

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	09 Citrus
Long Name	Citrus College Adult Education Consortium
Short Name	CITRUS
Address	920 S. Mountain Ave. Unit H Monrovia, CA 91016
Website	http://www.ccadulted.org/

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017

2015 - 16 Grant Period

2015 - 16 Grant Number	15-328-29
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Consortium Administration

Primary Contact(s)	Russell, John Program Director (626) 471-3044 jrussell@monroviashools.net
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MEMBERS

Member Name	Contact(s)	District / LEA Code
Monrovia Unified School District	<p>Wu, Connie Chief Business Officer (626) 471-2050 cwu@monroviaschools.net</p> <p>Conway, David Fiscal Agent Contact (626) 471-2055 dconway2@monroviaschools.net</p> <p>Russell, John Program Director (626) 471-3044 jrussell@monroviaschools.net</p> <p>Fertig, Flint Director (626) 471-3065 ffertig@monroviaschools.net</p> <p>Fertig, Flint Director of Alternative and Adult Education (626) 926-6812 ffertig@monroviaschools.net</p> <p>Russell, John Program Director (626) 471-3044 jrussell@monroviaschools.net</p>	64790
Glendora Unified School District	<p>Summers, Rebecca (626) 963-1611 rsummers@glendora.k12.ca.us</p>	64576
Duarte Unified School District	<p>Morris, Kevin (626) 599-5130 kmorris@duarteusd.org</p>	64469
Claremont Unified School District	<p>Delvasto, Felipe (909) 398-0609 fdelvasto@cusd.claremont.edu</p>	64394
Azusa Unified School District	<p>Ketza, Mary (626) 852-8400 mketza@azusa.org</p>	64279
Citrus Community College District	<p>Lancaster, James (626) 852-6403 jlancaster@citruscollege.edu</p>	00820

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

This model has worked well so far. Even those consortia that have chosen direct funding are going to have to coordinate the Annual Fiscal Report and with one fiscal agent being responsible for this process, the consortium will be less bureaucratic in assembling the report.

Approach

The MUSD

fiscal contact, David Conway, is serving as the Certifying Officer. This Officer will aggregate certified individual member accounts into a consortium-wide accounting and based on member CBO certifications, certify for the consortium. The program director has created an online form that will track expenditures based on the annual plan goals and objectives. Individual members will enter narrative information into this form that will then be aggregated by the program director. The fiscal contact will work with the program director to complete all necessary narratives for the fiscal reports.

The CCAEC

Annual Financial Report will be approved by the board as follows: the Program Director and the Certifying Officer will complete aggregation of member expenditures and required narrative into a draft Annual Report. Board representatives will review and revise the draft report and then ratify the revised report. The ratified draft Annual Report will be posted on the consortium website for public review. At the meeting following the posting of the draft report, the board will consider public comments and after said consideration and any additional revisions, the board will vote to approve.

To increase accountability for the fiscal agent, CCAEC members have agreed that the 5% fiscal fee will be used to buy a to-be-determined percentage of the fiscal contact's salary and clerical/support salaries.

Certifying Official / Coordinator

Conway, David

Certifying Official / Coordinator's Email

dconway2@monroviасhools.net

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$4,074,252
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$4,097,268
16 - 17 Member Allocations	\$4,097,268

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Monrovia Unified School District	\$1,280,409	\$1,303,425
2	Glendora Unified School District	\$236,407	\$236,407
3	Duarte Unified School District	\$31,592	\$31,592
4	Claremont Unified School District	\$723,355	\$723,355
5	Azusa Unified School District	\$1,422,489	\$1,422,489
6	Citrus Community College District	\$380,000	\$380,000
Grand Total		\$4,074,252	\$4,097,268

Funding Changes	There are no significant changes.
Consensus and Approval Process	Allocations were deliberated and approved by the board.

OTHER RULES AND PROCEDURES

Additional Information

The Governance Plan and Bylaws for the consortium have been effective and did not change, so there is no need to complete this section.

Supplementary Documentation

SIGNATURE BLOCKS

Monrovia Unified School District

Wu, Connie

Monrovia Unified School District

Conway, David

Monrovia Unified School District

Russell, John

Monrovia Unified School District

Fertig, Flint

Glendora Unified School District

Summers, Rebecca

Duarte Unified School District

Morris, Kevin

Claremont Unified School District

Delvasto, Felipe

Azusa Unified School District

Ketza, Mary

Citrus Community College District

Lancaster, James

