

Milroy, Shannon

From: noreply@civicplus.com
Sent: Friday, October 4, 2024 12:20 PM
To: ATax Communications
Subject: Online Form Submittal: Accommodations Tax Grant Application

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Accommodations Tax Grant Application

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Accommodations Tax Grant Application Instructions [Accommodations Tax Grant Application Instructions](#)

Accommodations Tax Grant Application Instructions I have read and acknowledged the Town of Bluffton, SC Accommodations Tax Grant Application Instructions.

(Section Break)

Application Date 10/3/2024

Project Name Heyward House Museum

Project/Event Location 70 Boundary St.

Is this a new project or event? No

Project/Event Start Date: 1/1/2025

Project/Event End Date 3/31/2025

Multi-Year Project/Event? No

| | |
|--|------------------------------|
| Total Project Costs | 149,900 for FY25 Q3 |
| Total ATAX Funds Requested | 40,000 |
| Percent of Total Budget | 26.69% |
| Date the funds are needed: | 4/1/2025 |
| Full Legal Organization Name | Historic Bluffton Foundation |
| Address | PO Box 742 |
| Street Address Line 2 | 70 Boundary St. |
| City | Bluffton |
| State | SC |
| Zip Code | 29910 |
| Applicant must be designated as a non-profit entity to receive ATAX funds. Is your entity a non-profit organization? | Yes |

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Organization Primary Point of Contact

| | |
|----------------|--|
| First Name | Robert |
| Last Name | Jones |
| Title | Executive Director |
| Phone Number | 843-757-6293 |
| E-mail Address | Robert@historicbluffton.org |

(Section Break)

Organization Secondary Point of Contact

| | |
|------------|-----|
| First Name | Jen |
|------------|-----|

| | |
|----------------|--|
| Last Name | Sommerville |
| Title | President |
| Phone Number | 7602777716 |
| E-mail Address | jen@dhabney.com |

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description: Project Overview: Heyward House Museum and Garvin Garvey House

Operational support for a nonprofit organization refers to the funding or resources provided to cover essential, day-to-day activities that allow the organization to function effectively. This support helps cover administrative costs such as staff salaries, utilities, office supplies, rent, equipment, technology, and maintenance. It ensures that the nonprofit has the capacity to manage its programs, carry out its mission, and meet organizational goals. Operational support is critical for sustainability, as it allows the nonprofit to maintain basic infrastructure while focusing on its core mission.

The Heyward House Museum, Bluffton's only museum, serves as the "anchor" for the town's tourism industry. This historic house museum provides both residents and visitors with a deep connection to Bluffton's rich history, culture, and architectural heritage. Through guided tours of the Heyward House and Garvin Garvey House, golf cart tours of the district, and access to the Caldwell Archives—a critical repository of information about the town's history—the museum plays a vital role in preserving and sharing Bluffton's narrative.

This grant is essential for supporting the continued operation of the Heyward House Museum, covering key costs related to staff, preservation, and community engagement. It also includes the Garvin Garvey House, which tells the story of the Reconstruction Era. The grant will support interpreter staffing and operational expenses, ensuring that the Garvin Garvey House remains open and accessible to the public for educational programming.

Recent projects at the Heyward House Museum have enhanced visitor experiences and supported the preservation of this historic site:

- A bathroom renovation modernized facilities to better accommodate visitors and ensure accessibility for all.

- A partition wall installation restored the building to its Antebellum configuration, enhancing historical accuracy and interpretation.
- Exterior venue lighting repairs improved outdoor lighting to support events and create a more inviting environment for visitors.
- A built-in display case was installed to better preserve and showcase historical artifacts for educational exhibits.
- A large awning was added over the pavilion to support outdoor events and provide visitor comfort.

The museum is also undergoing critical structural repairs, including work on both chimneys, the first-floor joists and piers, and a full rebuilding of the front porch. These repairs, estimated to cost several hundred thousand dollars, are vital for maintaining the structural integrity of the house.

Last year, the Heyward House Museum and Garvin Garvey House collectively welcomed about 20,000 visitors, with many being tourists who traveled to Bluffton to explore its unique history. These visitors not only immerse themselves in the town's heritage through guided tours, exhibits, and educational programs but also contribute to the local economy by dining at restaurants, shopping at local businesses, and staying in nearby accommodations. The continued operation of these historic sites is vital to Bluffton's tourism industry, making them a key draw for out-of-town visitors.

In addition to these preservation efforts, we have secured state funding to support new educational programming aimed at bringing local public school children to both the Heyward House Museum and the Garvin Garvey House. This initiative will allow schoolchildren to engage with Bluffton's history through hands-on experiences and tailored educational content, ensuring that local youth have opportunities to learn about and appreciate their cultural heritage.

This grant, combined with state funding, will ensure we can deliver high-quality educational programs and cultural experiences that benefit the entire community. The funding will also help preserve these important historic sites for future generations, ensuring Bluffton's story continues to be told through its unique heritage.

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

We will obtain all necessary permits and approvals required for our events and operations to ensure compliance with local regulations.

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

The advertising strategy for the Heyward House Museum and Garvin Garvey House is designed to enhance visibility, attract visitors, and promote sustainable tourism practices in Bluffton. As we refine our approach for 2024 and 2025, we will leverage a mix of digital and print marketing efforts to reach our target demographic, which includes Bluffton locals, culturally curious tourists, and environmentally-conscious travelers.

1. Digital Marketing Initiatives:

- **Website Enhancements:** In partnership with Triad Media, we are optimizing our websites for search engines and user experience, ensuring that visitors can easily access information about our offerings, events, and tours.
- **Social Media Engagement:** We will increase our presence on platforms such as Facebook and Instagram, utilizing tailored campaigns to engage our audience and share compelling stories about Bluffton's history and the unique experiences available at both locations.
- **Email Marketing:** Monthly newsletters via Constant Contact will provide subscribers with information on upcoming events, exhibitions, and exclusive offers to keep them engaged and informed.

