

# CAEP Consortium Fiscal Reporting 09 Citrus College Adult Education Consortium

2019-20 Fiscal Year

## Certification

**Certified By**

John Russell  
Program Director

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

## Fiscal Report Submittal Status

|                                   | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|-----------------------------------|-----------|-----------|-----------|-----------|
| <a href="#">Azusa Unified</a>     | Submitted | Submitted | Submitted | Submitted |
| <a href="#">Claremont Unified</a> | Submitted | Submitted | Submitted | Submitted |
| <a href="#">Duarte Unified</a>    | Submitted | Submitted | Submitted | Submitted |
| <a href="#">Glendora Unified</a>  | Submitted | Submitted | Submitted | Submitted |
| <a href="#">Monrovia Unified</a>  | Submitted | Submitted | Submitted | Submitted |

## Azusa Unified

Azusa Unified 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                | \$145,255                      | \$0              | 100%                       | \$861,034          | 16.87%                       | \$715,779          |
| 2000 - Non-Instructional Salaries            | \$44,961                       | \$0              | 100%                       | \$256,752          | 17.51%                       | \$211,791          |
| 3000 - Employee Benefits                     | \$51,083                       | \$0              | 100%                       | \$304,225          | 16.79%                       | \$253,142          |
| 4000 - Supplies and Materials                | \$12,925                       | \$0              | 100%                       | \$133,557          | 9.68%                        | \$120,632          |
| 5000 - Other Operating Expenses and Services | \$9,233                        | \$0              | 100%                       | \$115,194          | 8.02%                        | \$105,961          |
| 6000 - Capital Outlay                        | \$0                            | \$18,688         | 0%                         | \$186,878          | 0%                           | \$186,878          |
| 7000 - Other Outgo                           | \$0                            | \$156,005        | 0%                         | \$624,019          | 0%                           | \$624,019          |
| Indirect Costs                               | \$30,292                       | \$0              | 100%                       | \$82,202           | 36.85%                       | \$51,910           |
| <b>Totals</b>                                | <b>\$293,749</b>               | <b>\$174,693</b> | <b>168.15%</b>             | <b>\$2,563,861</b> | <b>11.46%</b>                | <b>\$2,270,112</b> |

### Summary of Activities:

All expenses required to provide Adult Education services to students. These include certificated salaries (administration, counselors, and instructional staff), classified staff, benefits costs, instructional materials and supplies, custodial supplies, marketing, conferences, maintenance, printing, etc.

**Status  
Submitted**

### Azusa Unified 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                | \$362,739                      | \$0              | 100%                       | \$861,034          | 42.13%                       | \$498,295          |
| 2000 - Non-Instructional Salaries            | \$120,876                      | \$0              | 100%                       | \$256,752          | 47.08%                       | \$135,876          |
| 3000 - Employee Benefits                     | \$136,067                      | \$0              | 100%                       | \$304,225          | 44.73%                       | \$168,158          |
| 4000 - Supplies and Materials                | \$37,527                       | \$0              | 100%                       | \$133,557          | 28.1%                        | \$96,030           |
| 5000 - Other Operating Expenses and Services | \$23,537                       | \$0              | 100%                       | \$115,194          | 20.43%                       | \$91,657           |
| 6000 - Capital Outlay                        | \$0                            | \$18,688         | 0%                         | \$186,878          | 0%                           | \$186,878          |
| 7000 - Other Outgo                           | \$0                            | \$156,005        | 0%                         | \$624,019          | 0%                           | \$624,019          |
| Indirect Costs                               | \$60,583                       | \$0              | 100%                       | \$82,202           | 73.7%                        | \$21,619           |
| <b>Totals</b>                                | <b>\$741,329</b>               | <b>\$174,693</b> | <b>424.36%</b>             | <b>\$2,563,861</b> | <b>28.91%</b>                | <b>\$1,822,532</b> |

**Corrective Action Plan**

Supplies and materials will be purchased prior to end of fiscal year.

