

September 30, 2025

Subject: 2024-25 Expenditure Approval

As the Consortium Manager for the Solano Adult Education Consortium (SAEC), one of my responsibilities is to complete the quarterly certification process for agency expenditures. To support this process, I've been seeking clarity on which fiscal reports should be consistently provided to consortium leadership to enable a thoughtful and accurate review. Based on guidance from CAEP TAP (per Mandilee Gonzales), this requirement is not yet formally defined. A general ledger (GL) statement produced by each district seems to be the most logical and transparent document, as it allows for comparison to the NOVA-reported amounts in each of the Object Codes (1000, 2000, etc.).

Over the past two years, our K-12 agency members have been consistently providing this information in a timely way, which has greatly supported the integrity of the review process. For Q4 this year, however, two members were not able to submit their year-end statements by the expected timeframe. While this was unexpected, I recognize there may have been challenges contributing to the delay. I appreciate the ongoing efforts of all members to balance competing priorities while still supporting consortium processes.

One member has suggested that we bring forward a discussion at the next Board meeting about adding a reporting requirement to the Bylaws, which could provide consistency and clarity moving forward. I welcome this conversation and encourage all members to share their perspectives so we can co-create a process that is clear, equitable, and sustainable for everyone.

For this quarter (Q4 2024–25), I have submitted two inquiries to CAEP TAP (SR-4240 and SR-4236) and will follow the guidance provided. In the meantime, I will move forward with certifying the Q4 expenditures today. To maintain transparency, I am also attaching this letter of clarification to the Solano consortium's NOVA record.

Thank you all for your collaboration and continued commitment to ensuring our consortium's fiscal reporting remains both accurate and aligned with best practices.

Respectfully,

Janice Fera

Consortium Manager

