

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: 3-30-2021 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, 2021 Completion Date: June 30, 2022

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:

Heather Malphrus

Date: 3-30-2021

**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
<b>TOTAL REQUESTED</b>	<b>\$35,320</b>

JULY 1, 2020 – MARCH 30, 2021

LINE ITEMS	REQUESTED	APPROVED	EXPENDED	APPROX. REIMBURSE
Telephone/Internet	\$69/month = \$828	\$828	\$564	ongoing
Security System	\$35/month = \$420	\$420	\$279.92	ongoing
Rent	\$600/month = \$7,200	\$7,200	\$7,200	\$0
Supplies	\$50/month = \$600	\$600	\$403.36	ongoing
Portion of Wages	\$25,000	\$25,000	\$25,000	\$0
<b>TOTAL REQUESTED</b>	<b>\$34,048</b>	<b>\$34,048</b>	<b>\$33,447.28</b>	<b>ongoing</b>

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03/17/21

Accrual Basis

Jasper County Chamber of Commerce

Account QuickReport

July 1, 2020 through March 17, 2021

Type	Date	Num	Name	Memo	Split	Amount
Accommodations Tax						
Hardeeville Indirect						
Hardeeville Office						
Deposit	12/09/2020	44183	City of Hardeeville	Indirect a-tax..	Checking	34,048.00
Total Hardeeville Office						34,048.00
Total Hardeeville Indirect						34,048.00
Total Accommodations Tax						34,048.00
<b>TOTAL</b>						<b>34,048.00</b>



Jasper County Chamber of Commerce  
**Account QuickReport**  
July 1, 2020 through March 17, 2021

Type	Date	Num	Name	Memo	Split	Amount
<b>Office (Hardeeville)</b>						
<b>Telephone/Internet</b>						
Check	07/20/2020	15456	Hargray Communic...	monthly bill	Checking	70.00
Check	08/17/2020	15480	Hargray Communic...	monthly bill	Checking	70.00
Check	09/18/2020	15518	Hargray Communic...	monthly bill	Checking	70.00
Check	10/16/2020	15546	Hargray Communic...	monthly bill	Checking	70.00
Check	11/18/2020	15581	Hargray Communic...	monthly bill	Checking	70.00
Check	01/13/2021	15664	Hargray Communic...	monthly bill (...)	Checking	70.00
Check	01/21/2021	15670	Hargray Communic...	monthly bill	Checking	71.00
Check	02/17/2021	15713	Hargray Communic...	monthly bill	Checking	73.00
Total Telephone/Internet						564.00
Total Office (Hardeeville)						564.00
<b>TOTAL</b>						<b>564.00</b>

Jasper County Chamber of Commerce  
**Account QuickReport**  
July 1, 2020 through March 17, 2021

Type	Date	Num	Name	Memo	Split	Amount
<b>Office (Hardeeville)</b>						
<b>Security</b>						
Check	07/27/2020	15464	Palmetto Security ...	monthly fee	Checking	34.99
Check	08/26/2020	15490	Palmetto Security ...	monthly fee	Checking	34.99
Check	09/29/2020	15523	Palmetto Security ...	monthly fee	Checking	34.99
Check	10/27/2020	15553	Palmetto Security ...	monthly fee	Checking	34.99
Check	11/24/2020	15590	Palmetto Security ...	monthly fee	Checking	34.99
Check	12/26/2020	15643	Palmetto Security ...	monthly fee	Checking	34.99
Check	01/25/2021	15681	Palmetto Security ...	monthly fee	Checking	34.99
Check	02/26/2021	15718	Palmetto Security ...	monthly fee	Checking	34.99
Total Security						279.92
Total Office (Hardeeville)						279.92
<b>TOTAL</b>						<b>279.92</b>

Jasper County Chamber of Commerce  
**Account QuickReport**  
July 1, 2020 through March 17, 2021

Type	Date	Num	Name	Memo	Split	Amount
Office (Hardeeville)						
<b>Rent</b>						
Check	12/10/2020	15619	City of Hardeeville	Hardeeville o...	Checking	7,200.00
Total Rent						7,200.00
Total Office (Hardeeville)						7,200.00
<b>TOTAL</b>						<b>7,200.00</b>

Jasper County Chamber of Commerce  
**Account QuickReport**  
 July 1, 2020 through March 17, 2021

Type	Date	Num	Name	Memo	Split	Amount
<b>Office (Hardeeville)</b>						
<b>Supplies</b>						
Check	07/06/2020	15449	VISA	water & plate...	Checking	14.79
Check	08/28/2020	15493	Accurate Lithograph	Missy Busine...	Checking	51.36
Check	09/02/2020	15496	VISA	water for offic...	Checking	22.77
Check	09/02/2020	15497	Quill	2 business c...	Checking	95.90
Check	09/15/2020	15511	Quill	2 Business c...	Checking	44.22
Check	09/29/2020	15521	Buf's	name badge ...	Checking	15.78
Check	11/09/2020	15576	Quill	ink for printer	Checking	145.95
Check	01/21/2021	15673	Quill	calondar	Checking	12.59
Total Supplies						<u>403.36</u>
Total Office (Hardeeville)						<u>403.36</u>
<b>TOTAL</b>						<u><b>403.36</b></u>

