

CAEP Consortium Fiscal Reporting

26 Long Beach Adult Education

2018-19 Fiscal Year

Certification

Certified By

Michelle Hillman
Dean

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

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Long Beach CCD	Submitted	Submitted	Submitted	Not Submitted
Long Beach Unified	Submitted	Submitted	Submitted	Submitted

Long Beach CCD

Long Beach 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	\$8,961	\$82,641	10.84%	\$330,562	2.71%	\$321,601
2000 - Non-Instructional Salaries	\$99,834	\$162,717	61.35%	\$650,866	15.34%	\$551,032
3000 - Employee Benefits	\$32,299	\$83,649	38.61%	\$334,595	9.65%	\$302,296
4000 - Supplies and Materials	\$19,731	\$23,698	83.26%	\$94,792	20.82%	\$75,061
5000 - Other Operating Expenses and Services	\$43,626	\$97,745	44.63%	\$390,980	11.16%	\$347,354
6000 - Capital Outlay	\$0	\$239,362	0%	\$957,449	0%	\$957,449
7000 - Other Outgo	\$1,127	\$187,313	0.6%	\$535,181	0.21%	\$534,054
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$205,578	\$877,124	23.44%	\$3,294,425	6.24%	\$3,088,847

Corrective Action Plan

We are aware that expenditures fell below target levels for this quarter. However, during the next quarter as we hire more personnel to support the infrastructure for the expanding AEP program for the program and add new programs and courses onsite and offsite, spending will change and increase to meet minimum levels.

Summary of Activities:

During this last quarter we have focused on the completion of noncredit CTE courses for adult education; created more offsite partnerships for ESL classes; supported marketing and research in the community; continued to support limited employees for student mentoring, supported the summer bridge noncredit program to double participants, supported a noncredit workshop for health careers and continued support faculty in supplies and materials for students enrolled in AEP courses.

Status
Submitted

Long Beach 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	\$16,644	\$165,281	10.07%	\$330,562	5.04%	\$313,918
2000 - Non-Instructional Salaries	\$228,385	\$325,433	70.18%	\$650,866	35.09%	\$422,481
3000 - Employee Benefits	\$97,514	\$167,298	58.29%	\$334,595	29.14%	\$237,081
4000 - Supplies and Materials	\$29,916	\$47,396	63.12%	\$94,792	31.56%	\$64,876
5000 - Other Operating Expenses and Services	\$57,916	\$97,745	59.25%	\$390,980	14.81%	\$333,064
6000 - Capital Outlay	\$9,352	\$478,725	1.95%	\$957,449	0.98%	\$948,097
7000 - Other Outgo	\$535,181	\$374,627	142.86%	\$535,181	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$974,908	\$1,656,504	58.85%	\$3,294,425	29.59%	\$2,319,517

Corrective Action Plan

We are aware that expenditures fell below target levels for this quarter. We continue to focus on creating an infrastructure that will fully support the adult education population. To that extent we are in the process of hiring personnel that will support the outreach and enrollment strategies for current and potential adult education program students. We are also working on creating more noncredit courses in CTE that will support the Strong Workforce initiatives and provide avenues for employment and credit programs.

Summary of Activities:

During the last quarter we have supported our new Home Remodeling courses for CTE. These classes consisted of drywall, tiling and painting. We also during this last quarter supported the creation of marketing materials for noncredit and the adult education program throughout the community.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Michelle Hillman, Dean

John Thompson, Director, Fiscal Services

Long Beach 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	\$94,545	\$247,922	38.14%	\$330,562	28.6%	\$236,017
2000 - Non-Instructional Salaries	\$272,672	\$488,150	55.86%	\$650,866	41.89%	\$378,194
3000 - Employee Benefits	\$148,578	\$250,946	59.21%	\$334,595	44.41%	\$186,017
4000 - Supplies and Materials	\$35,445	\$71,094	49.86%	\$94,792	37.39%	\$59,347
5000 - Other Operating Expenses and Services	\$132,672	\$97,745	135.73%	\$390,980	33.93%	\$258,308
6000 - Capital Outlay	\$9,352	\$718,087	1.3%	\$957,449	0.98%	\$948,097
7000 - Other Outgo	\$535,181	\$454,904	117.65%	\$535,181	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$1,228,445	\$2,328,847	52.75%	\$3,294,425	37.29%	\$2,065,980

Corrective Action Plan

All monies from this fiscal year have been encumbered but will not be expended in time for the 6/30/19 deadline. We are seeking an extension to ensure that all monies have been allocated and finalized through our PO system.

