

## FY 2020 QUARTERLY NON-COUNTY FUNDING REQUEST PROCESS

Please refer to Delegation Resolution 8-2020 for the process that goes along with the quarterly Non-County Funding requests for your agency.

To receive quarterly funding, each non-county special needs to forward to the Finance Office three things:

1. A request for the quarterly funds, signed by an authorized individual from the organization.
2. A summary of the organization's activities for the quarter (this can be a short or long narrative).
3. Financial statements for the quarter (these don't have to be audited statements): balance sheet and income statement; many organizations do comparative to the prior year and some also include YTD numbers (for the income statement).

Here's the relevant FY 2020 (approved) Delegation Resolution:

### **RESOLUTION 8 – 2020**

All amounts appropriated for the Non-County Specials and the Rockingham County Conservation District to be paid on a quarterly basis subject to the approval of the majority of the Board of County Commissioners. Such amounts shall be paid as appropriated unless changes are discussed and approved at Executive Committee Meetings.

Further, all agencies are required to submit a quarterly financial review describing activities for the prior quarter and their relationship to County funds distributed. These reports shall be submitted to the Rockingham County Finance Office prior to any distribution of subsequent quarterly payments.

If you have any further questions, please feel free to ask.

Thank you,  
Brenda

*Brenda Santos*  
Sr. Executive Assistant  
Rockingham County Commissioners  
119 North Road  
Brentwood, NH 03833

Phone 603-679-9350  
Fax 603-679-9354  
[Bsantos2@co.rockingham.nh.us](mailto:Bsantos2@co.rockingham.nh.us)