.png](#)  
[image014.png](#)  
[image015.png](#)  
[FY24 Quarterly Expenditure Report update.xlsx](#)  
[image009.png](#)  
[image011.png](#)

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	\$400,000.00			

-Meg

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Executive Assistant to the County Administrator/Special Projects Administrator  
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**Q2 (ending 12/31/23) update due date: 1/15/24**

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Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
\$400,000	E160 - State Treasurer	Nix Stilton Community Center

Organization Information	
Entity Name	County of Orangeburg
Address	P.O. Drawer 9000
City/State/Zip	Orangeburg, SC 29116
Website	www.orangeburgcounty.org
Tax ID#	57-6000775
Entity Type	County

Organization Contact Information	
Name	Angel Howell
Position/Title	Administrative Services Division Director
Telephone	803-533-6101
Email	ahowell@orangeburgcounty.org
Secondary Organization Contact Information	
Name	Kendeana Stephens
Position/Title	Executive Asst to County Administrator/Sp. Projects Admin
Telephone	803-531-6570
Email	kstephens@orangeburgcounty.org

Reporting Period	
Reporting Period	Quarter 2: October 1, 2023 - December 30, 2023

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						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
<b>Grand Total</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	

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**Expenditure Certification**  
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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**To:** [\\_STO - Appropriated Contributions](#); [Angel Howell](#)  
**Cc:** [Harold Young](#)  
**Subject:** [External] -RE: -PAST DUE RE: Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21  
**Date:** Thursday, January 18, 2024 3:58:45 PM  
**Attachments:** [image006.png](#)  
[image007.png](#)  
[image002.png](#)  
[image008.png](#)  
[image009.png](#)  
[FY24 Quarterly Expenditure Report Nix Stilton Community Center Q2.pdf](#)

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**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
Executive Assistant to the County Administrator/Special Projects Administrator  
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Hello,

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 12/31/23) update due date: 1/15/24**

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 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](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@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, 2024.

Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
\$400,000		Nix-Stilton Community Center

Organization Information	
Entity Name	County of Orangeburg
Address	P.O. Drawer 9000
City/State/Zip	Orangeburg, S.C. 29116
Website	www.orangeburgcounty.org
Tax ID#	57-6000775
Entity Type	County

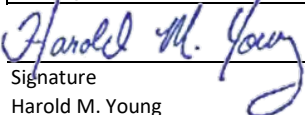
Organization Contact Information	
Name	Angel Howell
Position/Title	Administrative Services Division Director
Telephone	803-533-6101
Email	ahowell@orangeburgcounty.org
Secondary Organization Contact Information	
Name	Kendeana Stephens
Position/Title	Executive Asst to County Administrator/ Sp. Projects Admin
Telephone	803-531-6570
Email	kstephens@orangeburgcounty.org

Reporting Period	
Reporting Period	Quarter 2: October 1, 2023 - December 30, 2023

Accounting of how the funds have been spent:								
Description <i>(Attach additional detail for subgrantees and affiliated nonprofits)</i>	Budget						Total	Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
	\$400,000.00					\$0.00	\$400,000.00	
						\$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	
<b>Grand Total</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	

**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  
 Harold M. Young  
 \_\_\_\_\_  
 Printed Name

County Administrator  
 \_\_\_\_\_  
 Title  
 1/18/2024  
 \_\_\_\_\_  
 Date

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [ahowell@orangeburgcounty.org](mailto:ahowell@orangeburgcounty.org); [kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)  
**Cc:** [\\_STO - Appropriated Contributions](#); [Harold Young](#)  
**Subject:** PAST DUE RE: Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21  
**Date:** Wednesday, January 17, 2024 11:41:43 AM  
**Importance:** High

---

Good morning,

At this time, I have not received your Q2 report for Orangeburg County - Nix-Stilton Community Center that was due on the 15th.

This report is now **past due** and should be submitted by the end of the workday on Friday (1/19).

