

**Statement of Non-Discrimination
By Organizations Funded in the
South Carolina General Appropriations Act**

To meet requirements of a provision of the South Carolina General Appropriations Act regarding your funding, please fill in the blanks below, sign and return to PRT with your other credentials. If desired, you may retype the statement on your own letterhead.

Statement of Non-Discrimination

October 3, 2023

Date

Assurance is hereby given by the

Kershaw Area Resource Exchange – KARE

(Name of Organization)

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.

Signature



Title Executive Director

**SOUTH CAROLINA DEPARTMENT OF PARKS, RECREATION
&
TOURISM**

PROCUREMENT CERTIFICATION FORM

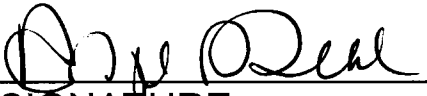
GRANTEE NAME: Kershaw Area Resource Exchange - KARE

PROJECT NAME: KARE Service Expansion

I hereby certify that all labor, materials and contracts acquired or performed in the accomplishment of the above named project will be accomplished in accordance with the named entity's established procurement guidelines. Any questions, concerns or grievances should be directed to this agency.

Angie Neal
PRINTED NAME

Executive Director
TITLE


SIGNATURE

October 3, 2023
DATE

KERSHAW AREA RESOURCE EXCHANGE

FINANCIAL STATEMENTS

DECEMBER 31, 2022

KERSHAW AREA RESOURCE EXCHANGE

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To Board of Directors
Kershaw Area Resource Exchange
Kershaw, South Carolina

We have reviewed the accompanying financial statements of Kershaw Area Resource Exchange which comprise the statement of financial position – modified cash basis as of December 31, 2022 and the related statement of activities – modified cash basis, statement of functional expenses – modified cash basis and cash flows – modified cash basis for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

WEST COLUMBIA

3101 SUNSET BLVD. · WEST COLUMBIA, SC 29169
POST OFFICE BOX 2044 · WEST COLUMBIA, SC 29171
MAIN LINE: 803.794.3712 · MAIN FAX: 803.739.4394
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128 EAST MAIN STREET, SUITE 201
ROCK HILL, SC 29730
MAIN LINE: 803.325.1660 · FAX LINE: 803.325.1665
WWW.BURKETTCPAS.COM

We are required to be independent of Kershaw Area Resource Exchange and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Burkett Burkett & Burkett

BURKETT BURKETT & BURKETT
Certified Public Accountants
Rock Hill, South Carolina
May 5, 2023

KERSHAW AREA RESOURCE EXCHANGE
STATEMENT OF FINANCIAL POSITION - MODIFIED CASH BASIS
DECEMBER 31, 2022

ASSETS

Assets:		
Cash and cash equivalents	\$	390,520
Property and equipment, net		<u>837,043</u>
Total assets	\$	<u><u>1,227,563</u></u>

LIABILITIES AND NET ASSETS

Liabilities:		
Current liabilities		
Accrued liabilities	\$	7,150
Current portion of long-term debt		<u>20,201</u>
Total current liabilities		<u>27,351</u>
Long-term liabilities		
Mortgage payable, net of current portion		<u>466,326</u>
Total long-term liabilities		<u>466,326</u>
Total liabilities		<u>493,677</u>
Net assets:		
Without donor restrictions		671,111
With donor restrictions		<u>62,775</u>
Total net assets		<u>733,886</u>
Total liabilities and net assets	\$	<u><u>1,227,563</u></u>

The accompanying notes to financial statements are an integral part of this exhibit.