**Summary of Activities:**

All expenses required to provide Adult Education services to students. These include certificated salaries (administration, counselors, and instructional staff), classified staff, benefits costs, instructional materials and supplies, custodial supplies, marketing, conferences, maintenance, printing, etc.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Paul Hernandez, Director

| Object Code                                  | Year to Date (YTD) Expenditure | YTD Forecast     | % Expended of YTD Forecast | Project Budget     | % Expended of Overall Budget | Budget Remaining   |
|--|--------------------------------|------------------|----------------------------|--------------------|------------------------------|--------------------|
| 1000 - Instructional Salaries                | \$656,269                      | \$0              | 100%                       | \$861,034          | 76.22%                       | \$204,765          |
| 2000 - Non-Instructional Salaries            | \$190,927                      | \$0              | 100%                       | \$256,752          | 74.36%                       | \$65,825           |
| 3000 - Employee Benefits                     | \$235,905                      | \$0              | 100%                       | \$304,225          | 77.54%                       | \$68,320           |
| 4000 - Supplies and Materials                | \$133,557                      | \$0              | 100%                       | \$133,557          | 100%                         | \$0                |
| 5000 - Other Operating Expenses and Services | \$43,663                       | \$0              | 100%                       | \$115,194          | 37.9%                        | \$71,531           |
| 6000 - Capital Outlay                        | \$0                            | \$74,751         | 0%                         | \$186,878          | 0%                           | \$186,878          |
| 7000 - Other Outgo                           | \$0                            | \$156,005        | 0%                         | \$624,019          | 0%                           | \$624,019          |
| Indirect Costs                               | \$60,583                       | \$0              | 100%                       | \$82,202           | 73.7%                        | \$21,619           |
| <b>Totals</b>                                | <b>\$1,320,904</b>             | <b>\$230,756</b> | <b>572.42%</b>             | <b>\$2,563,861</b> | <b>51.52%</b>                | <b>\$1,242,957</b> |

### Summary of Activities:

All expenses required to provide Adult Education services to students. These include certificated salaries (administration, counselors, and instructional staff), classified staff, benefits costs, instructional materials and supplies, custodial supplies, marketing, conferences, maintenance, printing, etc.

**Status  
Submitted**

### Azusa Unified 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                | \$861,034                      | \$0              | 100%                       | \$861,034          | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$256,752                      | \$0              | 100%                       | \$256,752          | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$304,225                      | \$0              | 100%                       | \$304,225          | 100%                         | \$0              |
| 4000 - Supplies and Materials                | \$133,557                      | \$0              | 100%                       | \$133,557          | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$115,194                      | \$0              | 100%                       | \$115,194          | 100%                         | \$0              |
| 6000 - Capital Outlay                        | \$186,878                      | \$74,751         | 250%                       | \$186,878          | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$156,005        | 0%                         | \$624,019          | 0%                           | \$624,019        |
| Indirect Costs                               | \$82,202                       | \$0              | 100%                       | \$82,202           | 100%                         | \$0              |
| <b>Totals</b>                                | <b>\$1,939,842</b>             | <b>\$230,756</b> | <b>840.65%</b>             | <b>\$2,563,861</b> | <b>75.66%</b>                | <b>\$624,019</b> |

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

Guidance: Yes

**Summary of Activities:**

All expenses required to provide Adult Education services to students. These include certificated salaries (administration, counselors, and instructional staff), classified staff, benefits costs, instructional materials and supplies, custodial supplies, marketing, conferences, maintenance, printing, etc.

