

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov); [jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21  
**Date:** Monday, April 8, 2024 4:29:09 PM

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Hello,

This is a reminder about your quarterly update that is due soon.

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

**Q3 (ending 3/31/24) 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:** [Ben Wright](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Contribution Expenditure Report  
**Date:** Friday, March 29, 2024 10:56:01 AM

---

This is great, thank you so much!



**Ben Wright**

Director of Public Utilities

10 N. Roosevelt St (PO Box 500) York, SC 29745  
(803) 792-2620 Cell | (803) 818-1867 Direct  
(803) 684-2341 City Hall | (803) 684-1705 Fax  
Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Friday, March 29, 2024 10:42 AM  
**To:** Ben Wright <[bwright@yorksc.gov](mailto:bwright@yorksc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] Contribution Expenditure Report

**CAUTION EXTERNAL EMAIL:** This email originated from outside of the City of York organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Ben,

I believe attached is what you are looking for. Please let me know if it is not.  
Please note that agencies were given a basic template and were allowed up update it if the agency needed additional information so it is possible that some of the other agencies you need to send reports to might have different templates that they would want you to use for them.

-Meg

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

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:** Ben Wright <[bwright@yorksc.gov](mailto:bwright@yorksc.gov)>  
**Sent:** Friday, March 29, 2024 8:32 AM  
**To:** Romaniello, Meg <[meg.romaniello@sto.sc.gov](mailto:meg.romaniello@sto.sc.gov)>  
**Subject:** [External] Contribution Expenditure Report

Meg,

rd

I am trying to complete the 3 quarter reporting, can you please send me the unlocked excel form for the Contribution Expenditure Report? I have several agencies to send reports to (DHEC, DOT, etc..) and a workable form would be a great help.

Sincerely,



**Ben Wright**

Director of Public Utilities

10 N. Roosevelt St (PO Box 500) York, SC 29745

(803) 792-2620 Cell | (803) 818-1867 Direct

(803) 684-2341 City Hall | (803) 684-1705 Fax

Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Ben Wright](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] Contribution Expenditure Report  
**Date:** Friday, March 29, 2024 10:42:17 AM  
**Attachments:** [FY24 Quarterly Expenditure Report\\_update.xlsx](#)

---

Hi Ben,

I believe attached is what you are looking for. Please let me know if it is not. Please note that agencies were given a basic template and were allowed up update it if the agency needed additional information so it is possible that some of the other agencies you need to send reports to might have different templates that they would want you to use for them.

-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:** Ben Wright <[bwright@yorksc.gov](mailto:bwright@yorksc.gov)>  
**Sent:** Friday, March 29, 2024 8:32 AM  
**To:** Romaniello, Meg <[meg.romaniello@sto.sc.gov](mailto:meg.romaniello@sto.sc.gov)>  
**Subject:** [External] Contribution Expenditure Report

Meg,

I am trying to complete the 3<sup>rd</sup> quarter reporting, can you please send me the unlocked excel form for the Contribution Expenditure Report? I have several agencies to send reports to (DHEC, DOT, etc..) and a workable form would be a great help.

Sincerely,



**Ben Wright**

Director of Public Utilities

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(803) 792-2620 Cell | (803) 818-1867 Direct  
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Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City



### 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
	E160 - State Treasurer	

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

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

Reporting Period	
Reporting Period	

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:** [Ben Wright](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Contribution Expenditure Report  
**Date:** Friday, March 29, 2024 8:32:12 AM

---

Meg,

I am trying to complete the 3<sup>rd</sup> quarter reporting, can you please send me the unlocked excel form for the Contribution Expenditure Report? I have several agencies to send reports to (DHEC, DOT, etc..) and a workable form would be a great help.

Sincerely,



**Ben Wright**

Director of Public Utilities

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(803) 684-2341 City Hall | (803) 684-1705 Fax  
Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City

**From:** [Ben Wright](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] excel FY24 Quarterly Expenditure Report  
**Date:** Wednesday, January 17, 2024 5:23:50 PM  
**Attachments:** [AMI-Congress-hotel-gun\\_range expediture 2nd quarter.pdf](#)

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Please see the attached 2<sup>nd</sup> quarter expenditure reports

Sincerely,



**Ben Wright**

Director of Public Utilities

10 N. Roosevelt St (PO Box 500) York, SC 29745  
(803) 792-2620 Cell | (803) 818-1867 Direct  
(803) 684-2341 City Hall | (803) 684-1705 Fax  
Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, January 17, 2024 4:47 PM  
**To:** Ben Wright <[bwright@yorksc.gov](mailto:bwright@yorksc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] excel FY24 Quarterly Expenditure Report

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

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Hi Ben,

I apologize for the delay. Please see attached for an updated template to use.