-  
If you have any questions, please let me.

-Meg

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

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

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Friday, January 5, 2024 3:08 PM  
**To:** [ahowell@orangeburgcounty.org](mailto:ahowell@orangeburgcounty.org); [kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21

Hello,

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 12/31/23) update due date: 1/15/24**

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



**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [ahowell@orangeburgcounty.org](mailto:ahowell@orangeburgcounty.org); [kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21  
**Date:** Friday, January 5, 2024 3:07:33 PM

---

Hello,

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 12/31/23) update due date: 1/15/24**

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.
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- Accounting of how the funds have been spent:
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  - If no expenses have occurred since July 1, please put zeros in both Quarter 1 and Quarter 2 columns.
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- 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](tel:803-734-2658) | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Kendeana Stephens](#); [Angel Howell](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY24 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information  
**Date:** Wednesday, December 6, 2023 8:45:58 AM  
**Attachments:** [Appropriated Grants Letter - Orangeburg County.pdf](#)  
[FY24 Quarterly Expenditure Report update.xlsx](#)

---

Hello,

Please see attached for your payment confirmation letter.

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

Below is the schedule of when quarterly reports are due. Your first quarterly reports will be due

**January 15, 2024.**

<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

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

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

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 | [Meg.Romaniello@sto.sc.gov](mailto:Meg.Romaniello@sto.sc.gov)



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

State Treasurer

December 6, 2023

Angel Howell and Kendeana Stephens  
Orangeburg County  
P.O. Drawer 9000  
Orangeburg, SC 29116

Dear Angel Howell and Kendeana Stephens:

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 \$500,000 representing your organization's appropriated contributions (\$100,000 and \$400,000). 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, 2024.

<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

\* 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



### 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

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

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

Reporting Period	
Reporting Period	

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

**From:** [Kendeana Stephens](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** -RE: -RE: -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County  
**Date:** Tuesday, December 5, 2023 12:54:44 PM  
**Attachments:** [image005.png](#)  
[image008.png](#)  
[image009.png](#)  
[image021.png](#)  
[image022.png](#)  
[image001.png](#)  
[image002.png](#)  
[image004.png](#)  
[image006.png](#)

---

Good afternoon Meg,

I wanted to follow up on this request. Can you provide an update?



**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
Executive Assistant to the County Administrator/Special Projects Administrator  
**O:** 803-531-6570 | **C:** 803-614-5626 | **F:** 803-533-6104  
**Post Office Drawer 9000**  
**1437 Amelia Street**  
**Orangeburg, SC 29116**  
[www.orangeburgcounty.org](http://www.orangeburgcounty.org)

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---

**From:** Kendeana Stephens  
**Sent:** Friday, December 1, 2023 4:58 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: -RE: -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Good afternoon,

I wanted to check on the status of the funding for Orangeburg County. (\$100,000 and \$400,000)

Has funds been sent? If so, can you provide a date? If not, do you have an estimated date?

Thanks in advance for your help,

**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))



Executive Assistant to the County Administrator/Special Projects Administrator

O: 803-531-6570 | C: 803-614-5626 | F: 803-533-6104

Post Office Drawer 9000  
1437 Amelia Street  
Orangeburg, SC 29116

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---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, November 8, 2023 10:50 AM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: -RE: -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Attached is the email that was sent to Harold. It should be handled the same way as the request for the Nix-Stilton Community Center appropriation.

-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:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Sent:** Wednesday, November 8, 2023 10:48 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>  
**Subject:** -RE: -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Good morning,

Both requests went through the Ways and Means Committee. What information is needed?



**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
Executive Assistant to the County Administrator/Special Projects Administrator  
**O:** 803-531-6570 | **C:** 803-614-5626 | **F:** 803-533-6104  
**Post Office Drawer 9000**  
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**Orangeburg, SC 29116**  
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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, November 8, 2023 10:45 AM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Hi Kendeana,

I wanted to reach back out to clarify something.

