

# CONSORTIUM FISCAL ADMINISTRATION DECLARATION

## SANTA MONICA REGIONAL CONSORTIUM FOR ADULT EDUCATION

### CONSORTIUM INFORMATION

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#### Organizational Information

<b>Consortium Name</b>	56 Santa Monica
<b>Long Name</b>	Santa Monica Regional Consortium for Adult Education
<b>Short Name</b>	SANTA MONICA
<b>Address</b>	Santa Monica College: ATTN Dione Carter 1900 Pico Blvd Santa Monica, CA 90405
<b>Website</b>	<a href="http://www.santamonica4adulthood.org">www.santamonica4adulthood.org</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>	15-328-56
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#### Consortium Administration

<b>Primary Contact(s)</b>	<b>Edeburn, Ellen</b> <i>Director of Secondary Curriculum and Instruction</i> (310) 450-8338 <a href="mailto:eedeburn@smmusd.org">eedeburn@smmusd.org</a>
	<b>Carter, Dione</b> <i>Dean, Noncredit and External Programs</i> (310) 434-4858 <a href="mailto:carter_dione@smc.edu">carter_dione@smc.edu</a>

### MEMBERS

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Member Name	Contact(s)	District / LEA Code
Santa Monica-Malibu Unified School District	<b>Edeburn, Ellen</b> <i>Director of Secondary Curriculum and Instruction</i> (310) 450-8338 <a href="mailto:eedeburn@smmusd.org">eedeburn@smmusd.org</a>	64980
Santa Monica Community College District	<b>Carter, Dione</b> <i>Dean, Noncredit and External Programs</i> (310) 434-4858 <a href="mailto:carter_dione@smc.edu">carter_dione@smc.edu</a>	00780

### FISCAL MANAGEMENT

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**Funding Channel**

The consortium has chosen direct funding

**Rationale**

The consortium has chosen direct funding as the method of Funding Channel.

**Approach**

### **Consortium Member Oversight of individual budget and expenditure**

Each member of the Consortium has designated personnel who will provide budgetary planning and expenditure oversight. SMMUSD provides this planning and oversight primarily through the collaboration between the SMMUSD Co-Project Director, Principal of the Adult School, and the SMMUSD Co-Chair, along with the oversight of the SMMUSD Fiscal Director, and the District's Fiscal Department. SMC provides this planning and oversight through coordination between the SMC Co-Chair, SMC Co-Project Director and fiscal services at the college represented by an accountant specializing in restricted funds accounting. Both member Co-Chairs and the Co-Project Directors work closely with Fiscal Services at their member organizations and with Implementation Teams in order to provide narrative project progress monitoring and fiscal expenditure oversight. Expenditures are cataloged through the respective member fiscal services offices and the respective Co-Chairs and Co-Project Directors verify accuracy while also monitoring budget conformity vs. shortfalls/overruns.

### **Monthly Consortium Meeting Fiscal Reports**

Fiscal and/or budget reporting will be included at each governing board meeting. The Consortium members will report the use of funds in a single report, however, delineating individual member expenditure in separate tables within that report for the governing board's edification. Certification of expenditures will be made using the single report signed by the Co-Chairs, certifying their own member organization's expenditures.

### **Rollup**

Monthly reporting described above will be used in the roll up process. Monthly Expenditures will be reported and certified through governing board meetings. These expenditures will be compiled jointly with the use of a data form made available to both member organizations. The monthly reporting as well as the compiled totals will be made available to the Fiscal Coordinator on a monthly basis.

#### ***Certifying Official / Coordinator***

Carter, Dione

**Certifying Official /  
Coordinator's Email**

[carter\\_dione@smc.edu](mailto:carter_dione@smc.edu)

## ALLOCATION SCHEDULE

### 15-16 AEBG Funds

<b>15-16 AEBG Entitlements</b>	\$1,054,147
<b>15 - 16 Member Allocations</b>	\$0

### 16-17 AEBG Funds

<b>16-17 AEBG Entitlements</b>	\$1,077,163
<b>16 - 17 Member Allocations</b>	\$1,077,163

## MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Santa Monica-Malibu Unified School District	\$679,147	\$690,655
2	Santa Monica Community College District	\$375,000	\$386,508
<b>Grand Total</b>		<b>\$1,054,147</b>	<b>\$1,077,163</b>

**Funding Changes** No significant changes in fund allocations to report.

**Consensus and Approval Process** The decision to divide Non-MOE allocation funds equally was agreed upon between the members as a satisfactory funding level for each member to implement AEBG activities.

## OTHER RULES AND PROCEDURES

### Additional Information

No additional information to provide.

### Supplementary Documentation

## SIGNATURE BLOCKS

**Santa Monica-Malibu Unified School District**

*Edeburn, Ellen*

**Santa Monica Community College District**

*Carter, Dione*