

**DUTIES OF FISCAL AGENT**  
**BOARD POLICY NO. 2.003**

The fiscal agent of the JPA shall be a JPA member in good standing which shall be appointed by the Executive Cabinet and shall serve in that role for a term of two years. There is no limit to the number of terms which a member can serve in this capacity.

The fiscal agent's duties shall include the following:

- Distribution of JPA block grant funds and maintenance of education funds in accordance with the fiscal allocation plan approved by the Executive Cabinet and the Adult Education Block Grant Program, Education Code section 84900, et. seq.
- Facilitate the preparation of the annual audit of the JPA.

In consideration for performing the above-listed duties, the fiscal agent shall receive no more than five percent of the JPA's operational budget for each fiscal year in which the designated JPA member serves in that capacity.