

## Consortium Fiscal Administration Declaration

### Consortium Information

#### Organizational Information

**Consortium - Long Name** Victor Valley Adult Education Regional Consortium

**Consortium - Short Name** VICTOR VALLEY

**Address** 18422 Bear Valley Road  
Building 21 #149  
Victorville, ca 92395

**Website** [http://www.vvc.edu/academic\\_programs/hal/ab86-adult-ed-regional-consortia/](http://www.vvc.edu/academic_programs/hal/ab86-adult-ed-regional-consortia/)

**Logo**

#### Reporting Period

**Start Date** 07/01/2016

**End Date** 06/30/2017

#### 2015 - 16 Grant Number

**2015 - 16 Grant Number** 15-328-64

#### Consortium Administration

**Primary Contact** Martha Mendez  
**(s)** Project Manager  
(760) 245-4271  
[martha.mendez@vvc.edu](mailto:martha.mendez@vvc.edu)  
04/28/2016

### Members

Member Name	Contacts	District / LEA Code
<b>CCD</b>		
Victor Valley Community College District	<p><b>Peter Maphumulo</b> Vice President of Instruction/Student Services (760) 245-4271 <a href="mailto:peter.maphumulo@vvc.edu">peter.maphumulo@vvc.edu</a> 10/13/2015</p> <p><b>Martha Mendez</b> Project Manager (760) 245-4271 <a href="mailto:martha.mendez@vvc.edu">martha.mendez@vvc.edu</a> 04/01/2016</p> <p><b>Martha Mendez</b> Project Manager (760) 245-4271 <a href="mailto:martha.mendez@vvc.edu">martha.mendez@vvc.edu</a> 04/28/2016</p>	00990
<b>SSD</b>		
Apple Valley Unified School District	<p><b>Adele McClain</b> (760) 985-7218 <a href="mailto:adele_mcclain@avusd.org">adele_mcclain@avusd.org</a> 10/01/2015</p>	75077
Lucerne Valley Unified School District	<p><b>Suzette Davis</b> (760) 248-6106 <a href="mailto:suzette_davis@lvusd.k12.ca.us">suzette_davis@lvusd.k12.ca.us</a> 04/18/2016</p>	75051
Hesperia Unified School District	<p><b>Kim Walker</b> (760) 244-1771 <a href="mailto:kim_walker@hesperiausd.org">kim_walker@hesperiausd.org</a> 09/14/2015</p>	75044
Snowline Joint Unified School District	<p><b>Matt Wells</b> (760) 868-3222 <a href="mailto:matt_wells@snowlineschools.com">matt_wells@snowlineschools.com</a> 09/22/2015</p>	73957
Victor Valley Union High School District	<p><b>Gloria McGee</b> (760) 955-3201 <a href="mailto:gmcgee@vuhsd.org">gmcgee@vuhsd.org</a> 09/02/2015</p>	67934

**Fiscal Management**

**Funding Channel** The consortium has designated a fiscal agent

**Rationale** The Victor Valley Adult Education Regional Consortium (VVAERC) has chosen a fiscal agent to manage the fiscal responsibilities of the consortium. The fiscal agent offers a neutral point of contact responsible for distributing the consortium funds in accordance to the VVAERC Governance and Fiscal Allocation Plans, AB 104, and Education Code section 84913. The fiscal agent structure has allowed for trust and collaboration to build among VVAERC 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. The fiscal agent structure is effective and provides a system of checks and balances for managing the consortium funds. Victor Valley Community College District (VVCCD) was chosen as the fiscal agent for 2015-2016. As the fiscal agent, VVCCD has been responsible for collecting, compiling, and reporting consortium-level fiscal information to the AEBG office and the consortium supports the decision to have VVCCD continue with the duties of fiscal agent for 2016-2017. On April 26, 2016, VVAERC's officially-designated voting members unanimously decided on approving VVCCD to continue as the fiscal agent.

