# CAEP Consortium Fiscal Reporting 09 Citrus College Adult Education Consortium

2020-21 Fiscal Year

## Certification

#### **Certified By**

John Russell Program Director

Quarter 1 StatusQuarter 2 StatusQuarter 3 StatusQuarter 4 StatusCertifiedUncertifiedUncertifiedUncertified

## Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<u>Azusa</u> <u>Unified</u>	Submitted	Not Submitted	Not Submitted	Not Submitted
<u>Claremont</u> <u>Unified</u>	Submitted	Not Submitted	Not Submitted	Not Submitted
<u>Duarte</u> <u>Unified</u>	Submitted	Not Submitted	Not Submitted	Not Submitted
<u>Glendora</u> <u>Unified</u>	Submitted	Not Submitted	Not Submitted	Not Submitted
<u>Monrovia</u> <u>Unified</u>	Submitted	Not Submitted	Not Submitted	Not 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	\$295,395	\$0	100%	\$817,290	36.14%	\$521,895
2000 - Non-Instructional Salaries	\$60,729	\$0	100%	\$208,246	29.16%	\$147,517
3000 - Employee Benefits	\$93,370	\$0	100%	\$304,002	30.71%	\$210,632
4000 - Supplies and Materials	\$91,327	\$0	100%	\$366,152	24.94%	\$274,825
5000 - Other Operating Expenses and Services	\$2,882	\$0	100%	\$174,300	1.65%	\$171,418
6000 - Capital Outlay	\$13,350	\$0	100%	\$13,360	99.93%	\$10
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$90,000	0%	\$90,000
Totals	\$557,053	\$0	100%	\$1,973,350	28.23%	\$1,416,297

# 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	\$295,395	\$0	100%	\$817,290	36.14%	\$521,895
2000 - Non-Instructional Salaries	\$60,729	\$0	100%	\$208,246	29.16%	\$147,517
3000 - Employee Benefits	\$93,370	\$0	100%	\$304,002	30.71%	\$210,632
4000 - Supplies and Materials	\$91,327	\$0	100%	\$366,152	24.94%	\$274,825
5000 - Other Operating Expenses and Services	\$2,882	\$0	100%	\$174,300	1.65%	\$171,418
6000 - Capital Outlay	\$13,350	\$0	100%	\$13,360	99.93%	\$10
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$90,000	0%	\$90,000
Totals	\$557,053	\$0	100%	\$1,973,350	28.23%	\$1,416,297

# Unsubmitted

### Azusa 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	\$295,395	\$0	100%	\$817,290	36.14%	\$521,895
2000 - Non-Instructional Salaries	\$60,729	\$0	100%	\$208,246	29.16%	\$147,517
3000 - Employee Benefits	\$93,370	\$0	100%	\$304,002	30.71%	\$210,632
4000 - Supplies and Materials	\$91,327	\$0	100%	\$366,152	24.94%	\$274,825
5000 - Other Operating Expenses and Services	\$2,882	\$0	100%	\$174,300	1.65%	\$171,418
6000 - Capital Outlay	\$13,350	\$0	100%	\$13,360	99.93%	\$10
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$90,000	0%	\$90,000
Totals	\$557,053	\$0	100%	\$1,973,350	28.23%	\$1,416,297

## Unsubmitted

### 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	\$295,395	\$0	100%	\$817,290	36.14%	\$521,895
2000 - Non-Instructional Salaries	\$60,729	\$0	100%	\$208,246	29.16%	\$147,517
3000 - Employee Benefits	\$93,370	\$0	100%	\$304,002	30.71%	\$210,632
4000 - Supplies and Materials	\$91,327	\$0	100%	\$366,152	24.94%	\$274,825
5000 - Other Operating Expenses and Services	\$2,882	\$0	100%	\$174,300	1.65%	\$171,418
6000 - Capital Outlay	\$13,350	\$0	100%	\$13,360	99.93%	\$10
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$90,000	0%	\$90,000
Totals	\$557,053	\$0	100%	\$1,973,350	28.23%	\$1,416,297
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## **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	\$77,403	\$0	100%	\$418,544	18.49%	\$341,141
2000 - Non-Instructional Salaries	\$48,558	\$0	100%	\$213,100	22.79%	\$164,542
3000 - Employee Benefits	\$38,584	\$0	100%	\$200,263	19.27%	\$161,679
4000 - Supplies and Materials	\$953	\$0	100%	\$65,630	1.45%	\$64,677
5000 - Other Operating Expenses and Services	\$41,588	\$0	100%	\$514,084	8.09%	\$472,496
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%	\$53,531	0%	\$53,531
Totals	\$207,086	\$0	100%	\$1,521,152	13.61%	\$1,314,066