2. Print Advertising:

- **Local Publications:** Advertisements will be placed in local newspapers and magazines to reach residents and tourists seeking cultural experiences in Bluffton.
- **Brochures and Flyers:** Visually appealing brochures and flyers will be developed and distributed in local hotels, tourist information centers, and community events to entice visitors to explore our offerings.
- **Chamber of Commerce Partnerships:** We will invest in advertising through the Hilton Head/Bluffton Chamber of Commerce, including placements in their Vacation Planner, to ensure we reach a broader audience of tourists planning to visit the area.

3. Event Promotion:

- **Special Events and Community Engagement:** We will enhance our event portfolio by hosting open houses, living historian programs, themed exhibitions, and cultural performances, promoting these events through all advertising channels to attract visitors.
- **Participating in Local Festivals:** Engaging in community fairs and festivals will help increase visibility, allowing us to distribute promotional materials and connect with potential visitors directly.

4. Strategic Partnerships:

- Collaboration with Local Businesses: We will cultivate relationships with local restaurants, shops, and other attractions for cross-promotional opportunities, encouraging visitors to explore Bluffton as a comprehensive destination.

5. Tourism Promotion:

- Tourism Websites and Brochures: Listing the Heyward House Museum and Garvin Garvey House on local tourism websites and ensuring they are featured in regional travel brochures will further attract tourists to our sites.

6. Monitoring and Evaluation:

- Data Analytics: We will utilize tools such as Google Analytics and social media insights to track the effectiveness of our marketing initiatives, adjusting our strategies based on visitor engagement and feedback.

Through these comprehensive advertising efforts, we aim to position the Heyward House Museum and Garvin Garvey House as premier cultural destinations in Bluffton, fostering community engagement and supporting our preservation initiatives. Our goal is to create an enriching visitor experience that promotes Bluffton's unique history while driving sustainable tourism to the area.

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

Planned Advertising Partners and Platforms

1. Digital Advertising:

- Facebook: Targeted advertising campaigns to engage local and tourist audiences.
- Instagram: Visual storytelling and promotions to attract younger demographics.
- Google Ads: Search engine marketing to increase visibility for those seeking cultural experiences in Bluffton.

2. Chamber of Commerce:

- Hilton Head/Bluffton Chamber of Commerce: Advertising in the Chamber's Vacation Planner and special tour website.
- Bluffton Chamber of Commerce: Collaboration on community initiatives and advertising opportunities through their platforms.

3. Local Publications:

- City Sun: Advertisements and event announcements to reach the local community.
- Bluffton Today: Promotions and feature articles to engage Bluffton residents and visitors.
- Lowcountry Weekly: Event promotions and features on cultural

offerings in Bluffton.

- Island Packet: Targeted ads and press releases for significant events.

4. Tourism and Travel Websites:

- Visit Hilton Head: Listings and advertisements to attract visitors planning trips to the region.
- Tripadvisor: Engaging with reviews and promoting tours to encourage more visitors.

5. Local Tourist Information Centers:

- Distribution of brochures and flyers in local hotels, restaurants, and tourist centers to reach incoming visitors.

6. Event Partnerships:

- Old Town Merchant Society: Collaboration on events and shared advertising efforts.
- Society of Bluffton Artists (SOBA): Joint promotional ventures for events and cultural programs.

7. Community Events:

- Participating in local festivals, fairs, and farmers' markets to engage directly with the community and distribute promotional materials.

All advertising/marketing paid for with Town of Bluffton Accommodations Tax dollars must incorporate the branding shown here: **Town of Bluffton Brand Standards. The use of the Town's logo must meet the design standards outlined at the aforementioned link and be approved by the Town. Designs may be submitted electronically using this **link**. Please allow five (5) business days for approval.**

Impact on or Benefit to Tourism:

The Heyward House Museum and Garvin Garvey House significantly enhance local tourism by attracting approximately 20,000 visitors annually, including both residents and tourists, who contribute to the local economy through spending on dining, shopping, and other attractions. By providing engaging educational experiences and preserving Bluffton's rich history, these sites serve as key cultural destinations that encourage longer stays and repeat visits, ultimately supporting local businesses and fostering a vibrant tourism industry in 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: *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

To download the Town’s required Line-Item Budget Form, click here:
<https://www.townofbluffton.sc.gov/DocumentCenter/View/4295/ATAX-Grant-Application-Line-Item-Budget-Form>

Download and save the form and hit "Back" in your web browser to return to the application. Once the form is completed, attach it on the following line.

| | |
|--|--------------------------------------|
| Town’s required Line-Item Budget Form: | HBF-budget-24-25.pdf |
|--|--------------------------------------|

| | |
|--|---|
| Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement | Historic Bluffton Foundation Profit and Loss EOY 6.30.24 .pdf |
|--|---|

| | |
|---------------------|-------------------------------------|
| Financial Guarantee | board-approval .pdf |
|---------------------|-------------------------------------|

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. | Fill.pdf |
|--|--------------------------|

| | |
|--|----------------------------|
| Please attach Budget vs. Actual statements for prior two years events. | Fill 1.pdf |
|--|----------------------------|

(Section Break)

Have you requested, received, or been awarded ATAX funding from other state or local entities for this project/event?

Yes

If yes, please list all sources and amounts:
Awarding Agency

SC PRT

Amount

200000

Awarding Agency

Field not completed.

Amount

Field not completed.

Have you received or been awarded ATAX funding from other state or local entities for any other project/event?

No

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

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

Project/Event Name

Heyward House Museum and Welcome Center

Year Awarded

2024

Amount Awarded

40000

Was a final report submitted?

No

| | |
|--|--|
| If no please explain why and indicate when the final report will be submitted. | This information will be submitted with our receipts for reimbursement this October 2024. |
| What was the event's total attendance | 20,000 |
| What was the total number of tourists? | 16,600 |
| What was the percentage of tourists? | 83% |
| (Section Break) | |
| Please attach a copy of your organization's IRS Designation Letter showing your non-profit status . | HBF-IRS.pdf |
| Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants. | 2024-03-26_business-license-HHC.pdf |
| Additional Application Documents | <i>Field not completed.</i> |
| Additional Application Documents | <i>Field not completed.</i> |
| Additional Application Documents | <i>Field not completed.</i> |
| Additional Application Documents | <i>Field not completed.</i> |
| Additional Comments | We did not realize that the application had changed and some of the information such as the new line item budget form we need to get from our bookkeeper who is behind because of the hurricane and not having power or internet for 5 days. I will have these in by Monday. |

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

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 paragraphs 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 | Robert S Jones Jr |
| Signatory's Title or Position | Executive Director HBF |

Email not displaying correctly? [View it in your browser.](#)

**Internal Revenue Service
District Director**

Department of the Treasury

Date: **DEC 15 1983**

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

Our Letter Dated:

February 24, 1987

Person to Contact:

William Anderson/jdf

Contact Telephone Number:

(404) 221-4516

Employer Identification Number:

57-0724129

File Folder Number:

580015849

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.