KERSHAW AREA RESOURCE EXCHANGE
STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS
YEAR ENDED DECEMBER 31, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Support and revenues			
Support			
Contributions	\$ 110,478	\$ -	\$ 110,478
Fundraising	50,968	-	50,968
Grants	440,434	37,775	478,209
Total support	<u>601,880</u>	<u>37,775</u>	<u>639,655</u>
Revenues			
Thrift shop	157,409	-	157,409
Interest	201	-	201
Total revenues	<u>157,610</u>	<u>-</u>	<u>157,610</u>
Total support and revenues	<u>759,490</u>	<u>37,775</u>	<u>797,265</u>
Expenses			
Program services	574,978	-	574,978
Management and general	99,482	-	99,482
Total expenses	<u>674,460</u>	<u>-</u>	<u>674,460</u>
Net assets released from restrictions	-	-	-
Change in net assets	<u>85,030</u>	<u>37,775</u>	<u>122,805</u>
Net assets, beginning of year	586,081	25,000	611,081
Net assets, end of year	<u>\$ 671,111</u>	<u>\$ 62,775</u>	<u>\$ 733,886</u>

The accompanying notes to financial statements are an integral part of this exhibit.

KERSHAW AREA RESOURCE EXCHANGE
STATEMENT OF FUNCTIONAL EXPENSES - MODIFIED CASH BASIS
YEAR ENDED DECEMBER 31, 2022

	Program Services						
	Crisis Assistance	Thrift Store	Food Pantry	Home Repair and Weatherization	Total Program Services	Management and General	Total
Bank charges	\$ -	\$ 1,994	\$ -	\$ -	\$ 1,994	\$ 589	\$ 2,583
Client direct assistance	61,763	-	-	156,158	217,921	-	217,921
Computer expenses	1,084	1,083	1,083	1,500	4,750	1,768	6,518
Dues and subscriptions	1,500	1,108	1,108	-	3,716	177	3,893
Employee benefits	-	-	-	828	828	797	1,625
Equipment lease	898	898	898	1,200	3,894	435	4,329
Food	-	-	48,617	-	48,617	-	48,617
Insurance	2,366	2,368	3,761	300	8,795	3,444	12,239
Interest	-	-	-	-	-	5,302	5,302
Marketing	9,138	9,178	9,216	2,436	29,968	10,858	40,826
Office equipment	1,072	2,560	792	-	4,424	6,493	10,917
Office supplies	-	1,700	225	1,500	3,425	342	3,767
Payroll taxes	-	6,963	-	1,243	8,206	9,876	18,082
Postage	-	-	-	300	300	84	384
Printing	248	108	108	150	614	456	1,070
Professional fees	1,517	1,517	1,517	2,100	6,651	6,597	13,248
Repairs and maintenance	4,117	4,117	7,707	-	15,941	3,588	19,529
Salaries and wages	37,729	72,499	58,950	16,252	185,430	23,834	209,264
Staff and board development	-	-	-	-	-	1,500	1,500
Telephone	-	-	-	-	-	5,634	5,634
Training and support for volunteers	1,267	1,267	1,266	-	3,800	238	4,038
Travel and meetings	-	-	4,388	6	4,394	862	5,256
Utilities	-	2,149	2,660	-	4,809	15,813	20,622
Vehicle expenses	-	-	1,389	-	1,389	-	1,389
Total before depreciation	122,699	109,509	143,685	183,973	559,866	98,687	658,553
Depreciation	3,778	3,778	3,778	3,778	15,112	795	15,907
Total expenses	\$ 126,477	\$ 113,287	\$ 147,463	\$ 187,751	\$ 574,978	\$ 99,482	\$ 674,460

The accompanying notes to financial statements are an integral part of this exhibit.

KERSHAW AREA RESOURCE EXCHANGE
STATEMENT OF CASH FLOWS - MODIFIED CASH BASIS
YEAR ENDED DECEMBER 31, 2022

Cash flows from operating activities:	
Change in net assets	\$ 122,805
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	15,907
Increase/ decrease in:	
Accrued payroll	<u>2,148</u>
Net cash provided by operating activities	140,860
Cash flows from investing activities:	
Purchase of fixed assets	<u>(588,548)</u>
Net cash used by financing activities	(588,548)
Cash flows from financing activities:	
Mortgage borrowings	489,753
Repayment of borrowings	<u>(3,226)</u>
Net cash provided by financing activities	486,527
Net increase in cash and cash equivalents	38,839
Cash balance, beginning of year	<u>351,681</u>
Cash balance, end of year	<u><u>\$ 390,520</u></u>

The accompanying notes to financial statements are an integral part of this exhibit.

