

**ITEMS TO NOTE:**

- ✓ Funds must be encumbered between July 1, 2014 and June 30, 2015. **FUNDS NOT SPENT REVERT TO THE STATE OF IOWA GENERAL FUND.** If a RTC is unable to encumber all funds requested in the budget, Region must inform DE by February 2, 2015. In order to return funds to DE, Region must submit an explanation regarding reason for the return, a signed confirmation by entities' chief financial officer or equivalent, and documentation of voting consensus by Region's membership.
- ✓ Each RTC funded through the General Fund RTC appropriation must submit an Annual Report by July 31, 2015. *Timeframes are not negotiable.*
- ✓ **Release of the funding for the RTC is dependent upon the receipt and approval of the required documentation by the Iowa Department of Education.**
  - Funding will be allocated by the DE to each RTC once during the fiscal year. The DE must approve the "Regional Support Services Budget" before the requested RTC budget amounts are released to the RTC fiscal agent.

Complete reports should be limited to no more than two (2) pages, and should be a unified voice for each individual RTC. The report should answer the below questions.

1. Describe the last twelve months of **Technical Assistance** activities performed for Network Classrooms (indicate current initiatives, challenges, and/or any other information).

*The classroom maintenance has been less during the last six months, just as last year. I have tried to stay in contact with the classrooms that are being used to be sure they are working properly. It appears that the ICN has decided to convert the m-peg classrooms to IP. I believe one of my goals for the next year is to make sure the rest of the equipment in these rooms that are being converted work properly.*

2. Describe the last twelve months of **Planning and Troubleshooting** activities performed for Local Area Network (LAN/WAN) (indicate current initiatives, challenges, and/or any other information).

*DMACC, in the past has not had a need to support the schools with their Local Area Networks. With the ever increasing use of the Networks I have decided to assist the schools by having Network test equipment for them to use. They will be able to use our test equipment to work on a project and not need to spend their money for a one time project or trouble shooting problem.*

3. Describe the last twelve months of **Scheduling of Video Sites** activities (indicate current initiatives, challenges, and/or any other information).

*Schools are using their rooms less and are mostly requesting no transmits so they can use the room for their face to face classes. There are rumors that some of the rooms are being converted to IP. Our usage numbers have continued to decline again this year.*

4. Describe the entire RTC's current initiatives, challenges, and/or any other information.

*We would like to improve our offerings and technology in our classrooms throughout the district.*

5. Explain any changes or improvements (if any) your region would like to make?

***At this time we have technology needs we want to change district wide, otherwise continue doing the same sort of things.***

Provide Any Additional Comments:

***Keep monitoring the changes in the ICN, and make necessary improvements district wide. Offerings seem to be increasing on our campus and district wide.***

Form must be submitted to Iowa Department of Education prior to July 31, 2015.

**FY2015 REGIONAL SUPPORT SERVICES FINAL FINANCIAL ACCOUNTING**

**Fiscal Agent: Mark Steffen  
Community College: Des Moines Area Community College**

	<b>Total Expenses</b> <i>Include one monetary amount per area</i>	<b>% of Requested Budget</b>
<b>A. Technical Assistance for Network Classrooms</b> <i>(DO NOT include FTE information.)</i>  Does the RTC plan to provide first-line technical support for troubleshooting video classroom? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$24,759.50 Salary \$11,000.00 Equipment	39%
<b>B. Planning and Troubleshooting for Local Area Networks</b> <i>(DO NOT include FTE information.)</i>	AEA does not have a position to fund	0%
<b>C. Scheduling of Video Sites</b> <i>(DO NOT include FTE information.)</i>	\$55,771.00 Salary including benefits \$965.54 Equipment & office supplies	61%
<b>GRAND TOTAL</b>	\$92,496.04	100 %

Did the budget receive approval by a quorum of RTC members (6 of 9)?

All responses are based on having the RTC fully appointed. Six members of the RTC must approve the plan.

Yes

No (If no is checked, a brief explanation in the comments box must be provided.)

