



**TOWN OF BLUFFTON, SOUTH CAROLINA  
ACCOMMODATIONS TAX GRANT APPLICATION**

**PLEASE NOTE:** Entities may use this hard copy version of the Town's Accommodations Tax Grant Application as a guide only in preparation of completing and submitting their full application online. Completed versions of this hard copy will not be accepted. Applicants may create an account in the portal and save their work and finish later. All required questions and documents are marked with an asterisk (\*). Please refer to the "Accommodations Tax Grant Application Instructions" on the Town's web-based application page for additional guidance.

**APPLICATION PAGE 1:**

Application Date\* **3/31/2025**

Project Name\* **Heyward House Museum** Project/Event Location\* **70 Boundary Street**

Is this a new project or event?\* Yes ☒ No

Project/Event State Date\* **7/1/25**

Project/Event Completion Date\* **6/30/26**

Multi-Year Project/Event?\* Yes ☒ No

Total Project Costs\* **989,720**

Total ATAX Funds Requested\* **50,000**

Percent of Total Budget\* **19.8**

Date the Funds are Needed\* **07/01/2025**

Full Legal Organization Name\* **Historic Bluffton Foundation**

Address\*

**70 Boundary Street  
PO BOX 0742  
Bluffton SC 29910**

Applicant must be designated as a non-profit entity to receive ATAX funds. Is your entity a non-profit organization? \* ☒ Yes No

IRS Designation Letter must be attached at the end of this application.

**APPLICATION PAGE 2:**

Organization Primary Point of Contact\* **Bruce J Trimbur**

Title\* **Interim Executive Director** Phone Number\* **704-236-6275**

E-Mail Address\* **executivedirector@hisotricbluffton.org**

Organization Secondary Point of Contact **Nicki Graziani**

Title **Administrator** Phone Number **8433387784**

E-Mail Address **nicki@historicbluffton.org**

**APPLICATION PAGE 3:**

**Project Description:\***

The Heyward House Museum is a vital part of Bluffton's history and economy. Built in 1841 and recognized on The National Register of Historic Places, it is the third-oldest surviving structure in Bluffton and the fourth oldest in southern Beaufort County. Its exceptional preservation of original architectural features, both inside and out, makes it the town's most important historic building. The property is unique in the Low Country for retaining its original slave dwelling, the only such structure in Beaufort County.

Beginning in 2001, the Heyward House Museum played a crucial role in driving the local economy by attracting out-of-town visitors and supporting local businesses. Despite recent increases in revenue, membership, and donations, the Heyward House, like many museums nationwide, requires additional funding to maintain operations. Currently, the museum is undertaking a \$250,000 project to address critical structural issues related to the approaching 200-year-old house. In March 2023, the Heyward House began significant capital improvement projects, partially funded by a South Carolina legislature grant administered by the SC Department of Parks, Recreation, and Tourism (SC-PRT). These improvements include:

- Restoration of the dining room wall
- Replacement of aggregate in common grounds
- Structural repairs to the front porch
- Interior painting and lead paint abatement
- Installation of a new bathroom facility
- Major structural repairs
- Exterior lighting upgrades
- Installation of a retractable awning for the gazebo
- Mosquito prevention system

The museum has also hired a landscape architect to develop a comprehensive design that incorporates the new sidewalk along Boundary Street and optimizes the property for rentals, aiming to attract a broader and more discerning clientele.

The Heyward House Museum supports the new Welcome Center reciprocating as a Wayfinding station. Our staff and volunteer 's direct visitors to the New Welcome Center along with cohosting and collaborate events for the betterment of The Town of Bluffton. We continue to provide information, maps, and flyers for our local businesses, supporting cultural tourism and events. We require continued support from the Town of Bluffton 's ATAX grants and other sources to maintain essential long-term success by persevering in a functional rich historic landmark museum and promoting preservation.

List any required permits, if applicable. If none, type "N/A". \*

N/A

Describe all planned advertising and marketing for this project/event: \*

Target Market:

Our target demographic includes individuals searching online for Revolutionary and Civil War museums, event and wedding planners, group tours, and great Southern communities for vacation planning. We are now collaborating with Triad Media on a comprehensive rebranding effort to enhance our online presence. This initiative includes revamping our website functionality, nationwide digital marketing campaign, search engine optimization, curating engaging content, and building our presence on Yelp and other websites commonly used by potential vacationers planning their trips.