Summary of Activities:

The creation of noncredit CTE, equipment purchases for the new programs, and infrastructure activities were the major expenditures for this fiscal year.

Status
Submitted

Long Beach 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	\$330,562	\$330,562	100%	\$330,562	100%	\$0
2000 - Non-Instructional Salaries	\$387,055	\$650,866	59.47%	\$650,866	59.47%	\$263,811
3000 - Employee Benefits	\$205,145	\$334,595	61.31%	\$334,595	61.31%	\$129,450
4000 - Supplies and Materials	\$58,118	\$94,792	61.31%	\$94,792	61.31%	\$36,674
5000 - Other Operating Expenses and Services	\$239,715	\$97,745	245.25%	\$390,980	61.31%	\$151,265
6000 - Capital Outlay	\$443,448	\$957,449	46.32%	\$957,449	46.32%	\$514,001
7000 - Other Outgo	\$535,181	\$535,181	100%	\$535,181	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$2,199,224	\$3,001,190	73.28%	\$3,294,425	66.76%	\$1,095,201

Corrective Action Plan

Approximately 300,000 is encumbered with delivery expected prior to the end of the year. Remaining expenditures will include new and existing CTE program equipment funding, new personnel for infrastructure and student services, adult re-entry, and adults with disabilities.

Summary of Activities:

LBCC has seen substantial growth in the creation of noncredit courses particularly in the areas of basic skills, ESL, and short-term CTE. In 2018-2019, LBCC saw a 333% increase in course offerings (from 19 to 65), a 467% increase in non-credit programs (from 3 to 17), and a 140% increase in offsite offerings (from 3 to 7) when compared to 2017-2018. Many of the new courses are in CTE; including automotive maintenance, construction, and computer technology. LBCC hired a Admission & Records Specialist, two student services techs that work directly with students on and off campus for application, enrollment, registration, and petitioning processes for awarding certificates. Hiring for an instructional aide to support ESL instruction off-site is underway. LBCC completed 3-year plan with Consortium Partner

Status
Unsubmitted

Long Beach Unified

Long Beach 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	\$205,051	\$181,500	112.98%	\$726,000	28.24%	\$520,949
2000 - Non-Instructional Salaries	\$75,067	\$69,546	107.94%	\$278,184	26.98%	\$203,117
3000 - Employee Benefits	\$108,936	\$112,500	96.83%	\$450,000	24.21%	\$341,064
4000 - Supplies and Materials	\$3,737	\$47,722	7.83%	\$190,888	1.96%	\$187,151
5000 - Other Operating Expenses and Services	\$1,195	\$5,000	23.9%	\$20,000	5.98%	\$18,805
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14,189	\$14,986	94.68%	\$59,943	23.67%	\$45,754
Totals	\$408,175	\$431,254	94.65%	\$1,725,015	23.66%	\$1,316,840

Summary of Activities:

In this first quarter of the Fall 2018 semester LBSA has continued to support our LB community with short term CTE programs. We were able to offer a 6 week custodial class and a 9 week Business machines management class. We also started a low level literacy class at the Mark Twain Library with the goal of transitioning them to our Beginning low ESL Class this Spring. Our multi level ESL class at our community partners site has been going strong serving a group of older adults who we will also look to transition over to the LBSA campus this Spring. Both our CNA and Animal care programs are full and going well. We are hopeful that we will be able to continue these offerings in the future.

