

EXECUTIVE ORDER 99-12

SUBJECT: Procedure for payment on Contracts
with outside agencies.

SIGNED BY EXECUTIVE: February 16, 1999

FILED IN OUR OFFICE: Februray 16, 1999



KATHERYN SHIELDS

JACKSON COUNTY EXECUTIVE

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EXECUTIVE ORDER #99-12

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

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

DATE: FEBRUARY 16, 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.

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. A CPA audit or a CPA program audit of County funds.
3. The agency's IRS Form 990, from the previous fiscal or calendar year.
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.

2-16-99

Date

Kathryn J. Shields