**Status  
Submitted**

**Claremont Unified**

Claremont Unified 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                | \$53,982                       | \$0          | 100%                       | \$463,573          | 11.64%                       | \$409,591        |
| 2000 - Non-Instructional Salaries            | \$25,590                       | \$0          | 100%                       | \$175,659          | 14.57%                       | \$150,069        |
| 3000 - Employee Benefits                     | \$21,142                       | \$0          | 100%                       | \$195,831          | 10.8%                        | \$174,689        |
| 4000 - Supplies and Materials                | \$12,978                       | \$0          | 100%                       | \$15,788           | 82.2%                        | \$2,810          |
| 5000 - Other Operating Expenses and Services | \$19,338                       | \$0          | 100%                       | \$102,255          | 18.91%                       | \$82,917         |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$56,000           | 0%                           | \$56,000         |
| Indirect Costs                               | \$0                            | \$0          | 100%                       | \$46,246           | 0%                           | \$46,246         |
| <b>Totals</b>                                | <b>\$133,030</b>               | <b>\$0</b>   | <b>100%</b>                | <b>\$1,055,352</b> | <b>12.61%</b>                | <b>\$922,322</b> |

**Status**  
**Submitted**

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**Claremont Unified 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                | \$136,315                      | \$0          | 100%                       | \$463,573          | 29.41%                       | \$327,258        |
| 2000 - Non-Instructional Salaries            | \$43,945                       | \$0          | 100%                       | \$175,659          | 25.02%                       | \$131,714        |
| 3000 - Employee Benefits                     | \$57,872                       | \$0          | 100%                       | \$195,831          | 29.55%                       | \$137,959        |
| 4000 - Supplies and Materials                | \$15,788                       | \$0          | 100%                       | \$15,788           | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$27,307                       | \$0          | 100%                       | \$102,255          | 26.7%                        | \$74,948         |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$56,000           | 0%                           | \$56,000         |
| Indirect Costs                               | \$0                            | \$0          | 100%                       | \$46,246           | 0%                           | \$46,246         |
| <b>Totals</b>                                | <b>\$281,227</b>               | <b>\$0</b>   | <b>100%</b>                | <b>\$1,055,352</b> | <b>26.65%</b>                | <b>\$774,125</b> |

**Corrective Action Plan**

Expenditures will be on target by the end of Q3.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Felipe Delvasto, Senior Coordinator of Alternative Education

**Claremont Unified 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                | \$136,315                      | \$0          | 100%                       | \$463,573          | 29.41%                       | \$327,258        |
| 2000 - Non-Instructional Salaries            | \$43,945                       | \$0          | 100%                       | \$175,659          | 25.02%                       | \$131,714        |
| 3000 - Employee Benefits                     | \$57,872                       | \$0          | 100%                       | \$195,831          | 29.55%                       | \$137,959        |
| 4000 - Supplies and Materials                | \$15,788                       | \$0          | 100%                       | \$15,788           | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$27,307                       | \$0          | 100%                       | \$102,255          | 26.7%                        | \$74,948         |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$56,000           | 0%                           | \$56,000         |
| Indirect Costs                               | \$0                            | \$0          | 100%                       | \$46,246           | 0%                           | \$46,246         |
| <b>Totals</b>                                | <b>\$281,227</b>               | <b>\$0</b>   | <b>100%</b>                | <b>\$1,055,352</b> | <b>26.65%</b>                | <b>\$774,125</b> |

### Corrective Action Plan

Expenditures will increase to the correct level during the 4th quarter.

Status  
Submitted

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### Claremont Unified 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                | \$453,063                      | \$0          | 100%                       | \$463,573          | 97.73%                       | \$10,510         |
| 2000 - Non-Instructional Salaries            | \$175,659                      | \$0          | 100%                       | \$175,659          | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$195,831                      | \$0          | 100%                       | \$195,831          | 100%                         | \$0              |
| 4000 - Supplies and Materials                | \$15,788                       | \$0          | 100%                       | \$15,788           | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$84,756                       | \$0          | 100%                       | \$102,255          | 82.89%                       | \$17,499         |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$56,000                       | \$0          | 100%                       | \$56,000           | 100%                         | \$0              |
| Indirect Costs                               | \$46,246                       | \$0          | 100%                       | \$46,246           | 100%                         | \$0              |
| <b>Totals</b>                                | <b>\$1,027,343</b>             | <b>\$0</b>   | <b>100%</b>                | <b>\$1,055,352</b> | <b>97.35%</b>                | <b>\$28,009</b>  |

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

Guidance: Yes

**Summary of Activities:**

All funds expended in pursuit of Annual Plan and Three Year Plan goals and in compliance of CAEP fiscal requirements.