-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:** Ben Wright <[bwright@yorksc.gov](mailto:bwright@yorksc.gov)>  
**Sent:** Wednesday, January 17, 2024 3:37 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [External] excel FY24 Quarterly Expenditure Report

Can someone from your office please call me about the excel spreadsheet? In the space "State

Agency providing the Contribution” I am unable to populate the correct agency? My contact info is below...

Sincerely,



**Ben Wright**

Director of Public Utilities

10 N. Roosevelt St (PO Box 500) York, SC 29745

(803) 792-2620 Cell | (803) 818-1867 Direct

(803) 684-2341 City Hall | (803) 684-1705 Fax

Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City





### 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		Purpose
Amount	\$1,555,000	Advanced Metering Infrastructure System Upgrade
State Agency Providing the Contribution	E160 - State Treasurer	

Organization Information	
Entity Name	City of York
Address	10 N. Roosevelt St.
City/State/Zip	York, SC 29745
Website	www.yorksc.gov
Tax ID#	57-6001131
Entity Type	Municipality

Reporting Period	
Reporting Period	Quarter 2: October 1, 2023 - December 31, 2023

Organization Contact Information	
Name	Dalton Pierce
Position/Title	City Manager
Telephone	803-684-2341
Email	dpierce@yorksc.gov
Secondary / Organization Contact Information	
Name	Jeff Wilkins
Position/Title	Finance Director
Telephone	803-684-2341
Email	jwilkins@yorksc.gov

Description	Budget	Accounting of how the funds have been spent:				Total	Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4		
<b>(Attach additional detail for subgrantees and affiliated nonprofits)</b>							
Analytics and Set up fee for 0-34,999 meters	\$1,555,000.00		\$8,513.99			\$8,513.99	\$1,546,486.01
2 Flexnet M400B TGB units			\$85,600.00			\$85,600.00	-\$85,600.00
Installation of flex net system routers, modems, and SIM cards			\$67,355.00			\$67,355.00	-\$67,355.00
27 Smart Points			\$3,317.00			\$3,317.00	-\$3,317.00
64 Smart Points			\$4,853.52			\$4,853.52	-\$4,853.52
			\$11,504.64			\$11,504.64	-\$11,504.64
			\$0.00			\$0.00	\$0.00
			\$0.00			\$0.00	\$0.00
			\$0.00			\$0.00	\$0.00
<b>Grand Total</b>	<b>\$1,555,000.00</b>	<b>\$0.00</b>	<b>\$181,144.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$181,144.15</b>	<b>\$1,373,855.85</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 Ben Wright  
 Ben Wright  
 Printed Name

Title Public Utilities Director  
 1/17/2024  
 Date













**From:** [Ben Wright](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] excel FY24 Quarterly Expenditure Report  
**Date:** Wednesday, January 17, 2024 4:56:20 PM

---

Thank you so very much Meg!



**Ben Wright**

Director of Public Utilities

10 N. Roosevelt St (PO Box 500) York, SC 29745  
(803) 792-2620 Cell | (803) 818-1867 Direct  
(803) 684-2341 City Hall | (803) 684-1705 Fax  
Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City

---

**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Wednesday, January 17, 2024 4:47 PM  
**To:** Ben Wright <[bwright@yorksc.gov](mailto:bwright@yorksc.gov)>  
**Cc:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] excel FY24 Quarterly Expenditure Report

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

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Hi Ben,

I apologize for the delay. Please see attached for an updated template to use.

-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:** Ben Wright <[bwright@yorksc.gov](mailto:bwright@yorksc.gov)>  
**Sent:** Wednesday, January 17, 2024 3:37 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [External] excel FY24 Quarterly Expenditure Report

Can someone from your office please call me about the excel spreadsheet? In the space "State Agency providing the Contribution" I am unable to populate the correct agency? My contact info is below...

Sincerely,



**Ben Wright**

Director of Public Utilities

10 N. Roosevelt St (PO Box 500) York, SC 29745

(803) 792-2620 Cell | (803) 818-1867 Direct

(803) 684-2341 City Hall | (803) 684-1705 Fax

Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Ben Wright](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] excel FY24 Quarterly Expenditure Report  
**Date:** Wednesday, January 17, 2024 4:46:38 PM  
**Attachments:** [FY24 Quarterly Expenditure Report\\_update.xlsx](#)

---

Hi Ben,

I apologize for the delay. Please see attached for an updated template to use.

