

CAEP Consortium Fiscal Reporting 19 Glendale Community College District Regional Consortium

2020-21 Fiscal Year

Certification

Certified By

Alfred Ramirez

Administrative Dean, Continuing and Community Education

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Uncertified	Uncertified

Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Glendale CCD	Submitted	Submitted	Not Submitted	Not Submitted
Verdugo Workforce Development Board*	Submitted	Submitted	Not Submitted	Not Submitted

Glendale CCD

Glendale 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	\$40,990	\$40,990	100%	\$273,266	15%	\$232,276
2000 - Non-Instructional Salaries	\$17,822	\$17,822	100%	\$118,811	15%	\$100,989
3000 - Employee Benefits	\$11,762	\$11,762	100%	\$78,416	15%	\$66,654
4000 - Supplies and Materials	\$750	\$750	100%	\$5,000	15%	\$4,250
5000 - Other Operating Expenses and Services	\$8,000	\$8,000	100%	\$53,334	15%	\$45,334
6000 - Capital Outlay	\$1,500	\$1,500	100%	\$10,000	15%	\$8,500
7000 - Other Outgo	\$4,041	\$4,041	100%	\$26,941	15%	\$22,900
Indirect Costs	\$4,243	\$4,243	99.99%	\$28,289	15%	\$24,046
Totals	\$89,108	\$89,109	100%	\$594,057	15%	\$504,949

Corrective Action Plan

There are no line items that fall below targets. Targets were set at 15% for each object code and those expenditures were met in this first quarter of PY 20-21.

Summary of Activities:

Virtual summer classes continued in this first quarter (July through September 2020) including our ESL, ASE, ABE and skills training. Our Medical Assistant Career Pathway also continued during this reporting period. Los Angeles continues with a Safer at Home Order and a Phase 1 in the reopening process, requiring Glendale Community College to continue distance learning through the fall semester. This quarter was also dedicated to ensuring all students had the technology needed to participate in distance learning. Career Counseling and DSPS services continue on a virtual basis to ensure that all students have the support they need.

Status
Submitted

Glendale 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	\$119,802	\$81,980	146.14%	\$273,266	43.84%	\$153,464
2000 - Non-Instructional Salaries	\$26,591	\$35,643	74.6%	\$118,811	22.38%	\$92,220
3000 - Employee Benefits	\$25,663	\$23,525	109.09%	\$78,416	32.73%	\$52,753
4000 - Supplies and Materials	\$1,500	\$1,500	100%	\$5,000	30%	\$3,500
5000 - Other Operating Expenses and Services	\$16,000	\$16,000	100%	\$53,334	30%	\$37,334
6000 - Capital Outlay	\$3,000	\$3,000	100%	\$10,000	30%	\$7,000
7000 - Other Outgo	\$8,082	\$8,082	100%	\$26,941	30%	\$18,859
Indirect Costs	\$8,487	\$8,487	100%	\$28,289	30%	\$19,802
Totals	\$209,125	\$178,217	117.34%	\$594,057	35.2%	\$384,932

Summary of Activities:

This quarter was dedicated to outreach of ELL throughout the community to offer ESL and increase enrollment. The American Medical Assistant career pathway continued with its second cohort and instructors, GlendaleLEARNS and the Verdugo Jobs Center worked together to co-enroll these students in WIOA I to receive assistance with entering paid externship and subsequent employment. The team also continued recruiting for the next cohort which will begin in February. Through GlendaleLEARNS, Glendale Community College participated in multiple meetings with AJCC Partners and GlendaleLEARNS partners to provide input into the Local Workforce Development Plan. Continued remote education functions have been instituted and we are continually responding to student's needs. We are also responding to a discontinued lease agreement for our vocational program which we are working to relocate.

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. Alfred Ramirez, Administrative Dean, Continuing and Community Education
Glendale Learn MaryAnn Pranke, GlendaleLEARNS Coordinator

Glendale 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	\$119,802	\$122,970	97.42%	\$273,266	43.84%	\$153,464
2000 - Non-Instructional Salaries	\$26,591	\$53,465	49.74%	\$118,811	22.38%	\$92,220
3000 - Employee Benefits	\$25,663	\$35,287	72.73%	\$78,416	32.73%	\$52,753
4000 - Supplies and Materials	\$1,500	\$2,250	66.67%	\$5,000	30%	\$3,500
5000 - Other Operating Expenses and Services	\$16,000	\$24,000	66.67%	\$53,334	30%	\$37,334
6000 - Capital Outlay	\$3,000	\$4,500	66.67%	\$10,000	30%	\$7,000
7000 - Other Outgo	\$8,082	\$12,123	66.66%	\$26,941	30%	\$18,859
Indirect Costs	\$8,487	\$12,730	66.67%	\$28,289	30%	\$19,802
Totals	\$209,125	\$267,326	78.23%	\$594,057	35.2%	\$384,932