**KERSHAW AREA RESOURCE EXCHANGE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022**

Note 1 - Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities

Kershaw Area Resource Exchange, Inc (the “Organization”) provides the opportunity for the community and all local churches to work together in their service of the people of the Kershaw, Heath Springs, and surrounding communities, and to conduct ministry and service within the scope of the official Mission Statement of the Organization. The Organization serves its community by providing a food pantry, thrift shop, emergency funds, and home repairs / weatherization. The Organization is supported primarily through donor contributions, grants, and the United Way.

Basis of Accounting

The financial statements of the Organization are prepared on the modified cash basis of accounting which is a basis of accounting other than accounting principles generally accepted in the United States of America, that includes recording depreciation on long-lived assets and recording accruals for payroll related expenses. Such basis recognizes all revenues when received rather than when earned, and expenses when paid rather than in the period in which they are incurred.

Basis of Presentation

The Organization is required to present information regarding its financial position and activities according to the following net asset classifications:

Net Assets without donor restrictions:

These are net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization’s management and the board of directors.

Net Assets with donor restrictions:

These are net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

**KERSHAW AREA RESOURCE EXCHANGE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022**

Note 1 - Nature of Activities and Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents

The Organization considers all highly liquid instruments with original maturity of three months or less to be cash equivalents. The Organization maintains its cash accounts at a local financial institution. Cash accounts are guaranteed in aggregate by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per institution. From time to time, cash balances may exceed FDIC insured limits.

Availability of funds for general expenditures

The Organization has certain net assets that are available for general expenditures within one year of December 31, 2022 based on conducting the normal activities of its programs in the coming year. Accordingly, the related resources have been included in the quantitative information detailing the financial assets available to meet general expenditures within one year (See Note 2).

Property and Equipment

Property and equipment are stated at cost. Expenditures over \$5,000 for equipment are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the particular asset.

Vehicles	5 Years
Equipment	7 Years
Furniture and fixtures	7 Years
Buildings	40 Years

Revenue Recognition

Contributions, grants, and other support received are recorded as support without donor restrictions or support with donor restrictions, depending on the existence and/or nature of any donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities – Modified Cash Basis as net assets released from restriction.

Tax status

The organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and therefore has made no provision for federal income taxes in the accompanying financial statements. In addition, the Organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the code.

**KERSHAW AREA RESOURCE EXCHANGE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022**

Note 1 - Nature of Activities and Summary of Significant Accounting Policies (Continued)

Management has analyzed the tax positions taken by the Organization, and has concluded that as of December 31, 2022, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Organization is subject to routine audits by taxing jurisdictions for fiscal years 2020 and after. The Organization is not aware of any activities that would jeopardize its tax-exempt status.

Estimates

The preparation of financial statements in accordance with the modified cash basis of accounting requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of changes in net assets during the reporting period. Actual results could differ from those estimates.

Expense allocation

The costs of providing various programs and activities have been summarized on a functional basis in the statement of activities – modified cash basis and functional expenses – modified cash basis. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Expenses of the Organization include:

Program services expenses – Program expenses include costs of providing a food pantry, thrift shop, emergency funds, and critical home repairs.

Management and general expenses – Management and general expenses include the general, administrative, and operating costs of the Organization.

Fundraising expenses – These expenses include direct and indirect activities undertaken to solicit contributions from donors.

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses are allocated based on management's estimate of the time spent by the individuals in each functional category as well as each department's allocation of expenses.

KERSHAW AREA RESOURCE EXCHANGE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

Note 2 – Availability and Liquidity

Financial assets available for general expenditure, that are without donor or other restrictions limiting their use within one year of the statement of activities – modified cash basis are comprised of the following at December 31, 2022:

Assets at year end	\$ 1,227,563
Less amounts not available to be used within one year due to illiquidity:	
Property and equipment, net	<u>837,043</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 390,520</u>

Note 3 – Cash and Cash Equivalents

Concentration of Credit Risk

The Organization maintains cash balances with one commercial bank. Accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. At December 31, 2022, the amount exceeding FDIC coverage totaled \$140,504.

