

CAEP Consortium Fiscal Reporting 26 Long Beach Adult Education

2020-21 Fiscal Year

Certification

Certified By

Melissa Infusino
Director Workforce Development

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
Long Beach CCD	Submitted	Submitted	Submitted	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	\$16,715	\$12,601	132.65%	\$126,012	13.26%	\$109,297
2000 - Non-Instructional Salaries	\$126,963	\$96,684	131.32%	\$966,843	13.13%	\$839,880
3000 - Employee Benefits	\$62,036	\$48,512	127.88%	\$485,118	12.79%	\$423,082
4000 - Supplies and Materials	\$573	\$19,758	2.9%	\$197,575	0.29%	\$197,002
5000 - Other Operating Expenses and Services	\$3,647	\$19,758	18.46%	\$197,575	1.85%	\$193,928
6000 - Capital Outlay	\$0	\$29,429	0%	\$294,291	0%	\$294,291
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$209,934	\$226,741	92.59%	\$2,267,414	9.26%	\$2,057,480

Corrective Action Plan

Monies for the AEP are planned for expenditure in accordance with the 3 year plan.

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	\$33,652	\$12,601	267.05%	\$126,012	26.71%	\$92,360
2000 - Non-Instructional Salaries	\$250,597	\$96,684	259.19%	\$966,843	25.92%	\$716,246
3000 - Employee Benefits	\$124,589	\$48,512	256.82%	\$485,118	25.68%	\$360,529
4000 - Supplies and Materials	\$844	\$19,758	4.27%	\$197,575	0.43%	\$196,731
5000 - Other Operating Expenses and Services	\$16,383	\$19,758	82.92%	\$197,575	8.29%	\$181,192
6000 - Capital Outlay	\$0	\$29,429	0%	\$294,291	0%	\$294,291
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$426,065	\$226,741	187.91%	\$2,267,414	18.79%	\$1,841,349

Corrective Action Plan

Monies for the AEP are planned for expenditure in accordance with the 3 year plan.

Summary of Activities:

While most LBCC courses were held remotely, many noncredit courses were approved by the Health Department to be held partially in person adhering to strict Covid-19 health protocols. This included many noncredit courses deemed "essential labs" such as Auto, Construction and Forklift. Noncredit courses such as Computer and Office Studies and ESL are being held online with additional student support provided and access to wifi hotspots and loaner tablets.

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

John Thompson, Director, Fiscal Services

Starla Thomas

Melissa Infusino, Director Workforce Development

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	\$34,761	\$50,405	68.96%	\$126,012	27.59%	\$91,251
2000 - Non-Instructional Salaries	\$396,358	\$386,737	102.49%	\$966,843	41%	\$570,485
3000 - Employee Benefits	\$190,646	\$194,047	98.25%	\$485,118	39.3%	\$294,472
4000 - Supplies and Materials	\$880	\$79,030	1.11%	\$197,575	0.45%	\$196,695
5000 - Other Operating Expenses and Services	\$38,985	\$79,030	49.33%	\$197,575	19.73%	\$158,590
6000 - Capital Outlay	\$0	\$117,716	0%	\$294,291	0%	\$294,291
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$661,630	\$906,966	72.95%	\$2,267,414	29.18%	\$1,605,784

Corrective Action Plan

LBCC is on track to complete spending for the year.

Summary of Activities:

This quarter, LBCC used expenditures in accordance with the Consortia's three year plan to support professional development of members and community partners, improve communication tools including the websites, engage in marketing via social media, and support the streamlining of the online environment for students.

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	\$34,761	\$50,405	68.96%	\$126,012	27.59%	\$91,251
2000 - Non-Instructional Salaries	\$557,953	\$386,737	144.27%	\$966,843	57.71%	\$408,890
3000 - Employee Benefits	\$262,360	\$194,047	135.2%	\$485,118	54.08%	\$222,758
4000 - Supplies and Materials	\$9,951	\$79,030	12.59%	\$197,575	5.04%	\$187,624
5000 - Other Operating Expenses and Services	\$44,033	\$79,030	55.72%	\$197,575	22.29%	\$153,542
6000 - Capital Outlay	\$0	\$117,716	0%	\$294,291	0%	\$294,291
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$909,058	\$906,966	100.23%	\$2,267,414	40.09%	\$1,358,356

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

Guidance: Yes

Corrective Action Plan

LBCC is on track to complete spending for the year.

Summary of Activities:

This quarter, LBCC used expenditures in accordance with the Consortia’s three year plan to support professional development of members and community partners, improve communication tools including the websites, engage in marketing via social media, and support the streamlining of the online environment for students.