The request for the Orangeburg County - Nix-Stilton Community Center for \$400,000 is the one in review.

I have not received a request from Harold Young for the \$100,000 for Orangeburg County - County Marketing. Harold was the contact I was provided for the County Marketing appropriation. I emailed him on 10/25.

-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:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Sent:** Tuesday, November 7, 2023 5:12 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>



**Subject:** -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Thanks for the update!

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

**Kendeana  
Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
**Special Projects Administrator**  
**O: 803-531-6570 | C: 803-614-5626 | F: 803-533-6104**

**Post Office Drawer 9000  
1437 Amelia Street  
Orangeburg, S.C. 29116**

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Tuesday, November 7, 2023 5:00:37 PM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Hi Kendeana,

I apologize for the delay in response, I was out of the office Friday and Monday. Your request form is currently in review with management.

-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:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Sent:** Thursday, November 2, 2023 4:19 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [External] -FY24 Appropriated Contribution for Orangeburg County

Good afternoon,

I would like to check the status of the \$50,000 appropriation for Orangeburg County marketing.

Thanks in advance,

**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
Executive Assistant to the County Administrator/Special Projects  
Administrator

**O:** 803-531-6570 | **C:** 803-614-5626 | **F:** 803-533-6104

**Post Office Drawer 9000**  
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**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from ORANGEBURG CTY (803-533-6101 ) on 12/5/23 12:46 PM for 8037342658  
**Date:** Tuesday, December 5, 2023 12:47:16 PM  
**Attachments:** [8035336101-120523-124613-8037342658-1022478-1.wav](#)

---



Voice Message from ORANGEBURG CTY (803-533-6101 ) on 12/5/23 12:46 PM (13 second msg)

**MESSAGE:**

" Beth know Meg. This is Ken Dina Stevens calling from Orangeburg County for an update if you can please return my phone call at 803-533-6101. Thank you."

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

**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from ORANGEBURG CTY (803-533-6101 ) on 12/4/23 4:14 PM for 8037342658  
**Date:** Monday, December 4, 2023 4:15:56 PM  
**Attachments:** [8035336101-120423-161444-8037342658-1022164-1.wav](#)

---



Voice Message from ORANGEBURG CTY (803-533-6101 ) on 12/4/23 4:14 PM (19 second msg)

**MESSAGE:**

" Good afternoon Meg. This is Ken Dina Stevens calling from the County of Orange work. I'm just following up on the email that I sent on last week and which I was asking for an update regarding the theater appropriate. If one of those Orange County, please give me a call back at 803-533-6101. Thank you."

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

**From:** [Kendeana Stephens](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** -RE: -RE: -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County  
**Date:** Friday, December 1, 2023 4:57:59 PM  
**Attachments:** [image006.png](#)  
[image008.png](#)  
[image010.png](#)  
[image017.png](#)  
[image018.png](#)  
[image001.png](#)  
[image002.png](#)

---

Good afternoon,

I wanted to check on the status of the funding for Orangeburg County. (\$100,000 and \$400,000)

Has funds been sent? If so, can you provide a date? If not, do you have an estimated date?

Thanks in advance for your help,



**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
Executive Assistant to the County Administrator/Special Projects Administrator

**O:** 803-531-6570 | **C:** 803-614-5626 | **F:** 803-533-6104

**Post Office Drawer 9000**  
**1437 Amelia Street**  
**Orangeburg, SC 29116**

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

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---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, November 8, 2023 10:50 AM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: -RE: -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Attached is the email that was sent to Harold. It should be handled the same way as the request for the Nix-Stilton Community Center appropriation.

-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:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Sent:** Wednesday, November 8, 2023 10:48 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>  
**Subject:** -RE: -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Good morning,

Both requests went through the Ways and Means Committee. What information is needed?



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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, November 8, 2023 10:45 AM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Hi Kendeana,

I wanted to reach back out to clarify something.  
The request for the Orangeburg County - Nix-Stilton Community Center for \$400,000 is the one in review.

