

## Pincelli, Sara

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**From:** Helen Munnerlyn <helen@leadershipsc.com>  
**Sent:** Tuesday, October 4, 2022 10:50 AM  
**To:** Pincelli, Sara  
**Cc:** Epting, Jason  
**Subject:** Re: [External] RE: Earmarked AppropriationsFY23: Leadership South Carolina

That's wonderful news!  
Thank you so very much.  
I look forward to submitting our Quarterly reports.

Helen Munnerlyn  
(803) 413-6593

On Oct 4, 2022, at 10:28 AM, Pincelli, Sara <Sara.Pincelli@admin.sc.gov> wrote:

Good morning Helen,

The funds for Leadership South Carolina in the amount of \$250,000 have been disbursed. The first quarterly report due would reflect 10/1/22 – 12/31/22 and would be due by mid-January, or as soon as you have it completed.

Feel free to reach out with any questions.

Thanks,

Sara

Sara Pincelli  
Project Coordinator, Office of the Executive Director  
**The South Carolina Department of Administration**  
1200 Senate Street, Suite 460, Columbia, SC 29201  
O: 803-896-9540 | C: 803-673-6718  
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**From:** Helen Munnerlyn <helen@leadershipsc.com>  
**Sent:** Monday, September 26, 2022 11:20 AM  
**To:** Pincelli, Sara <Sara.Pincelli@admin.sc.gov>  
**Subject:** RE: [External] RE: Earmarked AppropriationsFY23: Leadership South Carolina

Thank you.

**Helen Munnerlyn**  
Leadership South Carolina  
(803) 413-6593 cell

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**From:** Pincelli, Sara <[Sara.Pincelli@admin.sc.gov](mailto:Sara.Pincelli@admin.sc.gov)>  
**Sent:** Monday, September 26, 2022 11:15 AM  
**To:** Helen Munnerlyn <[helen@leadershipsc.com](mailto:helen@leadershipsc.com)>  
**Subject:** RE: [External] RE: Earmarked AppropriationsFY23: Leadership South Carolina

Helen,

We will let you know once your funds are disbursed and we estimate that to be sometime after October 1<sup>st</sup>. The first quarterly report due would reflect 10/1/22 – 12/31/22 and would be due by mid-January or as soon as you have it completed.

Thank you,

Sara

Sara Pincelli  
Project Coordinator, Office of the Executive Director  
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**From:** Helen Munnerlyn <[helen@leadershipsc.com](mailto:helen@leadershipsc.com)>  
**Sent:** Monday, September 26, 2022 10:33 AM  
**To:** Pincelli, Sara <[Sara.Pincelli@admin.sc.gov](mailto:Sara.Pincelli@admin.sc.gov)>  
**Subject:** RE: [External] RE: Earmarked AppropriationsFY23: Leadership South Carolina

Sara,  
I will need to ask for an extension to file this first quarterly report, if it needs to be submitted prior to 9/30/22. I have a meeting scheduled with our treasurer this week to review the pertinent documents.

Please let me know when the Quarterly report are due.

Thank you

Helen

**Helen Munnerlyn**  
Leadership South Carolina  
(803) 413-6593 cell

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**From:** Pincelli, Sara <[Sara.Pincelli@admin.sc.gov](mailto:Sara.Pincelli@admin.sc.gov)>  
**Sent:** Monday, September 26, 2022 10:17 AM

**To:** Helen Munnerlyn <[helen@leadershipsc.com](mailto:helen@leadershipsc.com)>

**Subject:** RE: [External] RE: Earmarked AppropriationsFY23: Leadership South Carolina

Good morning Helen,

I am in receipt of your completed disbursement request form, thank you. We will continue forward in the process and I will reach out once the funds have been disbursed.

I have attached the Quarterly Expenditure form that you can use for quarterly reporting requirement or you can make your own. The reports will need to be turned in quarterly and if you need extra time completing a form, just let us know.

Please refer to the Executive Budget Offices website for more information

[https://www.admin.sc.gov/budget/earmarked\\_appropriations\\_reporting](https://www.admin.sc.gov/budget/earmarked_appropriations_reporting) .

