

# CAEP Consortium Fiscal Reporting 10 Coast Adult Education Consortium

2020-21 Fiscal Year

## Certification

**Certified By**

Andreea Serban  
Vice Chancellor Educational Services and Technology

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

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Coast CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Garden Grove Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Huntington Beach Union High</a>	Submitted	Submitted	Submitted	Submitted

## Coast CCD

Coast 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	\$151,837	\$121,021	125.46%	\$1,210,210	12.55%	\$1,058,373
2000 - Non-Instructional Salaries	\$75,855	\$80,000	94.82%	\$800,000	9.48%	\$724,145
3000 - Employee Benefits	\$68,055	\$60,000	113.43%	\$600,000	11.34%	\$531,945
4000 - Supplies and Materials	\$1,095	\$30,000	3.65%	\$120,000	0.91%	\$118,905
5000 - Other Operating Expenses and Services	\$21,153	\$120,000	17.63%	\$600,000	3.53%	\$578,847
6000 - Capital Outlay	\$0	\$1,000	0%	\$10,000	0%	\$10,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,000	0%	\$80,000	0%	\$80,000
<b>Totals</b>	<b>\$317,995</b>	<b>\$416,021</b>	<b>76.44%</b>	<b>\$3,420,210</b>	<b>9.3%</b>	<b>\$3,102,215</b>

**Corrective Action Plan**

A large expenditure for the renewal of licenses for Burlington English software was made later and will be reflected in a following quarter.

**Summary of Activities:**

Worked towards the 2020-21 annual plan objectives with an emphasis on the impacts of continued remote instruction and support services due to COVID-10

**Status**  
**Submitted**

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**Coast 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	\$272,766	\$242,042	112.69%	\$1,210,210	22.54%	\$937,444
2000 - Non-Instructional Salaries	\$232,865	\$160,000	145.54%	\$800,000	29.11%	\$567,135
3000 - Employee Benefits	\$183,450	\$120,000	152.88%	\$600,000	30.58%	\$416,550
4000 - Supplies and Materials	\$3,593	\$60,000	5.99%	\$120,000	2.99%	\$116,407
5000 - Other Operating Expenses and Services	\$30,154	\$180,000	16.75%	\$600,000	5.03%	\$569,846
6000 - Capital Outlay	\$1,777	\$1,500	118.47%	\$10,000	17.77%	\$8,223
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$8,000	0%	\$80,000	0%	\$80,000
<b>Totals</b>	<b>\$724,605</b>	<b>\$771,542</b>	<b>93.92%</b>	<b>\$3,420,210</b>	<b>21.19%</b>	<b>\$2,695,605</b>

**Corrective Action Plan**

Expenditures are proceeding as planned. A large expenditure for renewal of licenses for the Burlington English software will be reflected in the Q3 report.

**Summary of Activities:**

Continued to work on the objectives of the 2020-21 annual plan with an emphasis on the impacts of COVID-19 and remote delivery of instruction and support services.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Dr. Andreea Serban, Vice Chancellor Educational Services and Technology

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$446,638	\$363,063	123.02%	\$1,210,210	36.91%	\$763,572
2000 - Non-Instructional Salaries	\$363,078	\$240,000	151.28%	\$800,000	45.38%	\$436,922
3000 - Employee Benefits	\$291,248	\$180,000	161.8%	\$600,000	48.54%	\$308,752
4000 - Supplies and Materials	\$9,451	\$90,000	10.5%	\$120,000	7.88%	\$110,549
5000 - Other Operating Expenses and Services	\$341,194	\$240,000	142.16%	\$600,000	56.87%	\$258,806
6000 - Capital Outlay	\$1,777	\$2,000	88.85%	\$10,000	17.77%	\$8,223
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$12,000	0%	\$80,000	0%	\$80,000
<b>Totals</b>	\$1,453,386	\$1,127,063	128.95%	\$3,420,210	42.49%	\$1,966,824

**Corrective Action Plan**

The expenditures are proceeding according to the three-year and annual plans.

**Summary of Activities:**

Coast Community College District has continued to work collaboratively with the Consortium members to achieve the objectives of the annual plan and to mitigate the impacts of COVID-19.