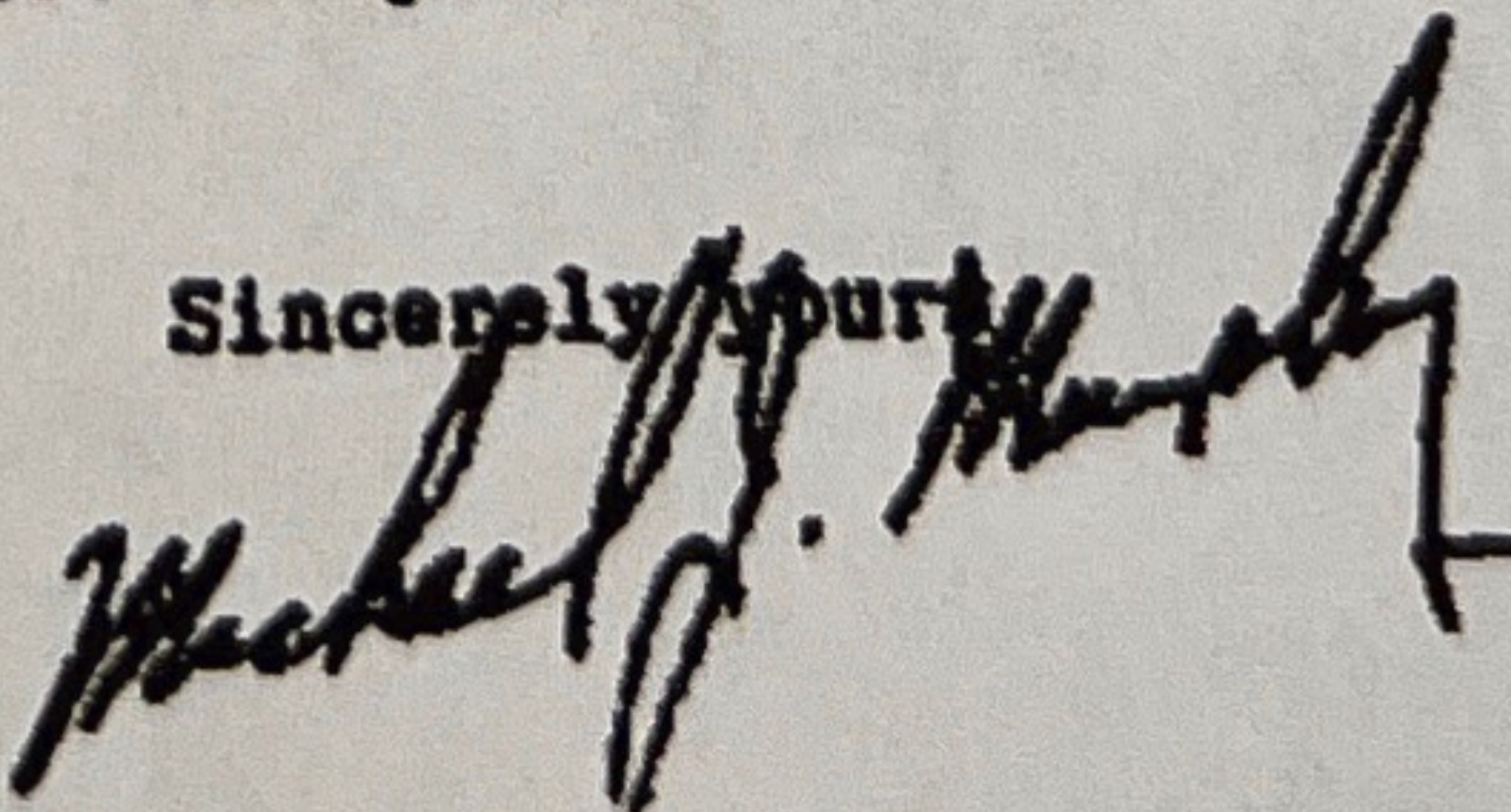
Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section _____. Your exempt status under section 501(c)(3) of the code is still in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

TOWN OF BLUFFTON

TOWN OF BLUFFTON - Expires:04/30/2025

License No. 24-04-2445
04/29/2024

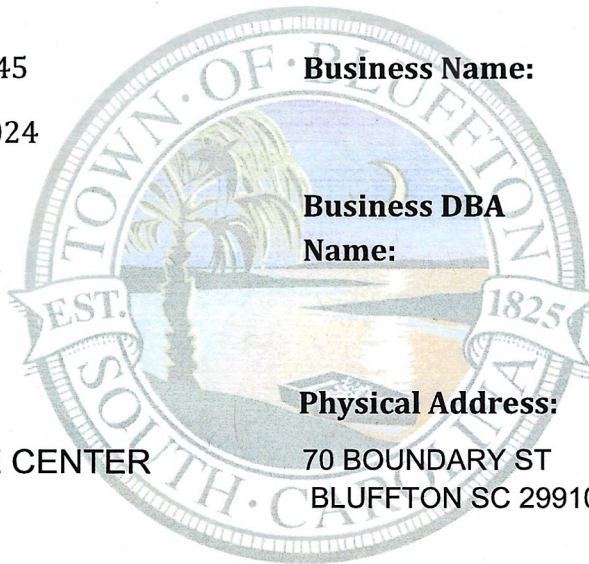
NAICS Title: Museums

Business Name: Bluffton Historic
Preservation Society,
Inc

**Business DBA
Name:** Heyward House
Museum and
Welcome Center

Business Type:
BLUFFTON WELCOME CENTER

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.

