



# **RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS**

Seth Rose	Bill Malinowski, Chair	Julie-Ann Dixon
District 5	District 1	District 9

**MAY 21, 2013  
4:30 PM**

**4th Floor Conference Room**

## **CALL TO ORDER**

### **Approval Of Minutes**

1. April 16, 2013 [PAGES 5-6]

### **Adoption Of Agenda**

- 2.

### **Interviews**

3. Accommodations Tax Committee-2; applications were received from the following: **[PAGES 8-14]**  
  
D. Elaine Brown  
Willis Langley
4. Central Midlands Council of Governments-1; an application was received from: **[PAGES 15-19]**  
  
Robert Alan Lapin  
Brenda J. Perryman
5. Employee Grievance Committee-2; one application was received from: **[PAGES 20-22]**  
  
Sonia Fells, IT
6. Hospitality Tax Committee-1; no applications were received at this time

### **Items For Action**

7. Board of Assessment Appeals-1; there is one vacancy on this board:  
  
Eric John Grant, April 6, 2013\*  
  
\* Eligible for reappointment
8. Historic Columbia Foundation-1; there will be one vacancy on this board:  
  
John W. Cullum, June 2, 2013

### **Discussion**

9. Community Relations-3 **[PAGES 26-40]**
10. Guidelines for Resolutions of Recognition **[PAGE 42]**

### **Adjournment**



# Richland County Council Request of Action

**Subject**

April 16, 2013 [PAGES 5-6]

**Purpose**

# Minutes of



## RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS COMMITTEE APRIL 16, 2013 4:30 PM

### MEMBERS PRESENT:

**Member** Chair, Bill Malinowski  
**Member** Julie-Ann Dixon  
**Member** Seth Rose

**ALSO PRESENT-** Monique Walters

### CALL TO ORDER

The meeting was called to order at approximately 4:43 p.m.

### APPROVAL OF MINUTES

The minutes for April 2, 2013 was approved as submitted.

### ADOPTION OF AGENDA

The page numbers were changed for items 12 and 13; the agenda was adopted as amended.

### INTERVIEWS

**Accommodations Tax Committee-2; no applications were received for this committee** –the Committee recommended this item be re-advertised

**Airport Commission-2; applications were received from the following: Stephen Burnette, Bruce K. Cole\*, and John Mark Dean\*** - Dr. Cole and Dr. Dean were interviewed. The Committee recommended appointing Mr. Burnette and Dr. Dean.

**Board of Assessment Appeals-1; an application was received from: John F. Kososki**  
Mr. Kososki was interviewed, and the Committee recommended him for appointment.

Item# 1

**Board of Zoning Appeals-2; applications were received from the following: Susanne H. Cecere\*, Josephine F. Laney, T. Ralph Meetze\*, Frank Richardson** –Ms. Cecere and Mr. Meetze were interviewed. The Committee recommended the incumbent, Ms. Cecere and Mr. Richardson for appointment.

**Business Service Center Appeals Board-2; applications were received from the following: John F. Hamilton, CMA, CPA; Teri Hutson Salane, Attorney\*** - Mr. Hamilton and Ms. Salane were interviewed. Mr. Hamilton was recommended for appointment, and Ms. Salane was reappointed.

**Central Midlands Council of Governments-1; an application was received from: Robert Alan Lapin** – Mr. Lapin did not attend the interview; and the Committee asked that this position be re-advertised.

**Hospitality Tax Committee-3; applications were received for the following: Amber Mathis Martin; Michael Wright; Robert G. Tunell\*** -the Committee recommended Ms. Martin be appointed, and Mr. Tunell be reappointed to the H-Tax Committee.

**Internal Audit Committee-1; an application was received from: Dr. Sandra C. Manning\*** - the Committee recommended Dr. Manning be reappointed; and requested the chair set up a meeting in one month; and consider extending terms.

**Planning Commission-2; applications were received from the following: Heather Cairns\*, Kimberly P. Fulton, Stephen Gilchrist\*, Michael Wright** –the Committee interviewed Ms. Cairns and Mr. Gilchrist; and recommended both be reappointed to the Commission.

