



## KATHERYN SHIELDS

JACKSON COUNTY EXECUTIVE

JACKSON COUNTY COURTHOUSE  
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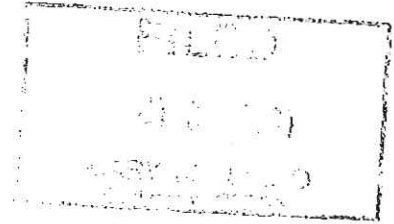
### EXECUTIVE ORDER #04-18

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

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

**DATE: OCTOBER 4, 2004**

**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.<sup>1</sup>

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;

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<sup>1</sup> "Private agencies which the County is not legally obligated to fund" does not include agencies funded through the COMBAT Tax, in accordance with Chapter 93 of the Jackson County Code.



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

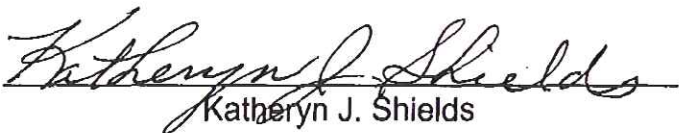
b. A certified public accountant's program audit of County funds, by January 31 of the following year.

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 99-14, dated February 22, 1999, Executive Order 99-12, dated February 16, 1999, and Executive Order 98-01, dated January 8, 1998, are hereby rescinded.

10-4-04  
Date

  
Katheryn J. Shields