

# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

**Subject:**

Payments to Counties

**Number:**

305.4 Amended

**Date:**

October 3, 2012

**By Direction of:**Charles B. Zogby, Secretary of the  
Budget**Contact Agency:**Office of the Budget, Office of Comptroller Operations, Bureau of Payable  
Services, Telephone 717.425.6538

This directive establishes policy, responsibilities, and procedures for commonwealth disbursements to agencies under the jurisdiction of counties in Pennsylvania (counties) made in accordance with Act 1979-132 (72 P.S. §1506). This amendment includes minor changes to responsibilities and procedures and replaces the enclosed list of county payee designations with an online listing. Changes are indicated by marginal dots.

1. **PURPOSE.** To establish policy, responsibilities, and procedures for commonwealth disbursements to counties.
2. **SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies").
3. **OBJECTIVE.** To ensure agencies are aware of the statutory requirement regarding payments to counties.
4. **DEFINITIONS.**
  - a. **Counties of the First Class.** Counties having a population of 1.5 million or more.
  - b. **Home Rule Counties.** Counties that have adopted a home rule charter, which defines the powers, structure, privileges, rights, and duties of the municipal government and limitations thereon.

5. **POLICY.** *Act 1979-132 (72 P.S. §1506)* provides that all payments or disbursements from any fund by any department, agency, board, or commission of state government to any agency under the jurisdiction of a county shall be made payable to the board of county commissioners of such county or, in the case of home rule counties, to the chief executive officer of the county or, in the case of counties of the first class coterminous with cities of the first class, to the city treasurer, on behalf of the agency designated as recipient of such payment or disbursement to be credited to the account of such recipient agency for use as specified in the contract, voucher, or expense authorization which serves as the basis for the commonwealth to make said payment or disbursement.
  
6. **RESPONSIBILITIES. Agency Heads and the Office of the Budget, Office of Comptroller Operations** shall:
  - a. Ensure that appropriate personnel (including but not limited to program, budget, financial management, accounting, and payable services personnel) are aware of the statutory requirement regarding payments to counties.
  
  - b. Ensure payments to counties are made to the appropriate payees.
  
- 7. **PROCEDURE.** Refer to [County Payee Designations](#) before making payments to counties.

**This directive replaces, in its entirety, *Management Directive 305.4*, dated November 9, 2010.**