Planned Advertising and Marketing Strategies:

Promote as a Wedding and Event Venue: Utilize platforms like The Knot and similar directories to increase visibility.  
Craft Compelling Newsletters: Develop engaging newsletters to keep audiences informed about events, offerings, and updates.

Forge Strategic Partnerships: Cultivate alliances with local businesses, the town ' s Welcome Center, community organizations, and neighborhoods to expand reach and partner on public events organization that promotes Bluffton.

Harness Digital Advertising: Leverage digital marketing strategies to target specific audiences effectively.

Grow Membership: Focus on increasing membership through targeted campaigns and exclusive benefits.

Utilize Data Analytics and Feedback Mechanisms: Implement tools to track performance metrics and gather feedback for continuous improvement.

Utilize other state and federal grants to support operations and grow our outreach ability.

Please list all media outlets you intend to utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.): \*

The Knot

Wedding Pro

Google

All local publications

Facebook

Island Packet

Merchants society

Sun City News

Bluffton Today

Chamber of Commerce - All

Statewide welcome centers

Mailing list emails

Bluffton vacation Planner

HHI Vacation Planner

Welcome Centers across SC

WTOC News Channel

HHI Today Robin Zimmerman

Zola wedding event rental platform

Listed on Town of Bluffton Website

Lowcountry Wedding Professionals Group

Low Country Chronicle

Impact on or Benefit to Tourism:\*

In a year's time, the Heyward House served a total of approximately 29,000 visitors, with nearly 87% coming from various countries and areas within the USA. The impact of these visitors is significant, as they not only engage with Bluffton's rich history but also spend time and money at local businesses, restaurants, and lodging establishments.

The Heyward House Museum purposely keeps its rental rates low to bring in out-of-town guests as well as destination weddings, who in turn spend money at local businesses and contribute to the Accommodation tax. The Heyward House Museum provides information as a wayfinding station about local dining, shopping, and accommodations through brochures, knowledgeable gift shop attendants, docents, and a range of community partnerships which the Towns welcome center does not provide. These efforts continue to drive traffic to local businesses, fostering community pride and ensuring the ongoing economic vitality of Bluffton.

“Tourist” means a person who does not reside within the corporate limits of the Town or within a Town zip code that takes a trip into the corporate limits of the Town for any purpose, except daily commuting to and from work.

“Travel” and “Tourism” mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work.

Additional Comments:

**APPLICATION PAGE 4:****FINANCIAL INFORMATION**

Applicants must download the Town's required Line-Item Budget Form and attach the completed form on the following line.

Town's Required Line-Item Budget Form:\* (You will upload a copy of the aforementioned required document here.)

Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement:\* (You will upload copies of the required documentation here.)

Financial Guarantee:\* (You will upload a copy of your board minutes, etc. here.)

*Applicant must 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.*

Please attach Budget vs. Actual statements for prior two years events:\* (You will upload a copy of the Year 1 budget here; this only applies if your event is not new.)

Please attach Budget vs. Actual statements for prior two years events:\* (You will upload a copy of the Year 2 budget here; this only applies if your event is not new.)

Have you requested, received or been awarded ATAX funding from other state or local entities for this project/event?\*      Yes      ☒ No

If yes, please list all sources and amounts: \*

Awarding Agency\*      Amount: \*

Awarding Agency\*      Amount: \*

Have you requested, received or been awarded ATAX funding from other state or local entities for any other project/event?\*      ☒ Yes      No

If yes, please list all other sources and amounts:

Awarding Agency\* **Beaufort County ATAC**      Amount\* **4000**

Project/Event\* **Under the Ancient Oaks**      Year of Award\* **2024**

Awarding Agency

Amount

Project/Event

Year of Award

**APPLICATION PAGE 5:****PRIOR RECIPIENT'S REPORT**

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information.

If you have not received ATAX funding from the Town of Bluffton, please answer "No" and skip this section and sign and submit your application.

Has your organization previously received ATAX funds from the Town of Bluffton?\* ☒ Yes ☐ No

If yes:

Project/Event Name\* **Heyward House Welcome Center** Year Awarded\* **2024**

Amount Awarded\* **40000.00** Was Final Report Submitted?\* ☒ Yes ☐ No

What was the total number of tourists?\* **9715** What was the percentage of tourists?\* **87**

Please attach a copy of your organization's IRS Designation Letter showing your non-profit status: \* (You will upload a copy of your IRS Letter here.)

Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants. \* (You will upload a copy of your Town Business License here.)