**COMMENTS:** (Space can also be used for percentage explanations outside of budgets.)

**Regarding Section C: The Region XI RTC members approved the budget because the position is the only full time scheduler for the largest region in the state.**

Form must be submitted to Iowa Department of Education prior to July 31, 2015

## Certification of Final Financial Accounting

I am the chief financial officer for the **Area Education Agency (AEA)** that is charged with acting as fiscal agent. AEA \_\_\_ provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional

Form must be submitted to Iowa Department of Education prior to July 31, 2015

## Certification of Final Financial Accounting

I am the chief financial officer for the **community college** that is charged with acting as fiscal agent for the Regional Telecommunications Council (RTC) in Region II. I hereby certify that I am aware of the guidelines issued by the Iowa Department of Education (DE) relating to the RTC Educational Support appropriation:

1. DE stresses the importance of transparency, accountability, and documentation within this RTC allocation process. Iowa Department of Education (DE) may complete **spot audits** of entire RTC regions and documents certified by fiscal agents to ensure that the appropriation funding is being spent as identified on the submitted plan. All RTC regions/personnel should retain and document all region-specific expenditures and additional information if an audit of the RTC appropriated funds is completed by the State of Iowa's Auditor's Office. **ALL DOCUMENTED INFORMATION SUBMITTED TO THE DE SHOULD BE EASILY ATTAINABLE BY THE RTC IN THE EVENT THE DE IS AUDITED AND REQUESTS FURTHER DOCUMENTATION TO SUPPORT THE INFORMATION THAT WAS PREVIOUSLY SUBMITTED IN THE DOCUMENTED COMPONENTS.**
2. All documentation components must be received and complied with by the identified timeframes or financial penalties may be incurred by the specific RTC.
3. The DE must receive the **Regional Support Services Budget** before the first half of the requested RTC budget amounts are released to the RTC fiscal agent.
4. Each community college's AND Area Education Agency's (AEA) chief financial officer or equivalent, who is charged with acting as fiscal agent for the entity, will certify and approve that he/she has reviewed the expenditures incurred on the **Certification of Final Financial Accounting Form** which is to be submitted and accompanied by the **Annual Report** by July 31, 2015.
  - A. If support services are provided by other regional entities such as AEAs, the entity's fiscal agents must also certify by signing and submitting a **Certification of Accountability and Transparency Form** and a **Certification of Final Financial Accounting Form**, which indicates the entity reviewed and approved the expenditures incurred by their entity.

Signature: Ben Vonklander

Name: Ben Vonklander, Chief Financial Officer (or equivalent)

Institution: DMACC

Date: 7-20-15

LAN/WAN Support is allocated to AEA

LAN/WAN Support is NOT allocated to AEA

*Please print this certification page, sign, and return with original signature to:*

*Angi Hillers, Iowa Department of Education  
Grimes State Office Building, 400 E. 14<sup>th</sup> Street, Des Moines, IA 50319*

Form must be submitted to Iowa Department of Education prior to July 31, 2015

Telecommunications Council in Region XI. Since AEA      receives a financial allocation of the RTC Educational Support appropriation through (Des Moines Area Community College), I hereby certify that I am aware of the guidelines issued by the Iowa Department of Education (DE) relating to the RTC Educational Support appropriation:

1. DE stresses the importance of transparency, accountability, and documentation within this RTC allocation process. Iowa Department of Education (DE) may complete **spot audits** of entire RTC regions and documents certified by fiscal agents to ensure that the appropriation funding is being spent as identified on the submitted plan. All RTC regions/personnel should retain and document all region-specific expenditures and additional information if an audit of the RTC appropriated funds is completed by the State of Iowa's Auditor's Office. **ALL DOCUMENTED INFORMATION SUBMITTED TO THE DE SHOULD BE EASILY ATTAINABLE BY THE RTC IN THE EVENT THE DE IS AUDITED AND REQUESTS FURTHER DOCUMENTATION TO SUPPORT THE INFORMATION THAT WAS PREVIOUSLY SUBMITTED IN THE DOCUMENTED COMPONENTS.**
2. All documentation components must be received and complied with by the identified timeframes or financial penalties may be incurred by the specific RTC.
3. The DE must receive the **Regional Support Services Budget** before the first half of the requested RTC budget amounts are released to the RTC fiscal agent.
4. Each community college's AND Area Education Agency's (AEA) chief financial officer or equivalent, who is charged with acting as fiscal agent for the entity, will certify and approve that he/she has reviewed the expenditures incurred on the **Certification of Final Financial Accounting Form** which is to be submitted and accompanied by the **Annual Report** within by July 31, 2015.
  - A. If support services are provided by other regional entities such as AEAs, the entity's fiscal agents must also certify by signing and submitting a **Certification of Accountability and Transparency Form** and a **Certification of Final Financial Accounting Form**, which indicates the entity reviewed and approved the expenditures incurred by their entity.

Signature: \_\_\_\_\_

Name: THE AEA DOES NOT RECEIVE ANY FUNDS \_\_\_\_\_, Chief Financial Officer (or equivalent)

Institution: \_\_\_\_\_

Date: \_\_\_\_\_

*Please print this certification page, sign, and return with original signature to:*

*Angi Hillers, Iowa Department of Education  
Grimes State Office Building, 400 E. 14<sup>th</sup> Street, Des Moines, IA 50319*