Ann Londeau
Ann Londeau
1321 May River Rd
Bluffton, SC 29910

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES

Revenues - Cash

| | | |
|--|-----------|------------------|
| Sponsorships | \$ | |
| Donations | \$ | 23000.00 |
| ATAX Grants/Funding from Other Entities* | \$ | 13000.00 |
| <i>* Do NOT include anticipated award funds requested in this application</i> | | |
| Other Grants (please name):SC Parks Grant 248600.00 private 10,000.00 | \$ | 258600.00 |
| Vendor Fees | \$ | |
| Registration Fees | \$ | |
| Other Fees (please name): | \$ | |
| Other Fees (please name): | \$ | |
| Mercandise Sales | \$ | 12000.00 |
| Other Sales (please name):House Tours | \$ | 17000.00 |
| Other Sales (please name):Special Events | \$ | 10000.00 |
| Other Revenue (please name):Venue Rental house/grounds | \$ | 25000.00 |
| Other Revenue (please name):Memberships | \$ | 50000.00 |
| Revenues - In-Kind Contributions | | |
| Volunteer Hours | \$ | |
| Donated Items | \$ | |
| Donated Services | \$ | |
| Other (please name):Projected Interest Income | \$ | 21000.00 |
| Other (please name): | \$ | |
| Other (please name): | \$ | |
| Total All Revenue Sources: | \$ | 429600.00 |

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 | \$ 1477.00 |
| Regional Newspaper/Digital Advertising | \$ |
| National Newspaper/Digital Advertising | \$ |
| Local Magazine/Digital Advertising | \$ 1500.00 |
| Regional Magazine/Digital Advertising | \$ 6000.00 |
| National Magazine/Digital Advertising | \$ |
| Local Radio Advertising | \$ |
| Regional Radio Advertising | \$ |
| National Radio Advertising | \$ |
| Local Television Advertising | \$ |
| Regional Television Advertising | \$ |
| National Television Advertising | \$ |
| Billboards | \$ |
| Social Media Advertising | \$ 500.00 |
| E-mail and/or Text Blasts | \$ |
| Postcards/Mailers | \$ |
| Posters/Banners/Signage | \$ 523.00 |
| Graphic Design of Marketing/Writing or Press Releases | \$ |
| Web Hosting for Event (not organization) | \$ |
| Other (please name): Printing | \$ 500.00 |
| Other (please name): Walking Map | \$ 1500.00 |
| Other (please name): | \$ |
| Other (please name): | \$ |
| Other (please name): | \$ |

Facilities for Civic and Cultural Events

| | |
|--|-------------|
| Rentals: Tables, Chairs, Stages, Tents | \$ |
| Rental: Sound, Audio Equipment | \$ |
| Construction | \$ |
| Repairs to Facilities | \$ 20300.00 |
| Maintenance of Facilities | \$ |
| Other (please name): | \$ |
| Other (please name): | \$ |
| Other (please name): | \$ |

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): | \$ |
| Other (please name): | \$ |

Municipality and County Services

| | | |
|--|----|----------|
| Dumpster Rental/Trash Hauling | \$ | 1000.00 |
| Security Provided by Bluffton Police Department | \$ | |
| Security NOT Provided by Bluffton Police Department | \$ | 1800.00 |
| Total of ATAX Eligible Expenses: | \$ | 35100.00 |

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 | \$ 184000.00 |
| Interest expense, Archives expense and Bank fees | \$ 7800.00 |
| Insurance | \$ 26000.00 |
| Utilities including Pest Control | \$ 16700.00 |
| Gift Shop Expense | \$ 8000.00 |
| Special Event and Program Expenses | \$ 13000.00 |
| Office Supply, Postage and Computer/Equipoment Upgrades | \$ 13500.00 |
| Dues, and Professional Development | \$ 4200.00 |
| Professional Fees and Consulting | \$ 23000.00 |
| Cleaning and Landscaping | \$ 17700.00 |
| Website expense | \$ 2000.00 |
| Capital Improvements | \$ 248600.00 |
| Total of Other/Ineligible Expenses: | \$ 564500.00 |
| Total Project/Event Budget: | \$ 599600.00 |
| Total Project/Event Profit or Loss | \$ -170000.00 |

| | | | | | | | | |
|-----------------------------------|----------------------------|---------------------------------------|-----------------------|--|--|----------------|---------|---------|
| Historic Bluffton Foundation | | | | | | | | |
| Operational Budget | | | | | | | | |
| Fiscal Year 2024-25 | | | | | | | | |
| | | | | | | 2024-25 Budget | | |
| | | | | | | Welcome | | |
| | | | | | | Center | | HBF |
| | | | | | | Only | | Only |
| | | | | | | Budget | | Budget |
| Revenues | | | | | | | | |
| | Grants | | | | | | | |
| | | Private Foundations | | | | 10,000 | | 10,000 |
| | | SC Parks Grant | | | | 248,600 | 124,300 | 124,300 |
| | | Town of Bluffton ATAX | | | | 170,000 | 170,000 | |
| | | Beaufort County ATAX | | | | 13,000 | 13,000 | |
| | | | Total Grant Income | | | 441,600 | 307,300 | 134,300 |
| | Sales and Service Revenues | | | | | | | |
| | | Gift Shop | | | | 12,000 | | 12,000 |
| | | Memberships | | | | 50,000 | | 50,000 |
| | | Tours/Programs | | | | 17,000 | 15,000 | 2,000 |
| | | Special Events | | | | 10,000 | | 10,000 |
| | | | Total Sales & Service | | | 89,000 | 15,000 | 74,000 |
| | Other Revenues | | | | | | | |
| | | Interest Income | | | | 21,000 | | 21,000 |
| | | Donations | | | | 23,000 | 5,000 | 18,000 |
| | | Rental Income/Common Ground/Caretaker | | | | 25,000 | 15,000 | 10,000 |
| | | | Total Miscellaneous | | | 69,000 | 20,000 | 49,000 |
| Total Revenues | | | | | | 599,600 | 342,300 | 257,300 |
| | | | | | | | | |
| Expenditures and Other Uses | | | | | | | | |
| | Salaries & Benefits | | | | | 184,000 | 131,200 | 52,800 |
| | Interest Expenses | | | | | 2,300 | | 2,300 |
| | Archives | | | | | 2,000 | | 2,000 |
| | Bank Fees | | | | | 3,500 | 3,000 | 500 |
| | Insurance | | | | | 26,000 | 22,000 | 4,000 |
| | Utilities | | | | | 17,000 | 15,000 | 2,000 |
| | Gift Shop Expenses | | | | | 8,000 | | 8,000 |
| | Special Events | | | | | 10,000 | | 10,000 |
| | Programs | | | | | 3,000 | 1,500 | 1,500 |
| | Advertising and Marketing | | | | | 12,000 | 6,000 | 6,000 |
| | Shipping/Postage | | | | | 1,500 | 1,300 | 200 |
| | Dues & Subscriptions | | | | | 3,000 | 1,000 | 2,000 |
| | Office Supplies | | | | | 7,000 | 5,800 | 1,200 |
| | Equipment Upgrades | | | | | 5,000 | | 5,000 |
| | Professional Development | | | | | 1,200 | | 1,200 |
| | Contract Services | | | | | | | |
| | | Accounting/Consulting | | | | 23,000 | 19,000 | 4,000 |
| | | Cleaning Services | | | | 2,700 | 2,300 | 400 |
| | | Landscaping | | | | 15,000 | 7,500 | 7,500 |
| | | Pest Control | | | | 700 | 600 | 100 |
| | | Repairs/Maintenance | | | | 20,300 | | 20,300 |
| | | Security | | | | 1,800 | | 1,800 |
| | | Website | | | | 2,000 | 1,800 | 200 |
| | Capital Improvements | | | | | 248,600 | 124,300 | 124,300 |
| Total Expenditures and Other Uses | | | | | | 599,600 | 342,300 | 257,300 |
| | | | | | | | | |

