

## Brian (Ashley) A Berry

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**From:** Miriam Atria <miriam@lakemurraycountry.com>  
**Sent:** Wednesday, June 28, 2023 3:40 PM  
**To:** Brian (Ashley) A Berry  
**Subject:** Re: Quarterly/Year End Reporting for Your Earmark

This email serves as our final report regarding the non-recurring funds for FY 2022-2023. All funds were spent on direct marketing and reported in detail to SCPRT on the Contribution Expenditure Report Form on March 1, 2023. Thank you for these additional funds which provided our organization the opportunity to extend the region's brand and increase tourism revenues at the same time.

**MIRIAM ATRIA** | **Capital City/Lake Murray Country RTB**  
President/CEO  
**#TourismStrong.**



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[https://www.youtube.com/watch?v=etkKy\\_GutWE](https://www.youtube.com/watch?v=etkKy_GutWE)

On Fri, Jun 2, 2023 at 8:21 AM Brian (Ashley) A Berry <[aberry@scprt.com](mailto:aberry@scprt.com)> wrote:

Good morning,

Per the proviso granting the earmarked funds you received, your nonprofit organization is required to submit quarterly reports on project/grant spending until the funding is exhausted, at which point you must submit a final summary. The final summary can be as simple as an email detailing the project along with the goals you achieved and how the project will benefit the public that is submitted with your last quarterly report.

You should submit a signed quarterly report even if you have not spent any of the funding. Please be certain to enter your earmark name in the “purpose” box. I have attached the required form that will need to be completed and submitted along with the due dates below. The form should be completed, printed, signed, scanned, and emailed back to me. If you have any questions, please let me know how I can assist. Thanks -Ashley

Report due dates:

March 31

June 30 – Quarterly and fiscal year end combined in the one report.

September 30

December 31

Ashley Berry  
Finance Director

South Carolina Department of Parks, Recreation & Tourism

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