## DISCUSSION

**Community Relations Council Appointments-3** – the Committee kept this item in committee and directed staff to get a break down on line items for more clarification of expenses.

## ADJOURNMENT

The meeting adjourned at approximately 5:34 pm.

Minutes transcribed by Monique Walters

# Richland County Council Request of Action

**Subject**

**Purpose**

# Richland County Council Request of Action

**Subject**

Accommodations Tax Committee-2; applications were received from the following:

**[PAGES 8-14]**

D. Elaine Brown  
Willis Langley

**Purpose**





APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: D. Elaine Brown

Home Address: 2240 Newell Road, Columbia, SC 29209

Telephone: (home) 803-783-6862 (work) 803-705-4529

Office Address: 1600 Harden Street, Columbia, SC 29204

Email Address: elainjami@yahoo.com

Educational Background: Midlands Technical College, University of Phoenix

Professional Background: Benefits Manager, Human Resources, Benedict College

Male  Female Age: 18-25  26-50  Over 50

Name of Committee in which interested: Accommodation Tax Committee

Reason for interest: To assist in the planning for the use of this tax.

Your characteristics/qualifications, which would be an asset to Committee, Board or  
Commission:

I am currently a benefits manager in a human resources office. I am in contact with  
employees from all walks of life. I can perhaps share my knowledge of other avenues on how  
this tax may benefit the citizens in Richland County.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? \_\_\_\_\_

Recommended by Council Member(s): Norman Jackson

Hours willing to commit each month: Varies

Item# 3

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**CONFLICT OF INTEREST POLICY**

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No X \_\_\_\_\_

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No X \_\_\_\_\_

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Applicant's Signature

3/28/2013  
Date

**Return to:**  
**Clerk of Council, Post Office Box 192, Columbia, SC 29202.**  
**For information, call 576-2060.**

Item# 3

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One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only		
Date Received: _____	Received by: _____	
Date Sent to Council: _____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

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Attachment number 1 \nPage 3 of 3

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**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Willis Langley, Jr.

Home Address: 825 Blythewood, SC 29016

Telephone: (home) 803-513-3498 (work) 803-786-2477

Office Address: 7420 Wilson Blvd., Columbia, SC 29016

Email Address: \_\_\_\_\_

Educational Background: Elizabeth City State University

Professional Background: President, W Langley, Inc.

Male  Female Age: 18-25  26-50  Over 50

Name of Committee in which interested: Accommodation Tax Committee

Reason for interest:

I am excited to be considered to serve on Richland County Hospitality Tax Commission. As an entrepreneur of 25 years plus in our great city, I am concerned about its economics and tourism growth. My years of experience as a business owner melded with my years of community service will allow me to serve with the city's and the public's best interest at heart.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Past member of the City of Columbia Chamber of Commerce Board, Former Vice Chair Columbia Urban League Board, Past member of the Elizabeth City State University Foundation Board, Former member Keep America Beautiful Board.

Presently serve on any County Committee, Board or Commission? Yes

Decker International Boulevard Coalition Board

Any other information you wish to give? I am willing to work to improve our County.

Recommended by Council Member(s): Joyce Dickerson

Hours willing to commit each month: 8

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*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No X \_\_\_\_\_

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

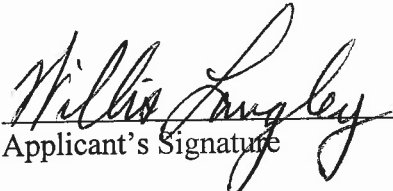
Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No X \_\_\_\_\_

If so, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

  
Applicant's Signature

3/21/13  
Date

**Return to:**  
**Clerk of Council, Post Office Box 192, Columbia, SC 29202.**  
**For information, call 576-2060.**

**One form must be submitted for each Committee, Board or Commission on which you wish to serve.**

**Applications are current for one year.**

<b>Staff Use Only</b>		
Date Received: _____	Received by: _____	
Date Sent to Council: _____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

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# Richland County Council Request of Action

**Subject**

Central Midlands Council of Governments-1; an application was received from: **[PAGES 15-19]**