Additional Application Documents: (you will upload anything additional you wish to include here)

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**APPLICATION PAGE 6:**

All applicants will be required to come before the Accommodations Tax Advisory Committee (ATAC) and answer any and all questions when scheduled to do so.

Any organization awarded funds for advertising/marketing must incorporate the Bluffton Heart of the Lowcountry brand logo in all promotional materials and advertising.

The South Carolina Freedom of Information Act (FOIA) defines a "public body" as any organization or corporation supported in whole or in part by public funds or expending public funds. If awarded, your organization's acceptance of public funds from the Town of Bluffton may cause your organization to come within the meaning of "public body" as defined by the Freedom of Information Act. S.C. Code Ann. §30-4-10, et seq. (Supp. 2002). Accordingly, this is to advise that by accepting public funds, your organization may be subject to the South Carolina Freedom of Information Act.

By submitting this application, the organization certifies that it has read and understands the paragraph above. The organization additionally certifies that it does not discriminate in any manner on the basis of race, color, national origin, age, sex, disability, religion or language and that all funds that may be received by the applicant organization from the Town of Bluffton, South Carolina will be solely used for the purposes set forth in this application and will comply with all laws and statutes, including the South Carolina Code of Laws regarding Allocations of Accommodations Tax Revenues.

By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.\*

(Signature Box)\*

3-31-2025

(Signatory's Title or Position)\*

INTERIM EXECUTIVE DIRECTOR

Receive an email copy of this form.

**Email address:**

*This field is not part of the form submission*



Internal Revenue Service  
District Director

Department of the Treasury  
Attachment 6

Date: DEC 15 1983

Our Letter Dated:  
February 24, 1982

Person to Contact:  
William Anderson/jdf

Contact Telephone Number:  
(404) 221-4516

Employer Identification Number:  
57-0724129

File Folder Number:  
580015849

▷ The Bluffton Historical Preservation  
Society, Inc.  
PO Box 742  
Bluffton, SC 29910

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

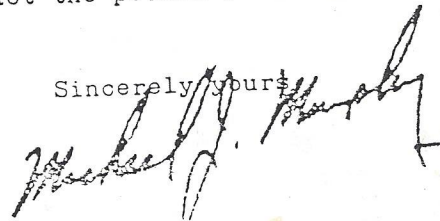
Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section \_\_\_\_\_. Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section \_\_\_\_\_ status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section \_\_\_\_\_ organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

\* 170(b)(1)(A)(vi) & 509(a)(1)

275 Peachtree St., N.E., Atlanta, Ga. 30043

Letter 1050 (DO) (7-77)



# TOWN OF BLUFFTON

## TOWN OF BLUFFTON -

**Expires:04/30/2026**

**License No.** 25-03-7470

**Date Issued:** 03/26/2025

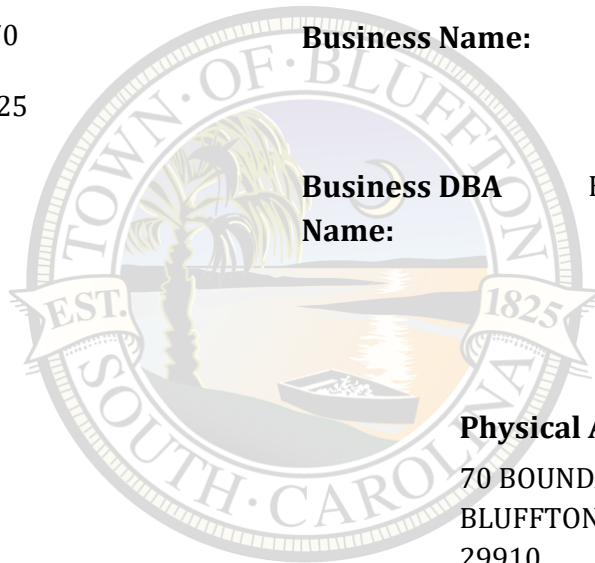
**NAICS Title:** Museums

**Business Name:** Historic Bluffton  
Foundation

**Business DBA  
Name:** Heyward House Museum

**Business Type:**  
Heyward House Museum

**Physical Address:**  
70 BOUNDARY ST  
BLUFFTON SC  
29910



**NON-TRANSFERABLE | TO BE PLACED IN A CONSPICUOUS PLACE**

### Section 6-21 Purpose and Duration of Business License

ALL BUSINESSES LOCATED IN THE TOWN OF BLUFFTON MUST POST THE BUSINESS LICENSE IN A VISIBLE LOCATION WITHIN THE BUSINESS LOCATION AS REFERENCED ABOVE AND IS VALID FOR THIS LOCATION ONLY. ALL BUSINESSES LOCATED OUTSIDE THE TOWN OF BLUFFTON MUST KEEP A CURRENT COPY WHILE CONDUCTING BUSINESS INSIDE THE TOWN OF BLUFFTON. CHANGE IN LOCATION OR OWNERSHIP REQUIRES A NEW LICENSE. IF THE BUSINESS IS CLOSED, CONTACT OUR OFFICE AT 843-706-4501 TO UPDATE ACCOUNT.

