

# CONSORTIUM FISCAL ADMINISTRATION DECLARATION

## RANCHO SANTIAGO ADULT EDUCATION CONSORTIUM

### CONSORTIUM INFORMATION

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#### Organizational Information

<b>Consortium Name</b>	43 Rancho Santiago
<b>Long Name</b>	Rancho Santiago Adult Education Consortium
<b>Short Name</b>	RANCHO SANTIAGO
<b>Address</b>	2323 North Broadway Santa Ana, CA 92706
<b>Website</b>	<a href="http://www.ranchosantiagoadulted.com">www.ranchosantiagoadulted.com</a>

#### Reporting Period

<b>Start Date</b>	07/01/2016
<b>End Date</b>	06/30/2017

#### 2015 - 16 Grant Period

<b>2015 - 16 Grant Number</b>	15-328-41
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#### Consortium Administration

<b>Primary Contact(s)</b>	<b>Gascon, Chrissy</b> Director, AEBG (714) 628-5969 <a href="mailto:gascon_christine@sccollege.edu">gascon_christine@sccollege.edu</a>
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## MEMBERS

Member Name	Contact(s)	District / LEA Code
Santa Ana Unified School District	<b>Murray, Ryan</b> (714) 571-4401 <a href="mailto:ryan.murray@sausd.us">ryan.murray@sausd.us</a>	66670
Orange Unified School District	<b>Torres, Kerrie</b> (714) 628-4467 <a href="mailto:ktorres@orangeusd.org">ktorres@orangeusd.org</a>	66621
Garden Grove Unified School District	<b>Van Luit, Connie</b> (714) 663-6305 <a href="mailto:cvanluit@ggusd.us">cvanluit@ggusd.us</a>	66522
Orange County Department of Education	<b>Vachet, Mary Lou</b> Program Administrator (714) 719-0908 <a href="mailto:mvachet@ocde.us">mvachet@ocde.us</a>	10306
Rancho Santiago Community College District	<p><b>Hardash, Peter</b> Chief Financial Business Officer (714) 480-7340 <a href="mailto:hardash_peter@rscdd.edu">hardash_peter@rscdd.edu</a></p> <p><b>Walker, Mary</b> Interim Dean, Instruction and Student Services (714) 628-5974 <a href="mailto:walker_mary@sccollege.edu">walker_mary@sccollege.edu</a></p> <p><b>Gascon, Chrissy</b> Director, AEBG (714) 628-5969 <a href="mailto:gascon_christine@sccollege.edu">gascon_christine@sccollege.edu</a></p> <p><b>Kudlik, Richard</b> Fiscal Services Manager (714) 480-7349 <a href="mailto:kudlik_richard@rscdd.edu">kudlik_richard@rscdd.edu</a></p> <p><b>Fasbinder, Lori</b> Dean, Instruction and Student Services (714) 628-5971 <a href="mailto:fasbinder_lori@sccollege.edu">fasbinder_lori@sccollege.edu</a></p> <p><b>Fasbinder, Lori</b> Dean of Instruction and Student Services (714) 628-5971 <a href="mailto:fasbinder_lori@sccollege.edu">fasbinder_lori@sccollege.edu</a></p>	00870

## FISCAL MANAGEMENT

### Funding Channel

The consortium has designated a fiscal agent

### Rationale

In accordance with AB 104 and Education Code section 84913, the Rancho Santiago Adult Education Consortium (RSAEC) has chosen a fiscal agent to manage the fiscal responsibilities of the consortium. Members agree that this has been an efficient system for the 2015-16 year and want to continue with this structure. The fiscal agent structure has allowed for trust and collaboration to build among RSAEC members. The members see the benefit that this has brought to the consortium and want to continue with the progress that has been made under this system. Rancho Santiago Community College District (RSCCD) was chosen as the fiscal agent for 2015-2016. As the fiscal agent, RSCCD has been responsible for collecting, compiling, and reporting consortium-level fiscal information to the AEBG office and the consortium supports the decision to have RSCCD continue with the duties of fiscal agent for 2016-17. On April 18, 2016, RSAEC’s officially-designated voting members voted and unanimously approved RSCCD to continue as the fiscal agent.