Robert Alan Lapin  
Brenda J. Perryman

**Purpose**



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Robert Alan Lapin
Home Address: 217 Camden Chase Dist 9, 2ER
Telephone: (home) 803-513-1518 (work) 803-513-1518
Office Address: 1901 Main Street Ste 200
Email Address: rlapin@naivant.com
Educational Background: BAS from Michigan State Univ. 1987
Professional Background: Commercial Real Estate Agent for NAJ ALCO
Male [X] Female [ ] Age: 18-25 [ ] 26-50 [X] Over 50 [ ]
Name of Committee in which interested: Central Midlands Council of Governments
Reason for interest: To help facilitate growth in the Midlands through a smart & responsible manner.
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: Intimate knowledge of current Infrastructure and Development Trends & Community Needs facilitated through 12 years in Commercial Real Estate.
Presently serve on any County Committee, Board or Commission? No
Any other information you wish to give? Available upon Request
Recommended by Council Member(s): Val Hutchinson & Jim Manning
Hours willing to commit each month: As many as required

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CONFLICT OF INTEREST POLICY

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Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No X \_\_\_\_\_

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No X \_\_\_\_\_

If so, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Robert Z  
Applicant's Signature

11/13/2012  
Date

**Return to:  
Clerk of Council, Post Office Box 192, Columbia, SC 29202.  
For information, call 576-2060.**

**One form must be submitted for each Committee, Board or Commission on which you wish to serve.**

**Applications are current for one year.**

<b>Staff Use Only</b>	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file

2



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Brenda J. Perryman - (609) 937-2032-cell
Home Address: 349 Patrick Drive, Columbia, SC 29223
Telephone: (home) 803-462-9799 (work) 803-737-0822
Office Address: 955 Park Street, Room 201 Columbia, SC 29202
Email Address: perrymanbj@sco.net and hey lady 731@hotmail.com
Educational Background: B.S. Computer Information System minor Accounting
Professional Background: certified subway train operator, certified Public Transit Administrator
Male [ ] Female [X] Age: 18-25 [ ] 26-50 [ ] Over 50 [X]
Name of Committee in which interested: Central Midlands Council of Governments
Reason for interest: I am most interested in serving my County by utilizing my 23 years of professional transit experience to assist this committee.
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: My national transportation career, and specifically my transit technology and vehicle expertise are invaluable assets to this committee.
Presently serve on any County Committee, Board or Commission? No
Any other information you wish to give? I am looking forward to serving Richland County
Recommended by Council Member(s): Kelvin Washington and Norman Jackson
Hours willing to commit each month: 20-50 hours each month

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CONFLICT OF INTEREST POLICY

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*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No ✓

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No ✓

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brenda J. Penman  
Applicant's Signature

April 24, 2013  
Date

**Return to:**  
**Clerk of Council, Post Office Box 192, Columbia, SC 29202.**  
**For information, call 576-2060.**

**One form must be submitted for each Committee, Board or Commission on which you wish to serve.**

**Applications are current for one year.**

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file

2

Item# 4

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# Richland County Council Request of Action

**Subject**

Employee Grievance Committee-2; one application was received from: [PAGES 20-22]

Sonia Fells, IT

**Purpose**



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Name: Sonia Fells

Home Address: 22 Gouham Ct, IRMO SC 29063

Telephone: (home) 576-2077 (work) \_\_\_\_\_

Office Address: \_\_\_\_\_

Email Address: fells@rcgov.us

Educational Background: Bachelor Degree

Professional Background: Help Desk Team Mgmt

Male  Female  Age: 18-25  26-50  Over 50

Name of Committee in which interested: \_\_\_\_\_

Reason for interest: I like working w/ people

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Being able to understand policies and procedures

Presently serve on any County Committee, Board or Commission? Yes

Any other information you wish to give? NO

Recommended by Council Member(s): Valerie Hutchinson

Hours willing to commit each month: As much need no limit

CONFLICT OF INTEREST POLICY

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Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

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*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No \_\_\_\_\_

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Signature]  
Applicant's Signature

