

Quarterly Deadlines for application submittals:  
10 Business Days before the Quarterly Meeting

**ACCOMMODATIONS TAX COMMITTEE**  
**City of Hardeeville, South Carolina**

ACCOMMODATIONS TAX FUNDS REQUEST APPLICATION

For Office Use Only

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ By: \_\_\_\_\_

Date: 4-4-2022 Total Project Costs: n/a Total Amount Requested: \$35,320

A. PROJECT NAME: Operations of Hardeeville Visitors Center

B. ORGANIZATION: Jasper County Chamber of Commerce

Sponsor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

Sponsor Phone: \_\_\_\_\_

Contact Name: Kendall Malphrus Title: Executive Director

Contact Address: PO Box 1267, Ridgeland, SC 29936

Contact Phone: 843-726-8126

A. DESCRIPTION OF PROJECT:

1. General Description:

For operations of the visitors center for the City of Hardeeville which includes a portion of space for a satellite office for the Jasper County Chamber of Commerce

2. If arts/cultural activity, give specific description of project (attach additional sheets, if needed).

The office displays some historical relics from the City of Hardeeville and displays a few things from the Hardeeville Senior Center.

3. Impact on or benefit to tourism (if required under the law).

The visitors center serves as a valuable source of information about the City of Hardeeville. In addition, it serves as a place for businesses to showcase their services to travelers.

4. Duration of project: Start Date: July 1, 2022 Completion Date: June 30, 2023

5. Permits required (if any): Does not apply

6. Additional Comments:

none

**B. FUNDING:**

1. Source of funds: Accommodations Tax and the Jasper County Chamber of Commerce

2. Have you requested funding from other sources or organizations for this project?

No

If yes, please list sources and amounts.

Does not apply

3. Contributions to the project by the sponsoring organization:

This is an ongoing project, therefore, final contributions have not been determined.

(see attached)

**C. FINANCIAL INFORMATION (ADHERE TO STRICTLY):**

1. A line-item budget of the project.

Line Items	Requested \$	Approved \$	Expended \$	Reimbursement to the City \$
Security	750.00	750.00	700.00	50.00
Food	2,500.00	2,500.00	3,200.00	0.00
Advertising	5,200.00	5,200.00	4,550.00	650.00
Total	8,450.00	8,450.00	8,450.00	700.00

2. Most recent fiscal year balance sheet and profit and loss accounting statement.

**D. FINANCIAL GUARANTEES:**

Provide a copy of official minutes wherein the sponsoring organization approves the project and commits the organization to financial responsibility for carrying it out to the stage of completion contemplated in the application, should funding be approved.

E. PRIOR RECIPIENT'S REPORT (if you received prior ATAX funds); (Attach additional sheets, if needed):

1. How did you use the funds?

Funds are used for the operations of the Hardeeville Visitors Center - Jasper County Chamber of Commerce satellite office. (see attached)

2. What impact did this have on the community or benefit tourism? Describe how tourism statistics were captured.

The visitors center provides a place/source for any information about the City of Hardeeville. Statistics can be captured through a visitor sign in log, email log and phone call log.

3. Provide the previous two years and current budgets.

Final reports submitted to the City of Hardeeville.

4. Include the total annual funding received each year that you applied.

Final reports submitted to the City of Hardeeville.

F. ADDITIONAL COMMENTS: (Attach additional sheets, if needed):

None

Signature: *Kerba Malphrus*

Date: 4-4-2022

## APPLICATION FINAL CHECKLIST

(Complete and return this list with the application)

- The application is being filed by the deadline as indicated in this application packet.
- We have reviewed and followed the application guidelines.
- We are submitting 1 complete hard copy of the application and 1 complete electronic copy of the application.
- We will be prepared to make a verbal presentation to the Committee and answer questions when we are scheduled to do so.
- We did not bind the application (NO BOOKS or BINDERS).**

LINE ITEM	REQUESTED
Telephone/Internet	\$70/month = \$840
Security System	\$35/month = \$420
Rent	\$705/month = \$8,460
Supplies	\$50/month = \$600
Portion of Wages	\$25,000
TOTAL REQUESTED	\$35,320

JULY 1, 2021 – JUNE 30, 2022

LINE ITEMS	REQUESTED	APPROVED	EXPENDED	REIMBURSE
Telephone/Internet	\$70/month = \$840	\$840	\$639	ongoing until June 30, 2022
Security System	\$35/month = \$420	\$420	\$279.92	ongoing until June 30, 2022
Rent/water/electricity	\$705/month = \$8,460	\$8,460	\$8,460	\$0.00
Supplies	\$50/month = \$600	\$600	\$417.78	ongoing until June 30, 2022
Portion of Wages	\$25,000	\$25,000	\$25,000	\$0.00
<b>TOTAL REQUESTED</b>	<b>\$35,320</b>	<b>\$35,320</b>	<b>\$34,796.70</b>	<b>ongoing until June 30, 2022</b>