Bruce Trimber  
Bruce Trimber  
70 Boundary St  
Bluffton, SC 29910

**TOWN OF BLUFFTON**  
**ACCOMODATIONS TAX GRANT APPLICATION BUDGET**  
**REVENUES**

**Revenues - Cash**

	Sponsorships	\$	
	Donations	\$	23000.00
	ATAX Grants/Funding from Other Entities*	\$	4000.00
	<i>* Do <b>NOT</b> include anticipated award funds requested in this application</i>		
Other Grants (please name):		\$	525230.00
	Vendor Fees	\$	
	Registration Fees	\$	
Other Fees (please name):		\$	
Other Fees (please name):		\$	
	Mercandise Sales	\$	12500.00
Other Sales (please name):Tours		\$	14900.00
Other Sales (please name):Event rental		\$	31400.00
Other Revenue (please name):Special Events		\$	8000.00
Other Revenue (please name):Memberships		\$	45000.00
<b>Revenues - In-Kind Contributions</b>			
	Volunteer Hours	\$	16500.00
	Donated Items	\$	5800.00
	Donated Services	\$	1500.00
Other (please name):		\$	
Other (please name):		\$	
Other (please name):		\$	
<b>Total All Revenue Sources:</b>		<b>\$</b>	<b>687830</b>

**TOWN OF BLUFFTON**  
**ACCOMODATIONS TAX GRANT APPLICATION BUDGET**

**EXPENSES**

*Eligible Tourism-Related Expense Categories (per SC Code of Laws)*

**Amount**

**Advertising & Promotion of Tourism or Arts and Cultural Events**

Local Newspaper/Digital Advertising	\$ 1500.00
Regional Newspaper/Digital Advertising	\$ 3000.00
National Newspaper/Digital Advertising	\$ 3300.00
Local Magazine/Digital Advertising	\$ 3000.00
Regional Magazine/Digital Advertising	\$ 6000.00
National Magazine/Digital Advertising	\$ 5000.00
Local Radio Advertising	\$
Regional Radio Advertising	\$
National Radio Advertising	\$
Local Television Advertising	\$
Regional Television Advertising	\$
National Television Advertising	\$
Billboards	\$
Social Media Advertising	\$ 2000.00
E-mail and/or Text Blasts	\$ 1680.00
Postcards/Mailers	\$ 3500.00
Posters/Banners/Signage	\$ 9000.00
Graphic Design of Marketing/Writing or Press Releases	\$ 5000.00
Web Hosting for <b>Event</b> (not organization)	\$ 5400.00
Other (please name):Additional Printing	\$ 18000.00
Other (please name):Brochures distributed locally and State-wide	\$ 20200.00
Other (please name):Office Supply	\$ 6700.00
Other (please name):Postage	\$ 1800.00
Other (please name):	\$

**Facilities for Civic and Cultural Events**

Rentals: Tables, Chairs, Stages, Tents	\$
Rental: Sound, Audio Equipment	\$
Construction	\$
Repairs to Facilities	\$ 420000.00
Maintenance of Facilities	\$ 24800.00
Other (please name):Golf Cart Maintenance	\$ 1200.00
Other (please name):Hardscaping/Landscaping Engineering Fees & Survey	\$ 26000.00
Other (please name):Hardscape/Landscape Installation	\$ 158000.00

**TOWN OF BLUFFTON**  
**ACCOMODATIONS TAX GRANT APPLICATION BUDGET**  
**EXPENSES**

*Eligible Tourism-Related Expense Categories (per SC Code of Laws)*

**Amount**

**Tourist Transportation**

Company Name:	\$
Company Name:	\$

**Public Facilities**

Temporary/Portable Restrooms	\$
Permanent Restrooms	\$
Parks	\$
Parking Lots	\$
Other (please name):Utilities	\$ 17500
Other (please name):Professional Fees & accounting	\$ 25000.00