Status
Submitted

Long Beach 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	\$427,633	\$181,500	235.61%	\$726,000	58.9%	\$298,367
2000 - Non-Instructional Salaries	\$151,479	\$69,546	217.81%	\$278,184	54.45%	\$126,705
3000 - Employee Benefits	\$241,213	\$112,500	214.41%	\$450,000	53.6%	\$208,787
4000 - Supplies and Materials	\$4,986	\$47,722	10.45%	\$190,888	2.61%	\$185,902
5000 - Other Operating Expenses and Services	\$5,025	\$5,000	100.5%	\$20,000	25.13%	\$14,975
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,898	\$14,986	199.51%	\$59,943	49.88%	\$30,045
Totals	\$860,234	\$431,254	199.47%	\$1,725,015	49.87%	\$864,781

Summary of Activities:

Long Beach School for Adults has been able to continue to offer our short term CTE classes , but starting second semester 2019 we are having to charge for each of the CTE classes due to budgetary constraints. We continue to fill our High School Diploma , HiSET preparation classes and ESL Classes free of charge. Our first semester in 18 - 19 went very well, showing increases in our numbers of students finishing their HS Diploma and increases in the number of students receiving their HS Equivalency certificates. With a full time data tech in place we have made gains in collecting our Casas data and have helped our staff to understand the importance post testing all students. At this point we can not grow anymore without additional funds.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Carol Ortega

Debbie Broadway, Asst. Principal

Renee Arkus, Executive Director of Fiscal Services

Long Beach 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	\$668,145	\$181,500	368.12%	\$726,000	92.03%	\$57,855
2000 - Non-Instructional Salaries	\$228,412	\$69,546	328.43%	\$278,184	82.11%	\$49,772
3000 - Employee Benefits	\$373,864	\$112,500	332.32%	\$450,000	83.08%	\$76,136
4000 - Supplies and Materials	\$5,985	\$47,722	12.54%	\$190,888	3.14%	\$184,903
5000 - Other Operating Expenses and Services	\$7,910	\$5,000	158.2%	\$20,000	39.55%	\$12,090
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$46,241	\$14,986	308.57%	\$59,943	77.14%	\$13,702
Totals	\$1,330,557	\$431,254	308.53%	\$1,725,015	77.13%	\$394,458

Summary of Activities:

Long Beach School for Adults has continued to offer short term CTE classes this year. We were able to offer the following CTE classes during both Fall and Spring semesters . C.N.A., Animal Care 1-4, Custodial services, Computer Application and ESL Level 1 and 2 Computers.

Status
Submitted

Long Beach 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	\$685,548	\$181,500	377.71%	\$726,000	94.43%	\$40,452
2000 - Non-Instructional Salaries	\$278,184	\$69,546	400%	\$278,184	100%	\$0
3000 - Employee Benefits	\$436,203	\$112,500	387.74%	\$450,000	96.93%	\$13,797
4000 - Supplies and Materials	\$6,362	\$47,722	13.33%	\$190,888	3.33%	\$184,526
5000 - Other Operating Expenses and Services	\$7,910	\$5,000	158.2%	\$20,000	39.55%	\$12,090
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$50,911	\$14,986	339.73%	\$59,943	84.93%	\$9,032
Totals	\$1,465,118	\$431,254	339.73%	\$1,725,015	84.93%	\$259,897

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

Guidance: Yes

Summary of Activities:

Long Beach School for Adults worked very hard this year to offer as many classes as possible for our community. Along with our regular classes we were able to hold 2 Custodial classes and 2 Computer application classes one each semester. We were also able to hold beginning and intermediate level Computer classes for our ESL students each semester which was very well received. LBSA will be moving their morning and afternoon programs over to the west side of Long Beach for the 19-20 school year. We will be taking over the old Reid HS campus right behind Carrillo High School. This area has a dense population of adults that will benefit from our services. At least 13% of the population do not have a High School Diploma and 38% or more of the population do not speak English. Our Evening program will remain at the Willow site, offering ESL classes, High School Diploma, HiSET Prep, HiSET testing and Animal Care.

Status

Submitted



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