

## 1.0 Definition of Fiscal Agent Contracts

- 1.1 District agreements with State and other governmental agencies and other organizations to administer their specific program funds as prescribed by them.
  - 1.1.1 The district receives the specified funds and disburses such funds in accordance with the outside agency's defined budget and the appropriate approvals of the agency.
  - 1.1.2 The district is not necessarily involved in defining the program or any program decisions over the allocation or expenditure of such funds.

## 2.0 Purpose(s) of Fiscal Agent Contracts

- 2.1 Agreements to act as fiscal agents for a governmental entity or organization are usually the result of those programs that:
  - 2.1.1 Involve statewide or a broad base of educational activities and technically require such funds to be awarded/allocated to a local educational agency (LEA), or
  - 2.1.2 Require a district to assist in the overall educational objectives of the specific program, or
  - 2.1.3 Require coordination among community college districts or other agencies involved in the specific program.

The appropriateness and use of fiscal agent arrangements is the responsibility of the requesting organization.

## 3.0 Governing Board Approval

- 3.1 Similar to other contracts and agreements, fiscal agents agreements require the approval of the governing board. ([P-8321](#))
  - 3.1.1 Established procurement regulations, requirements and standard district procurement policies and procedures are adhered to in the administration and disbursement of such funds.
  - 3.1.2 Impact on existing staff workload, district cash flow position and the purpose of the fiscal agent agreement are the major areas of consideration prior to entering into any agreement with a requesting agency.

## 4.0 Implementation

- 4.1 The Chancellor or designee shall develop regulations to implement the intent of this policy.

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Policy Reviewed: 2/19/15  
Adm. Regulation: [R-8171](#)