#### **Corrective Action Plan**

Some of the expenditures have fallen below target as we are trying to navigate the new COVID-19 times where students are working remotely and supplies and materials have not been used as much.

#### Summary of Activities:

New supplies will be purchased when students return to school.

Status Submitted

### 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	\$77,403	\$0	100%	\$418,544	18.49%	\$341,141
2000 - Non-Instructional Salaries	\$48,558	\$0	100%	\$213,100	22.79%	\$164,542
3000 - Employee Benefits	\$38,584	\$0	100%	\$200,263	19.27%	\$161,679
4000 - Supplies and Materials	\$953	\$0	100%	\$65,630	1.45%	\$64,677
5000 - Other Operating Expenses and Services	\$41,588	\$0	100%	\$514,084	8.09%	\$472,496
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%	\$53,531	0%	\$53,531
Totals	\$207,086	\$0	100%	\$1,521,152	13.61%	\$1,314,066

Unsubmitted

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	\$77,403	\$0	100%	\$418,544	18.49%	\$341,141
2000 - Non-Instructional Salaries	\$48,558	\$0	100%	\$213,100	22.79%	\$164,542
3000 - Employee Benefits	\$38,584	\$0	100%	\$200,263	19.27%	\$161,679
4000 - Supplies and Materials	\$953	\$0	100%	\$65,630	1.45%	\$64,677
5000 - Other Operating Expenses and Services	\$41,588	\$0	100%	\$514,084	8.09%	\$472,496
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%	\$53,531	0%	\$53,531
Totals	\$207,086	\$0	100%	\$1,521,152	13.61%	\$1,314,066

Unsubmitted

### 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	\$77,403	\$0	100%	\$418,544	18.49%	\$341,141
2000 - Non-Instructional Salaries	\$48,558	\$0	100%	\$213,100	22.79%	\$164,542
3000 - Employee Benefits	\$38,584	\$0	100%	\$200,263	19.27%	\$161,679
4000 - Supplies and Materials	\$953	\$0	100%	\$65,630	1.45%	\$64,677
5000 - Other Operating Expenses and Services	\$41,588	\$0	100%	\$514,084	8.09%	\$472,496
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%	\$53,531	0%	\$53,531
Totals	\$207,086	\$0	100%	\$1,521,152	13.61%	\$1,314,066
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## **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	\$0	\$461	0%	\$4,613	0%	\$4,613
2000 - Non-Instructional Salaries	\$0	\$297	0%	\$2,971	0%	\$2,971
3000 - Employee Benefits	\$0	\$252	0%	\$2,516	0%	\$2,516
4000 - Supplies and Materials	\$0	\$291	0%	\$2,905	0%	\$2,905
5000 - Other Operating Expenses and Services	\$0	\$553	0%	\$5,530	0%	\$5,530
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,784	0%	\$17,837	0%	\$17,837
Indirect Costs	\$0	\$93	0%	\$928	0%	\$928
Totals	\$0	\$3,730	0%	\$37,300	0%	\$37,300

#### **Corrective Action Plan**

Duarte started K12 Success programs after Q1 and will be expending funds at targeted rates now that programs are being offered.

#### Summary of Activities:

No activities were performed in Q1, but this has since changed.

