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TO: Holders of the Financial Planning and Control Manual

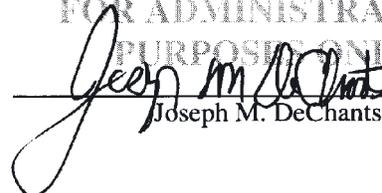
SUBJECT: Manual Update - UCS Contracts with Not-for-Profit Providers

Attached is a new Part IX / Chapter 2 of the Financial Planning & Control Manual. These sections establish the basic fiscal policies governing contracts between the Unified Court System and the various not-for-profit providers with which the UCS often contracts for services. Entities such as legal aid societies, bar associations, alternative dispute resolution providers and other not-for-profit organizations doing business with the UCS must follow these provisions to ensure that their accounting, billing, reporting and record keeping practices are consistent with minimum UCS standards.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, contracts with not-for-profit providers.

Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM
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PURPOSES ONLY


Joseph M. DeChants