Status
Unsubmitted

Glendale 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	\$119,802	\$273,266	43.84%	\$273,266	43.84%	\$153,464
2000 - Non-Instructional Salaries	\$26,591	\$118,811	22.38%	\$118,811	22.38%	\$92,220
3000 - Employee Benefits	\$25,663	\$78,416	32.73%	\$78,416	32.73%	\$52,753
4000 - Supplies and Materials	\$1,500	\$5,000	30%	\$5,000	30%	\$3,500
5000 - Other Operating Expenses and Services	\$16,000	\$53,334	30%	\$53,334	30%	\$37,334
6000 - Capital Outlay	\$3,000	\$10,000	30%	\$10,000	30%	\$7,000
7000 - Other Outgo	\$8,082	\$26,941	30%	\$26,941	30%	\$18,859
Indirect Costs	\$8,487	\$28,289	30%	\$28,289	30%	\$19,802
Totals	\$209,125	\$594,057	35.2%	\$594,057	35.2%	\$384,932

Status
Unsubmitted

Verdugo Workforce Development Board*

Verdugo Workforce Development Board* 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	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$30,285	\$30,285	100%	\$201,902	15%	\$171,617
3000 - Employee Benefits	\$20,190	\$20,190	100%	\$134,601	15%	\$114,411
4000 - Supplies and Materials	\$0	\$900	0%	\$6,000	0%	\$6,000
5000 - Other Operating Expenses and Services	\$0	\$32,081	0%	\$213,872	0%	\$213,872
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$50,475	\$83,456	60.48%	\$556,375	9.07%	\$505,900

Corrective Action Plan

Two line items are below target of 15% expenditure: Supplies and Materials and Other Operating Expenses. With GlendaleLEARNS Coordinator continuing to work virtually and staff working virtually on a rotational basis, supplies and materials were not incurred this quarter. Contracts were executed this quarter and no invoices were submitted yet for services provided. Expenses are expected to be incurred in the next quarter.

Summary of Activities:

This quarter was dedicated to preparing for the 20-21 program year. July was dedicated to finalizing input into the Annual Plan and completing the plan which was submitted in August. Due to the impact of the pandemic, the Verdugo Workforce Development Board has conducted environmental scans to prepare the Annual Plan and continues updates during meetings to keep the Consortium informed. Environmental Scans include unemployment rates, Unemployment Insurance claims, demographics of the unemployed, and layoff activity, Contracts and MOUs with partners were also generated and signed. Co-enrollments continue with ESL students and WIOA Title I to access additional services including supportive services to assist with living expenses during these challenging times.

Status
Submitted

Verdugo Workforce Development Board* 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	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$60,571	\$60,571	100%	\$201,902	30%	\$141,331
3000 - Employee Benefits	\$40,380	\$40,380	100%	\$134,601	30%	\$94,221
4000 - Supplies and Materials	\$3,621	\$1,800	201.17%	\$6,000	60.35%	\$2,379
5000 - Other Operating Expenses and Services	\$21,101	\$64,162	32.89%	\$213,872	9.87%	\$192,771
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$125,673	\$166,913	75.29%	\$556,375	22.59%	\$430,702

Corrective Action Plan

Operating Expenses falls below target due to delay in invoices being submitted and processed. Also, some providers have been delayed in providing services due to closures and converting to virtual platforms. This may continue to impact this line item; however, will be analyzed in March for needed changes to accomplish related goals.

Summary of Activities:

Monthly GlendaleLEARNs meetings continued to be held in Q2, although, November meeting was cancelled due to participation in conferences for workforce and education. Monthly meetings were used for professional development as each partner has been conducting presentations on their services. In addition the VWDB has provided labor market and economic landscape presentations at each meeting to keep the partnership up to date on the impact of COVID-19 pandemic and subsequent shut down on our businesses, worker, and students. The partnership also used its December meeting to provide input into the Local Workforce Development Plan. GlendaleLEARNs began its marketing/branding effort in this quarter to develop a strategy for increasing enrollments. Copy & Design has been hired to assist us in this effort and has conducted multiple interviews with members and partners to begin developing a creative direction.

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

Judith Velasco

Glendale Learn MaryAnn Pranke, GlendaleLEARNS Coordinator

Verdugo Workforce Development Board* 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	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$60,571	\$90,856	66.67%	\$201,902	30%	\$141,331
3000 - Employee Benefits	\$40,380	\$60,570	66.67%	\$134,601	30%	\$94,221
4000 - Supplies and Materials	\$3,621	\$2,700	134.11%	\$6,000	60.35%	\$2,379
5000 - Other Operating Expenses and Services	\$21,101	\$96,242	21.92%	\$213,872	9.87%	\$192,771
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$125,673	\$250,369	50.2%	\$556,375	22.59%	\$430,702

Status
Unsubmitted

Verdugo Workforce Development Board* 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	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$60,571	\$201,902	30%	\$201,902	30%	\$141,331
3000 - Employee Benefits	\$40,380	\$134,601	30%	\$134,601	30%	\$94,221
4000 - Supplies and Materials	\$3,621	\$6,000	60.35%	\$6,000	60.35%	\$2,379
5000 - Other Operating Expenses and Services	\$21,101	\$213,872	9.87%	\$213,872	9.87%	\$192,771
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$125,673	\$556,375	22.59%	\$556,375	22.59%	\$430,702

Status
Unsubmitted



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