Please see Page 2

CIP Projects FY 2025

| | |
|---|--------------------|
| | |
| Living Fence -rear of property | \$5000.00 |
| lead paint abatement and painting of first floor of house | \$30000.00 |
| Exterior lighting repair/addition | \$5000.00 |
| Pavilion | \$50000.00 |
| Landscape and Pavilion planning | \$10000.00 |
| New aggregate for Common Ground | \$10000.00 |
| Summer kitchen/catering kitchen design | \$14300.00 |
| Total | \$124300.00 |

Heyward House Structural Repairs

| | |
|---|--------------------|
| Structural Drawings and Bid Ready Plans | \$15000.00 |
| Structural repairs. (Big question mark) | \$109300.00 |
| Total | \$124300.00 |

Historic Bluffton Foundation

Profit and Loss

July 2023 - June 2024

| | TOTAL |
|-----------------------------------|---------------------|
| Income | |
| ATAX Town of Bluffton | 177,306.26 |
| Donations | |
| Society Donation | 32,820.88 |
| Total Donations | 32,820.88 |
| Gift Shop Income | 14,764.19 |
| Grant Income Private Foundation | 22,000.00 |
| Interest Income, MM Account | 931.37 |
| Interest Income, PTR Grant | 20,660.82 |
| Membership | 40,150.00 |
| Rental Income | 24,580.61 |
| Services | 0.00 |
| Special Events | 9,638.96 |
| Specified Donation Account | 7,649.03 |
| Tours/Program Income | |
| Heyward House Admissions | 17,652.39 |
| Total Tours/Program Income | 17,652.39 |
| Total Income | \$368,154.51 |
| Expenses | |
| Archives expenses | 1,249.34 |
| Bank Service Charges | 3,325.33 |
| Bank Service Charges - PSB TOWN | -24.00 |
| Capital Projects Expense | 12,823.00 |
| Cleaning | 2,800.00 |
| Computer Software/Upgrades | 2,984.75 |
| Dues and Subscriptions | 920.88 |
| Gift Shop Expense | 16,850.03 |
| Insurance | 21,332.94 |
| Landscape Expense | 19,874.75 |
| Marketing - Operational Exp. | 23,890.32 |
| Miscellaneous | 1,054.70 |
| Office Supplies | 7,850.47 |
| Operating Supplies | |
| Licenses and Permits | 51.85 |
| Total Operating Supplies | 51.85 |
| Payroll Expenses | |
| Taxes | 554.98 |
| Wages | 0.00 |
| Total Payroll Expenses | 554.98 |
| Payroll Tax Expense | 11,555.29 |
| Pest Control | 4,491.97 |
| Postage and Delivery | 509.26 |

Historic Bluffton Foundation

Profit and Loss

July 2023 - June 2024

| | TOTAL |
|--------------------------------------|----------------------|
| Professional Development | 58.16 |
| Professional Fees | 20,901.92 |
| Accounting | 12,968.75 |
| Total Professional Fees | 33,870.67 |
| Program Expense Misc. | 8,395.98 |
| Property Tax Expense | 491.99 |
| Repairs and Maintenance | 34,749.35 |
| Building Repairs | 10,698.50 |
| Equipment Repairs | 2,118.25 |
| Total Repairs and Maintenance | 47,566.10 |
| Salaries & Wages | |
| Payroll Expenses | 11,340.50 |
| Salary - Administration | 93,512.42 |
| Wages - Staff | 45,704.50 |
| Total Salaries & Wages | 150,557.42 |
| Special Events Expenses | 14,437.39 |
| Stripe Fees - Membership Drive | 507.93 |
| Utilities | 5,788.45 |
| Gas and Electric | 7,787.54 |
| Security | 1,176.50 |
| Telephone | 3,325.58 |
| Water | 554.41 |
| Total Utilities | 18,632.48 |
| Website Expense | 676.30 |
| Total Expenses | \$407,290.28 |
| NET OPERATING INCOME | \$ -39,135.77 |
| NET INCOME | \$ -39,135.77 |



Robert Jones <robert@historicbluffton.org>

Draft budget for ATAX submittal

Jen Sommerville <jen@dhabney.com>

Mon, Apr 1 at 4:34 PM

To: Robert Jones <robert@historicbluffton.org>

Robert,

I have received a majority vote from board members to approve the draft budget. Please include this budget in the submittal for our ATAX application.