4-19-13  
Date

**Return to:**  
**Clerk of Council, Post Office Box 192, Columbia, SC 29202.**  
**For information, call 576-2060.**

**One form must be submitted for each Committee, Board or Commission on which you wish to serve.**

**Applications are current for one year.**

<b>Staff Use Only</b>	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

Item# 5

Attachment number 1 \nPage 2 of 2

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# Richland County Council Request of Action

**Subject**

Hospitality Tax Committee-1; no applications were received at this time

**Purpose**

# Richland County Council Request of Action

**Subject**

Board of Assessment Appeals-1; there is one vacancy on this board:

Eric John Grant, April 6, 2013\*

\* Eligible for reappointment

**Purpose**



# Richland County Council Request of Action

**Subject**

Historic Columbia Foundation-1; there will be one vacancy on this board:

John W. Cullum, June 2, 2013

**Purpose**

# Richland County Council Request of Action

**Subject**

Community Relations-3 [PAGES 26-40]

**Purpose**

**GREATER COLUMBIA  
COMMUNITY RELATIONS COUNCIL**

**FINANCIAL REPORT**

**JUNE 30, 2012**

**GREATER COLUMBIA COMMUNITY RELATIONS COUNCIL  
INDEX  
YEARS ENDED JUNE 30, 2012 AND 2011**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Greater Columbia Community Relations Council  
Columbia, South Carolina

We have audited the accompanying statements of financial position of Greater Columbia Community Relations Council as of June 30, 2012 and 2011, and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Greater Columbia Community Relations Council as of June 30, 2012 and 2011, and the changes in its net assets and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

*Derrick, Stubbs + Smith, LLP*

January 18, 2013

**GREATER COLUMBIA COMMUNITY RELATIONS COUNCIL  
 STATEMENTS OF FINANCIAL POSITION  
 JUNE 30, 2012 AND 2011**

	<u>2012</u>	<u>2011</u>
<b>ASSETS</b>		
Current Assets		
Cash	\$ 36,364	\$ 3,921
Accounts receivable	281	780
Prepaid expenses	1,223	-
<b>Total current assets</b>	<u>37,868</u>	<u>4,701</u>
Property and Equipment		
Equipment	27,765	51,597
Less, accumulated depreciation	<u>(27,765)</u>	<u>(51,597)</u>
<b>Net property and equipment</b>	<u>-</u>	<u>-</u>
<b>Total assets</b>	<u><u>37,868</u></u>	<u><u>4,701</u></u>
 <b>LIABILITIES AND NET ASSETS</b>		
Accounts payable	3,522	3,080
Net Assets		
Unrestricted	<u>34,346</u>	<u>1,621</u>
<b>Total liabilities and net assets</b>	<u><u>\$ 37,868</u></u>	<u><u>\$ 4,701</u></u>

See notes to financial statements.

**GREATER COLUMBIA COMMUNITY RELATIONS COUNCIL  
 STATEMENTS OF ACTIVITIES  
 YEARS ENDED JUNE 30, 2012 AND 2011**

	<u>2012</u>	<u>2011</u>
Support and Revenue		
Support	\$ 146,850	\$ 167,067
Other revenue	29,910	31,780
<b>Total support and revenue</b>	<u>176,760</u>	<u>198,847</u>
 Program Expenses	 <u>144,035</u>	 <u>212,839</u>
 <b>Increase (decrease) in net assets</b>	 <b>32,725</b>	 <b>(13,992)</b>
 Net Assets		
Beginning	<u>1,621</u>	<u>15,613</u>
<b>Ending</b>	<u><u>\$ 34,346</u></u>	<u><u>\$ 1,621</u></u>