Status Submitted

## 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	\$0	\$692	0%	\$4,613	0%	\$4,613
2000 - Non-Instructional Salaries	\$0	\$446	0%	\$2,971	0%	\$2,971
3000 - Employee Benefits	\$0	\$377	0%	\$2,516	0%	\$2,516
4000 - Supplies and Materials	\$0	\$436	0%	\$2,905	0%	\$2,905
5000 - Other Operating Expenses and Services	\$0	\$1,659	0%	\$5,530	0%	\$5,530
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$5,351	0%	\$17,837	0%	\$17,837
Indirect Costs	\$0	\$139	0%	\$928	0%	\$928
Totals	\$0	\$9,100	0%	\$37,300	0%	\$37,300

### Status Unsubmitted

### 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	\$0	\$1,153	0%	\$4,613	0%	\$4,613
2000 - Non-Instructional Salaries	\$0	\$743	0%	\$2,971	0%	\$2,971
3000 - Employee Benefits	\$0	\$629	0%	\$2,516	0%	\$2,516
4000 - Supplies and Materials	\$0	\$726	0%	\$2,905	0%	\$2,905
5000 - Other Operating Expenses and Services	\$0	\$1,659	0%	\$5,530	0%	\$5,530
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$5,351	0%	\$17,837	0%	\$17,837
Indirect Costs	\$0	\$232	0%	\$928	0%	\$928
Totals	\$0	\$10,493	0%	\$37,300	0%	\$37,300

### Status Unsubmitted

### 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	\$0	\$2,307	0%	\$4,613	0%	\$4,613
2000 - Non-Instructional Salaries	\$0	\$1,486	0%	\$2,971	0%	\$2,971
3000 - Employee Benefits	\$0	\$1,258	0%	\$2,516	0%	\$2,516
4000 - Supplies and Materials	\$0	\$1,453	0%	\$2,905	0%	\$2,905
5000 - Other Operating Expenses and Services	\$0	\$1,659	0%	\$5,530	0%	\$5,530
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$5,351	0%	\$17,837	0%	\$17,837
Indirect Costs	\$0	\$464	0%	\$928	0%	\$928
Totals	\$0	\$13,977	0%	\$37,300	0%	\$37,300
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# **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	\$7,100	\$0	100%	\$96,995	7.32%	\$89,895
2000 - Non-Instructional Salaries	\$2,379	\$0	100%	\$51,029	4.66%	\$48,650
3000 - Employee Benefits	\$2,192	\$0	100%	\$36,421	6.02%	\$34,229
4000 - Supplies and Materials	\$2,063	\$0	100%	\$42,500	4.85%	\$40,437
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$15,000	0%	\$15,000
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$30,000	0%	\$30,000
Indirect Costs	\$0	\$0	100%	\$14,347	0%	\$14,347
Totals	\$13,734	\$0	100%	\$301,292	4.56%	\$287,558

#### **Corrective Action Plan**

Glendora is hiring a new ESL teacher for the ESL program and working to make virtual offerings more viable. CCAEC members are aware and supporting these efforts.

#### Summary of Activities:

Funds have been expended on activities in support of the CCAEC 2020-21 Annual Plan.

Status Submitted

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	\$7,100	\$0	100%	\$96,995	7.32%	\$89,895
2000 - Non-Instructional Salaries	\$2,379	\$0	100%	\$51,029	4.66%	\$48,650
3000 - Employee Benefits	\$2,192	\$0	100%	\$36,421	6.02%	\$34,229
4000 - Supplies and Materials	\$2,063	\$0	100%	\$42,500	4.85%	\$40,437
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$15,000	0%	\$15,000
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$30,000	0%	\$30,000
Indirect Costs	\$0	\$0	100%	\$14,347	0%	\$14,347
Totals	\$13,734	\$0	100%	\$301,292	4.56%	\$287,558

#### Status Unsubmitted

# 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	\$7,100	\$0	100%	\$96,995	7.32%	\$89,895
2000 - Non-Instructional Salaries	\$2,379	\$0	100%	\$51,029	4.66%	\$48,650
3000 - Employee Benefits	\$2,192	\$0	100%	\$36,421	6.02%	\$34,229
4000 - Supplies and Materials	\$2,063	\$0	100%	\$42,500	4.85%	\$40,437
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$15,000	0%	\$15,000
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$30,000	0%	\$30,000
Indirect Costs	\$0	\$0	100%	\$14,347	0%	\$14,347
Totals	\$13,734	\$0	100%	\$301,292	4.56%	\$287,558