-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:** Ben Wright <[bwright@yorksc.gov](mailto:bwright@yorksc.gov)>  
**Sent:** Wednesday, January 17, 2024 3:37 PM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [External] excel FY24 Quarterly Expenditure Report

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Sincerely,



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Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City



### 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
	E160 - State Treasurer	

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

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

Reporting Period	
Reporting Period	

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:** [Ben Wright](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Subject:** [External] excel FY24 Quarterly Expenditure Report  
**Date:** Wednesday, January 17, 2024 3:37:27 PM

---

Can someone from your office please call me about the excel spreadsheet? In the space "State Agency providing the Contribution" I am unable to populate the correct agency? My contact info is below...

Sincerely,



**Ben Wright**

Director of Public Utilities

10 N. Roosevelt St (PO Box 500) York, SC 29745

(803) 792-2620 Cell | (803) 818-1867 Direct

(803) 684-2341 City Hall | (803) 684-1705 Fax

Email: [bwright@yorksc.gov](mailto:bwright@yorksc.gov)

The White Rose City

**From:** [giSTT Message](#)  
**To:** [Romaniello, Meg](#)  
**Subject:** [External] Voice Message from City of York (803-684-2341 ) on 1/17/24 3:15 PM for 8037342658  
**Date:** Wednesday, January 17, 2024 3:17:13 PM  
**Attachments:** [8036842341-011724-151524-8037342658-1036133-1.wav](#)

---



Voice Message from City of York (803-684-2341 ) on 1/17/24 3:15 PM (39 second msg)

**MESSAGE:**

" Meg this is Ben Wright with the City of York here in new York, South Carolina. I'm late on my reporting and I need some help the the Excel sheet that was sent out. It is not letting me populate some different areas and I just was wanting to know if maybe you could send me another one, but if you would please before that give me a call 803-818-1867. Thank you very much."

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

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov); [jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** PAST DUE RE: Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21  
**Date:** Wednesday, January 17, 2024 11:41:37 AM  
**Importance:** High

---

Good morning,

At this time, I have not received your Q2 report 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 3:07 PM  
**To:** [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov); [jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)  
**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

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**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov); [jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** Quarterly Update Reminder for FY24 Appropriated Earmarks - Proviso 117.21  
**Date:** Friday, January 5, 2024 3:06:58 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.
- 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)

**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Dalton Pierce](#); [Jeff Wilkins](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY24 Appropriated Contributions Payment Confirmation and Quarterly Expenditure Report Information  
**Date:** Friday, December 8, 2023 12:39:23 PM  
**Attachments:** [Appropriated Grants Letter - City of York.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 8, 2023

Dalton Pierce and Jeff Wilkins  
City of York  
10 N. Roosevelt Street  
York, South Carolina 29745

Dear Dalton Pierce and Jeff Wilkins:

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 \$4,774,000 representing your organization's appropriated contributions. In accordance with Budget Proviso 117.21, you will now need to submit quarterly updates on funds spent. A schedule has been provided below for your reference. Your first quarterly report will be due January 15, 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





**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [Jeff Wilkins](#); [Dalton Pierce](#)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** RE: [External] RE: City of York, SC FY24 Earmark Request for Contribution Distribution  
**Date:** Thursday, November 30, 2023 12:19:48 PM

---

Hi Jeff,

We had a slight delay in processing due to some technical issues, but those have been resolved. I processed the payments in our accounting system today, and they are waiting on approvals. Once the CG's Office approves the payments, I will be sending out an email confirming payment has been sent along with some additional details. I am hoping to be able to send those emails out by the middle of next week at the latest.

-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:** Jeff Wilkins <[jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)>  
**Sent:** Thursday, November 30, 2023 9:10 AM  
**To:** Dalton Pierce <[dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)>; [\\_STO - Appropriated Contributions](#)  
<[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** [External] RE: City of York, SC FY24 Earmark Request for Contribution Distribution

Good morning,

I was wanting to check on the disbursement of FY24 requests. Is it anticipated that we will receive these in the coming weeks or is there a specific date that STO will be disbursing these funds. Thanks for any assistance that you can provide.

