

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

SALINAS VALLEY ADULT EDUCATION CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	21 Salinas Valley
Long Name	Salinas Valley Adult Education Consortium
Short Name	SVAEC
Address	c/o Hartnell College 411 Central Avenue Salinas, CA 93901
Website	pending

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017
2015 - 16 Grant Period	
2015 - 16 Grant Number	15-328-46

Consortium Administration

Primary Contact(s)	Arps, Kristen Project Lead (831) 759-6021 karps@hartnell.edu
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MEMBERS

Member Name	Contact(s)	District / LEA Code
Gonzales Unified School District	Modena, Liz (831) 675-0100 lmodena@gonzales.k12.ca.us	75473
	McFarland, Candice (831) 675-0100 cmcfarland@gonzales.k12.ca.us	
Soledad Unified School District	Garcia, Antonio (831) 678-3987 antoniogarcia@soledad.k12.ca.us	75440
	Lopez, Jeff (831) 678-3987 jlopez@soledad.k12.ca.us	
North Monterey County Unified School District	Yeater, Kari (831) 633-3343 kyeater@nmcusd.org	73825
	Brownfield, Emily Tsai (831) 633-3343 emilytsai@nmcusd.org	
Salinas Union High School District	Meza, Sylvia Accountant (831) 796-7017 sylvia.meza@salinasuhdsd.org	66159
	Albert, Sharon (831) 753-4209 sharon.albert@salinasuhdsd.org	
	McCalib, Carvette	

	<p><i>Assistant Director</i> (831) 796-6905 carvette.mccalib@salinasuhd.org</p>	
<p>South Monterey County Joint Union High School District</p>	<p>James, Steve (831) 385-4661 sjames@smcjuhsd.org</p> <p>Jimenez, Diana (831) 385-0606 djimenez@smcjuhsd.org</p>	66068
<p>Monterey County Office of Education</p>	<p>Wood, Chandalee (831) 755-6458 cwood@monterey.k12.ca.us</p> <p>DeRuosi, Joseph <i>College and Career Pathways Coordinator</i> (831) 595-5005 jderuosi@montereycoe.org</p>	10272
<p>Hartnell Community College District</p>	<p>Arps, Kristen <i>Project Lead</i> (831) 759-6021 karps@hartnell.edu</p> <p>Becerra, Eric (831) 770-7070 ebecerra@hartnell.edu</p> <p>Mendelsohn, Kathy (831) 755-6827 kmendelsohn@hartnell.edu</p> <p>Techaira, David <i>Interim Grants Accounting Manager</i> (831) 755-6835 dtechair@hartnell.edu</p>	00450

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

At its open and public Steering Meetings in fall 2015, the SVAEC held discussions and made decisions regarding fiscal management of the Consortium, which led to the decision to have Hartnell College serve as fiscal agent using a reimbursement/sub-agreement fund distribution process. At its April 2016 Steering Meeting, the SVAEC decided to continue to have a fiscal agent but to switch to a pass-through fund distribution process. These decisions have been based on a desire for efficiency, transparency, accountability, continuity, a spirit of collaboration, and sufficient Member support (especially for smaller districts).

Approach

In 15-16, SVAEC Members have been asked to submit quarterly invoices, expenditure reports, budget revisions, and progress reports to the Consortium Director and fiscal agent business office. The templates for these invoices and reports were designed by the Director and fiscal agent. The expenditure and progress reports have been rolled up by the Consortium Director and certified and submitted to the State every 6 months (so far only the Period 1 report). In the Hartnell College fiscal administration system (Colleague), the Member allocations were lumped into major object code 5000 - Contract Services, but tracked separately in Excel spreadsheets in order to track and record Consortium-wide and Member funds in more detail.

In March, the templates for the Quarter 3 invoices and reports due in April to the Director and fiscal agent were altered because the State is now requiring expenditures to be reported by major object code/expenditure type, in addition by member and program area. So from now on all reporting from members to the Consortium and from the Consortium to the State will show expenditures by member, program area, and expenditure type.

In 16-17, despite the change to a pass-through process for distributing funds to Members, the Consortium Director and Fiscal Agent will still require monthly expenditure and progress reports in order to provide current snapshots of Consortium progress to Members and the public.

Certifying Official / Coordinator

Techaira, David

**Certifying Official /
Coordinator's Email**

dtechair@hartnell.edu

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$3,437,850
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$3,490,139
16 - 17 Member Allocations	\$3,490,139

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Gonzales Unified School District	\$255,628	\$255,628
2	Soledad Unified School District	\$342,618	\$342,618
3	North Monterey County Unified School District	\$454,242	\$454,242
4	Salinas Union High School District	\$1,716,285	\$1,716,285
5	South Monterey County Joint Union High School District	\$78,500	\$78,500
6	Monterey County Office of Education	\$28,000	\$28,000
7	Hartnell Community College District	\$562,577	\$614,866
Grand Total		\$3,437,850	\$3,490,139

Funding Changes

At its April 2016 Steering Meeting, the Consortium Members voted to maintain the 15-16 Member funding levels in 16-17 for now, then as they review Consortium progress and Member performance in the coming months, they may reallocate funds based on changing Member needs, plans, or abilities. The major changes so far in the allocations are due to the fact that: 1) Now the 5% administration costs taken out of the total of \$3,490,139 rather than \$1,703,899 (which was on consortium funds but not MOE), and 2) The Consortium received an additional \$52,289.

It must be noted that the allocations for Hartnell College shown above include the SVAEC "general fund" (funds set aside for use by the entire Consortium rather than allocated to a particular member) and the 5% indirect/admin for serving as fiscal agent, in addition to its own Member allocation. That breakdown is as follows:

- 15-16 SVAEC General Fund = \$258,189
- 15-16 5% Indirect = \$81,138
- 15-16 Hartnell Member Allocation = \$223,250
- 16-17 SVAEC General Fund = \$217,109
- 16-17 5% Admin = \$174,507
- 15-16 Hartnell Member Allocation = \$223,250

Consensus and Approval Process

It was discussed at an open and public Steering Meeting on April 13, 2016 and approved unanimously by SVAEC Member Designees at said meeting.

OTHER RULES AND PROCEDURES

Additional Information

Please see the updated Governance Plan attached.

Supplementary Documentation

[svaeccconsortiumreportongovernancecomplianceupdated4.28.16.pdf](#)

SIGNATURE BLOCKS

South Monterey County Joint Union High School District

James, Steve

Soledad Unified School District

Garcia, Antonio

Salinas Union High School District

Albert, Sharon

North Monterey County Unified School District

Brownfield, Emily Tsai

Monterey County Office of Education

Wood, Chandalee

Hartnell Community College District

Mendelsohn, Kathy

Gonzales Unified School District

McFarland, Candice