**Approach**

To fiscally manage the Adult Education Block Grant, the fiscal agent has provided members with subcontract agreements. These agreements include detailed Scope of Work and Budget Detail sheets. The Budget Detail sheets include details on object codes and pre-calculated cells to provide members an embedded “checks and balance” system to avoid data entry errors. These cells also calculate the indirect costs for the member agencies and/or districts. The Scope of Work sheets include brief narratives to substantiate the expenditures during the specified reporting period. The RSCCD accountant assigned to AEBG monitors these expenditures monthly and works with the AEBG Director to assure that expenditures are within the AEBG approved guidelines. The submitted expenditure and progress reports from the members are then compiled at the consortium level to generate the consortium fiscal report. Finally, the RSCCD’s certifying official certifies the expenditures and submits the report to the state on behalf of the consortium.

**Certifying Official / Coordinator**

Kudlik, Richard

**Certifying Official /  
Coordinator's Email**

[kudlik\\_richard@rsccd.edu](mailto:kudlik_richard@rsccd.edu)

## ALLOCATION SCHEDULE

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**15-16 AEBG Funds**

<b>15-16 AEBG Entitlements</b>	\$4,308,637
<b>15 - 16 Member Allocations</b>	\$0

**16-17 AEBG Funds**

<b>16-17 AEBG Entitlements</b>	\$4,403,130
<b>16 - 17 Member Allocations</b>	\$4,403,130

## MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Santa Ana Unified School District	\$0	\$0
2	Orange Unified School District	\$6,722	\$6,722
3	Garden Grove Unified School District	\$1,421,453	\$1,455,875
4	Orange County Department of Education	\$0	\$0
5	Rancho Santiago Community College District	\$2,880,462	\$2,940,533
<b>Grand Total</b>		<b>\$4,308,637</b>	<b>\$4,403,130</b>

### **Funding Changes**

There was a \$34,422 funding change between the 2015-16 and the 2016-17 reporting years. Garden Grove Unified School District will receive \$34,422 more in allocated funds for 2016-17 than they received in 2015-16. Rancho Santiago Community College District will receive \$34,422 less in 2016-17 than they did in 2015-16. RSCCD is in support of this decision. In addition, RSCCD received an additional allocation of \$94,493 in 2016-17. These funds represent the increase of funds that was given after 2015-16 allocation. On April 18, 2016, RSAEC's officially-designated voting members voted and unanimously approved this adjustment to the allocation.

### **Consensus and Approval Process**

In July 2015, the Rancho Santiago Adult Education Consortium formed a Strategy Proposal Workgroup to collaborate on ways to meet the AEBG objectives in the seven approved program areas. This workgroup is open to all members and partners and is comprised of RSAEC voting members, K-12 and noncredit teachers, program area coordinators, inmate education and OC Sheriff's Department representatives, Department of Education representatives, and K-12 and CCD administrators. This workgroup is an extension of the AB86 taskforce groups that were formed to create the AB86 Regional Comprehensive Plan. The Strategy Proposal Workgroup works collectively to create strategies and accompanying budgets to meet the needs of the adult learners in the Rancho Santiago region. These proposals are then sent forth to the RSAEC Executive Committee to be voted on and approved. These proposals and budgets formed the basis of how 2016-2017 funds were allocated to consortium members. RSAEC members and partners posted the meeting agenda at their respective local sites and the agenda was available online via the consortium website. The recommendation for the 2016-17 allocation schedule was presented at a public meeting for public comment, questions, and discussion. On April 18, 2016, RSAEC's officially-designated voting members voted and unanimously approved the allocation schedule.

## OTHER RULES AND PROCEDURES

### **Additional Information**

n/a

### **Supplementary Documentation**

## SIGNATURE BLOCKS

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**Santa Ana Unified School District**

*Murray, Ryan*

**Orange Unified School District**

*Torres, Kerrie*

**Garden Grove Unified School District**

*Van Luit, Connie*

**Rancho Santiago Community College District**

*Walker, Mary*

**Orange County Department of Education**

*Vachet, Mary Lou*