

EXECUTIVE ORDER #98-01

**SUBJECT:** Promulgating the following  
procedure to govern requests for  
payment on Jackson County  
contracts with private agencies  
which the County is not legally  
obligated to fund.

**SIGNED BY EXECUTIVE:** January 12, 1998

**FILED IN OUR OFFICE:** January 20, 1998



**OFFICE OF THE COUNTY EXECUTIVE**

**JACKSON COUNTY COURTHOUSE**

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**EXECUTIVE ORDER #98-01**

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

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

**DATE: January 8, 1998**

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

**FILED**

JAN 12 1998

MARY JO BROGATO  
COUNTY CLERK

*Marceline Orrego*

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.

No payment shall be made on any such contract unless the contracting agency shall have submitted to the Budget Director the following:

1. A written proposal setting out in detail the intended use of the County's funding, including the target population to be served.
2. An audited financial statement for the agency's most recent fiscal year.
3. The agency's most recent IRS Form 990, if applicable.
4. A statement of the agency's total budget for its most recent fiscal year.
5. A detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years).

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.

Further, no payment shall be made if the contracting agency is out of compliance on any other County contract.

1-12-98

Date

*Kathryn J. Shields*  
Kathryn J. Shields

