



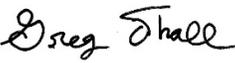
Management Directive

Commonwealth of Pennsylvania

Governor's Office

Management Directive 305.04 Amended – Payments to Counties

Date: July 22, 2022

By Direction of: 
Greg Thall, Secretary of the Budget

Contact Agency: Office of the Budget
Office of Comptroller Operations
Bureau of Payable Services
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This directive establishes policy, responsibilities, and procedures for Commonwealth disbursements to agencies under the jurisdiction of counties in Pennsylvania (counties) made in accordance with *Section 1506 of The Fiscal Code, Act of April 9, 1929, P.L. 343, No. 176, art. XV, § 1506, as amended, 72 P.S. § 1506.* This amendment updates responsibilities and corrects the County Payee Designation list which is relocated to the Bureau of Payable Services' Customer Services Portal.

1. PURPOSE.

To establish policy, responsibilities, and procedures for Commonwealth disbursements to counties.

2. SCOPE.

This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies").

3. OBJECTIVES.

To ensure agencies adhere to 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.

This directive implements the statutory requirement in *Section 1506 of The Fiscal Code, 72 P.S. § 1506*, 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.

- a. **Agency Heads and the Office of the Budget, Office of Comptroller Operations** shall:
 - (1) Ensure that appropriate personnel (including but not limited to program, budget, financial management, accounting, and payable services personnel) adhere to the statutory requirement regarding payments to counties.
 - (2) Ensure legal agreements, including, but not limited to, purchase orders (POs) and grant agreements, and payments to counties are made to the appropriate payees as listed in the [County Payee Designations](#).
- b. **Department of Community and Economic Development** shall notify the Bureau of Payable Services of changes in Home Rule County designations.
- c. **Bureau of Payable Services** shall update the [County Payee Designations](#) list as needed.

7. PROCEDURE.

Process legal agreements and payments according to [County Payee Designations](#).

This directive replaces, in its entirety, Management Directive 305.04 Amended, dated October 3, 2012.