**Agency Fiscal Administrator Frequently Asked Questions**

The Standards and Training for Corrections (STC) division of the Board of State and Community Corrections (BSCC) manages the allocation of training funds for approximately 150 government agencies (Police Departments, Probation Departments and Sheriff’s Offices) that participate in the STC program. Each participating agency requesting funds must submit an Annual Training Plan (ATP) to STC detailing the total number of eligible budgeted positions that require training prior to each participating fiscal year. STC provides training funds to agencies based on the number of core and annual positions specified in the ATP.

These funds are sent quarterly to designated City/County staff which STC refers to as the Agency Fiscal Administrator. This Fiscal Administrator is responsible for receiving the checks and distributing them to the respective participating agencies and signing off on the agencies expenditures after the training year has ended. An Agency Fiscal Administrator may be assigned to multiple agencies if they are in the same county (i.e., Sacramento Sheriff and Sacramento Probation would have the same Fiscal Administrator). Checks are distributed in this way to ensure oversight beyond the agency level.

For more information, please see the *Policy & Procedure Manual for Participating Agencies* on our website: <https://www.bscc.ca.gov/s_stcformsmanualsandresources/>.

**What level staff should an Agency Fiscal Administrator be?**

The Agency Fiscal Administrator is the auditor or controller (or designated staff) for the County’s/City’s Administrative office.

**What can money be spent for?**

STC funds can be spent in the following four budget categories: replacement, travel, per diem and tuition. These expenditures cannot exceed the maximum approved allocation for the year. For more information on the budget categories, see Section VI. Funding, in the Policy and Procedure Manual for Participating Agencies (page 21).

**When are signatures needed?**

The Agency Fiscal Administrators are responsible for signing the Annual Financial Statement (AFS) – Assurance Statement. Each participating agency will submit an AFS each year by September 30th. This statement details how STC funds were spent in the preceding fiscal year in the above budget categories. The Fiscal Administrator should confirm these expenditures with the participating agency prior to signing the Assurance Statement.

**Can Agency Fiscal Administrators login to the Annual Training Plan (ATP) system?**

At this time, the Fiscal Administrators do not have access to login to the ATP system. When the Training Manager submits an Annual Financial Statement (AFS), an automated email is sent to the assigned Fiscal Administrator, with a link that goes to the Assurance Statement for an electronic signature.

The Assurance Statement shows the expenditures entered by the training manager in each of the budget categories (replacement, travel, per diem and tuition) and the original total approved allocation. The Fiscal Administrator should verify these expenditure amounts are accurate, prior to signing. If the amounts are incorrect, the Fiscal Administrator should work with the agency Training Manager to rectify.

**How and when are quarterly ATP payments sent?**

STC disburses training fund allocations on a quarterly basis. Quarterly payments are generally processed in the first month of each quarter (July, October, January, April), unless payments are being held, there are state budget delays, or for other STC program purposes. The payments may take several weeks to be received after being processed. For counties with multiple participating STC agencies (i.e., a Sheriff’s Office and Probation Department), two checks will be received by the Fiscal Administrator. They may or may not be received at the same time.

Please reach out to the participating agency’s assigned Field Representative or ATP@bscc.ca.gov if you have any questions.

Field Representative assignments can be found on STC’s website, under the Quick Links or on the Programs & Services page: <https://www.bscc.ca.gov/s_stcprogramsandservices/>