# Unsubmitted

# 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	\$7,100	\$0	100%	\$96,995	7.32%	\$89,895
2000 - Non-Instructional Salaries	\$2,379	\$0	100%	\$51,029	4.66%	\$48,650
3000 - Employee Benefits	\$2,192	\$0	100%	\$36,421	6.02%	\$34,229
4000 - Supplies and Materials	\$2,063	\$0	100%	\$42,500	4.85%	\$40,437
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$15,000	0%	\$15,000
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$30,000	0%	\$30,000
Indirect Costs	\$0	\$0	100%	\$14,347	0%	\$14,347
Totals	\$13,734	\$0	100%	\$301,292	4.56%	\$287,558
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## **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	\$117,635	\$0	100%	\$763,307	15.41%	\$645,672
2000 - Non-Instructional Salaries	\$15,370	\$0	100%	\$105,442	14.58%	\$90,072
3000 - Employee Benefits	\$33,829	\$0	100%	\$313,472	10.79%	\$279,643
4000 - Supplies and Materials	\$6,072	\$0	100%	\$31,575	19.23%	\$25,503
5000 - Other Operating Expenses and Services	\$27,066	\$0	100%	\$87,694	30.86%	\$60,628
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$65,074	0%	\$65,074
Totals	\$199,972	\$0	100%	\$1,366,564	14.63%	\$1,166,592

#### **Corrective Action Plan**

Monrovia expenditures in Q2 will fall in line with budgeted amounts. A later start for ESL and Academic programs resulted in lower Q1 expenditures.

#### Summary of Activities:

Funds have been expended in pursuit of Annual Plan goals and in accordance with CAEP guidelines.

Status Submitted

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	\$117,635	\$0	100%	\$763,307	15.41%	\$645,672
2000 - Non-Instructional Salaries	\$15,370	\$0	100%	\$105,442	14.58%	\$90,072
3000 - Employee Benefits	\$33,829	\$0	100%	\$313,472	10.79%	\$279,643
4000 - Supplies and Materials	\$6,072	\$0	100%	\$31,575	19.23%	\$25,503
5000 - Other Operating Expenses and Services	\$27,066	\$0	100%	\$87,694	30.86%	\$60,628
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$65,074	0%	\$65,074
Totals	\$199,972	\$0	100%	\$1,366,564	14.63%	\$1,166,592

# Unsubmitted

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	\$117,635	\$0	100%	\$763,307	15.41%	\$645,672
2000 - Non-Instructional Salaries	\$15,370	\$0	100%	\$105,442	14.58%	\$90,072
3000 - Employee Benefits	\$33,829	\$0	100%	\$313,472	10.79%	\$279,643
4000 - Supplies and Materials	\$6,072	\$0	100%	\$31,575	19.23%	\$25,503
5000 - Other Operating Expenses and Services	\$27,066	\$0	100%	\$87,694	30.86%	\$60,628
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$65,074	0%	\$65,074
Totals	\$199,972	\$0	100%	\$1,366,564	14.63%	\$1,166,592

# Unsubmitted

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	\$117,635	\$0	100%	\$763,307	15.41%	\$645,672
2000 - Non-Instructional Salaries	\$15,370	\$0	100%	\$105,442	14.58%	\$90,072
3000 - Employee Benefits	\$33,829	\$0	100%	\$313,472	10.79%	\$279,643
4000 - Supplies and Materials	\$6,072	\$0	100%	\$31,575	19.23%	\$25,503
5000 - Other Operating Expenses and Services	\$27,066	\$0	100%	\$87,694	30.86%	\$60,628
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$65,074	0%	\$65,074
Totals	\$199,972	\$0	100%	\$1,366,564	14.63%	\$1,166,592
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