

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

GATEWAY ADULT EDUCATION NETWORK

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	31 Gateway (Merced)
Long Name	Gateway Adult Education Network
Short Name	MERCED
Address	50 East 20th St Merced, CALIFORNIA 95340
Website	mygaen.org

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017
2015 - 16 Grant Period	
2015 - 16 Grant Number	15-328-27

Consortium Administration

Primary Contact(s)	Reynoso, Vilma Consortium Coordinator (209) 325-2810 vreynoso@muhsd.org
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MEMBERS

Member Name	Contact(s)	District / LEA Code
Delhi Unified School District	Melara, Adolfo (209) 656-2000 amelara@delhiusd.org	75366
Dos Palos Oro Loma Jt. Unified School District	Lemos, Frank (209) 392-1043 flemos@dpol.net	75317
Gustine Unified School District	Rivera-Pantoja, Denise (209) 854-2664 driverapantoja@outlook.com	73619
Merced Union High School District	Reynoso, Vilma Consortium Coordinator (209) 325-2810 vreynoso@muhsd.org Glass, Debra (209) 385-6430 dglass@muhsd.org	65789
Los Banos Unified School District	Enos, Paul (209) 826-3801 paulenos@losbanususd.k12.ca.us	65755
Le Grand Union High School District	Alley, Donna (209) 389-9400 dalley@lghs.k12.ca.us	65730
Merced County Office of Education	Whited, Mary (209) 381-6677 mwhited@mcoe.org	10249
Mariposa County Unified School District	Naranjo, David (209) 742-0241 dnaranjo@mariposa.k12.ca.us	65532
Merced Community College District	Urquidez, Andre Senior Accounting Manager (209) 384-6202 andre.urquidez@mccd.edu Conner, EdE, Shelly Dean, Economic and Workforce Development, Community Services & Non-Credit (209) 381-6585 shelly.conner@mccd.edu	00530

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

Most K-12 districts in our GAEN Consortium do not have the staff/infrastructure to maintain all the documentation needed at the Consortium level. Each member feels comfortable keeping their individual records and reporting bi-annually to the Fiscal Agent. The decision was voted unanimously at our April 27, 2016 GAEN Board Meeting to continue the same practice into FY16-17 with one minor change. The Fiscal Agent will provide an upfront allocation of 1/12th every month to each member based on that member's allocation. The benefits include: a more streamlined process, one member having the Consortium information for reporting purposes versus various members having fragmented pieces, and the fiscal agent's ability to have a quick turnaround time in payment.

Approach

The Fiscal Agent is requesting bi-annual Financial Status Reports (FSRs) from its members. The FSRs are reviewed for completeness of appropriate support documentation and ensuring it is consistent with the submitted work plans. Once reviewed by the Accounting Technician, they are routed to the Fiscal Agent's Program Director for additional review. The FSRs are routed back to Fiscal for record keeping. As a Consortium, we have opted to operate on an upfront disbursement of funds of 1/12th of each member's award, which will be paid each month. Each member will submit a monthly invoice requesting 1/12th of their funds with no backup required at the monthly invoice request. The Fiscal Agent then reviews the reported expenditures against the approved member's budgets. If budget transfers are needed, they are requested at that time. The members complete a Budget Modification Request Form that is then routed for approval at the GAEN Board Meeting. The Fiscal Agent receives all approved Budget Modification Request Forms and updates members' budgets as applicable. The Fiscal Agent keeps each member's expenditures by object code to report to the State.

Certifying Official / Coordinator

Urquidez, Andre

**Certifying Official /
Coordinator's Email**

andre.urquidez@mccd.edu

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$3,087,817
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$3,137,143
16 - 17 Member Allocations	\$3,137,143

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Delhi Unified School District	\$139,401	\$164,943
2	Dos Palos Oro Loma Jt. Unified School District	\$65,205	\$76,903
3	Gustine Unified School District	\$164,075	\$180,256
4	Merced Union High School District	\$1,772,833	\$1,795,806
5	Los Banos Unified School District	\$0	\$0
6	Le Grand Union High School District	\$64,091	\$75,478
7	Merced County Office of Education	\$132,625	\$153,037
8	Mariposa County Unified School District	\$175,000	\$189,280
9	Merced Community College District	\$574,587	\$501,440
Grand Total		\$3,087,817	\$3,137,143

Funding Changes

The Fiscal Agent will provide an upfront allocation of 1/12th every month to each member based on that member's allocation. The benefits include: a more streamlined process, one member having the Consortium information for reporting purposes versus various members having fragmented pieces, and the fiscal agent's ability to have a quick turnaround time in payment. In addition, Merced CCD (Fiscal Agent) was holding unallocated funds for 15-16. So for 16-17 Merced CCD (Fiscal Agent) would show as taking a reduction, but not according to the records.

Consensus and Approval Process

Consensus and approval for the programs to be served in our Consortium was agreed upon at the __November 20th, 2015__ GAEN Board Meeting. All members' work plans included details as to the populations to be served and the work plans were approved at such meeting. As a Consortium we serve within all seven categories, based on the needs of the region. As it relates to the 5 percent for administrative costs, the Fiscal Agent has agreed to not charge more than 5% of the AB104 funds allocated to the Consortium for administrative responsibilities. The Fiscal Agent will track hours spent for administrative procedures and only charge true expenses, not to exceed 5% of the award amount.

OTHER RULES AND PROCEDURES

Additional Information

Please attachments.

Supplementary Documentation

[cfaddocs.pdf](#)

SIGNATURE BLOCKS

Merced Union High School District

Reynoso, Vilma

Merced Union High School District

Glass, Debra

Merced County Office of Education

Whited, Mary

Merced Community College District

Conner, EdE, Shelly

Mariposa County Unified School District

Naranjo, David

Los Banos Unified School District

Enos, Paul

Le Grand Union High School District

Alley, Donna

Gustine Unified School District

Rivera-Pantoja, Denise

Dos Palos Oro Loma Jt. Unified School District

Lemos, Frank

Delhi Unified School District

Melara, Adolfo