

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

CAPITAL ADULT EDUCATION REGIONAL CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	28 Capital (Los Rios)
Long Name	Capital Adult Education Regional Consortium
Short Name	LOS RIOS
Address	10474 Mather Blvd P.O. Box 269003 Sacramento, CA 95826
Website	www.caerc.org

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017
2015 - 16 Grant Period	
2015 - 16 Grant Number	15-328-24

Consortium Administration

Primary Contact(s)	<p>Lorimer, Sue Deputy Chancellor (916) 568-3031 lorimes@losrios.edu</p> <p>Ely, Bethany Coordinator (916) 228-2589 bely@scoe.net</p>
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MEMBERS

Member Name	Contact(s)	District / LEA Code
Davis Joint Unified School District	Sauser, Grace (530) 757-5380 gsauser@djud.net	72678
Twin Rivers Unified School District	White, Jacqueline (916) 566-2785 jackie.white@twinriversusd.org	76505
Natomas Unified School District	Smith, Christine (916) 567-5428 csmith@natomas.k12.ca.us	75283
Center Joint Unified School District	Collier, Alyson (916) 339-4632 acollier@centerusd.org	73973
San Juan Unified School District	Messer, Rick (916) 971-7700 rick.messer@sanjuan.edu	67447
Sacramento City Unified School District	Lytle Gilmore, Sue (916) 277-6533 gilmores@scusd.edu	67439
Galt Joint Union High School District	Lemmon, Robert (209) 745-2167 rlemmon@ghsd.k12.ca.us	67355

Duncan, Sean
 Director of Educational Services
 (209) 745-3061
sduncan@ghsd.k12.ca.us

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 (209) 745-3061
sduncan@ghsd.k12.ca.us

Folsom-Cordova Unified School District	Linebarger, Charlie (916) 635-6810 clinebar@fcusd.org	67330
Elk Grove Unified School District	Malkiewicz, Karen (916) 686-7717 kmalkiew@egusd.net	67314
Sacramento County Office of Education	Sanchez, Tamara Assistant Superintendent, CBO tsanchez@scoe.net Ely, Bethany Coordinator (916) 228-2589 bely@scoe.net Hinkson, Joyce (916) 228-2597 jhinkson@scoe.net	10348
Washington Unified School District	Ramos, Alejandro (916) 375-7740 aramos@wusd.k12.ca.us	76778
El Dorado County Office of Education	Sutherland, Gary (530) 457-7046 gsutherland@edcoe.org Publicover, David (530) 295-2257 dpublicover@edcoe.org Sutherland, Gary Publicover, David dpublicover@edcoe.org	10090
Amador County Unified School District	Wagner, Butch (209) 257-5100 bwagner@acusd.org	73981
Los Rios Community College District	Lorimer, Sue Deputy Chancellor (916) 568-3031 lorimes@losrios.edu	00230

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

Selecting a fiscal agent is especially advantageous for a consortium with a large membership like CAERC. The fiscal agent offers a neutral point of contact responsible for distributing the consortium funds in accordance to the CAERC Governance and Fiscal Allocation Plans, AB 104, and Education Code section 84913. The fiscal agent is also responsible for collecting, compiling, and reporting consortium-level fiscal information to the AEBG office. With 14 members, the fiscal agent structure is efficient and provides a system of checks and balances for managing the consortium funds. In April 2015, members interested in serving as the consortium fiscal agent had to submit a Letter of Interest and present a proposal to the consortium. Sacramento County Office of Education (SCOE) was the only member to submit a Letter of Interest. The members reviewed a draft proposal template which included what the potential fiscal agents should include in their proposals. Members voted unanimously in favor of the proposal criteria. SCOE's proposal was emailed to the members in advance of the May 2015 meeting. On May 6, 2015, members voted unanimously by written ballot for SCOE to be the new fiscal agent. The members have voted unanimously to continue with SCOE as fiscal agent.

Approach

To fiscally manage the Adult Education Block Grant, the fiscal agent has provided members with expenditure and progress report templates. Each template is customized for each funding stream (MOE, consortium allocation, and rural county) and includes details on object codes with brief descriptions, AEBG seven program areas, and objectives. The templates also include pre-formulated cells to provide members an embedded "checks and balance" system to avoid data entry errors. In addition, members submit brief narratives to substantiate the expenditures during the specified reporting period. The submitted expenditure and progress reports from the members are then compiled at the consortium level to generate the consortium fiscal report. Finally, the fiscal agent's certifying official certifies the expenditures and submits the report to the state on the behalf of the consortium.