**Municipality and County Services**

Dumpster Rental/Trash Hauling	\$ 1240.00
Security Provided by Bluffton Police Department	\$ 2700.00
Security <b>NOT</b> Provided by Bluffton Police Department	\$
<b>Total of ATAX Eligible Expenses:</b>	<b>\$ 771520</b>

**Other/Ineligible Expenses**

*Applicants should list all other project/event expenses that are not eligible for ATAX funds and not listed above.*

Item	Amount
Salaries and taxes	\$ 198000.00
Insurance	\$ 26000.00
3/31/2025	\$ 7000.00
Heyward House Museum	\$ 4200.00
70 Boundary Street	\$ 8000.00
7/1/25	\$
6/30/26	\$
989,720	\$
50,000	\$
19.8	\$
07/01/2025	\$
Historic Bluffton Foundation	\$
<b>Total of Other/Ineligible Expenses:</b>	<b>\$ 243200</b>
<b>Total Project/Event Budget:</b>	<b>\$ 1014720</b>
<b>Total Project/Event Profit or Loss</b>	<b>\$ -326890</b>



Historic Bluffton Museum  
Operating Budget  
For the Period July 1, 2025 through June 30, 2026

	Total Current Year <u>Budget</u>
<b>Revenues</b>	
Donations	23,000
Gift Shop	12,500
Tours/Programs	14,900
Special Events	8,000
<b>Total Revenues</b>	<b>58,400</b>
 <b>Expenses</b>	
Bank Service Charges	7,000
Cleaning Service	3,400
Equipment Upgrades	5,000
Insurance	26,000
Landscaping	18,000
Marketing	68,500
Office Supplies	6,700
Pest Control	1,400
Professional Develop	2,000
Pro. Fees/Accounting	25,000
Repairs/Maintenance	420,000
Shipping/Postage	1,800
Security	2,700
Utilities	17,500
Website	48,300
<b>Total Expenses</b>	<b>653,300</b>
 <b>Net Income</b>	 <b><u>-594,900</u></b>

# Historic Bluffton Foundation

## Balance Sheet

As of June 30, 2024

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Coastal States # 6767 Operating	26,141.52
Coastal States #2674 - MM	190,027.78
Coastal States #7294- Archives	1,402.42
Petty Cash	400.00
PSB Specified Donation Account	4,958.00
United Community Bank	418,417.11
Total Bank Accounts	<b>\$ 641,346.83</b>
Other Current Assets	
Inventory	12,500.00
Promises to Give	69,111.48
Utility Deposits	300.00
Total Other Current Assets	<b>\$ 81,911.48</b>
Total Current Assets	<b>\$ 723,258.31</b>
Fixed Assets	
Accumulated Depreciation	-24,098.21
Computer Equipment	8,053.61
Equipment A/C	10,750.00
Furniture, Fixtures & Equipment	54,681.81
Property - Heyward House	300,000.00
Common Ground	55,174.68
Renovations - Heyward House	257,015.57
Total Property - Heyward House	<b>\$ 612,190.25</b>
Vehicles - Golf Cart	12,595.00
Vehicles - Truck	5,000.00
Total Fixed Assets	<b>\$ 679,172.46</b>
Other Assets	
Restricted Asset - Teel House	338,889.40
Total Other Assets	<b>\$ 338,889.40</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,741,320.17</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,898.38
Total Accounts Payable	<b>\$ 1,898.38</b>
Other Current Liabilities	
Direct Deposit Liabilities	
Payroll Liabilities	3,805.41
Total Other Current Liabilities	<b>\$ 3,805.41</b>
Total Current Liabilities	<b>\$ 3,805.41</b>
Long-Term Liabilities	5,703.79
N/P SBA Loan	81,837.78
Total Long-Term Liabilities	<b>\$ 81,837.78</b>
Total Liabilities	<b>\$ 87,541.57</b>
Equity	
Net Assets	
Net Assets W/O Donor Restricti	756,863.47
Net Assets W Donnor Restriction	927,716.75
Total Net Assets	<b>\$ 1,684,580.22</b>
Retained Earnings	-121.75
Net Income	-30,679.87
Total Equity	<b>\$ 1,653,778.60</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,741,320.17</b>

Historic Bluffton Foundation  
Profit and Loss Previous Year Comparison  
For the Twelve Month Period Ending  
June, 2024  
Operating Budget

