



Consortium Fiscal Administration Declaration

INSTRUCTIONS: The form below has been partially completed based on information provided from your Consortium Annual Plan and prior year's Consortium Fiscal Administration Declaration. Please carefully review and update each section. You may save your progress by clicking the **Save** button at the bottom of the page. When you have completed all sections, click **Submit** and follow the prompts to finalize your 2017-18 Consortium Fiscal Administration Declaration.

Click on the **Consortium Information** header to begin.

Consortium Information

15 South Bay (El Camino)

Address

16007 Crenshaw Blvd.

Street Address

Street Address 2

Torrance CA 90506

City

State

Zip

Website

www.southbayadulthoodeducationcons

Primary Contact

Jennifer Hutcherson

First

Last

Logo

If your consortium has a logo, please upload it here.

Files must be in .png format.

Primary Contact Email

jhutcherson@elcamino.edu

Certifying Official / Coordinator

Roberta (Bobby) Becka

First

Last

Certifying Official / Coordinator Email

rbecka@elcamino.edu

Consortium Membership

Member Representation

List Consortium Member agencies planning to participate in the 2017-18 program year. For each Member listed, please provide the name and contact information for the Member Representative authorized to approve allocations on behalf of each Member agency. Signatures from each of these individuals will be required in order to complete your 2017-18 CFAD.

Member Agency	Member Representative	Email	Phone	Approved
Redondo Beach Unified School District	Anthony Taranto	ataranto@rbusd.org	(310) 937-3340	10/13/2015
Torrance Unified School District	Wayne Diulio	diulio.wayne@tusd.org	(310) 972-6500	09/16/2015
Inglewood Unified School District	Debra Tate	dtate@inglewood.k12.ca.us	(310) 330-5220	10/20/2015
Centinela Valley Union High School District	Michael Martinez	martinezm@centinela.k12.ca.us	(424) 255-4066	10/13/2015
Southern California ROC	Laurie St. Gean	drstgean@scroc.k12.ca.us	(310) 224-4222	
El Camino Community College District	Jose Anaya	janaya@elcamino.edu	(310) 973-3165	10/19/2015

Organizational Chart

Attach your current Consortium organizational chart. Show member reporting and fiscal agency relationships, key partners, as well as other stakeholder groups as applicable.

[remove](#)

Fiscal Management —

Funding Channel

AB104 legislation states that each Consortia may decide to designate a fiscal administrator to receive and distribute AEBG funds. If a member agency is chosen to be the fund administrator, the member shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program. This process shall not require a consortium member to be funded on a reimbursement basis.

Please select the option that best describes how funding should be disseminated to your Consortium from the state.

- The consortium has designated a fiscal agent
- The consortium has chosen direct funding

Rationale

Provide details regarding the rationale for your fiscal structure decision. How did you arrive at the decision? What were the overwhelming benefits to using this structure?

Consortium members feel that direct funding will:

1. Eliminate lag time to receive funds
 2. Make it easier for the accounting departments at adult schools
 3. Create a more realistic and definite idea of funds for each member
 4. Eliminate duplication of labor between accounting systems
 5. Increase control of funds at adult schools
- Previously, the adult schools were worried about the sweeping of funds by the school district. They now feel that the legislation of AB104 will prevent this from occurring.

Fiscal Management Approach

Whether using a fiscal agent or direct funding model, describe how you are fiscally managing your block grant. How are you rolling up grant expenditures to report to the State?

- Block grant expense information will be collected and rolled up by the consortium manager.
- Each member will be held responsible for accurate and timely reporting of block grant expenses to the consortium manager.
- Consortium Manager's fiscal responsibilities:
1. Collect and maintain detailed quarterly expense reports from each member institution.
 2. Roll up and report expenditures to the Chancellor's office and or the State as required.
 3. Complete any other financial reports required by the Chancellor's office or the State.
- Members' fiscal responsibilities:
1. Provide a quarterly expense report showing total spent by object code and a short narrative showing how funding is consistent with the adult education plan.
 2. Maintain detailed accounting records of all funds spent on adult education including block grant funds; State distributed maintenance of effort funds; fees charged; plus any additional funding from programs such as: Adult Perkins, WIOA, CalWorks, LCFF, CCD Apportionment and/or other sources.

3. Comply with the reporting needs of the Chancellor’s Office, the other members of the consortium and audits.

Member Allocations

Member Allocations

In the table below, provide approved funding allocations to each Consortium Member by program year. Total allocations must equal the total AEBG funds allocated to the Consortium for each fiscal year.

	2015-16	2016-17	2017-18
Total AEBG Funds	\$9,652,977	\$9,720,959	\$9,720,958
Total Allocated to Members	\$9,652,977	\$9,720,958	\$9,720,958
Total Remaining	\$0	\$1	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Redondo Beach Unified School District	\$3,466,147	\$3,678,777	\$3,678,777
Torrance Unified School District	\$4,351,957	\$4,678,348	\$4,678,348
Inglewood Unified School District	\$1,009,654	\$735,620	\$735,620
Centinela Valley Union High School District	\$556,745	\$357,837	\$357,837
Southern California ROC			
El Camino Community College District	\$268,474	\$270,376	\$270,376
Total	\$9,652,977	\$9,720,958	\$9,720,958

Allocation Changes

Please describe any significant changes in allocations to members made for the 2015-16 and / or 2016-17 program years.

No Changes.

Consensus and Approval

Describe how you arrived at consensus and approval of the allocations provided in the table above.

The adult school members each contacted their respective accounting offices to obtain the additional costs that will be required to operate in 2015-16 over the amount allocated for MOE. The consortium met and discussed each adult school's increases in pay (COLA increases), additional costs associated with retirement programs, and decrease in fees collected. Each adult school is maintaining the current allocation to continue to operate at their current level.

Certification and Submission

Consortia must obtain signatures from each participating Member Agency certifying their acknowledgement and approval of the annual Member Allocations provided herein. The AEBG Web Portal provides two options for submitting these signatures:

1. Digital signatures may be submitted directly by clicking on the signature blocks below, and signing using a stylus or mouse; or
2. Consortia may alternately provide a scanned printout of their approved CFAD, replete with Member Signatures, via the upload link on the Certification Page.

Please select from the following options:

- Print and Sign
- Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

Signature Block

Redondo Beach Unified School District



Anthony Taranto

Torrance Unified School District



Wayne Diulio

Inglewood Unified School District



Debra Tate

Centinela Valley Union High School District



Michael Martinez

Southern California ROC



Laurie St. Gean

El Camino Community College District



Jose Anaya

Click to indicate you are ready to Submit your 2017-18 CFAD

Applicant	Status	Date
Bobby Becka	Approved	02/28/2017 9:24am

Signature

Handwritten signature or scribble consisting of two distinct, stylized marks.