Jasper County Chamber of Commerce  
**Account QuickReport**  
July 2021 through March 2022

Type	Date	Num	Name	Memo	Split	Amount
Accommodations Tax Hardeeville Indirect Hardeeville Office						
Deposit	07/30/2021	45355	City of Hardeeville	A-tax funds f...	Checking	35,320.00
Total Hardeeville Office						35,320.00
Total Hardeeville Indirect						35,320.00
Total Accommodations Tax						35,320.00
<b>TOTAL</b>						<b>35,320.00</b>



Jasper County Chamber of Commerce  
**Account QuickReport**  
July 2021 through March 2022

Type	Date	Num	Name	Memo	Split	Amount
<b>Office (Hardeeville)</b>						
<b>Rent</b>						
Check	07/28/2021	15890	City of Hardeeville	office rent	Checking	8,460.00
Total Rent						8,460.00
<b>Security</b>						
Check	07/29/2021	15894	Palmetto Security ...	monthly fee	Checking	34.99
Check	08/25/2021	15925	Palmetto Security ...	monthly fee	Checking	34.99
Check	09/23/2021	15955	Palmetto Security ...	monthly fee	Checking	34.99
Check	10/27/2021	15988	Palmetto Security ...	monthly fee	Checking	34.99
Check	11/22/2021	16015	Palmetto Security ...	monthly fee	Checking	34.99
Check	01/03/2022	16074	Palmetto Security ...	monthly fee	Checking	34.99
Check	01/27/2022	16106	Palmetto Security ...	monthly fee	Checking	34.99
Check	03/01/2022	16144	Palmetto Security ...	monthly fee	Checking	34.99
Total Security						279.92
<b>Supplies</b>						
Check	08/03/2021	15897	Palmetto Security ...	service call &	Checking	206.11
Check	09/24/2021	15959	Quill	calculator & ...	Checking	70.98
Check	12/01/2021	16039	Quill	desk calendar	Checking	8.81
Check	02/24/2022	16140	Quill	ink for printer	Checking	131.88
Total Supplies						417.78
<b>Telephone/internet</b>						
Check	07/15/2021	15877	Hargray Communic...	monthly bill	Checking	72.00
Check	08/16/2021	15915	Hargray Communic...	monthly bill	Checking	72.00
Check	09/14/2021	15942	Hargray Communic...	monthly bill	Checking	72.00
Check	10/18/2021	15978	Hargray Communic...	monthly bill	Checking	71.00
Check	11/22/2021	16021	Hargray Communic...	monthly bill	Checking	71.00
Check	12/16/2021	16057	Hargray Communic...	monthly bill	Checking	71.00
Check	01/24/2022	16102	Hargray Communic...	monthly bill	Checking	70.00
Check	02/15/2022	16130	Hargray Communic...	monthly bill	Checking	70.00
Check	03/16/2022	16160	Hargray Communic...	monthly bill	Checking	70.00
Total Telephone/internet						639.00
Total Office (Hardeeville)						9,796.70
<b>TOTAL</b>						<b>9,796.70</b>

Jasper County Chamber of Commerce  
Payroll Summary

July 2021 through March 2022

	Kendall W Malphrus			TOTAL		
	Hours	Rate	Jul '21 - Mar '22	Hours	Rate	Jul '21 - Mar '22
<b>Employee Wages, Taxes and Adjustments</b>						
<b>Gross Pay</b>						
Director's Salary	1,239		27,086.26	1,239.00		37,086.26
Sick Salary	70		2,095.29	70.00		2,095.29
Vacation Salary	21		628.58	21.00		628.58
New Member Comm.			700.00			700.00
Retail Member Comm.			2,397.00			2,397.00
<b>Total Gross Pay</b>	<b>1,330</b>		<b>42,907.63</b>	<b>1,330.00</b>		<b>42,907.63</b>
<b>Adjusted Gross Pay</b>	<b>1,330</b>		<b>42,907.63</b>	<b>1,330.00</b>		<b>42,907.63</b>
<b>Taxes Withheld</b>						
Federal Withholding			-3,765.00			-3,765.00
Medicare Employee			-622.16			-622.16
Social Security Employee			-2,660.28			-2,660.28
SC - Withholding			-2,656.66			-2,656.66
Medicare Employee Addl Tax			0.00			0.00
<b>Total Taxes Withheld</b>			<b>-9,704.10</b>			<b>-9,704.10</b>
<b>Net Pay</b>	<b>1,330</b>		<b>33,203.53</b>	<b>1,330.00</b>		<b>33,203.53</b>
<b>Employer Taxes and Contributions</b>						
Federal Unemployment			42.00			42.00
Medicare Company			622.16			622.16
Social Security Company			2,660.28			2,660.28
SC - Unemployment Company			0.00			0.00
SC - Contingency Assessment			13.99			13.99
<b>Total Employer Taxes and Contributions</b>			<b>3,338.43</b>			<b>3,338.43</b>