**Status  
Submitted**

**Duarte Unified**

**Duarte Unified 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                | \$1,792                        | \$0          | 100%                       | \$1,792         | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$820                          | \$0          | 100%                       | \$2,304         | 35.59%                       | \$1,484          |
| 3000 - Employee Benefits                     | \$461                          | \$0          | 100%                       | \$600           | 76.83%                       | \$139            |
| 4000 - Supplies and Materials                | \$2,212                        | \$0          | 100%                       | \$4,613         | 47.95%                       | \$2,401          |
| 5000 - Other Operating Expenses and Services | \$750                          | \$0          | 100%                       | \$5,250         | 14.29%                       | \$4,500          |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0             | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$16,962        | 0%                           | \$16,962         |
| Indirect Costs                               | \$302                          | \$0          | 100%                       | \$1,577         | 19.15%                       | \$1,275          |
| <b>Totals</b>                                | <b>\$6,337</b>                 | <b>\$0</b>   | <b>100%</b>                | <b>\$33,098</b> | <b>19.15%</b>                | <b>\$26,761</b>  |

**Status**  
**Submitted**

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Duarte Unified 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                | \$1,792                        | \$0          | 100%                       | \$1,792         | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$820                          | \$0          | 100%                       | \$2,304         | 35.59%                       | \$1,484          |
| 3000 - Employee Benefits                     | \$461                          | \$0          | 100%                       | \$600           | 76.83%                       | \$139            |
| 4000 - Supplies and Materials                | \$2,212                        | \$0          | 100%                       | \$4,613         | 47.95%                       | \$2,401          |
| 5000 - Other Operating Expenses and Services | \$750                          | \$0          | 100%                       | \$5,250         | 14.29%                       | \$4,500          |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0             | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$16,962        | 0%                           | \$16,962         |
| Indirect Costs                               | \$302                          | \$0          | 100%                       | \$1,577         | 19.15%                       | \$1,275          |
| <b>Totals</b>                                | <b>\$6,337</b>                 | <b>\$0</b>   | <b>100%</b>                | <b>\$33,098</b> | <b>19.15%</b>                | <b>\$26,761</b>  |

**Corrective Action Plan**

Actual expenditure are on target. Supporting documents for expenditures are missing dollars from some categories and need corrective action. In addition, indirect cost we Those expenditures will be reported correctly for Q3.

**Summary of Activities:**

Funds have been expended according to the plan and data for K-12 Success program has been reported to the state.

**Status  
Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Kevin Morris, Director/Principal

**Duarte Unified 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                | \$1,792                        | \$0          | 100%                       | \$1,792         | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$858                          | \$0          | 100%                       | \$2,304         | 37.24%                       | \$1,446          |
| 3000 - Employee Benefits                     | \$516                          | \$0          | 100%                       | \$600           | 86%                          | \$84             |
| 4000 - Supplies and Materials                | \$2,905                        | \$0          | 100%                       | \$4,613         | 62.97%                       | \$1,708          |
| 5000 - Other Operating Expenses and Services | \$3,000                        | \$0          | 100%                       | \$5,250         | 57.14%                       | \$2,250          |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0             | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$16,962        | 0%                           | \$16,962         |
| Indirect Costs                               | \$302                          | \$0          | 100%                       | \$1,577         | 19.15%                       | \$1,275          |
| <b>Totals</b>                                | <b>\$9,373</b>                 | <b>\$0</b>   | <b>100%</b>                | <b>\$33,098</b> | <b>28.32%</b>                | <b>\$23,725</b>  |

### Corrective Action Plan

The current pandemic hindered ability to provide Spring services for the Adult Supporting K-12 Success program. Duarte had made great progress before the pandemic and is working with the consortium to re-establish these services virtually. The consortium is working on subcontracting 2019-20 funds if necessary.