**GREATER COLUMBIA COMMUNITY RELATIONS COUNCIL  
STATEMENTS OF CASH FLOWS  
YEARS ENDED JUNE 30, 2012 AND 2011**

	<u>2012</u>	<u>2011</u>
Cash Flows from Operating Activities		
Increase (decrease) in net assets	\$ 32,725	\$ (13,992)
Adjustments to reconcile increase (decrease) in net assets to net cash provided by (used in) operating activities		
Changes in operating assets and liabilities		
(Increase) in accounts receivable and prepaid expense	(723)	(780)
Increase in accounts payable and accrued expenses	441	2,350
<b>Net cash provided by (used in) operating activities</b>	<u>32,443</u>	<u>(12,422)</u>
Cash Flows from Financing Activities		
Payments on note payable	-	(25,000)
<b>Net increase (decrease) in cash</b>	<b>32,443</b>	<b>(37,422)</b>
Cash		
Beginning	<u>3,921</u>	<u>41,343</u>
<b>Ending</b>	<u><b>36,364</b></u>	<u><b>3,921</b></u>
Supplemental Cash Flow Information		
Cash paid for interest	<u>-</u>	<u>1,161</u>
Disposal of fully depreciated property and equipment	<u>\$ 23,832</u>	<u>\$ -</u>

See notes to financial statements.



**GREATER COLUMBIA COMMUNITY RELATIONS COUNCIL  
YEARS ENDED JUNE 30, 2012 AND 2011**

**Notes to Financial Statements**

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**Note 1. Nature of Activities**

The Greater Columbia Community Relations Council (Council) is a nonprofit organization organized under the laws of the State of South Carolina to study and evaluate information concerning racial problems within the community, to submit recommendations as to the solution of such problems and to further the employment opportunities and related training for underprivileged persons.

**Note 2. Significant Accounting Policies**

**Display of net assets by class:** The Council adheres to the disclosure and display requirements of the Financial Accounting Standards Board (FASB) as set forth in the Accounting Standards Codification (ASC) 958. ASC 958 establishes standards for external financial reporting by non-profit organizations and requires that resources be classified for accounting and reporting purposes into three net asset categories as follows:

**Unrestricted net assets:** Net assets that are not subject to donor-imposed restrictions. These net assets, including Board designated, are legally unrestricted and can be used in any Council activity.

**Temporarily restricted net assets:** Net assets subject to donor-imposed restrictions that may or will be met either by actions of the Council and/or the passage of time. The Council has no such assets.

**Permanently restricted net assets:** Net assets subject to donor-imposed stipulations that may be maintained permanently by the Council. The donors of these assets permit the Council to use all or part of the income earned on related investments for donor-imposed restrictions. The Council has no such assets.

**Cash and cash equivalents:** The Council considers all cash accounts, which are not subject to withdrawal restrictions or penalties, and all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

**Property and equipment:** Property and equipment is stated at cost and includes expenditures for additions and major improvements. Depreciation is calculated using the straight-line method over the estimated useful lives of five to seven years.

**Retirement plan:** The Council participates in the American Chamber of Commerce Executives Retirement Plan, a defined contribution plan. Substantially all employees are eligible to elect to participate. The Council and employees contribute to the plan as determined annually by the Council. Employee's vested benefits are determined by length of service according to the plan.

**Contributions:** Gifts of cash and other assets are presented as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or the purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**In-kind support:** The Council records various types of in-kind support including professional services, and materials. Contributed professional services are recognized if the services received create or enhance long-lived assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Contributions of tangible assets are recognized at fair market value when received. When in-kind support is received, it is reflected in the accompanying financial statements as in-kind support and offset by like amounts included in expenses. No significant instances of in-kind support were recorded for the year ended June 30, 2012 or 2011.

Additionally, the Council receives a significant amount of skilled, contributed time, which does not meet the two recognition criteria described above. Accordingly, the value of this contributed time has not been determined and is not reflected in the accompanying financial statements.

**GREATER COLUMBIA COMMUNITY RELATIONS COUNCIL  
YEARS ENDED JUNE 30, 2012 AND 2011**

**Notes to Financial Statements**

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**Note 2. Significant Accounting Policies (Continued)**

**Use of estimates:** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Income taxes:** The Council is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code. Management has evaluated the Council's tax positions and concluded that the Council had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance. With few exceptions, the Council is no longer subject to income tax examination by the U.S. federal, state, or local tax authorities for years before 2008.

**Note 3. Commitments**

Total rent expense, including rental agreements which are renewable yearly, was \$ 18,355 in 2012 and \$ 18,816 in 2011.

