



# Oakland Fund for Children and Youth

## Fiscal Agency Responsibility



### Fiscal Agency:

The fiscal agency is the entity signing the contract. This is the agency the city holds legally liable for all aspects of the contract including project implementation, fiscal management, and communication with OFCY regarding the grant

In most cases the fiscal agency is the lead agency. If an agency does not have non-profit status and therefore has a separate fiscal agency, it is the only "lead" agency in the sense that it delivers program services.

*The fiscal agency is not simply a pass through for funding to the lead agency of subcontracting (partner) agencies.*

The fiscal agency will be legally liable for all aspects of the grant as outlined below:

Fiscal Agencies are expected and authorized to:

- Manage the finances of the grant
- Deliver program activities and/or monitor the delivery of program activities by subcontracting (partnering) agencies
- Communicate with OFCY regarding the grant
- Review and approve reports, invoices, and Scope of Work/Budget modification requests before submission to OFCY
- Submit reports, invoices, and Scope of Work/ Budget modification requests
- Pick up checks
- Terminate contracts with subcontracting (partnering) agencies with the approval of OFCY if warranted