Thank you,

Jen Sommerville
Board Chair

[Get Outlook for Android](#)

Balance Sheet**As of June 30, 2023****Jun 30, 23****ASSETS****Current Assets****Checking/Savings**

| | |
|---------------------------------|------------|
| United Community Bank | 506,441.19 |
| Coastal States # 6767 Operating | 9,195.65 |
| PSB Specified Donation Account | 5,226.00 |
| Coastal States #7294- Archives | 1,402.42 |
| Coastal States #2674 - MM | 180,096.41 |
| Petty Cash | 125.00 |

| | |
|-------------------------------|-------------------|
| Total Checking/Savings | 702,486.67 |
|-------------------------------|-------------------|

Other Current Assets

| | |
|------------------|-----------|
| Promises to Give | 29,554.70 |
| Inventory | 12,500.00 |
| Utility Deposits | 300.00 |

| | |
|-----------------------------------|------------------|
| Total Other Current Assets | 42,354.70 |
|-----------------------------------|------------------|

| | |
|-----------------------------|-------------------|
| Total Current Assets | 744,841.37 |
|-----------------------------|-------------------|

Fixed Assets

| | |
|---------------------------------|------------|
| Vehicles - Truck | 5,000.00 |
| Accumulated Depreciation | -19,110.50 |
| Furniture, Fixtures & Equipment | 35,814.28 |
| Property - Heyward House | 611,248.25 |
| Computer Equipment | 4,942.89 |

| | |
|---------------------------|-------------------|
| Total Fixed Assets | 637,894.92 |
|---------------------------|-------------------|

Other Assets

| | |
|-------------------------------|------------|
| Restricted Assets | 0.00 |
| Restricted Asset - Teel House | 338,889.40 |

| | |
|---------------------------|-------------------|
| Total Other Assets | 338,889.40 |
|---------------------------|-------------------|

| | |
|---------------------|---------------------|
| TOTAL ASSETS | 1,721,625.69 |
|---------------------|---------------------|

LIABILITIES & EQUITY**Liabilities****Current Liabilities****Other Current Liabilities**

| | |
|----------------------------|-----------|
| Direct Deposit Liabilities | -4,793.40 |
| Payroll Liabilities | 2,651.35 |

| | |
|--|------------------|
| Total Other Current Liabilities | -2,142.05 |
|--|------------------|

| | |
|----------------------------------|------------------|
| Total Current Liabilities | -2,142.05 |
|----------------------------------|------------------|

Long Term Liabilities

| | |
|--------------|-----------|
| N/P SBA Loan | 89,457.50 |
|--------------|-----------|

| | |
|------------------------------------|------------------|
| Total Long Term Liabilities | 89,457.50 |
|------------------------------------|------------------|

| | |
|--------------------------|------------------|
| Total Liabilities | 87,315.45 |
|--------------------------|------------------|

Equity

| | |
|-------------------------------|--------------|
| Net Assets | 1,127,766.37 |
| Retained Earnings | 2,197.22 |
| Temporarily Restricted Equity | 0.00 |
| Net Income | 504,346.65 |

| | |
|---------------------|---------------------|
| Total Equity | 1,634,310.24 |
|---------------------|---------------------|

| | |
|---------------------------------------|---------------------|
| TOTAL LIABILITIES & EQUITY | 1,721,625.69 |
|---------------------------------------|---------------------|

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

| | Total Current Year Budget | <u>Current Month</u> | | | | <u>Year to Date</u> | | | |
|----------------------------|------------------------------------|-------------------------|---------------------------|---------------------------|----------------|-------------------------|---------------------------|---------------------------|----------------|
| | | Prior Year Actual | Current Year Budget | Current Year Actual | Variance | Prior Year Actual | Current Year Budget | Current Year 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 |

Teel House
Profit and Loss Previous Year Comparison
For the Twelve Month Period Ending June, 2023
Operating Budget

| | Total Current Year <u>Budget</u> | <u>Current Month</u> | | | | <u>Year to Date</u> | | | |
|-----------------------------------|---|--------------------------------|----------------------------------|----------------------------------|-----------------|--------------------------------|----------------------------------|----------------------------------|-----------------|
| | | Prior Year <u>Actual</u> | Current Year <u>Budget</u> | Current Year <u>Actual</u> | <u>Variance</u> | Prior Year <u>Actual</u> | Current Year <u>Budget</u> | Current Year <u>Actual</u> | <u>Variance</u> |
| Revenues | | | | | | | | | |
| Archival Income | 5,000 | | | 417 | -417 | | 5,000 | | -5,000 |
| Donations | 1,000 | | | 83 | -83 | | 1,000 | | -1,000 |
| Gift Shop | | | | 0 | 0 | | 0 | | 0 |
| Grants Private Foundations | 6,000 | | | 500 | -500 | | 6,000 | | -6,000 |
| Historic Preservation Foundations | | | | 0 | 0 | | 0 | | 0 |
| Bluffton A/H TAX | | | | 0 | 0 | | 0 | | 0 |
| Bluffton A/H Supplemental | | | | 0 | 0 | | 0 | | 0 |
| Beaufort County ATAX | | | | 0 | 0 | | 0 | | 0 |
| Interests, MM | | | | 0 | 0 | | 0 | | 0 |
| Membership | | | | 0 | 0 | | 0 | | 0 |
| Rental Income | 1,000 | 5,400 | | 83 | -83 | 23,400 | 1,000 | 17,600 | 16,600 |
| Tours/Programs | | | | 0 | 0 | | 0 | | 0 |
| Special Events | | | | 0 | 0 | | 0 | | 0 |
| Total Revenues | 13,000 | 5,400 | 1,083 | 0 | -1,083 | 23,400 | 13,000 | 17,600 | 4,600 |
| Expenses | | | | | | | | | |
| Archives | | 54 | | 54 | | 756 | 0 | 162 | |
| Bank Charges | | | | 0 | 0 | | 0 | | 0 |
| Cleaning Service | 850 | | | 71 | -71 | | 850 | | -850 |
| Consulting Expense | | | | 0 | 0 | | 0 | | 0 |
| Dues & Subscriptions | | | | 0 | 0 | | 0 | | 0 |
| Equipment Upgrades | | | | 0 | 0 | | 0 | | 0 |
| Gift Shop | | | | 0 | 0 | | 0 | | 0 |
| Interest Expense | | | | 0 | 0 | | 0 | | 0 |
| Insurance | 3,700 | | | 308 | -308 | 2,466 | 3,700 | 2,842 | -858 |
| Landscaping | 3,500 | | | 292 | -292 | | 3,500 | | -3,500 |
| Marketing | | | | 0 | 0 | | 0 | | 0 |
| Mortgage | | | | 0 | 0 | | 0 | | 0 |
| Office Supplies | | | | 0 | 0 | | 0 | | 0 |
| Printing Programs | | | | 0 | 0 | | 0 | | 0 |
| Pest Control | 650 | | | 54 | -54 | | 650 | | -650 |
| Professional Develop | | | | 0 | 0 | | 0 | | 0 |
| Pro. Fees/Accounting | | | | 0 | 0 | | 0 | | 0 |
| Repairs/Maintenance | 500 | | | 42 | -42 | 425 | 500 | 708 | 208 |
| Salaries & Taxes | | | | 0 | 0 | 244 | 0 | 245 | 245 |
| Shipping/Postage | | | | 0 | 0 | | 0 | | 0 |
| Special Events | | | | 0 | 0 | | 0 | | 0 |
| Utilities | 3,800 | 466 | | 317 | -317 | 2,858 | 3,800 | 352 | -3,448 |
| Website | | | | 0 | 0 | | 0 | | 0 |
| Misc. Program Exp. | | | | 0 | 0 | | 0 | | 0 |
| Total Expenses | 13,000 | 520 | 1,083 | 54 | -1,083 | 6,749 | 13,000 | 4,309 | -8,853 |
| Net Income | 0 | 4,880 | 0 | -54 | 0 | 16,651 | 0 | 13,291 | 13,453 |