I have not received a request from Harold Young for the \$100,000 for Orangeburg County - County Marketing. Harold was the contact I was provided for the County Marketing appropriation. I emailed him on 10/25.

-Meg

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**From:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Sent:** Tuesday, November 7, 2023 5:12 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>  
**Subject:** -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Thanks for the update!

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

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**Sent:** Tuesday, November 7, 2023 5:00:37 PM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

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currently in review with management.

-Meg

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

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**From:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
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**Subject:** [External] -FY24 Appropriated Contribution for Orangeburg County

Good afternoon,

I would like to check the status of the \$50,000 appropriation for Orangeburg County marketing.

Thanks in advance,

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**From:** [Kendeana Stephens](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Angel Howell](#)  
**Subject:** -RE: -RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County  
**Date:** Wednesday, November 8, 2023 10:48:02 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image016.png](#)  
[image017.png](#)  
[image018.png](#)  
[image001.png](#)  
[image002.png](#)

---

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**Subject:** -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

Thanks for the update!

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**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Kendeana Stephens](#)  
**Cc:** [Angel Howell](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County  
**Date:** Wednesday, November 8, 2023 10:44:42 AM  
**Attachments:** [image008.png](#)  
[image010.png](#)  
[image011.png](#)

---

Hi Kendeana,

I wanted to reach back out to clarify something.

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**Cc:** Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>  
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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Tuesday, November 7, 2023 5:00:37 PM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** -RE: [External] -FY24 Appropriated Contribution for Orangeburg County

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**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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**Sent:** Thursday, November 2, 2023 4:19 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [External] -FY24 Appropriated Contribution for Orangeburg County

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**From:** [Kendeana Stephens](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Angel Howell](#)  
**Subject:** -Re: -RE: [External] -FY24 Appropriated Contribution for Orangeburg County  
**Date:** Tuesday, November 7, 2023 5:11:53 PM  
**Attachments:** [image006.png](#)  
[image003.png](#)  
[image004.png](#)

---

Thanks for the update!

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**Kendeana  
Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
**Special Projects Administrator**  
**O: [803-531-6570](tel:803-531-6570) | C: [803-614-5626](tel:803-614-5626) | F: [803-533-6104](tel:803-533-6104)**

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**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)

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**From:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>

**Sent:** Thursday, November 2, 2023 4:19 PM

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

**Subject:** [External] -FY24 Appropriated Contribution for Orangeburg County

Good afternoon,

I would like to check the status of the \$50,000 appropriation for Orangeburg County marketing.

Thanks in advance,



**Kendeana Stephens**  
[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)

Executive Assistant to the County  
Administrator/Special Projects  
Administrator

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**Date:** Tuesday, November 7, 2023 5:00:39 PM  
**Attachments:** [image006.png](#)  
[image011.png](#)  
[image012.png](#)  
[image003.png](#)  
[image004.png](#)

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**O:** 803-531-6570 | **C:** 803-614-5626 | **F:** 803-533-6104  
**Post Office Drawer 9000**  
**1437 Amelia Street**  
**Orangeburg, SC 29116**  
[www.orangeburgcounty.org](http://www.orangeburgcounty.org)

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dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error please immediately notify us by telephone and destroy the original message.

**From:** [Kendeana Stephens](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Harold Young](#); [Angel Howell](#)  
**Subject:** -RE: -RE: [External] -RE: FY24 Appropriated Contributions Enrollment Packet  
**Date:** Thursday, October 26, 2023 3:47:03 PM  
**Attachments:** [image002.png](#)  
[image005.png](#)  
[image006.png](#)  
[image014.png](#)  
[image001.png](#)  
[image003.png](#)  
[image008.png](#)  
[image009.png](#)

---

Yes, that is correct.

Thank you.