**Status**  
**Submitted**

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**Coast 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	\$602,387	\$665,616	90.5%	\$1,210,210	49.78%	\$607,823
2000 - Non-Instructional Salaries	\$542,505	\$440,000	123.3%	\$800,000	67.81%	\$257,495
3000 - Employee Benefits	\$409,497	\$312,000	131.25%	\$600,000	68.25%	\$190,503
4000 - Supplies and Materials	\$16,753	\$120,000	13.96%	\$120,000	13.96%	\$103,247
5000 - Other Operating Expenses and Services	\$370,796	\$360,000	103%	\$600,000	61.8%	\$229,204
6000 - Capital Outlay	\$1,796	\$5,000	35.92%	\$10,000	17.96%	\$8,204
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$16,000	0%	\$80,000	0%	\$80,000
<b>Totals</b>	<b>\$1,943,734</b>	<b>\$1,918,616</b>	<b>101.31%</b>	<b>\$3,420,210</b>	<b>56.83%</b>	<b>\$1,476,476</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**

Remaining funds carried over to 2021-22 will be fully expended in accordance with the objectives and strategies in the annual and three-year plan.

**Summary of Activities:**

Continued working in accordance with the objectives and strategies in the annual and three-year plan.

**Status  
Submitted**

**Garden Grove Unified**

**Garden Grove 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	\$28,655	\$12,918	221.82%	\$184,547	15.53%	\$155,892
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$10,239	\$4,984	205.45%	\$71,194	14.38%	\$60,955
4000 - Supplies and Materials	\$0	\$0	100%	\$68,878	0%	\$68,878
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$15,020	0%	\$15,020
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,700	\$742	229.08%	\$14,842	11.45%	\$13,142
<b>Totals</b>	<b>\$40,594</b>	<b>\$18,644</b>	<b>217.73%</b>	<b>\$354,481</b>	<b>11.45%</b>	<b>\$313,887</b>

**Corrective Action Plan**

Due to the summer months in Quarter 1, expenditures are less.

**Summary of Activities:**

We are working towards supporting the strategies outlined in our annual plan.

**Status**  
**Submitted**

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**Garden Grove 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	\$61,566	\$64,591	95.32%	\$184,547	33.36%	\$122,981
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$21,445	\$24,918	86.06%	\$71,194	30.12%	\$49,749
4000 - Supplies and Materials	\$0	\$4,821	0%	\$68,878	0%	\$68,878
5000 - Other Operating Expenses and Services	\$0	\$5,257	0%	\$15,020	0%	\$15,020
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,627	\$5,195	69.82%	\$14,842	24.44%	\$11,215
<b>Totals</b>	<b>\$86,638</b>	<b>\$104,783</b>	<b>82.68%</b>	<b>\$354,481</b>	<b>24.44%</b>	<b>\$267,843</b>

**Corrective Action Plan**

Expenditures are proceeding as planned. A large expenditure for new technology and related licenses will be completed in Qu3.

**Summary of Activities:**

Continued to work on the objectives of the 2020-21 annual plan with an additional lens on support for Distance Learning and related instructional support services connected to the impacts of COVID-19.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

M'Liss Patterson, Director

**Garden Grove 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	\$130,082	\$101,501	128.16%	\$184,547	70.49%	\$54,465
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$38,329	\$39,157	97.89%	\$71,194	53.84%	\$32,865
4000 - Supplies and Materials	\$0	\$5,510	0%	\$68,878	0%	\$68,878
5000 - Other Operating Expenses and Services	\$0	\$6,008	0%	\$15,020	0%	\$15,020
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,360	\$6,679	110.2%	\$14,842	49.59%	\$7,482
<b>Totals</b>	<b>\$175,771</b>	<b>\$158,855</b>	<b>110.65%</b>	<b>\$354,481</b>	<b>49.59%</b>	<b>\$178,710</b>

**Summary of Activities:**

Continued to work on the objectives of the 2020-21 annual plan with an additional lens on support for Distance Learning and related instructional support services connected to the impacts of COVID-19.

**Status  
Submitted**

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**Garden Grove 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	\$181,323	\$138,410	131%	\$184,547	98.25%	\$3,224
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$52,063	\$53,396	97.5%	\$71,194	73.13%	\$19,131
4000 - Supplies and Materials	\$0	\$6,199	0%	\$68,878	0%	\$68,878
5000 - Other Operating Expenses and Services	\$3,338	\$7,510	44.45%	\$15,020	22.22%	\$11,682
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,345	\$8,905	116.17%	\$14,842	69.7%	\$4,497
<b>Totals</b>	<b>\$247,069</b>	<b>\$214,420</b>	<b>115.23%</b>	<b>\$354,481</b>	<b>69.7%</b>	<b>\$107,412</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:**

Allocated CAEP funds covered expenses related to a Teacher On Special Assignment (TOSA), an Adult Education Counselor, extra duty, and the shared Empyra One Flow platform. All expenditures supported the objectives within the Annual Plan which allowed GGAE to work collaboratively with the Coast Consortium members to make progress towards the plan objectives, strategies, and activities.