**Status
Submitted**

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	\$84,518	\$138,833	60.88%	\$555,332	15.22%	\$470,814
2000 - Non-Instructional Salaries	\$35,052	\$57,999	60.44%	\$231,996	15.11%	\$196,944
3000 - Employee Benefits	\$61,037	\$95,115	64.17%	\$380,458	16.04%	\$319,421
4000 - Supplies and Materials	\$2,233	\$44,856	4.98%	\$179,425	1.24%	\$177,192
5000 - Other Operating Expenses and Services	\$0	\$44,856	0%	\$179,425	0%	\$179,425
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,034	\$12,595	47.91%	\$50,379	11.98%	\$44,345
Totals	\$188,874	\$394,254	47.91%	\$1,577,015	11.98%	\$1,388,141

Corrective Action Plan

Due to the school closures and all classes being moved to on-line instruction our expenditures have fallen below are target. We are taking a look at our options, especially due to low attendance numbers. Thinking of adding a Digital Literacy class for ABE and ESL students. We have added more hours of professional development this year to bring the teachers up to speed with the use of technology and on-line instruction.

Summary of Activities:

LBSA continues to offer Free High School Diploma, HiSET Prep, HiSET Home Studies, Adult Basic Education and four levels of ESL classes. With the school closures in the spring of 2020 we started to see a decline in enrollment. We have implemented on going enrollment in all of our programs and hold registration at least twice a week by appointment. We are keeping in touch with our consortium and community partners through zoom meeting. Our C.N.A. program is going strong with students being hired after they complete our program. Our Custodial class was limited to only 24 students due to social distancing but 22 of the 24 completed and recieved certificates. Our Animal Care program is low in numbers this semester but everyone has been placed at a job site.

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	\$239,743	\$138,833	172.68%	\$555,332	43.17%	\$315,589
2000 - Non-Instructional Salaries	\$94,203	\$57,999	162.42%	\$231,996	40.61%	\$137,793
3000 - Employee Benefits	\$150,577	\$95,115	158.31%	\$380,458	39.58%	\$229,881
4000 - Supplies and Materials	\$14,402	\$44,856	32.11%	\$179,425	8.03%	\$165,023
5000 - Other Operating Expenses and Services	\$3,165	\$44,856	7.06%	\$179,425	1.76%	\$176,260
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$16,569	\$12,595	131.55%	\$50,379	32.89%	\$33,810
Totals	\$518,659	\$394,254	131.55%	\$1,577,015	32.89%	\$1,058,356

Summary of Activities:

Fall 2020 most of our class were on-line. Our district started using Canvas so teachers needed to go through extra hours of professional development to get them up to speed. We doubled the hours of PD for our staff first semester to make sure that all teachers could use zoom and google classroom. Our student tracking system did not work with Canvas so some of our teachers used the free version while we wait for our district to get things working. During fall 2020 we offered 4 morning ESL classes, two afternoon ESL classes and 4 evening ESL classes. We also had High School Diploma, HiSET prep and HiSET home studies along with Animal Care and our custodial class. Our HiSET Test Center has also been open 5 days a week with lower numbers.

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

Carol Ortega

Debbie Broadway, Asst. Principal

Kristine Pratt, Fiscal Services Analyst

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	\$399,748	\$138,833	287.93%	\$555,332	71.98%	\$155,584
2000 - Non-Instructional Salaries	\$149,568	\$57,999	257.88%	\$231,996	64.47%	\$82,428
3000 - Employee Benefits	\$249,628	\$95,115	262.45%	\$380,458	65.61%	\$130,830
4000 - Supplies and Materials	\$16,338	\$44,856	36.42%	\$179,425	9.11%	\$163,087
5000 - Other Operating Expenses and Services	\$9,644	\$44,856	21.5%	\$179,425	5.37%	\$169,781
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$27,222	\$12,595	216.14%	\$50,379	54.03%	\$23,157
Totals	\$852,148	\$394,254	216.14%	\$1,577,015	54.04%	\$724,867

Summary of Activities:

Long Beach School for Adults is on track with our original projected expenses. We have added extra classes to help with wait lists this spring and gotten all students into classes.

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	\$476,857	\$138,833	343.48%	\$555,332	85.87%	\$78,475
2000 - Non-Instructional Salaries	\$213,995	\$57,999	368.96%	\$231,996	92.24%	\$18,001
3000 - Employee Benefits	\$306,438	\$95,115	322.18%	\$380,458	80.54%	\$74,020
4000 - Supplies and Materials	\$18,936	\$44,856	42.21%	\$179,425	10.55%	\$160,489
5000 - Other Operating Expenses and Services	\$10,302	\$44,856	22.97%	\$179,425	5.74%	\$169,123
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$33,875	\$12,595	268.96%	\$50,379	67.24%	\$16,504
Totals	\$1,060,403	\$394,254	268.96%	\$1,577,015	67.24%	\$516,612

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

Guidance: Yes

Summary of Activities:

This year we will have HSD, HiSET prep and Home studies, along with both ABE 1 and ABE 2. We will be offering 4 levels of ESL in the morning, afternoon and evening. We will have on line options in HSD, Hiset Prep and ABE 2. If we have an interest we will open an on-line ESL class. We will also be offering ESL computer workshops and conversation workshops. Animal Care 1 -4 and our Custodial class will be our on site CTE and our C.N.A. class Hill be at Hill street until 12/31/21 and then will be moved off site.

Status
Submitted



California
Community
Colleges

NOVA
PLAN. INVEST. TRACK.

2021 © California Community Colleges
NOVA Site Version: [4.37.1](#)