

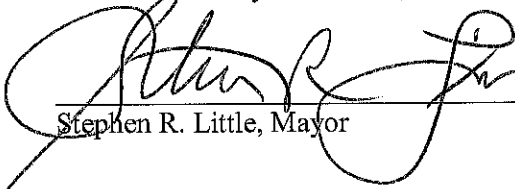
## **City of Marion, North Carolina Outside Agency Funding Policy**

The following is the policy of the City of Marion regarding funding to outside agencies:

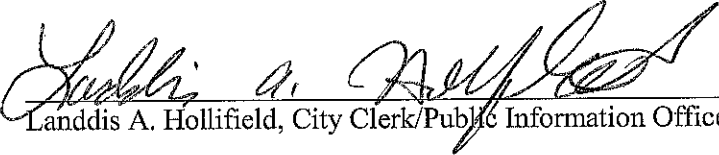
1. All outside agencies receiving funding from the City of Marion shall provide the following information to the City:
  - A. The City of Marion shall receive a copy of the agency's Internal Revenue Service determination letter.
  - B. The City of Marion shall receive a copy of the agency's current budget.
  - C. The City of Marion shall receive a list of the agency's Board of Directors, including both voting and non-voting board members.
  - D. The City of Marion shall receive a copy of the agency's annual independent audit performed by a Certified Public Accountant, if the agency has an audit performed, no later than four months after the end of the agency's Fiscal Year. This subsection does not establish a requirement for an outside agency receiving funding to have an annual independent audit performed by a Certified Public Accountant.
  - E. The City of Marion shall receive an annual financial statement of activity, to include receipts, disbursements and a list of assets, if an independent audit or review is not performed by a Certified Public Accountant, within four months after the end of the agency's Fiscal Year.
  - F. The City of Marion shall receive a copy of the minutes of the annual budget meeting of the agency's Board of Directors.
  - G. The City of Marion shall receive a copy of the by-laws of the organization.
  - H. The City of Marion shall receive annually a letter of form signed by the agency's Board Chairperson and/or President/Executive Director stating that the agency will abide by this policy and the following guidelines:
    1. The agency agrees that it does not discriminate on the basis of race, age, color, sex, national origin, disability, religion, or otherwise as may be prohibited by Federal or State law.
    2. The agency commits to a policy of equal employment opportunity and does not discriminate in the terms, conditions or privileges of employment on account of race, age, color, sex, national origin, disability, religion or otherwise as may be prohibited by Federal or State law.
    3. The agency shall obtain bids, pursuant to North Carolina purchasing and contracting laws, for capital expenditure items paid with City funds.
    4. The agency shall follow State conflict of interest statutes.
    5. The agency shall abide by all Federal, State and local laws and ordinances.
    6. The agency will use City funds only for the purpose for which the funds were appropriated.

2. Requests for City funding for the following City Fiscal Year shall be submitted in writing to the City Manager's Office between January 1 and February 28 and may be considered as part of the City's budget process. The City Council, as a matter of policy, shall generally not consider requests for City funding outside of the annual budget process.
3. Funding approvals, if any, for outside agencies, shall be made within available funding set aside for such purpose in the annual City Budget. No assurance is given that any applicant will receive any funding, as all such decisions are made by the City Council in their absolute discretion.

Adopted by the City Council of the City of Marion this the 3rd day of October, 2023.

  
Stephen R. Little, Mayor

ATTEST:

  
Landdis A. Hollifield, City Clerk/Public Information Officer

**Policy Number: P-23-10-03-1**