**Note 4. Notes Payable**

The Council had unsecured lines of credit totaling \$ 25,000 from South Carolina Community Bank due on December 30, 2010, at 8.00% interest due monthly. The balance was paid in full and was not renewed at December 30, 2010.

**Note 5. Support from Governmental Units**

The Council receives approximately 71% and 81% of its support from local governments in 2012 and 2011, respectively. A significant reduction in the level of this support, if this were to occur, may have a significant effect on the Council's programs and activities.

**Note 6. Related Organizations**

The Greater Columbia Chamber of Commerce provides certain administrative services as its contribution to the support of the Council. The costs of these services are not recorded on the accompanying financial statements.

**Note 7. Retirement Plan Contribution**

The Council did not have any employees qualifying for retirement contributions in 2012. The Council's retirement contribution was \$ 2,798 in 2011.

**Note 8. Subsequent Events**

Subsequent events have been evaluated through January 18, 2013, the date these financial statements were available to be issued. There were no material events that required recognition or additional disclosure in these financial statements.

## INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION

To the Board of Directors  
Greater Columbia Community Relations Council  
Columbia, South Carolina

Our audit, except for that portion marked "budget" which is unaudited and upon which we express no opinion or any other form of assurance, was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Derrick, Stubbs + Smith, LLP*

January 18, 2013

**GREATER COLUMBIA COMMUNITY RELATIONS COUNCIL  
SCHEDULE OF SUPPORT AND REVENUE AND EXPENSES COMPARED TO BUDGET  
YEAR ENDED JUNE 30, 2012**

	Budget	Actual	Variance Favorable (Unfavorable)
<b>Support and Revenue</b>			
City of Columbia	\$ 30,000	\$ 30,000	\$ -
Miscellaneous income	28,825	49,800	20,976
Richland County	95,317	95,250	(67)
Corporate sponsors	-	1,400	1,400
Individual donations	-	310	310
<b>Total support and revenue</b>	<u>154,142</u>	<u>176,760</u>	<u>22,619</u>
<b>Expenses</b>			
Accounting fees	3,500	3,500	-
Annual meeting report	15,000	9,964	5,036
Auto expense	-	710	(710)
Banking expense	-	147	(147)
Contractual services	89,027	82,476	6,551
Dues and subscriptions	200	207	(7)
Supplies - office	1,000	1,982	(982)
General liability insurance	550	15	535
Housing committee	3,000	1,336	1,664
License fee	100	50	50
Maintenance agreements	2,000	1,180	820
Maintenance and repairs	-	373	(373)
Manager's account	-	457	(457)
Miscellaneous expense	825	458	366
Office lease	19,140	18,355	785
Officer's liability insurance	500	236	264
Payroll expense	-	25	(25)
Postage	1,000	365	635
Printing	2,000	1,524	476
Special activities and meetings	-	128	(128)
Staff development	150	87	63
Supplies	2,400	2,201	199
Telephone	2,000	2,996	(996)
Temporary help	1,500	3,896	(2,396)
Umbrella insurance	250	1,023	(773)
Unemployment taxes	-	25	(25)
Workmen's compensation	1,500	2,235	(735)
Youth leadership council	8,500	8,084	416
<b>Total expenses</b>	<u>154,142</u>	<u>144,035</u>	<u>10,106</u>
<b>Excess of support and revenue over expenses</b>	<u>\$ -</u>	<u>\$ 32,725</u>	<u>\$ 32,725</u>



**Greater Columbia Community Relations Council**  
*Community Relations is Everybody's Business.*

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February 28, 2013

Attn: Mr. Robert Capers  
Richland County Finance Office  
P.O. Box 192  
Columbia SC 29202

Dear Mr. Capers;

On behalf of the Board of Directors of the Greater Columbia Community Relations Council (CRC), I am writing to request continued funding for fiscal year 2014. Support from Richland County Council affords the CRC with opportunities to hear the people and to help the County in its efforts to take this community into its bright future.

