



August 19, 2024

Via E-mail (ccoffin@colletoncounty.org) and U.S. Mail

Colleton County Memorial Library
ATTN: Carl Coffin
600 Hampton Street
Walterboro, SC 29488

RE: State Appropriated Contributions, FY24-25 Reporting Requirements

Dear Mr. Coffin,

The State of South Carolina Fiscal Year 2024-2025 Appropriations Act provides the revenue for State government to meet its budgetary expenses. The year's Act included allocations to the South Carolina State Library (SCSL) reserved as one-time appropriations for contributions to select public libraries. The funds which have been designated for the Cottageville Library New building equate to \$1,000,000.

There are a few items I want to draw your attention to with regards to these funds:

- Reporting Requirements – You are responsible for quarterly reporting related to these earmarked funds. Budget Proviso 117.21 outlines reporting requirements for recipients of appropriated contributions.
- Audit Requirement – South Carolina Code, Section 11-9-110 (attached) requires that receipt of these funds indicates an agreement by you to be audited by a State Auditor.
- These funds are to be utilized by the Library for the sole purpose for which they are designated. Any architectural work must be completed by an architect selected by the Public Library Board or Director (following appropriate procurement protocol) and preferably with an architect who has experience in library construction or renovation. The Public Library Board and Director are solely responsible for any projects associated with these earmarked funds.

Enclosed is an Excel workbook that you must complete with relevant data and information. We must receive this report 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 the SCSL prior to funds being disbursed. After the funds have been disbursed, you must complete quarterly spending reports until funds are fully expended. The quarterly report template is attached. 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 SCSL. Per Governor McMaster's Executive Order 2022-19, 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 SCSL 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 SCSL.

Should you have any questions or concerns, please do not hesitate to contact Breanne Smith, Associate Deputy Director at 803-734-8626 or by email at brsmith@statelibrary.sc.gov. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Leesa M. Aiken". The signature is fluid and cursive, with the first name "Leesa" written in a larger, more prominent script than the last name "Aiken".

Leesa M. Aiken
State Librarian and Agency Director