Thank you,

Sara Pincelli

Project Coordinator, Office of the Executive Director

**The South Carolina Department of Administration**

1200 Senate Street, Suite 460, Columbia, SC 29201

O: 803-896-9540 | C: 803-673-6718

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**From:** Helen Munnerlyn <[helen@leadershipsc.com](mailto:helen@leadershipsc.com)>

**Sent:** Thursday, September 22, 2022 3:21 PM

**To:** Pincelli, Sara <[Sara.Pincelli@admin.sc.gov](mailto:Sara.Pincelli@admin.sc.gov)>

**Subject:** [External] RE: Earmarked AppropriationsFY23: Leadership South Carolina

Good afternoon,

I have completed the Earmarked Disbursement Request form. However, please explain the Quarterly Report for me. What kinds of documentation do you need to comply? And when is the information due?

Thank you,

Helen

**Helen Munnerlyn**

Leadership South Carolina

(803) 413-6593 cell

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**From:** Pincelli, Sara <[Sara.Pincelli@admin.sc.gov](mailto:Sara.Pincelli@admin.sc.gov)>

**Sent:** Tuesday, September 20, 2022 9:45 AM

**To:** Helen Munnerlyn <[helen@leadershipsc.com](mailto:helen@leadershipsc.com)>

**Subject:** Earmarked AppropriationsFY23: Leadership South Carolina

Good morning,

Pursuant to the SC Appropriations Act of 2023, your organization was appropriated funding for the following:

**Leadership South Carolina                      250,000**

Prior to disbursement of the contribution, we need to receive the information required by Proviso 117.21 (Organizations Receiving State Appropriations Report) and Executive Order 2022-19. Below is an email outlining the requirements from the Executive Budget Office to comply with Proviso 117.21 and Executive Order 2022-19. For your convenience, we've attached copies of the templates that you'll need to complete to comply with both the proviso and Executive Order. Please let me know if you have any questions or need additional assistance.

Thank you,

Sara Pincelli  
Project Coordinator, Office of the Executive Director  
**The South Carolina Department of Administration**  
1200 Senate Street, Suite 460, Columbia, SC 29201  
O: 803-896-9540 | C: 803-673-6718  
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**From:** Gaines, Brian <[Brian.Gaines@admin.sc.gov](mailto:Brian.Gaines@admin.sc.gov)>  
**Sent:** Thursday, September 1, 2022 11:17 AM  
**To:** Gaines, Brian <[Brian.Gaines@admin.sc.gov](mailto:Brian.Gaines@admin.sc.gov)>  
**Subject:** Earmarked Appropriations

Good morning.

Proviso 117.21 of the FY 2022-23 Appropriations Act requires each state agency receiving funds that are a direct appropriation for a non-profit organization to obtain a plan for how the funds will be expended by the organization and how the expenditures will provide a public benefit prior to disbursing the funds. Additionally, the proviso forbids the disbursement of funds to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin. The proviso further directs that the organization shall provide quarterly expenditure reports to the respective state agency. After all funds have been expended, the state agency shall report the information provided by the organizations to the South Carolina Department of Administration's Executive Budget Office (EBO), Chairman of the Senate Finance Committee, and Chairman of the House Ways and Means Committee by June 30<sup>th</sup>.

Executive Order 2022-19 expands the requirements of proviso 117.21 by requiring state agencies to collect and provide the above-referenced information from all entities that are receiving a direct appropriation, to include: private entities, political subdivisions of the State, or other external organization. The order also requires the following:

1. State agencies 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.
2. State agencies shall deliver, tender, disburse, or transmit any appropriated funds directly the entity designated in the appropriations act and shall be prohibited from provided the appropriated funds to any intermediate for presentment.
3. State agencies shall certify to the Governor and EBO annually, in writing, their compliance with the order by the end of the fiscal year.

As required by the proviso, the EBO has developed templates to be used by state agencies to ensure their compliance with both the proviso and the order. Agencies may use these templates or develop their own. However, should an agency develop their own templates, those templates shall, at a minimum, include the data elements included in the templates developed by the EBO.

The templates developed by the Executive Budget Office may be found on our website: [https://www.admin.sc.gov/budget/earmarked\\_appropriations\\_reporting](https://www.admin.sc.gov/budget/earmarked_appropriations_reporting).

Should you have any questions regarding this communication, please feel free to contact your EBO budget analyst at 803-734-2280.

Thank you,  
Brian

Brian J. Gaines  
Director, Executive Budget Office

**The South Carolina**

**Department of Administration**

Edgar A. Brown Office Building  
1205 Pendleton Street, Suite 529, Columbia, SC 29201  
(803) 734-8115 | (803) 734-0645 fax

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