Note 4 – Property and Equipment

Property and Equipment consists of the following at December 31, 2022:

Building	\$ 927,722
Land	45,436
Furniture and equipment	128,241
Vehicles	<u>23,371</u>
	1,124,770
Less accumulated depreciation	<u>(287,727)</u>
	<u>\$ 837,043</u>

Depreciation expense totaled \$15,907 for the year ended December 31, 2022.

Note 5 – Long-term Debt

On November 7, 2022 the Organization purchased property at 405 S. Hampton Street. The mortgage associated with the purchase carries a principal repayment of \$489,753 amortized over five years with a balloon payment of \$379,923 due in November 2027 and an interest rate of 6.4% annually.

**KERSHAW AREA RESOURCE EXCHANGE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022**

Note 5 – Long-term Debt (Continued)

The current five-year maturities of notes payable as of December 31, 2022 is as follows:

<u>Year Ending December 31</u>	<u>Amount</u>
2023	\$ 20,201
2024	21,464
2025	22,986
2026	24,523
2027	<u>397,353</u>
Total	<u>\$ 486,527</u>

Note 6 – Net assets with donor restrictions

At December 31, 2022, net assets with donor restrictions consisted of the following:

	<u>Amount</u>
EFSP Utilities	\$ 4,800
Hampton Street building	<u>57,975</u>
Total	<u>\$ 62,775</u>

Note 6 – Related parties

The Organization's Board of Directors includes individuals from local businesses. These businesses make regular contributions to the Organization.

Note 7 – Subsequent events

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through May 5, 2023, the date the financial statements were available to be issued.

2023 KARE Operating Budget

Revenue	Total	Agency	Financial Assistance	Food Pantry	Clothing Closet	Home Repair
Clothing Closet Income	\$237,801			49,002	188,799	
Donations/Contributions	\$35,497		15,343	20,154		
Fundraising and Events	\$39,366		16,674	21,269		1,423
EFSP (Federal Funds)	\$12,000		12,000			
Arras Foundation	\$110,000	13,597	49,883	46,520		
United Way of Lancaster County	\$23,000		13,000	10,000		
United Way of Kershaw County	\$30,000		15,000	15,000		
United Way of Chesterfield County	\$7,000		2,000	5,000		
Springs Close Foundation	\$35,000			35,000		
Stevens Foundation	\$15,000					15,000
Wal-Mart	\$2,500			2,500		
Duke Energy (Share the Warmth, Cooling)	\$13,093		13,093			
ADM	\$10,000			10,000		
Sisters of Charity	\$5,000	5,000				
Duke Energy Weatherization	\$211,173					211,173

Total Revenue	\$786,430	\$18,597	\$136,993	\$214,445	\$188,799	\$227,596
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Expenses	Total	Agency	Financial Assistance	Food Pantry	Clothing Closet	home repair
Bank Fees	\$2,000				2,000	
Professional Dues	\$3,675	184	873	873	873	873
Accounting Fees	\$10,000	500	3,000	2,500	1,000	3,000
Maintenance of Facilities	\$18,900					
Computer/Technology Maintenance		263	1,575	1,313	525	1,575
Building Maintenance		683	4,095	3,413	1,365	4,095
Marketing Expenses	\$19,000					
Fundraiser Expenses		650	3,088	3,088	3,088	3,088
Marketing Materials		300	1,425	1,425	1,425	1,425
Operations	\$65,756					
Postage		53	249	249	249	249
Printing and Copying		26	125	125	125	125
Supplies		188	1,188	1,188	1,500	1,188
Utilities		1,250	3,750	18,750	27,000	1,250
Equipment Lease		215	1,363	1,363		1,363
Technology Equipment		131	623	623	623	623
Pantry Program Expenses	\$90,400					
Pantry Travel				3,200		
Client Direct Services: FOOD				75,000		
Cooler/Freezer Maintenance				9,000		
Truck Maintenance				1,800		
Truck Ins/tags				1,400		
Other Expenses	\$18,156					
Insurance (Facility, Liability)		355	2,254	2,249	4,000	2,249
Insurance (D&O)		1,860				
Volunteer Accident Ins		35	69	69	518	
Insurance (Workers Comp)		225	1,069	1,069	1,069	1,069
Payroll Expenses	\$300,043					
Executive Director (FT)		2,844	13,509	13,509	13,509	13,509
Assistant Director/Public Relations Manager (FT)		2,355	11,185	11,185	11,185	11,185
Client Services Manager (20hr/wk)			18,720			
Food Pantry Manager (25hr/wk)				20,800		
Logistics Manager Food Hub (25hr/wk)				26,000		
Clothing Store Manager (FT)					37,960	
Clothing Store Department Staff (2-29hr/wk)					35,076	
Clothing Store Assistant Manager (1-FT)					27,040	
Payroll Taxes		398	3,321	5,469	9,545	1,889
Benefits (Health and Retirement)		275	1,742	1,742	4,350	1,742
Travel and Meetings	\$19,300					
Travel		100	475	5,000		475
Training/Development (Board, Staff, Client)		5,500	2,875	1,625	1,625	1,625
Volunter Recognition	\$4,200	210	420	420	3,150	
Crisis Assistance Program expenses	\$235,000					
Client Direct Services: Crisis Assistance			60,000			175,000
Total Expenses	\$786,430	\$18,597	\$136,993	\$214,445	\$188,799	\$227,596