With a new Executive Director in place we look forward to taking a more pro-active role in the affairs of our community. We have created and implemented a new strategic plan to continue to engage in civil community dialogue. We will partner with those who wish to make the Midlands a better place for all who chose to live here and work. As we continue to build stronger collaborations with Richland County, the City of Columbia and other institutions we will explore new ways to effectively address the issues that seek to divide our communities.

We are most appreciative of the support provided by Richland County Council. This has not only allowed us to continue existing programs, it also enabled us to hold special meetings to bring to the forefront the concerns of Richland County's citizens such as that of the proposed penny sales tax and other important issues. These educational forums are open to all Richland County residence.

We seek additional funding sources to include corporate and private grants and foundations. Your continued support helps to ensure our success as one of the "go to" organization in our community.

Enclosed is the budget request documentation for 2014. Please let me know if you have questions or need clarification of the information provided.

Respectfully,

A handwritten signature in cursive script that reads "Karen R. Jenkins".

Karen R. Jenkins, Chair

Board of Directors

Item# 9

**FISCAL YEAR 2014 BUDGET CHECKLIST FOR  
AGENCY FUNDING REQUESTS**

Name of Agency: Greater Columbia Community Relations Council  
*Complete Checklist to ensure that all required information is included.*

Yes   No

- 1. Brief overview of how Richland County funding was used during fiscal year 2012/2013 and planned use for 2013/2014.
- 2. Summary of Revenue Sources Worksheet. Itemize all sources including state/ federal grants. (Attachment A)
- 3. List current capital projects in progress including percentage complete. Include projected capital projects included in budget request. (Attachment B)
- 4. Copy of prior year audited financial statements for your agency.

Name of Executive Director: Henri E. Baskins

Individual to contact concerning request for funding:

Name: Henri E. Baskins Title: Executive Director

Telephone: 803-733-1126

Email: hbaskins@gccrc.com

**Richland County, South Carolina  
Current Capital Projects**

**Agency: Greater Columbia Community Relations Council**

PROJECT NAME	PROJECT COST	PLANNED START DATE	COMPLETION DATE	DESCRIPTION
Youth Leadership Initiatives	25,000	7/1/2013	Ongoing	Community Youth Initiatives
Fair Housing	50,000	7/1/2013	Ongoing	Community-Wide Housing Initiatives
Community Information Forums	10,000	7/1/2013	Ongoing	Inform Community on Current Issues
Annual Meeting	15,000	7/1/2013	Ongoing	Annual Report and Support Recognition

**TOTAL COST**                      100,000

Submitted By: Karen R. Jenkins

Title: Chairman

Date: 03-01-2013

## Richland County, South Carolina Summary of Revenue Sources

Greater Columbia Community Relations Council

FUNDING SOURCE	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 BUDGET	FY13-14 REQUEST
Richland County	95,317	95,250	100,000	100,000
Lexington County	0	0	0	0
City of Columbia	65,000	30,000	40,000	100,000
State Government	0	0	0	0
Federal Government	0	0	0	0
Other:	0	0	20,000	0
Corporate Sponsor	6,750	25,000	32,176	50,000
Other Income	31,780	20,000	20,310	25,000
<b>TOTAL REVENUE</b>	<b>198,847</b>	<b>170,250</b>	<b>270,000</b>	<b>275,000</b>
<b>TOTAL EXPENDITURES</b>	<b>212,839</b>	<b>168,250</b>	<b>270,000</b>	<b>275,000</b>

Submitted By: Karen R. Jenkins

Title: Chair, CRC BOD

Date: 03-01-13

Please complete all information requested. If no funding was received or requested from a source, enter zero, or "n/a".



# Richland County Council Request of Action

**Subject**

Guidelines for Resolutions of Recognition [**PAGE 42**]

**Purpose**

Comments regarding recommendation: Policy decision left to Council's discretion. I would also recommend a change in how Council deals with such items, as the Committee process is long and likely unnecessary with these types of resolutions. First, Council Chair could automatically request that these type items (resolutions honoring or recognizing a citizen or organization) be voted on in the Motion period (request unanimous consent). Second, Council Rules could be amended to allow resolutions honoring or recognizing a citizen or organization be placed automatically on an agenda for voting (Rule 1.7 (b)).