Certifying Official / Coordinator

Sanchez, Tamara

**Certifying Official /
Coordinator's Email**

tsanchez@scoe.net

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$10,946,727
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$11,128,458
16 - 17 Member Allocations	\$11,128,458

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Davis Joint Unified School District	\$304,333	\$304,333
2	Twin Rivers Unified School District	\$2,653,394	\$2,653,394
3	Natomas Unified School District	\$252,262	\$252,262
4	Center Joint Unified School District	\$185,012	\$185,012
5	San Juan Unified School District	\$1,502,789	\$1,502,789
6	Sacramento City Unified School District	\$1,079,980	\$1,079,980
7	Galt Joint Union High School District	\$301,621	\$301,621
8	Folsom-Cordova Unified School District	\$602,568	\$602,568
9	Elk Grove Unified School District	\$1,838,942	\$1,838,942
10	Sacramento County Office of Education	\$1,134,449	\$1,316,178
11	Washington Unified School District	\$328,596	\$328,596
12	El Dorado County Office of Education	\$170,071	\$170,071
13	Amador County Unified School District	\$592,711	\$592,711
14	Los Rios Community College District	\$0	\$0
Grand Total		\$10,946,728	\$11,128,458

Funding Changes

There are no significant funding changes for members for the 2016-17 reporting year. All members received no less than what they received in 2015-16. CAERC received an additional allocation of \$181,730 in 2016-17.

Consensus and Approval Process

The consortium formed a Fiscal Allocation Workgroup in Fall 2015 which reconvened in February 2016. The purpose of the workgroup was to develop recommendations to revise the CAERC 2015-16 budget and to allocate funds for the 2016-17 budget. All members were invited to attend the workgroup meetings and participate in the decision-making process. The workgroup developed and agreed upon the recommendations through a consensus model. Then, public notification was provided as members and the fiscal agent posted the meeting agenda at their respective local sites and the agenda was available online via the consortium website. The workgroup recommendations for the 2016-17 allocation schedule was presented at a public meeting for public comment, questions, and discussion. The officially-designated members reached consensus and voted unanimously to approve the allocation schedule.

OTHER RULES AND PROCEDURES

Additional Information

At this time, there is no additional information to report.

Supplementary Documentation

SIGNATURE BLOCKS

Sacramento County Office of Education

Ely, Bethany

Washington Unified School District

Signature:



Ramos, Alejandro

Twin Rivers Unified School District

Signature:



White, Jacqueline

San Juan Unified School District

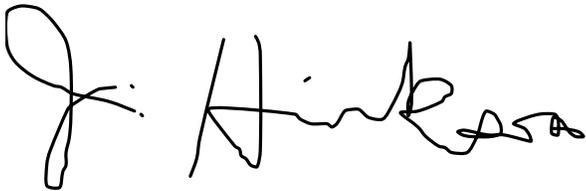
Signature:



Messer, Rick

Sacramento County Office of Education

Signature:



Hinkson, Joyce

Sacramento City Unified School District

Signature:



Lytle Gilmore, Sue

Natomas Unified School District

Signature:



Smith, Christine

Los Rios Community College District

Signature:



Lorimer, Sue

Galt Joint Union High School District

Signature:



Lemmon, Robert

Folsom-Cordova Unified School District

Signature:



Linebarger, Charlie

Elk Grove Unified School District

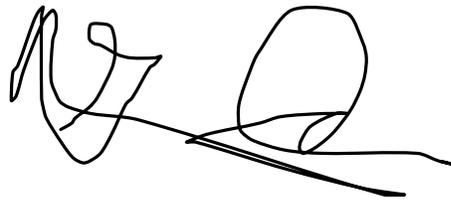
Signature:



Malkiewicz, Karen

Davis Joint Unified School District

Signature:



Sauser, Grace

Center Joint Unified School District

Signature:



Collier, Alyson

Amador County Unified School District

Signature:



Wagner, Butch

El Dorado County Office of Education

Signature:



Publicover, David