**Status  
Submitted**

**Huntington Beach Union High**

**Huntington Beach Union High 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	\$286,913	\$300,834	95.37%	\$2,005,558	14.31%	\$1,718,645
2000 - Non-Instructional Salaries	\$120,744	\$184,675	65.38%	\$1,231,169	9.81%	\$1,110,425
3000 - Employee Benefits	\$251,804	\$244,610	102.94%	\$1,630,733	15.44%	\$1,378,929
4000 - Supplies and Materials	\$39,407	\$36,136	109.05%	\$240,905	16.36%	\$201,498
5000 - Other Operating Expenses and Services	\$75,729	\$65,027	116.46%	\$433,513	17.47%	\$357,784
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$73,403	0%	\$489,350	0%	\$489,350
Indirect Costs	\$0	\$0	100%	\$258,817	0%	\$258,817
<b>Totals</b>	<b>\$774,597</b>	<b>\$904,684</b>	<b>85.62%</b>	<b>\$6,290,045</b>	<b>12.31%</b>	<b>\$5,515,448</b>

**Corrective Action Plan**

Why does this matter if the CAEP office doesn't think we need to address spending?

**Summary of Activities:**

Continue to provide adult education services according to the annual and three-year plan.

**Status**  
**Submitted**

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**Huntington Beach Union High 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	\$706,227	\$601,667	117.38%	\$2,005,558	35.21%	\$1,299,331
2000 - Non-Instructional Salaries	\$420,968	\$369,351	113.98%	\$1,231,169	34.19%	\$810,201
3000 - Employee Benefits	\$568,011	\$489,220	116.11%	\$1,630,733	34.83%	\$1,062,722
4000 - Supplies and Materials	\$47,679	\$72,272	65.97%	\$240,905	19.79%	\$193,226
5000 - Other Operating Expenses and Services	\$137,657	\$130,054	105.85%	\$433,513	31.75%	\$295,856
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$305,875	\$146,805	208.35%	\$489,350	62.51%	\$183,475
Indirect Costs	\$0	\$0	100%	\$258,817	0%	\$258,817
<b>Totals</b>	<b>\$2,186,417</b>	<b>\$1,809,368</b>	<b>120.84%</b>	<b>\$6,290,045</b>	<b>34.76%</b>	<b>\$4,103,628</b>

**Summary of Activities:**

Continue to offer Adult Education services while adapting to COVID impact.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Steve Curiel, Principal

**Huntington Beach Union High 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	\$1,145,574	\$1,203,335	95.2%	\$2,005,558	57.12%	\$859,984
2000 - Non-Instructional Salaries	\$724,854	\$738,701	98.13%	\$1,231,169	58.88%	\$506,315
3000 - Employee Benefits	\$901,625	\$978,440	92.15%	\$1,630,733	55.29%	\$729,108
4000 - Supplies and Materials	\$64,967	\$144,543	44.95%	\$240,905	26.97%	\$175,938
5000 - Other Operating Expenses and Services	\$174,501	\$260,108	67.09%	\$433,513	40.25%	\$259,012
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$489,350	\$220,208	222.22%	\$489,350	100%	\$0
Indirect Costs	\$0	\$0	100%	\$258,817	0%	\$258,817
<b>Totals</b>	<b>\$3,500,871</b>	<b>\$3,545,334</b>	<b>98.75%</b>	<b>\$6,290,045</b>	<b>55.66%</b>	<b>\$2,789,174</b>

**Summary of Activities:**

Activities were conducted for Adult Education and in alignment with the consortium annual plan.

**Status  
Submitted**

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**Huntington Beach Union High 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	\$1,631,687	\$2,005,558	81.36%	\$2,005,558	81.36%	\$373,871
2000 - Non-Instructional Salaries	\$1,137,201	\$1,231,169	92.37%	\$1,231,169	92.37%	\$93,968
3000 - Employee Benefits	\$1,267,116	\$1,630,733	77.7%	\$1,630,733	77.7%	\$363,617
4000 - Supplies and Materials	\$94,980	\$240,905	39.43%	\$240,905	39.43%	\$145,925
5000 - Other Operating Expenses and Services	\$244,390	\$433,513	56.37%	\$433,513	56.37%	\$189,123
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$489,350	\$489,350	100%	\$489,350	100%	\$0
Indirect Costs	\$219,573	\$258,817	84.84%	\$258,817	84.84%	\$39,244
<b>Totals</b>	<b>\$5,084,297</b>	<b>\$6,290,045</b>	<b>80.83%</b>	<b>\$6,290,045</b>	<b>80.83%</b>	<b>\$1,205,748</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:**

Funds were used to provide academic and support services in the areas of ASE, CTE, and ESL and on the administrative support of these services.

**Status**  
**Submitted**



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