

## **Attachment 2: Fiscal Agent Scope of Work and Qualifications**

### Scope of Work:

- Serves as the Seattle Preschool Program (SPP) fiduciary agent for Family Child Care (FCC) providers. Duties include contracting with the City of Seattle, developing and issuing subcontracts with FCCs, developing subcontractor invoice procedures, and disbursing SPP funds to subcontractors
- Provides fiscal technical assistance to FCCs, including general accounting, invoice processing, and recordkeeping support
- Disburses at least 90% of SPP funds to subcontractors within 15 business days of receiving the FCC's request for funds
- Maintains all fiscal records including accounting records, backup documentation, and contracts
- Prepares and submits monthly financial status reports to the Seattle Department of Education and Early Learning
- Submits a financial disclosure certification at the end of the contract period, demonstrating appropriate use of funds and financial controls
- Complies with all applicable laws and policies related to financial management of City funds

### Qualifications

- Strong financial management experience (i.e., managing large contracts or grants)
- Minimum of 3 years providing fiscal technical assistance and issuing contracts to early learning providers
- Functioning computer/accounting system that can create a separate cost center for this program
- Minimum of 3 months of cash reserves as demonstrated by financial statements
- Ability to prepare/disseminate accurate financial reports to SPP staff