

EXECUTIVE ORDER #99-14

SUBJECT: Promulgating procedures to govern requests for payment on Jackson County contracts with private atencies which the County is not legally obligated to fund.

SIGNED BY EXECUTIVE: February 22, 1999

FILED IN OUR OFFICE: February 22, 1999



KATHERYN SHIELDS
JACKSON COUNTY EXECUTIVE

415 EAST 12th STREET
KANSAS CITY, MISSOURI 64106

(816) 881-3333
Fax: (816) 881-3133

EXECUTIVE ORDER #99-14

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: KATHERYN J. SHIELDS
COUNTY EXECUTIVE**

DATE: FEBRUARY 22, 1999

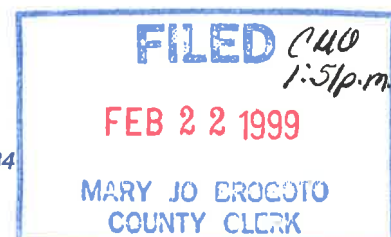
**RE: PROCEDURE FOR PAYMENT ON CONTRACTS WITH OUTSIDE
AGENCIES**

I hereby promulgate the following procedure to govern requests for payment on Jackson County contracts with private agencies which the County is not legally obligated to fund.

1. No payment shall be made on any such contract unless the contracting agency shall have submitted to the Budget Director the following:
 - a. A written proposal setting out in detail the intended use of the County's funding, including the target population to be served;
 - b. The agency's IRS Form 990, from the previous fiscal or calendar year;
 - c. A statement of the agency's total budget for its most recent fiscal year; and,
 - d. A detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years).

2. If an agency has previously received County funding, to be eligible for future payments, an agency must submit either:
 - a. An audited financial statement for the agency's most recent fiscal or

Harry S. Truman, Presiding Judge, 1927-1934



calendar year, by March 31 of the following year; or

b. A certified public accountant's program audit of County funds, by January 31 of the following year.

3. Any document described above which was submitted to the Budget Director as a part of an application for funding need not be resubmitted to qualify for payment.

4. No payment shall be made if the contracting agency is out of compliance on any other County contract.

5. Executive Order 99-12, dated February 16, 1999, and Executive Order 98-01, dated January 8, 1998, are hereby rescinded.

2-22-99

Date

Katheryn J. Shields
Katheryn J. Shields