**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
Executive Assistant to the County Administrator/Special Projects Administrator  
**O:** 803-531-6570 | **C:** 803-614-5626 | **F:** 803-533-6104  
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**From:** [\\_STO - Appropriated Contributions](#) <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Thursday, October 26, 2023 3:43 PM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** Harold Young <[hyoung@orangeburgcounty.org](mailto:hyoung@orangeburgcounty.org)>; Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>; [\\_STO - Appropriated Contributions](#) <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** -RE: [External] -RE: FY24 Appropriated Contributions Enrollment Packet

Thank you for your submission! I took a quick look and noticed that the vendor number section was left blank. Using the link provided in the instructions (<https://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do>), I was able to pull the results below for Orangeburg County. I highlighted the one that I believe would be the best option. I have also updated your disbursement request form and have attached the updated version to this email for your records. If you would prefer me to use a different vendor number, please let me know.

**Vendor Master - Search**

**Vendor File Search Parameters**  
(maximum results: 300 records)

Vendor Number:  City:

Name:  State:

Minority Status:  Commodity/Service Description:

Ever use a *wildcard* search? [Click here for help.](#)

21 Possible Matches found, displaying 1 to 15[First/Prev] 1, 2 [Next/Last]

Name	Status	Vendor No	Minority	City	State	Zip
<a href="#">DEFENDER CORP OF ORANGEBURG COUNTY</a>		7000031890		ORANGEBURG	South Carolina	29116-1112
<a href="#">ORANGEBURG COUNTY</a>	Validated	7000030093		ORANGEBURG	South Carolina	29116-9000
<a href="#">ORANGEBURG COUNTY</a>	Validated	7000150182		ORANGEBURG	South Carolina	29115
<a href="#">ORANGEBURG COUNTY</a>	Validated	7000159188		ORANGEBURG	South Carolina	29115
<a href="#">ORANGEBURG COUNTY</a>	Validated	7000166131		ORANGEBURG	South Carolina	29116
<a href="#">ORANGEBURG COUNTY ADULT &amp; COMMUNITY EDUC</a>	Validated	7000017991		ORANGEBURG	South Carolina	29115
<a href="#">ORANGEBURG COUNTY COMMUNITY OF CHARACTER</a>		7000154920		ORANGEBURG	South Carolina	29116
<a href="#">ORANGEBURG COUNTY COUNCIL ON AGING</a>	Validated	7000026317		ORANGEBURG	South Carolina	29116
<a href="#">ORANGEBURG COUNTY DEVELOPMENT COMMISSION</a>	Validated	7000121906		ORANGEBURG	South Carolina	29118
<a href="#">ORANGEBURG COUNTY DSN BOARD</a>	Validated	7000028496		ORANGEBURG	South Carolina	29116
<a href="#">ORANGEBURG COUNTY FAIR</a>		7000192797		ORANGEBURG	South Carolina	29116
<a href="#">ORANGEBURG COUNTY FINE ARTS CENTER</a>	Validated	7000013504		ORANGEBURG	South Carolina	29116
<a href="#">ORANGEBURG COUNTY HEALTH DEPT</a>	Validated	7000017997		ORANGEBURG	South Carolina	29116-9000
<a href="#">ORANGEBURG COUNTY LIBRARY</a>	Validated	7000180920		ORANGEBURG	South Carolina	29115
<a href="#">ORANGEBURG COUNTY PROBATE COURT</a>	Validated	7000159187		ORANGEBURG	South Carolina	29116

Export options: [CSV](#) | [Excel](#) | [XML](#)

-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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**Sent:** Thursday, October 26, 2023 1:42 PM  
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**Cc:** Harold Young <[hyoung@orangeburgcounty.org](mailto:hyoung@orangeburgcounty.org)>; Angel Howell <[AHowell@orangeburgcounty.org](mailto:AHowell@orangeburgcounty.org)>  
**Subject:** [External] -RE: FY24 Appropriated Contributions Enrollment Packet

Good afternoon,

The signed documents are attached.

Thanks!



