



Consortium Fiscal Administration Declaration

INSTRUCTIONS: The form below has been partially completed based on information provided from your Consortium Annual Plan and prior year's Consortium Fiscal Administration Declaration. Please carefully review and update each section. You may save your progress by clicking the **Save** button at the bottom of the page. When you have completed all sections, click **Submit** and follow the prompts to finalize your 2017-18 Consortium Fiscal Administration Declaration.

Click on the **Consortium Information** header to begin.

Consortium Information

56 Santa Monica

Address

1900 Pico Blvd

Street Address

Street Address 2

Santa Monica Ca 90405

City State Zip

Website

www.santamonica4adulthood.org

Primary Contact

Dione Carter

First Last

Certifying Official / Coordinator

Dione Carter

First Last

Logo

If your consortium has a logo, please upload it here.

Files must be in .png format.

[remove](#)



Primary Contact Email

carter_dione@smc.edu

Certifying Official / Coordinator Email

carter_dione@smc.edu

Consortium Membership

Member Representation

List Consortium Member agencies planning to participate in the 2017-18 program year. For each Member listed, please provide the name and contact information for the Member Representative authorized to approve allocations on behalf of each Member agency. Signatures from each of these individuals will be required in order to complete your 2017-18 CFAD.

Member Agency	Member Representative	Email	Phone	Approved
Santa Monica-Malibu Unified School District	Ellen Edeburn	eedeburn@smmUSD.org	(310) 450-8338	07/01/2015
Santa Monica Community College District	Dione Carter	carter_dione@smc.edu	(310) 434-4858	03/07/2016

Organizational Chart

Attach your current Consortium organizational chart. Show member reporting and fiscal agency relationships, key partners, as well as other stakeholder groups as applicable.



Fiscal Management

Funding Channel

AB104 legislation states that each Consortia may decide to designate a fiscal administrator to receive and distribute AEBG funds. If a member agency is chosen to be the fund administrator, the member shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program. This process shall not require a consortium member to be funded on a reimbursement basis.

Please select the option that best describes how funding should be disseminated to your Consortium from the state.

- The consortium has designated a fiscal agent
- The consortium has chosen direct funding

Rationale

Provide details regarding the rationale for your fiscal structure decision. How did you arrive at the decision? What were the overwhelming benefits to using this structure?

The rationale for fiscal structure;(a) Each agency has different accounting structure and Board approval process
 Decision-Making Process: The fiscal structure was placed on the agenda, the consortium voted on the agenda item
 Benefits of using the structure: (a) sharing the responsibility; (b) ensuring faster processing (c) Auditing purposes (d) ability to keep track of spending from each agency.

Fiscal Management Approach

Whether using a fiscal agent or direct funding model, describe how you are fiscally managing your block grant. How are you rolling up grant expenditures to report to the State?

Each Consortium Member has designated personnel who will provide budgetary planning and expenditure oversight. SMMUSD provides this planning and oversight primarily through the collaboration between the (SMMUSD) SMRC Co-Project Director/the (SMMUSD) SMRC 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) SMRC Co-Chair, (SMC) SMRC Co-Project Director and fiscal services at the college represented by an accountant specializing in restricted funds accounting. Both member Co-Chairs and Co-Project Directors work closely with Fiscal Services at their member organizations and with SMRC Implementation Teams in order to provide narrative project progress monitoring and fiscal expenditure oversight. Expenditures are cataloged

through the respective member fiscal services offices, the respective SMRC Co-Chairs and Co-Project Directors verify accuracy while monitoring budget conformity vs. shortfalls/overruns.

Monthly Consortium Meeting Fiscal

Reports

Fiscal and/or budget reporting will be included at each SMRC governing board meeting.

The Consortium members will report the use of funds in a single report, however, delineating individual member expenditures 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 SMRC 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 SMRC 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.

Member Allocations

Member Allocations

In the table below, provide approved funding allocations to each Consortium Member by program year. Total allocations must equal the total AEBG funds allocated to the Consortium for each fiscal year.

	2015-16	2016-17	2017-18
Total AEBG Funds	\$1,054,147	\$1,077,163	\$1,077,163
Total Allocated to Members	\$1,054,147	\$1,077,163	\$1,077,163
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Santa Monica-Malibu Unified School District	\$679,147	\$690,655	\$690,655
Santa Monica Community College District	\$375,000	\$386,508	\$386,508
Total	\$1,054,147	\$1,077,163	\$1,077,163

Allocation Changes

Please describe any significant changes in allocations to members made for the 2015-16 and / or 2016-17 program years.

No significant changes in fund allocations to report.

Consensus and Approval

Describe how you arrived at consensus and approval of the allocations provided in the table above.

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.

Certification and Submission

Consortia must obtain signatures from each participating Member Agency certifying their acknowledgement and approval of the annual Member Allocations provided herein. The AEBG Web Portal provides two options for submitting these signatures:

1. Digital signatures may be submitted directly by clicking on the signature blocks below, and signing using a stylus or mouse; or
2. Consortia may alternately provide a scanned printout of their approved CFAD, replete with Member Signatures, via the upload link on the Certification Page.

Please select from the following options:

- Print and Sign
- Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

Signature Block

Santa Monica-Malibu Unified School District

Santa Monica Community College District

Ellen Edeburn

Dione Carter

Click to indicate you are ready to Submit your 2017-18 CFAD

Applicant	Status	Date
Laura Manyweather	Approved	04/21/2017 8:22pm

Signature