Attachment 6

	Total Current Year	<u>Current Month</u>				<u>Year to Date</u>			
		Prior Year	Current Year	Current Year		Prior Year	Current Year	Current Year	
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Archival Income	300		25		-25	265	300		-300
Specified Donation Account		129				5,129	0	2,649	2,649
Interest Income		1,542		1,521		7,700	0	21,592	
Donations	12,000	4,453	1,000	530	-470	34,364	12,000	32,921	20,921
Gift Shop	12,250	1,507	1,021	815	-206	10,458	12,250	14,764	2,514
Grants Private Foundations	5,000	12,075	417		-417	52,075	5,000		-5,000
Colcock-Teel Endowment	10,000		833		-833		10,000		-10,000
Bluffton A/H TAX	150,000	69,111	12,500	86,683	74,183	158,544	150,000	177,306	27,306
Beaufort County ATAX	10,000		833		-833		10,000		-10,000
Membership	20,000	950	1,667	10,750	9,083	3,100	20,000	40,050	20,050
Rental Income/Common Ground	12,000	650	1,000	2,525	1,525	8,088	12,000	24,581	12,581
Rental Income /Caretaker Income	21,600		1,800		-1,800		21,600		-21,600
Tours/Programs	14,500	1,184	1,208	1,548	340	16,800	14,500	17,652	3,152
Special Events	15,500	-295	1,292		-1,292	16,606	15,500	9,639	-5,861
<b>Total Revenues</b>	<b>283,150</b>	<b>91,307</b>	<b>23,596</b>	<b>104,373</b>	<b>79,256</b>	<b>313,128</b>	<b>283,150</b>	<b>341,155</b>	<b>36,412</b>
<b>Expenses</b>									
Archives			0	64	64	270	0	1,249	1,249
Bank Charges	1,800	185	150	1,429	1,279	1,413	1,800	4,864	3,064
Cleaning Service	2,000		167	200	33	450	2,000	2,400	400
Consulting Expense	1,500		125		-125		1,500		-1,500
Depreciation Expense		5,906				5,906			
Dues & Subscriptions	1,500	11	125	433	308	2,101	1,500	921	-579
Equipment Upgrades	5,000	-2,487	417		-417	1,734	5,000	2,985	-2,015
Gift Shop	8,000	1,609	667	360	-307	6,942	8,000	14,392	6,392
Interest Expense	2,500	2,622	208		-208	2,622	2,500		-2,500
Insurance	17,000	-1,871	1,417		-1,417	17,523	17,000	21,333	4,333
Landscaping	8,000	700	667	625	-42	5,190	8,000	18,214	10,214
Marketing	12,250	-709	1,021	3,297	2,276	5,402	12,250	23,290	11,040
Office Supplies	2,000	142	167	620	453	2,160	2,000	7,902	5,902
Pest Control	1,200		100		-100	1,100	1,200	4,492	3,292
Professional Develop	1,000		83	58	-25	132	1,000	58	-942
Pro. Fees/Accounting	15,500	325	1,292	2,469	1,177	10,700	15,500	33,871	18,371
Repairs/Maintenance	37,250	-9,592	3,104	2,775	-329	10,874	37,250	31,151	-6,099
Salaries & Taxes	130,000	14,031	10,833	15,792	4,959	106,960	130,000	162,862	32,862
Shipping/Postage	1,200		100	68	-32	255	1,200	509	-691
Special Events	12,000	2,534	1,000		-1,000	12,377	12,000	14,437	2,437
Security	250		21		-21		250		-250
Utilities	18,000	1,630	1,500	964	-536	13,686	18,000	15,842	-2,158
Website Expense	1,700	23	142		-142	1,156	1,700	676	-1,024
Misc. Program Exp.	3,500		292	3,781	3,490		3,500	8,396	4,896
Capital Improvements		2,343	0	3,723	3,723	58,009	0	12,823	12,823
<b>Total Expenses</b>	<b>283,150</b>	<b>17,402</b>	<b>23,596</b>	<b>36,658</b>	<b>13,062</b>	<b>266,962</b>	<b>283,150</b>	<b>382,668</b>	<b>98,269</b>
<b>Net Income</b>	<b>0</b>	<b>73,905</b>	<b>0</b>	<b>67,715</b>	<b>66,194</b>	<b>46,166</b>	<b>0</b>	<b>-41,514</b>	<b>-61,856</b>

**NOTES:**

This report is generated in the Excel Program. All numbers are rounded to the next \$1.00.

