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.**
  o 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 technical assistance activities over the past six months have been limited to issues involving classroom equipment. Replacement of a document camera and replacement of a Front of Room monitor.

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).

   Continued testing/monitoring equipment installed at each ICN district in the region. Provided on-site and remote assistance for all district requests for troubleshooting and planning.

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

   The use of the ICN rooms in Region 3 has decreased this past year. The Region 3 billable hours report for January 1 - June 30 indicates a total of 416 video sessions and 488.74 hours. The Postsecondary Student audience group used the majority of the video sessions.

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

   Currently the RTC 3 finds that the schools are using the video classrooms less than they have before due to aging equipment and other educational opportunities for students. Some schools have decided to use their ICN rooms for regular classrooms rather to see them sit empty. In addition, the RTC does not seem to have topics
5. Explain any changes or improvements (if any) your region would like to make?

<table>
<thead>
<tr>
<th>Decrease use of ICN video classrooms and video usage in our area.</th>
</tr>
</thead>
</table>

Provide Any Additional Comments:
FY2015 REGIONAL SUPPORT SERVICES FINAL FINANCIAL ACCOUNTING

<table>
<thead>
<tr>
<th></th>
<th>Total Expenses</th>
<th>% of Requested Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Include one monetary amount per area</td>
<td></td>
</tr>
<tr>
<td>A. Technical Assistance for Network Classrooms</td>
<td>$21,505.96</td>
<td>%33.3</td>
</tr>
<tr>
<td>(DO NOT include FTE information.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the RTC plan to provide first-line technical support for troubleshooting video classroom?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>B. Planning and Troubleshooting for Local Area Networks</td>
<td>$21,505.96</td>
<td>%33.3</td>
</tr>
<tr>
<td>(DO NOT include FTE information.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Scheduling of Video Sites</td>
<td>$21,505.96</td>
<td>%33.3</td>
</tr>
<tr>
<td>(DO NOT include FTE information.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$64,517.89</td>
<td>%100</td>
</tr>
</tbody>
</table>

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.)

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

Angi Hillers, Iowa Department of Education
Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319
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 ___. 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: ______________________
Name: ______________, Chief Financial Officer (or equivalent)
Institution: ______________

Date: _____/____/2015

☐ 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. 14th Street, Des Moines, IA 50319
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 _3_ provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region _3_. Since AEA _3_ receives a financial allocation of the RTC Educational Support appropriation through Iowa Lakes 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: Wayne Hess

Name: Wayne Hess, Chief Financial Officer

Institution: Northwest AEA

Date: 7-28-15

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

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