NOTES:

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

**Historic Bluffton Foundation
Balance Sheet
As of June 30, 2024**

| | Total |
|-------------------------------------|------------------------|
| ASSETS | |
| 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 | \$ 641,346.83 |
| Other Current Assets | |
| Inventory | 12,500.00 |
| Promises to Give | 69,111.48 |
| Utility Deposits | 300.00 |
| Total Other Current Assets | \$ 81,911.48 |
| Total Current Assets | \$ 723,258.31 |
| 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 | \$ 612,190.25 |
| Vehicles - Golf Cart | 12,595.00 |
| Vehicles - Truck | 5,000.00 |
| Total Fixed Assets | \$ 679,172.46 |
| Other Assets | |
| Restricted Asset - Teel House | 338,889.40 |
| Total Other Assets | \$ 338,889.40 |
| TOTAL ASSETS | \$ 1,741,320.17 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 1,898.38 |
| Total Accounts Payable | \$ 1,898.38 |
| Other Current Liabilities | |
| Direct Deposit Liabilities | |
| Payroll Liabilities | 3,805.41 |
| Total Other Current Liabilities | \$ 3,805.41 |
| Total Current Liabilities | \$ 3,805.41 |
| Long-Term Liabilities | |
| N/P SBA Loan | 81,837.78 |
| Total Long-Term Liabilities | \$ 81,837.78 |
| Total Liabilities | \$ 87,541.57 |
| Equity | |
| Net Assets | |
| Net Assets W/O Donor Restricti | 756,863.47 |
| Net Assets W Donnor Restriction | 927,716.75 |
| Total Net Assets | \$ 1,684,580.22 |
| Retained Earnings | -121.75 |
| Net Income | -30,679.87 |
| Total Equity | \$ 1,653,778.60 |
| TOTAL LIABILITIES AND EQUITY | \$ 1,741,320.17 |

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

| | Total Current Year Budget | <u>Current Month</u> | | | | <u>Year to Date</u> | | | |
|---------------------------------|------------------------------------|-------------------------|---------------------------|---------------------------|---------------|-------------------------|---------------------------|---------------------------|----------------|
| | | Prior Year Actual | Current Year Budget | Current Year Actual | Variance | Prior Year Actual | Current Year Budget | Current Year Actual | Variance |
| Revenues | | | | | | | | | |
| 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 |
| Total Revenues | 283,150 | 91,307 | 23,596 | 104,373 | 79,256 | 313,128 | 283,150 | 341,155 | 36,412 |
| Expenses | | | | | | | | | |
| 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 |
| Total Expenses | 283,150 | 17,402 | 23,596 | 36,658 | 13,062 | 266,962 | 283,150 | 382,668 | 98,269 |
| Net Income | 0 | 73,905 | 0 | 67,715 | 66,194 | 46,166 | 0 | -41,514 | -61,856 |

Note: Negative numbers in expense accounts are due to journal entries by CPA at EOY.

interest on SC Parks money \$20660.82

includes fraud charge waiting on bank reimbursement \$1054.70
includes Stripe Membership Drive Fees \$211.30
Stripe month \$211.30 YTD \$507.93

includes engineering fees

NOTES:

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

Historic Bluffton Foundation Profit and Loss Previous Year Comparison For the Twelve Month Period Ending June, 2024 Operating Budget August 11