RE: ATAX draft for review and approval

External > Inbox x



+ Summarize this email



**Jen Sommerville**

12:51 PM (4 minutes ago)



to Carol, Susan, Joanie, John, Yorkazuna1, sylviacoker1@gmail.com, beth, Sallie, Katrina, roberts.vaux@vmlawfirm.com, executivedirector@historicbluffton.org, me

Thank you everyone for reviewing and responding. All board members have either replied in this thread or one-on-one with me.

Other than a couple grammatical corrections, everything looks great and we as a board are all in agreement. Nicki and Bruce, please use this correspondence to show that the Board approves this ATAX application.

Thank you.

-Jen Sommerville



Historic Bluffton Foundation  
Profit and Loss Previous Year Comparison  
For the Twelve Month Period Ending  
June, 2023  
Operating Budget

	Total	Current Month				Year to Date			
	Current	Prior	Current	Current		Prior	Current	Current	
	Year	Year	Year	Year		Year	Year	Year	
	Budget	Actual	Budget	Actual	Variance	Actual	Budget	Actual	Variance
Revenues									
Archival Income	500		42		-42	54	500	265	-235
Specified Donation Account							0	5,000	5,000
Interest Income		50		1,542		247		7,700	
Donations	3,000	2,310	250	4,453	4,203	13,455	3,000	34,364	31,364
Gift Shop	1,000	378	83	1,507	1,423	1,954	1,000	10,458	9,458
Grants Private Foundations	5,000		417	12,075	11,658	5,000	5,000	52,075	47,075
Colcock-Teel Endowment	10,000		833		-833		10,000		-10,000
Bluffton A/H TAX	175,000	46,216	14,583		-14,583	130,382	175,000	118,987	-56,013
Beaufort County ATAX	20,000		1,667		-1,667	31,044	20,000		-20,000
Membership	2,000	2,950	167	950	783	5,255	2,000	3,100	1,100
Rental Income	36,600	1,450	3,050	1,350	-1,700	8,740	36,600	8,088	-28,513
Misc. Income							0		0
Tours/Programs	15,000	491	1,250	1,184	-66	3,839	15,000	16,800	1,800
Special Events	10,000		833		-833	13,697	10,000	16,606	6,606
Total Revenues	278,100	53,845	23,175	23,061	-1,656	213,667	278,100	273,442	-12,358
Expenses									
Archives	1,750		146		-146		1,750		-1,750
Bank Charges	1,800	144	150	179	29	753	1,800	1,371	-429
Cleaning Service	2,000		167		-167	525	2,000	450	-1,550
Consulting Expense	500		42		-42		500		-500
Dues & Subscriptions	2,500		208	11	-198	1,105	2,500	2,101	-399
Equipment Upgrades	5,000	2,433	417	1,574	1,157	2,533	5,000	5,794	794
Gift Shop	1,000	120	83	1,609	1,526	230	1,000	6,942	5,942
Interest Expense	1,000	2,558	83		-83	2,558	1,000		-1,000
Insurance	15,000		1,250		-1,250	9,860	15,000	19,394	4,394
Landscaping	1,500	3,275	125	700	575	3,717	1,500	5,190	3,690
Marketing	7,000	1,012	583	-709	-1,292	4,926	7,000	5,402	-1,598
Depreciation Expense		5,946	0		0	5,946	0		0
Office Supplies	2,000		167	142	-25	1,296	2,000	1,910	-90
Printing Programs			0		0		0		0
Pest Control	1,000		83		-83	340	1,000	1,100	100
Professional Develop	1,000		83		-83		1,000	132	-868
Pro. Fees/Accounting	15,000	325	1,250	325	-925	10,200	15,000	10,700	-4,300
Repairs/Maintenance	15,000	4,832	1,250	3,531	2,281	5,745	15,000	23,997	8,997
Salaries & Taxes	150,000	6,814	12,500	14,031	1,531	96,588	150,000	106,960	-43,040
Shipping/Postage	1,300	17	108		-108	215	1,300	255	-1,045
Special Events	1,500		125	835	710	3,533	1,500	10,383	8,883
Security	500		42		-42		500		-500
Utilities	18,000	612	1,500	1,664	164	9,866	18,000	13,720	-4,280
Website Expense	1,200	16	100	23	-77	830	1,200	1,156	-44
Misc. Program Exp.	2,550		213		-213		2,550		-2,550
Capital Improvements	30,000		2,500	9,277	6,777		30,000	64,943	34,943
Total Expenses	278,100	28,103	23,029	33,191	10,162	160,766	278,100	281,900	5,550
Net Income	0	25,742	146	-10,130	-11,818	52,901	0	-8,458	-17,908