### Summary of Activities:

All services were delivered according to the CCAEC Annual Plan and in compliance with CAEP regulations.

**Status**  
**Submitted**

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### Duarte Unified 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                | \$1,792                        | \$0          | 100%                       | \$1,792         | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$2,304                        | \$0          | 100%                       | \$2,304         | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$600                          | \$0          | 100%                       | \$600           | 100%                         | \$0              |
| 4000 - Supplies and Materials                | \$4,613                        | \$0          | 100%                       | \$4,613         | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$5,250                        | \$0          | 100%                       | \$5,250         | 100%                         | \$0              |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0             | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$16,962        | 0%                           | \$16,962         |
| Indirect Costs                               | \$728                          | \$0          | 100%                       | \$1,577         | 46.16%                       | \$849            |
| <b>Totals</b>                                | <b>\$15,287</b>                | <b>\$0</b>   | <b>100%</b>                | <b>\$33,098</b> | <b>46.19%</b>                | <b>\$17,811</b>  |

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

Guidance: Yes

**Corrective Action Plan**

Duarte has implemented a new distance learning plan to address COVID 19 to better utilize CAEP funds. Duarte is working with CCAEC members to determine if 2020-21 funds should be re-allocated.

**Summary of Activities:**

All funds expended in pursuit of Annual Plan and Three Year Plan goals and in compliance of CAEP fiscal requirements.

**Status**  
**Submitted**

**Glendora Unified**

**Glendora Unified 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                | \$12,980                       | \$0          | 100%                       | \$149,813      | 8.66%                        | \$136,833        |
| 2000 - Non-Instructional Salaries            | \$3,576                        | \$0          | 100%                       | \$49,178       | 7.27%                        | \$45,602         |
| 3000 - Employee Benefits                     | \$4,191                        | \$0          | 100%                       | \$51,031       | 8.21%                        | \$46,840         |
| 4000 - Supplies and Materials                | \$1,963                        | \$0          | 100%                       | \$8,454        | 23.22%                       | \$6,491          |
| 5000 - Other Operating Expenses and Services | \$0                            | \$0          | 100%                       | \$1,000        | 0%                           | \$1,000          |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$1,000        | 0%                           | \$1,000          |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$102,324      | 0%                           | \$102,324        |
| Indirect Costs                               | \$0                            | \$3,095      | 0%                         | \$12,381       | 0%                           | \$12,381         |
| <b>Totals</b>                                | \$22,710                       | \$3,095      | 733.7%                     | \$375,181      | 6.05%                        | \$352,471        |

**Summary of Activities:**

Activities completed per CCAEC Annual Plan and Three Year plan and according to CAEP requirements.

**Status**  
**Submitted**

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**Glendora Unified 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                | \$55,472                       | \$0            | 100%                       | \$149,813        | 37.03%                       | \$94,341         |
| 2000 - Non-Instructional Salaries            | \$16,538                       | \$0            | 100%                       | \$49,178         | 33.63%                       | \$32,640         |
| 3000 - Employee Benefits                     | \$17,225                       | \$0            | 100%                       | \$51,031         | 33.75%                       | \$33,806         |
| 4000 - Supplies and Materials                | \$8,372                        | \$0            | 100%                       | \$8,454          | 99.03%                       | \$82             |
| 5000 - Other Operating Expenses and Services | \$168                          | \$0            | 100%                       | \$1,000          | 16.8%                        | \$832            |
| 6000 - Capital Outlay                        | \$0                            | \$0            | 100%                       | \$1,000          | 0%                           | \$1,000          |
| 7000 - Other Outgo                           | \$0                            | \$0            | 100%                       | \$102,324        | 0%                           | \$102,324        |
| Indirect Costs                               | \$0                            | \$3,095        | 0%                         | \$12,381         | 0%                           | \$12,381         |
| <b>Totals</b>                                | <b>\$97,775</b>                | <b>\$3,095</b> | <b>3,158.87%</b>           | <b>\$375,181</b> | <b>26.06%</b>                | <b>\$277,406</b> |

**Corrective Action Plan**

Glendora is working with Monrovia to increase expenditures on ESL, HSD, and Parent K-12 Success programs.