**Approach** To fiscally manage the Adult Education Block Grant, the fiscal agent has provided members with financial agreements/Memorandums of Understanding. The 2016-2017 agreements will include Scope of Work and require Budget Detail sheets. The Budget Detail sheets include details on object codes. The Scope of Work sheets include brief narratives to substantiate the expenditures during the specified reporting period. Each member will be responsible for providing fiscal reports as required by the state by certifying expenditures, and following approved state and federal general accounting practices. Each member is responsible for submitting detailed financial activity reports and Scope of Work Sheets to the VVAERC project manager for consolidation of data and for official submission, bi-annually or as stipulated by state guidance. The officially designated voting members of the consortium will review all consortium reports, prior to submission. The submitted expenditure and progress reports from the members shall be compiled at the consortium level to generate the consortium fiscal report. Finally, the VVAERC's certifying official certifies the expenditures and submits the fiscal report to the state on behalf of the consortium.

**Certifying Official / Coordinator** Martha Mendez

**Certifying Official's / Coordinator's Email** [martha.mendez@vvc.edu](mailto:martha.mendez@vvc.edu)

**Allocation Schedule**

Member Name	District / LEA Code	Member_Type	15 - 16 Allocations	16 - 17 Allocations	Variance
Apple Valley Unified School District	75077	SSD	\$367,503	\$387,579	\$20,076
Lucerne Valley Unified School District	75051	SSD	\$0	\$0	\$0
Hesperia Unified School District	75044	SSD	\$590,888	\$693,546	\$102,658
Snowline Joint Unified School District	73957	SSD	\$188,557	\$238,300	\$49,743
Victor Valley Union High School District	67934	SSD	\$383,255	\$418,872	\$35,617
Victor Valley Community College District	00990	CCD	\$495,522	\$331,015	-\$164,507
		<b>Sum</b>	<b>\$2,025,725</b>	<b>\$2,069,312</b>	<b>\$43,587</b>

**Funding Changes** The VVAERC workgroup met in September 2015 to develop an annual allocation schedule for the 2015-2016 academic year. Consortia allocations were based upon consortia member district needs in providing services consistent with the AEBG program areas and objectives. For the AEBG program year one, 2015-2016 year, the workgroup recommended allocating an amount equivalent to six (6) months of the agreed upon one(1) year individual member budget due to the anticipated delay in allocating funding from the fiscal agent to the individual consortia members. During the 2015-2016 program year, the fiscal agent VVCCD was allocated additional funds for the consortium level office, joint strategies and pilot implementation. To this end, all consortia members show an increase in 2016-2017 allocations with the exception of VVCCD since the consortium office has "carryover/remaining funds" from the 2015-2016 Victor Valley College Fiscal Agent allocation. The VVAERC members and workgroup agreed to continue meeting to develop a funding model for the 2017-2018 allocation based on program area needs, enrolment, and performance outcomes. On April 26th, 2016, VVAERC's officially-designated voting members voted and unanimously approved this adjustment to the allocation.

**Consensus and Approval Process** The Victor Valley Adult Education Regional Consortium formed a Workgroup to collaborate on ways to meet the AEBG objectives in the seven approved program areas. This workgroup is an extension of the AB86 consortium group that was formed to create the AB86 Regional Comprehensive Plan. The purpose of the workgroup was to develop recommendations to revise the VVAERC 2015-16 budget and to allocate funds for the 2016-17 budget. All members were invited to attend the workgroup meetings and participate in the decision-making process. The workgroup developed and agreed upon the recommendations through a consensus model. These proposals are then sent forth to the Victor Valley Adult Education Regional Consortium Board of Directors for approval. These proposals and budgets formed the basis of how 2016-2017 funds were allocated to consortium members. In accordance with the VVAERC Governance template, the VVAERC posted the meeting agenda on the fiscal agent building 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 26th, 2016, VVAERC's officially-designated voting members voted and unanimously approved the allocation schedule.

**Other Rules and Procedures**

**Additional Information** In coordination with the Project Manager, the VVAERC certifying official is Karen Hardy, Director of Fiscal Services with Victor valley Community College District.

**Supplementary Documentation**

### Signature Blocks

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**Name** Peter Maphumulo

**Member** Victor Valley Community College District

**Signature**



**Name** Gloria McGee

**Member** Victor Valley Union High School District

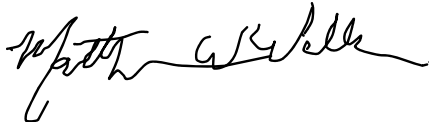
**Signature**



**Name** Matt Wells

**Member** Snowline Joint Unified School District


**Signature**



**Name** Kim Walker

**Member** Hesperia Unified School District

**Signature**



**Name** Adele McClain

**Member** Apple Valley Unified School District

**Signature**