| | Total | <u>Current Month</u> | | | | <u>Year to Date</u> | | | |
|-----------------------------------|---------------|----------------------|---------------|---------------|-----------------|---------------------|---------------|---------------|-----------------|
| | Current | Prior | Current | Current | | Prior | Current | Current | |
| | Year | Year | Year | Year | | Year | Year | 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> |
| Revenues | | | | | | | | | |
| Archival Income | 5,000 | | 417 | | -417 | | 5,000 | | -5,000 |
| Donations | 1,000 | | 83 | | -83 | | 1,000 | | -1,000 |
| Gift Shop | | | 0 | | 0 | | 0 | | 0 |
| Grants Private Foundations | 6,000 | | 500 | | -500 | | 6,000 | 22,000 | 16,000 |
| Historic Preservation Foundations | | | 0 | | 0 | | 0 | | 0 |
| Bluffton A/H TAX | | | 0 | | 0 | | 0 | | 0 |
| Bluffton A/H Supplemental | | | 0 | | 0 | | 0 | | 0 |
| Beaufort County ATAX | | | 0 | | 0 | | 0 | | 0 |
| Interests, MM | | | 0 | | 0 | | 0 | | 0 |
| Membership | | | 0 | | 0 | | 0 | | 0 |
| Rental Income | 1,000 | 700 | 83 | | -83 | 17,600 | 1,000 | | -1,000 |
| Tours/Programs | | | 0 | | 0 | | 0 | | 0 |
| Special Events | | | 0 | | 0 | | 0 | | 0 |
| Total Revenues | 13,000 | 700 | 1,083 | 0 | -1,083 | 17,600 | 13,000 | 22,000 | 9,000 |
| Expenses | | | | | | | | | |
| Archives | | 54 | | | | 378 | 0 | | |
| Bank Charges | | | 0 | | 0 | | 0 | | 0 |
| Cleaning Service | 850 | | 71 | | -71 | | 850 | 400 | -450 |
| Consulting Expense | | | 0 | | 0 | | 0 | | 0 |
| Dues & Subscriptions | | | 0 | | 0 | | 0 | | 0 |
| Equipment Upgrades | | | 0 | | 0 | | 0 | | 0 |
| Gift Shop | | | 0 | | 0 | | 0 | | 0 |
| Interest Expense | | | 0 | | 0 | | 0 | | 0 |
| Insurance | 3,700 | | 308 | | -308 | 2,842 | 3,700 | | -3,700 |
| Landscaping | 3,500 | | 292 | 450 | 158 | | 3,500 | 2,211 | -1,289 |
| Marketing | | | 0 | | 0 | | 0 | | 0 |
| Mortgage | | | 0 | | 0 | | 0 | | 0 |
| Office Supplies | | | 0 | | 0 | | 0 | | 0 |
| Printing Programs | | | 0 | | 0 | | 0 | | 0 |
| Pest Control | 650 | | 54 | | -54 | | 650 | | -650 |
| Professional Develop | | | 0 | | 0 | | 0 | | 0 |
| Pro. Fees/Accounting | | | 0 | | 0 | | 0 | | 0 |
| Repairs/Maintenance | 500 | | 42 | | -42 | 708 | 500 | 4,782 | 4,282 |
| Salaries & Taxes | | | 0 | | 0 | 245 | 0 | 297 | 297 |
| Shipping/Postage | | | 0 | | 0 | | 0 | | 0 |
| Special Events | | | 0 | | 0 | | 0 | | 0 |
| Utilities | 3,800 | 88 | 317 | 119 | -197 | 386 | 3,800 | 2,577 | -1,223 |
| Website | | | 0 | | 0 | | 0 | | 0 |
| Misc. Program Exp. | | | 0 | | 0 | | 0 | | 0 |
| Total Expenses | 13,000 | 142 | 1,083 | 569 | -514 | 4,559 | 13,000 | 10,268 | -2,732 |
| Net Income | 0 | 558 | 0 | -569 | -569 | 13,041 | 0 | 11,732 | 11,732 |

NOTES:

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

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Entity: **Historic Bluffton Foundation** Project: **Heyward House Museum Operations – Q3** Project Type: **Operations**

| Scoring Category | Points Possible | Points Awarded |
|--|-----------------|----------------|
| ADVERTISING | 15 | |
| Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising. | | |
| 0% of funds go toward advertising | 0 points | |
| 1% - 20% of funds go toward advertising | 1 point | |
| 21% - 40% of funds go toward advertising | 2 points | |
| 41% - 60% of funds go toward advertising | 3 points | |
| 61% - 80% of funds go toward advertising | 4 points | |
| 81% - 100% of funds go toward advertising | 5 points | |
| Part 2: Ten (10) points possible. Based on <u>where</u> the advertising is placed. | | |
| None of the funds go toward advertising | 0 points | |
| Local newspapers/periodicals and electronic advertising (ex. Island Packet, The Bluffton Sun) | 2 points | |
| Local guides/periodicals specifically geared toward tourists with a shelf life of more than 30 days | 4 points | |
| Larger regional publications and electronic marketing within 100 miles (ex. Charleston or Savannah news outlets) | 6 points | |
| Newspapers/periodicals/electronic marketing to large, metropolitan areas outside of 100 miles away (ex. Atlanta, Charlotte, Washington, D.C., Chicago) | 8 points | |
| Nationally distributed newspapers/periodicals/electronic marketing (ex. USA Today, NY Times, Southern Living Magazine) | 10 points | |
| TOURIST FACILITIES | 15 | |
| Higher point value given based on anticipated ratio of tourists to locals | | |
| FESTIVAL/EVENT | 5 | |
| Higher point value given to requests for festivals or events | | |
| Length of event/festival should be considered. Is it an all-day event versus a two-hour event? Multi-day event? | | |
| BLUFFTON EVENT | 5 | |
| Higher point value given to events held within the town limits of Bluffton and/or spanning multiple locations | | |
| TOURISM DRAW | 5 | |
| 0% of attendees are tourists based on historical or projected information | 0 points | |
| 1% - 20% of attendees are tourists based on historical or projected info | 1 point | |
| 21% - 40% of attendees are tourists based on historical or projected info | 2 points | |
| 41% - 60% of attendees are tourists based on historical or projected info | 3 points | |
| 61% - 80% of attendees are tourists based on historical or projected info | 4 points | |
| 81% - 100% of attendees are tourists based on historical or projected info | 5 points | |
| BENEFIT TO TOURISM (LOCAL ECONOMY) | 5 | |
| Higher point value given to events that encourage overnight stays and/or have local business participation | | |
| SELF SUFFICIENCY | 5 | |
| 100% of budget from ATAX request | 0 points | |
| 80% - 99% of budget from ATAX request | 1 point | |
| 60% - 79% of budget from ATAX request | 2 points | |
| 40% - 59% of budget from ATAX request | 3 points | |
| 20% - 39% of budget from ATAX request | 4 points | |
| 1% - 19% of budget from ATAX request | 5 points | |
| MISCELLANEOUS | 10 | |
| Only use if applicant does not qualify as a festival/event | | |
| Group Average Point Total (out of a possible 40 points) | | 258600.00 |
| Group Average Percentage | | |