**Summary of Activities:**

Funds expended according to Three Year Plan and Annual Plan.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Ron Letourneau

**Glendora Unified 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                | \$92,666                       | \$0          | 100%                       | \$149,813      | 61.85%                       | \$57,147         |
| 2000 - Non-Instructional Salaries            | \$31,135                       | \$0          | 100%                       | \$49,178       | 63.31%                       | \$18,043         |
| 3000 - Employee Benefits                     | \$29,882                       | \$0          | 100%                       | \$51,031       | 58.56%                       | \$21,149         |
| 4000 - Supplies and Materials                | \$8,454                        | \$0          | 100%                       | \$8,454        | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$168                          | \$0          | 100%                       | \$1,000        | 16.8%                        | \$832            |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$1,000        | 0%                           | \$1,000          |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$102,324      | 0%                           | \$102,324        |
| Indirect Costs                               | \$0                            | \$3,095      | 0%                         | \$12,381       | 0%                           | \$12,381         |
| <b>Totals</b>                                | \$162,305                      | \$3,095      | 5,243.68%                  | \$375,181      | 43.26%                       | \$212,876        |

### Corrective Action Plan

All funds expended per CAEP requirements and in pursuit of the Annual Plan.

**Status**  
Submitted

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### Glendora Unified 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                | \$149,813                      | \$0            | 100%                       | \$149,813        | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$49,178                       | \$0            | 100%                       | \$49,178         | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$51,031                       | \$0            | 100%                       | \$51,031         | 100%                         | \$0              |
| 4000 - Supplies and Materials                | \$8,454                        | \$0            | 100%                       | \$8,454          | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$168                          | \$0            | 100%                       | \$1,000          | 16.8%                        | \$832            |
| 6000 - Capital Outlay                        | \$0                            | \$0            | 100%                       | \$1,000          | 0%                           | \$1,000          |
| 7000 - Other Outgo                           | \$0                            | \$0            | 100%                       | \$102,324        | 0%                           | \$102,324        |
| Indirect Costs                               | \$0                            | \$3,095        | 0%                         | \$12,381         | 0%                           | \$12,381         |
| <b>Totals</b>                                | <b>\$258,644</b>               | <b>\$3,095</b> | <b>8,356.16%</b>           | <b>\$375,181</b> | <b>68.94%</b>                | <b>\$116,537</b> |

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

Guidance: Yes

**Summary of Activities:**

All funds expended in pursuit of Annual Plan and Three Year Plan goals and in compliance of CAEP fiscal requirements.

**Status  
Submitted**

**Monrovia Unified**

**Monrovia Unified 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                | \$131,334                      | \$0          | 100%                       | \$787,408          | 16.68%                       | \$656,074          |
| 2000 - Non-Instructional Salaries            | \$15,165                       | \$0          | 100%                       | \$100,268          | 15.12%                       | \$85,103           |
| 3000 - Employee Benefits                     | \$37,520                       | \$0          | 100%                       | \$302,603          | 12.4%                        | \$265,083          |
| 4000 - Supplies and Materials                | \$4,120                        | \$0          | 100%                       | \$28,445           | 14.48%                       | \$24,325           |
| 5000 - Other Operating Expenses and Services | \$35,259                       | \$0          | 100%                       | \$119,463          | 29.51%                       | \$84,204           |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0                |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0                |
| Indirect Costs                               | \$0                            | \$0          | 100%                       | \$66,909           | 0%                           | \$66,909           |
| <b>Totals</b>                                | <b>\$223,398</b>               | <b>\$0</b>   | <b>100%</b>                | <b>\$1,405,096</b> | <b>15.9%</b>                 | <b>\$1,181,698</b> |

### Summary of Activities:

MUSD certifies all activities completed per MCAS budget, CCAEC Annual Plan and Three Year plan and in accordance with CAEP requirements.

