

# AEBG Consortium Fiscal Reporting

## 37 North Orange County Regional Consortium for Adult Education (NOCRC)

2017-18 Fiscal Year

### Certification

#### Certified By

Janeth Manjarrez  
Director, Adult Education Program

Quarter 1 Status   Quarter 2 Status   Quarter 3 Status   Quarter 4 Status

Certified   Certified   Certified   Certified

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

### North Orange County CCD

#### North Orange County CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$252,432	0%	\$1,682,883	0%	\$1,682,883
2000 - Non-Instructional Salaries	\$0	\$289,322	0%	\$1,928,812	0%	\$1,928,812
3000 - Employee Benefits	\$0	\$110,088	0%	\$733,918	0%	\$733,918
4000 - Supplies and Materials	\$0	\$49,633	0%	\$330,886	0%	\$330,886
5000 - Other Operating Expenses and Services	\$0	\$134,779	0%	\$898,528	0%	\$898,528
6000 - Capital Outlay	\$0	\$110,966	0%	\$739,770	0%	\$739,770
7000 - Other Outgo	\$0	\$25,322	0%	\$168,815	0%	\$168,815
Indirect Costs	\$0	\$75,256	0%	\$501,706	0%	\$501,706
<b>Totals</b>	<b>\$0</b>	<b>\$1,047,798</b>	<b>0%</b>	<b>\$6,985,318</b>	<b>0%</b>	<b>\$6,985,318</b>

Status

Submitted

## North Orange County CCD Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$504,865	0%	\$1,682,883	0%	\$1,682,883
2000 - Non-Instructional Salaries	\$0	\$578,644	0%	\$1,928,812	0%	\$1,928,812
3000 - Employee Benefits	\$0	\$220,175	0%	\$733,918	0%	\$733,918
4000 - Supplies and Materials	\$0	\$99,266	0%	\$330,886	0%	\$330,886
5000 - Other Operating Expenses and Services	\$0	\$269,558	0%	\$898,528	0%	\$898,528
6000 - Capital Outlay	\$0	\$221,931	0%	\$739,770	0%	\$739,770
7000 - Other Outgo	\$0	\$50,645	0%	\$168,815	0%	\$168,815
Indirect Costs	\$0	\$150,512	0%	\$501,706	0%	\$501,706
<b>Totals</b>	<b>\$0</b>	<b>\$2,095,595</b>	<b>0%</b>	<b>\$6,985,318</b>	<b>0%</b>	<b>\$6,985,318</b>

Status

Submitted

## North Orange County CCD Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$192,989	\$757,297	25.48%	\$1,682,883	11.47%	\$1,489,894
2000 - Non-Instructional Salaries	\$338,537	\$867,965	39%	\$1,928,812	17.55%	\$1,590,275
3000 - Employee Benefits	\$120,438	\$330,263	36.47%	\$733,918	16.41%	\$613,480
4000 - Supplies and Materials	\$15,390	\$148,899	10.34%	\$330,886	4.65%	\$315,496
5000 - Other Operating Expenses and Services	\$338,695	\$404,338	83.77%	\$898,528	37.69%	\$559,833

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
6000 - Capital Outlay	\$53,395	\$332,897	16.04%	\$739,770	7.22%	\$686,375
7000 - Other Outgo	\$0	\$75,967	0%	\$168,815	0%	\$168,815
Indirect Costs	\$52,972	\$225,768	23.46%	\$501,706	10.56%	\$448,734
<b>Totals</b>	<b>\$1,112,416</b>	<b>\$3,143,393</b>	<b>35.39%</b>	<b>\$6,985,318</b>	<b>15.93%</b>	<b>\$5,872,902</b>

### Corrective Action Plan

Even though the consortium's budget for specific AEBG strategies and overall operating expenses exceeded the required 60% of the combined carry-over and current year allocations, not all budgeted activities were completed to the full extent. Specifically, the city approval of the NOCRC Office tenant improvement project took longer than expected creating a delay in expending funds related to the construction. Additionally, the consortium was unable to find a location for the originally planned strategy for independent living skills. As a result, the budgeted costs for property rental as well as the equipment, and supply purchases were not incurred. Similarly, the consortium was unable to finalize the purchase of a vehicle as planned for a strategy under the AWD program area. NOCRC is working on finalizing the budget for the 18/19 year ensuring that all planned activities are on track for being completed and budget expended.

**Status  
Submitted**

### North Orange County CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$445,438	\$1,009,730	44.11%	\$1,682,883	26.47%	\$1,237,445
2000 - Non-Instructional Salaries	\$790,496	\$1,157,287	68.31%	\$1,928,812	40.98%	\$1,138,316
3000 - Employee Benefits	\$279,616	\$440,351	63.5%	\$733,918	38.1%	\$454,302
4000 - Supplies and Materials	\$50,393	\$198,532	25.38%	\$330,886	15.23%	\$280,493
5000 - Other Operating Expenses and Services	\$602,355	\$539,117	111.73%	\$898,528	67.04%	\$296,173
6000 - Capital Outlay	\$134,034	\$443,862	30.2%	\$739,770	18.12%	\$605,736
7000 - Other Outgo	\$0	\$101,289	0%	\$168,815	0%	\$168,815
Indirect Costs	\$115,117	\$301,024	38.24%	\$501,706	22.95%	\$386,589

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
<b>Totals</b>	\$2,417,449	\$4,191,191	57.68%	\$6,985,318	34.61%	\$4,567,869

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

**Corrective Action Plan**

We have a few AEP supporting positions that needed to be created, processed and approved by several committees and the District’s Board of Trustees. We went through a transitional phase for our Director of AEP as well as a restructuring of and new integrations of strategies to ensure student and program successful outcomes.

**Summary of Activities:**

The implementation of a new strategy; marketing to ensure deliverables and student success. The new AEP marketing assistant will work with the consortium, partners and stakeholders to implement an effective and targeted marketing plan and branding for our existing and new programs. We will also be hosting an NOCRC Team Retreat to strategize for the next 3-year plan and the branding of NOCRC’s website and programs. Moreover, we will be launching a data visualization tool to enhance and support the student intake process and to facilitate the user (student) experience. There are other supporting contracts that will be paid to support short-term projects that are equally important to deliver excellent services for student success.

**Status**  
Submitted



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