Sincerely,



**Jeff Wilkins, MPA**

Finance Director

10 N. Roosevelt St (PO Box 500) York, SC 29745  
(803) 684-2341 City Hall | (803) 792-8701 Direct  
(803) 684-1705 Fax  
Email: [jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)

---

**From:** Dalton Pierce <[dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)>  
**Sent:** Monday, October 30, 2023 11:12 AM

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

**Cc:** Jeff Wilkins <[jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)>

**Subject:** City of York, SC FY24 Earmark Request for Contribution Distribution

Good Morning,

Please refer to the attachment for FY24 Earmark's request for contribution distribution. If you have any questions or need anything else, please let me know.

Sincerely,

Dalton Pierce



Dalton Pierce, MPA

City Manager

10 N. Roosevelt St (PO Box 500)

York, SC 29745

(803) 627-9069 Cell | (803) 818-0095 Direct

(803) 684-2341 City Hall | (803) 684-1705 Fax

Email: [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)

The White Rose City

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**From:** [Jeff Wilkins](#)  
**To:** [Dalton Pierce](#); [STO - Appropriated Contributions](#)  
**Subject:** [External] RE: City of York, SC FY24 Earmark Request for Contribution Distribution  
**Date:** Thursday, November 30, 2023 9:09:58 AM

---

Good morning,

I was wanting to check on the disbursement of FY24 requests. Is it anticipated that we will receive these in the coming weeks or is there a specific date that STO will be disbursing these funds. Thanks for any assistance that you can provide.

Sincerely,



**Jeff Wilkins, MPA**

Finance Director

10 N. Roosevelt St (PO Box 500) York, SC 29745  
(803) 684-2341 City Hall | (803) 792-8701 Direct  
(803) 684-1705 Fax  
Email: [jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)

---

**From:** Dalton Pierce <[dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)>  
**Sent:** Monday, October 30, 2023 11:12 AM  
**To:** [STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)  
**Cc:** Jeff Wilkins <[jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)>  
**Subject:** City of York, SC FY24 Earmark Request for Contribution Distribution

Good Morning,

Please refer to the attachment for FY24 Earmark's request for contribution distribution. If you have any questions or need anything else, please let me know.

Sincerely,

Dalton Pierce



**Dalton Pierce, MPA**

City Manager

10 N. Roosevelt St (PO Box 500)  
York, SC 29745  
(803) 627-9069 Cell | (803) 818-0095 Direct  
(803) 684-2341 City Hall | (803) 684-1705 Fax  
Email: [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)

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**From:** [Dalton Pierce](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Jeff Wilkins](#)  
**Subject:** RE: [External] City of York, SC FY24 Earmark Request for Contribution Distribution - Revised  
**Date:** Monday, October 30, 2023 4:10:25 PM  
**Attachments:** [image005.png](#)  
[COY\\_FY24STOContributionDist. Form Completed Revised.pdf](#)

Good Afternoon,

Please see the revised document.

Sincerely,

Dalton Pierce



Dalton Pierce, MPA  
 City Manager  
 10 N. Roosevelt St (PO Box 500)  
 York, SC 29745  
 (803) 627-9069 Cell | (803) 818-0095 Direct  
 (803) 684-2341 City Hall | (803) 684-1705 Fax  
 Email: [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)

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**From:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Sent:** Monday, October 30, 2023 4:00 PM  
**To:** Dalton Pierce <[dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)>  
**Cc:** Jeff Wilkins <[jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)>; \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Subject:** RE: [External] City of York, SC FY24 Earmark Request for Contribution Distribution

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

**CAUTION EXTERNAL EMAIL:** This email originated from outside of the City of York organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you! I did a quick review and noticed a few areas that were left blank that need to be completed. Instructions for these areas are included in the letter that was sent. If you have any questions, please do not hesitate to ask.

Amount		State Agency Providing the Contribution		Contribution Information	
		E160 - State Treasurer			Purpose

  

Organization Information		Organization Contact Information	
Entity Name	City of York	Contact Name	Dalton Pierce
Address	10 N. Roosevelt St.	Position/Title	City Manager
City/State/Zip	York, SC 29745	Telephone	803-684-2341
Website	<a href="http://www.yorksc.gov">www.yorksc.gov</a>	Email	<a href="mailto:dpierce@yorksc.gov">dpierce@yorksc.gov</a>
Tax ID #	57-6001131	Secondary Organization Contact Information	
Entity Type	Municipality	Name	Jeff Wilkins
Vendor #		Position/Title	Finance Director
		Telephone	803-684-2341
		Email	

-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:** Dalton Pierce <[dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)>  
**Sent:** Monday, October 30, 2023 11:12 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Jeff Wilkins <[jwilkins@yorksc.gov](mailto:jwilkins@yorksc.gov)>  
**Subject:** [External] City of York, SC FY24 Earmark Request for Contribution Distribution

Good Morning,

Please refer to the attachment for FY24 Earmark's request for contribution distribution. If you have any questions or need anything else, please let me know.