**Status**  
**Submitted**

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### Monrovia Unified 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                | \$329,022                      | \$0          | 100%                       | \$787,408          | 41.79%                       | \$458,386        |
| 2000 - Non-Instructional Salaries            | \$40,558                       | \$0          | 100%                       | \$100,268          | 40.45%                       | \$59,710         |
| 3000 - Employee Benefits                     | \$118,445                      | \$0          | 100%                       | \$302,603          | 39.14%                       | \$184,158        |
| 4000 - Supplies and Materials                | \$14,111                       | \$0          | 100%                       | \$28,445           | 49.61%                       | \$14,334         |
| 5000 - Other Operating Expenses and Services | \$35,259                       | \$0          | 100%                       | \$119,463          | 29.51%                       | \$84,204         |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$0          | 100%                       | \$66,909           | 0%                           | \$66,909         |
| <b>Totals</b>                                | <b>\$537,395</b>               | <b>\$0</b>   | <b>100%</b>                | <b>\$1,405,096</b> | <b>38.25%</b>                | <b>\$867,701</b> |

**Summary of Activities:**

Funds expended according to Three Year Plan and Annual Plan.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Flint Fertig  
John Russell, Program Director  
Calvin McKendrick, Assistant Principal

**Monrovia Unified 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                | \$517,112                      | \$0          | 100%                       | \$787,408          | 65.67%                       | \$270,296        |
| 2000 - Non-Instructional Salaries            | \$65,767                       | \$0          | 100%                       | \$100,268          | 65.59%                       | \$34,501         |
| 3000 - Employee Benefits                     | \$196,678                      | \$0          | 100%                       | \$302,603          | 65%                          | \$105,925        |
| 4000 - Supplies and Materials                | \$28,445                       | \$0          | 100%                       | \$28,445           | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$35,259                       | \$0          | 100%                       | \$119,463          | 29.51%                       | \$84,204         |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| Indirect Costs                               | \$66,909                       | \$0          | 100%                       | \$66,909           | 100%                         | \$0              |
| <b>Totals</b>                                | <b>\$910,170</b>               | <b>\$0</b>   | <b>100%</b>                | <b>\$1,405,096</b> | <b>64.78%</b>                | <b>\$494,926</b> |

### Summary of Activities:

All funds expended according to CAEP requirements in pursuit of Annual Plan objectives.

**Status**  
**Submitted**

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### Monrovia Unified 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                | \$787,408                      | \$0          | 100%                       | \$787,408          | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$100,268                      | \$0          | 100%                       | \$100,268          | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$302,603                      | \$0          | 100%                       | \$302,603          | 100%                         | \$0              |
| 4000 - Supplies and Materials                | \$28,445                       | \$0          | 100%                       | \$28,445           | 100%                         | \$0              |
| 5000 - Other Operating Expenses and Services | \$119,463                      | \$0          | 100%                       | \$119,463          | 100%                         | \$0              |
| 6000 - Capital Outlay                        | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$0                | 100%                         | \$0              |
| Indirect Costs                               | \$66,909                       | \$0          | 100%                       | \$66,909           | 100%                         | \$0              |
| <b>Totals</b>                                | <b>\$1,405,096</b>             | <b>\$0</b>   | <b>100%</b>                | <b>\$1,405,096</b> | <b>100%</b>                  | <b>\$0</b>       |

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

Guidance: Yes

**Summary of Activities:**

All funds expended in pursuit of Annual Plan and Three Year Plan goals and in compliance of CAEP fiscal requirements.

**Status**  
**Submitted**



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