**Kendeana Stephens** ([kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org))  
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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, October 25, 2023 2:41 PM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** FY24 Appropriated Contributions Enrollment Packet

Hello,

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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Kendeana Stephens](#)  
**Cc:** [Harold Young](#); [Angel Howell](#); [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] -RE: FY24 Appropriated Contributions Enrollment Packet  
**Date:** Thursday, October 26, 2023 3:43:24 PM  
**Attachments:** [3\\_Orangeburg County - Nix-Stilton Community Center.pdf](#)  
[image001.png](#)  
[image011.png](#)  
[image013.png](#)  
[image014.png](#)  
[image008.png](#)  
[image009.png](#)

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## SCEIS The South Carolina Enterprise Information System 2022.03.16

### Vendor Master - Search

**Vendor File Search Parameters**  
(maximum results: 300 records)

Vendor Number:   
 Name:   
 Minority Status:

City:   
 State:

Commodity/Service Description:

Ever use a *wildcard* search? [Click here for help.](#)

21 Possible Matches found, displaying 1 to 15 [First/Prev] 1, 2 [Next/Last]

Name	Status	Vendor No	Minority	City	State	Zip
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<a href="#">ORANGEBURG COUNTY</a>	Validated	7000030093		ORANGEBURG	South Carolina	29116-9000
<a href="#">ORANGEBURG COUNTY</a>	Validated	7000150182		ORANGEBURG	South Carolina	29115
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<a href="#">ORANGEBURG COUNTY</a>	Validated	7000166131		ORANGEBURG	South Carolina	29116
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<a href="#">ORANGEBURG COUNTY PROBATE COURT</a>	Validated	7000159187		ORANGEBURG	South Carolina	29116

Export options: [CSV](#) | [Excel](#) | [XML](#)

-Meg

**Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II**  
 South Carolina Treasurer's Office

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

---

**From:** Kendeana Stephens <kstephens@orangeburgcounty.org>  
**Sent:** Thursday, October 26, 2023 1:42 PM  
**To:** \_STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>  
**Cc:** Harold Young <hyoung@orangeburgcounty.org>; Angel Howell <AHowell@orangeburgcounty.org>  
**Subject:** [External] -RE: FY24 Appropriated Contributions Enrollment Packet

Good afternoon,

The signed documents are attached.

Thanks!



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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, October 25, 2023 2:41 PM  
**To:** Kendeana Stephens <[kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** FY24 Appropriated Contributions Enrollment Packet

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



**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
\$400,000.00	E160 - State Treasurer	Nix Stilton Community Center

**Organization Information**

Entity Name	County of Orangeburg
Address	P.O. Drawer 9000
City/State/Zip	Orangeburg, SC 29116
Website	www.orangeburgcounty.org
Tax ID #	57-6000775
Entity Type	County
Vendor #	7000030093

**Organization Contact Information**

Contact Name	Angel Howell
Position/Title	Administrative Services Division Director
Telephone	803-533-6101
Email	ahowell@orangeburgcounty.org

**Secondary Organization Contact Information**

Name	Kendeana Stephens
Position/Title	Executive Asst to County Administrator/Sp. Projects Admin
Telephone	803-531-6570
Email	kstephens@orangeburgcounty.org

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

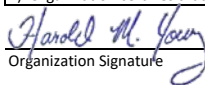
Description	Budget	Explanation
Site Development	\$400,000.00	Construction of facility
<b>Grand Total</b>	<b>\$400,000.00</b>	

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

Orangeburg County is a persistent poverty County with an aging population. The funding will fulfill the need for facilities that cater to seniors as well as the community. This new senior/community facility will provide outreach programs for the community such as senior feeding, senior activities, and senior educational classes and other community program activities.

**Organization Certifications**

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

  
 Organization Signature

\_\_\_\_\_  
 County Administrator  
 Title

Harold M. Young  
 Printed Name

10/25/2023  
 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, 2024.
- 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, 2024.