Sincerely,

Dalton Pierce



Dalton Pierce, MPA

City Manager

10 N. Roosevelt St (PO Box 500)

York, SC 29745

(803) 627-9069 Cell | (803) 818-0095 Direct

(803) 684-2341 City Hall | (803) 684-1705 Fax

Email: [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)

## The White Rose City

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From: [\\_STO - Appropriated Contributions](#)  
 To: [Dalton Pierce](#)  
 Cc: [Jeff Wilkins](#); [\\_STO - Appropriated Contributions](#)  
 Subject: RE: [External] City of York, SC FY24 Earmark Request for Contribution Distribution  
 Date: Monday, October 30, 2023 3:59:56 PM  
 Attachments: [image002.png](#)

Thank you! I did a quick review and noticed a few areas that were left blank that need to be completed. Instructions for these areas are included in the letter that was sent. If you have any questions, please do not hesitate to ask.

Amount		State Agency Providing the Contribution	Contribution Information	
		E160 - State Treasurer		Purpose

  

Organization Information		Organization Contact Information	
Entity Name	City of York	Contact Name	Dalton Pierce
Address	10 N. Roosevelt St.	Position/Title	City Manager
City/State/Zip	York, SC 29745	Telephone	803-684-2341
Website	www.yorksc.gov	Email	dpierce@yorksc.gov
Tax ID #	57-6001131	<b>Secondary Organization Contact Information</b>	
Entity Type	Municipality	Name	Jeff Wilkins
Vendor #		Position/Title	Finance Director
		Telephone	803-684-2341
		Email	

-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:** Dalton Pierce <[dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)>  
**Sent:** Monday, October 30, 2023 11:12 AM  
**To:** \_STO - Appropriated Contributions <[STO.Appropriated.Contributions@sto.sc.gov](mailto:STO.Appropriated.Contributions@sto.sc.gov)>  
**Cc:** Jeff Wilkins <[jjwilkins@yorksc.gov](mailto:jjwilkins@yorksc.gov)>  
**Subject:** [External] City of York, SC FY24 Earmark Request for Contribution Distribution

Good Morning,

Please refer to the attachment for FY24 Earmark's request for contribution distribution. If you have any questions or need anything else, please let me know.

Sincerely,

Dalton Pierce



Dalton Pierce, MPA  
 City Manager  
 10 N. Roosevelt St (PO Box 500)  
 York, SC 29745  
 (803) 627-9069 Cell | (803) 818-0095 Direct  
 (803) 684-2341 City Hall | (803) 684-1705 Fax  
 Email: [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)

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**From:** [Dalton Pierce](#)  
**To:** [\\_STO - Appropriated Contributions](#)  
**Cc:** [Jeff Wilkins](#)  
**Subject:** [External] City of York, SC FY24 Earmark Request for Contribution Distribution  
**Date:** Monday, October 30, 2023 11:11:57 AM  
**Attachments:** [COY\\_FY24STOContributionDist\\_Form\\_Completed.pdf](#)

---

Good Morning,

Please refer to the attachment for FY24 Earmark's request for contribution distribution. If you have any questions or need anything else, please let me know.

Sincerely,

Dalton Pierce



Dalton Pierce, MPA

City Manager

10 N. Roosevelt St (PO Box 500)

York, SC 29745

(803) 627-9069 Cell | (803) 818-0095 Direct

(803) 684-2341 City Hall | (803) 684-1705 Fax

Email: [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov)

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**From:** [\\_STO - Appropriated Contributions](#)  
**To:** [dpierce@yorksc.gov](mailto:dpierce@yorksc.gov); [mfuesser@yorksc.gov](mailto:mfuesser@yorksc.gov)  
**Cc:** [\\_STO - Appropriated Contributions](#)  
**Subject:** FY24 Appropriated Contributions Enrollment Packet  
**Date:** Wednesday, October 25, 2023 2:39:01 PM  
**Attachments:** [STO Appropriated Funds Cover Letter - City of York - Downtown Development and Upgrades.pdf](#)  
[FY24 Earmarked Appropriations Disbursement Request form update.xlsx](#)

---

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

Michael Fuesser and Dalton Pierce  
City of York  
10 North Roosevelt Street  
York, South Carolina 29745

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

Dear Michael Fuesser and Dalton Pierce:

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>
City of York - Downtown Development and Upgrades	\$4,774,000.00

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.