Approved 11/17/22

4,305
2,625

56,880
47,093
18,720
20,800
26,000
37,960
35,076
27,040
20,622
9,851



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
\$904,173.00	P280 - Department of Parks, Recreation, and Tourism	KARE Service Expansion and Building project

Organization Information

Entity Name	Kershaw Area Resource Exchange - KARE
Address	PO Box 364, 208 E. Marion Street
City/State/Zip	Kershaw, SC 29067
Website	www.kershawkare.org
SCEIS Vendor #	7000045591
Entity Type	Nonprofit Organization

Organization Contact Information

Contact Name	Angie Neal
Position/Title	Executive Director
Telephone	803-475-4173 ext 1010
Email	angie@kershawkaare.org

Plan/Accounting of how these funds will be spent:

[illegible]

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

KARE serves the tri-county area of Chesterfield, Lancaster, and Kershaw counties by providing food, utility and housing payments, and repair assistance to our neighbors in need. A large portion of the annual KARE budget is funded by our thrift store sales. This new location will not only provide greater visibility and sales increase, but it also contributes to local economic development by establishing building occupancy in the downtown Kershaw area.

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

Executive Director
Title

Angie Neal
Printed Name

3-Oct-23
Date

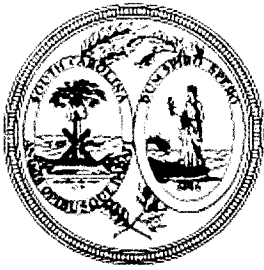
Certifications of State Agency Providing Contribution

- 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



State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

4/28/2023

Kershaw Area Resource Exchange, Inc.
Angie S Neal
PO BOX 364208 E MARION STREET
KERSHAW, SC29067-0364

RE: Registration Confirmation

Charity Public ID: P6692

Dear Angie S Neal :

This letter confirms that the Secretary of State's Office has received and accepted your Registration, therefore, your charitable organization is in compliance with the registration requirement of the "South Carolina Solicitation of Charitable Funds Act." The registration of your charitable organization will expire on 5/15/2024.

If any of the information on your Registration form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization.

If you have not yet filed your annual financial report or an extension for the annual financial report, the annual financial report is still due 4½ months after the close of your fiscal year.

- Annual financial reports must either be submitted on the Internal Revenue Service Form 990 or 990-EZ or the Secretary of State's Annual Financial Report Form.
- If you wish to extend the filing of that form with us, please submit a written request by email or fax to our office using the contact information below. Failure to submit the annual financial report may result in an administrative fine of up to \$2,000.00.

If you have any questions or concerns, please visit our website at www.sos.sc.gov or contact our office using the contact information below.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Wickersham", followed by a long horizontal line.

Kimberly S. Wickersham
Director, Division of Public Charities