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

\_\_\_\_\_  
 Date

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



**From:** [Kendeana Stephens](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Harold Young](#); [Angel Howell](#)  
**Subject:** [External] -RE: FY24 Appropriated Contributions Enrollment Packet  
**Date:** Thursday, October 26, 2023 1:41:50 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image002.png](#)  
[image007.png](#)  
[image008.png](#)  
[FY24 Earmarked Appropriations Disbursement Request form Nix Stilton.pdf](#)  
[FY24 Earmarked Appropriations Disbursement Request form Nix Stilton pg2.pdf](#)

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The signed documents are attached.

Thanks!



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Meg

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

South Carolina Treasurer's Office

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Amount	State Agency Providing the Contribution	Purpose
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**Organization Information**

Entity Name	County of Orangeburg
Address	P.O. Drawer 9000
City/State/Zip	Orangeburg, SC 29116
Website	www.orangeburgcounty.org
Tax ID #	57-6000775
Entity Type	County
Vendor #	

**Organization Contact Information**

Contact Name	Angel Howell
Position/Title	Administrative Services Division Director
Telephone	803-533-6101
Email	ahowell@orangeburgcounty.org

**Secondary Organization Contact Information**

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Position/Title	Executive Asst to County Administrator/Sp. Projects Admin
Telephone	803-531-6570
Email	kstephens@orangeburgcounty.org

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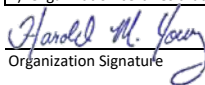
Description	Budget	Explanation
Site Development	\$400,000.00	Construction of facility
<b>Grand Total</b>	<b>\$400,000.00</b>	

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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.

  
 Organization Signature

\_\_\_\_\_  
 County Administrator  
 Title

Harold M. Young  
 Printed Name

10/25/2023  
 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, 2024.
- 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, 2024.

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

\_\_\_\_\_  
 Date

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



**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from ORANGEBURG CTY (803-533-6101 ) on 10/25/23 4:50 PM for 8037342658  
**Date:** Wednesday, October 25, 2023 4:51:56 PM  
**Attachments:** [8035336101-102523-165019-8037342658-1008269-1.wav](#)

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Voice Message from ORANGEBURG CTY (803-533-6101 ) on 10/25/23 4:50 PM (34 second msg)

**MESSAGE:**

" Afternoon Meg. This is Christina Stevens calling from the County of Orange Berg. I am calling in reference to the next door and state appropriation earmark that you emailed the forms over to me. This afternoon. We'll simply calling to get our vendor number. I did not see it in the documents and just wanted to ensure that I had the fall completed correctly feel free to email that to me at K students that lunch break County dot org or give me a call back at 803-533-6101. Thank you. You have a great day bye bye."

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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [kstephens@orangeburgcounty.org](mailto:kstephens@orangeburgcounty.org)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY24 Appropriated Contributions Enrollment Packet  
**Date:** Wednesday, October 25, 2023 2:41:22 PM  
**Attachments:** [STO Appropriated Funds Cover Letter - Orangeburg County - Nix-Stilton Community Center .pdf](#)  
[FY24 Earmarked Appropriations Disbursement Request form update.xlsx](#)

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Hello,

The State of South Carolina Fiscal Year 2023-2024 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 2023-2024 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 118.19.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)



October 25, 2023

Kendeana Stephens  
Orangeburg County  
PO Box 9000  
Orangeburg, South Carolina 29116

RE: State Appropriated Contributions, FY 23-24 Reporting Requirements

Dear Kendeana Stephens:

The State of South Carolina Fiscal Year 2023-2024 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>
Orangeburg County - Nix-Stilton Community Center	\$400,000.00

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 118.19.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. 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, 2024, 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 118.19.B.98.
  - 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
	E160 - State Treasurer	

**Organization Information**

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

**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:**

Empty text box for explaining 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, 2024.
- 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, 2024.

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

Date \_\_\_\_\_

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