Jasper County Chamber of Commerce  
**Payroll Summary**  
 July 1, 2020 through March 25, 2021

	Misty C. Yeat			TOTAL		
	Hours	Rate	Jul 1, '20 - Mar 25, 21	Hours	Rate	Jul 1, '20 - Mar 25, 21
<b>Employee Wages, Taxes and Adjustments</b>						
<b>Gross Pay</b>						
PR Director Hourly	801.2	14.00	11,422.80	801.20		11,422.80
PR Director Overtime		28.50	0.00			0.00
PR Vacation Hourly Rate	21	19.00	399.00	21.00		399.00
PR Director New Commission			505.25			505.25
PR Director renewal Commission			0.00			0.00
<b>Total Gross Pay</b>	<b>822.2</b>		<b>12,328.05</b>	<b>822.20</b>		<b>12,328.05</b>
<b>Adjusted Gross Pay</b>	<b>822.2</b>		<b>12,328.05</b>	<b>822.20</b>		<b>12,328.05</b>
<b>Taxes Withheld</b>						
Federal Withholding			-752.00			752.00
Medicare Employee			-178.78			-178.78
Social Security Employee			-754.34			754.34
SC - Withholding			-581.85			581.85
Medicare Employee Addl Tax			0.00			0.00
<b>Total Taxes Withheld</b>			<b>-2,376.95</b>			<b>-2,376.95</b>
<b>Net Pay</b>	<b>822.2</b>		<b>9,951.10</b>	<b>822.20</b>		<b>9,951.10</b>
<b>Employer Taxes and Contributions</b>						
Medicare Company			178.79			178.79
Social Security Company			754.34			754.34
SC - Unemployment Company			0.00			0.00
SC - Contingency Assessment			12.69			12.69
<b>Total Employer Taxes and Contributions</b>			<b>955.79</b>			<b>955.79</b>

Jasper County Chamber of Commerce  
Payroll Summary

June 1, 2020 through March 25, 2021

	Gabrielle E. Boyles		TOTAL	
	Hours	Rate	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>				
Gross Pay				
PR Director Hourly	219	11.00	219.00	2,409.00
<b>Total Gross Pay</b>	<b>219</b>		<b>219.00</b>	<b>2,409.00</b>
<b>Adjusted Gross Pay</b>	<b>219</b>		<b>219.00</b>	<b>2,409.00</b>
<b>Taxes Withheld</b>				
Federal Withholding			-190.00	-190.00
Medicare Employee			-34.93	-34.93
Social Security Employee			-149.36	-149.36
SC - Withholding			-103.73	-103.73
Medicare Employee Addl Tax			0.00	0.00
<b>Total Taxes Withheld</b>			<b>-478.02</b>	<b>-478.02</b>
<b>Net Pay</b>	<b>219</b>		<b>219.00</b>	<b>1,930.98</b>
<b>Employer Taxes and Contributions</b>				
Medicare Company			34.93	34.93
Social Security Company			149.36	149.36
SC - Unemployment Compnity			0.00	0.00
SC - Contingency Assessment			2.48	2.48
<b>Total Employer Taxes and Contributions</b>			<b>186.77</b>	<b>186.77</b>

Jasper County Chamber of Commerce  
Payroll Summary  
January 1 through March 25, 2021

	Kendall W Malphrus			TOTAL		
	Hours	Rate	Jan 1 - Mar 25, 21	Hours	Rate	Jan 1 - Mar 25, 21
<b>Employee Wages, Taxes and Adjustments</b>						
<b>Gross Pay</b>						
Director's Salary	398		11,345.62	398.00		11,345.62
Vacation Salary	22		627.14	22.00		627.14
Admin.AssLRnl.Comm.			142.50			142.50
New Member Comm.			162.50			162.50
Rnl. Member Comm.			412.50			412.50
<b>Total Gross Pay</b>	<b>420</b>		<b>12,690.26</b>	<b>420.00</b>		<b>12,690.26</b>
<b>Adjusted Gross Pay</b>	<b>420</b>		<b>12,690.26</b>	<b>420.00</b>		<b>12,690.26</b>
<b>Taxes Withheld</b>						
Federal Withholding			-1,054.00			-1,054.00
Medicare Employee			-184.01			-184.01
Social Security Employee			-788.80			-788.80
SC - Withholding			-781.55			-781.55
Medicare Employee Addl Tax			0.00			0.00
<b>Total Taxes Withhold</b>			<b>-2,840.36</b>			<b>-2,840.36</b>
<b>Net Pay</b>	<b>420</b>		<b>9,849.90</b>	<b>420.00</b>		<b>9,849.90</b>
<b>Employer Taxes and Contributions</b>						
Federal Unemployment			42.00			42.00
Medicare Company			184.01			184.01
Social Security Company			788.80			788.80
SC - Unemployment Company			0.00			0.00
SC - Contingency Assessment			13.07			13.07
<b>Total Employer Taxes and Contributions</b>			<b>1,025.88</b>			<b>1,025.88</b>