Historic Bluffton Foundation  
Profit and Loss Previous Year Comparison  
For the Twelve Month Period Ending  
June, 2024  
Operating Budget

Attachment 6

	Total Current Year	<u>Current Month</u>				<u>Year to Date</u>			
		Prior Year	Current Year	Current Year		Prior Year	Current Year	Current Year	
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Archival Income	300		25		-25	265	300		-300
Specified Donation Account		129				5,129	0	2,649	2,649
Interest Income		1,542		1,521		7,700	0	21,592	
Donations	12,000	4,453	1,000	530	-470	34,364	12,000	32,921	20,921
Gift Shop	12,250	1,507	1,021	815	-206	10,458	12,250	14,764	2,514
Grants Private Foundations	5,000	12,075	417		-417	52,075	5,000		-5,000
Colcock-Teel Endowment	10,000		833		-833		10,000		-10,000
Bluffton A/H TAX	150,000	69,111	12,500	86,683	74,183	158,544	150,000	177,306	27,306
Beaufort County ATAX	10,000		833		-833		10,000		-10,000
Membership	20,000	950	1,667	10,750	9,083	3,100	20,000	40,050	20,050
Rental Income/Common Ground	12,000	650	1,000	2,525	1,525	8,088	12,000	24,581	12,581
Rental Income /Caretaker Income	21,600		1,800		-1,800		21,600		-21,600
Tours/Programs	14,500	1,184	1,208	1,548	340	16,800	14,500	17,652	3,152
Special Events	15,500	-295	1,292		-1,292	16,606	15,500	9,639	-5,861
<b>Total Revenues</b>	<b>283,150</b>	<b>91,307</b>	<b>23,596</b>	<b>104,373</b>	<b>79,256</b>	<b>313,128</b>	<b>283,150</b>	<b>341,155</b>	<b>36,412</b>
<b>Expenses</b>									
Archives			0	64	64	270	0	1,249	1,249
Bank Charges	1,800	185	150	1,429	1,279	1,413	1,800	4,864	3,064
Cleaning Service	2,000		167	200	33	450	2,000	2,400	400
Consulting Expense	1,500		125		-125		1,500		-1,500
Depreciation Expense		5,906				5,906			
Dues & Subscriptions	1,500	11	125	433	308	2,101	1,500	921	-579
Equipment Upgrades	5,000	-2,487	417		-417	1,734	5,000	2,985	-2,015
Gift Shop	8,000	1,609	667	360	-307	6,942	8,000	14,392	6,392
Interest Expense	2,500	2,622	208		-208	2,622	2,500		-2,500
Insurance	17,000	-1,871	1,417		-1,417	17,523	17,000	21,333	4,333
Landscaping	8,000	700	667	625	-42	5,190	8,000	18,214	10,214
Marketing	12,250	-709	1,021	3,297	2,276	5,402	12,250	23,290	11,040
Office Supplies	2,000	142	167	620	453	2,160	2,000	7,902	5,902
Pest Control	1,200		100		-100	1,100	1,200	4,492	3,292
Professional Develop	1,000		83	58	-25	132	1,000	58	-942
Pro. Fees/Accounting	15,500	325	1,292	2,469	1,177	10,700	15,500	33,871	18,371
Repairs/Maintenance	37,250	-9,592	3,104	2,775	-329	10,874	37,250	31,151	-6,099
Salaries & Taxes	130,000	14,031	10,833	15,792	4,959	106,960	130,000	162,862	32,862
Shipping/Postage	1,200		100	68	-32	255	1,200	509	-691
Special Events	12,000	2,534	1,000		-1,000	12,377	12,000	14,437	2,437
Security	250		21		-21		250		-250
Utilities	18,000	1,630	1,500	964	-536	13,686	18,000	15,842	-2,158
Website Expense	1,700	23	142		-142	1,156	1,700	676	-1,024
Misc. Program Exp.	3,500		292	3,781	3,490		3,500	8,396	4,896
Capital Improvements		2,343	0	3,723	3,723	58,009	0	12,823	12,823
<b>Total Expenses</b>	<b>283,150</b>	<b>17,402</b>	<b>23,596</b>	<b>36,658</b>	<b>13,062</b>	<b>266,962</b>	<b>283,150</b>	<b>382,668</b>	<b>98,269</b>
<b>Net Income</b>	<b>0</b>	<b>73,905</b>	<b>0</b>	<b>67,715</b>	<b>66,194</b>	<b>46,166</b>	<b>0</b>	<b>-41,514</b>	<b>-61,856</b>

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