

CAEP Consortium Fiscal Reporting 27 Los Angeles Regional Adult Education Consortium

2018-19 Fiscal Year

Certification

Certified By

Lanzi Asturias

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

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Burbank Unified	Submitted	Submitted	Submitted	Submitted
Culver City Unified	Submitted	Submitted	Submitted	Submitted
Los Angeles CCD	Submitted	Submitted	Submitted	Submitted
Los Angeles Unified	Submitted	Submitted	Submitted	Submitted
Montebello Unified	Submitted	Submitted	Submitted	Submitted

Burbank Unified

Burbank 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	\$159,481	\$202,321	78.83%	\$1,348,807	11.82%	\$1,189,326
2000 - Non-Instructional Salaries	\$79,281	\$101,691	77.96%	\$677,938	11.69%	\$598,657
3000 - Employee Benefits	\$71,009	\$97,795	72.61%	\$651,969	10.89%	\$580,960
4000 - Supplies and Materials	\$19,787	\$24,205	81.75%	\$161,365	12.26%	\$141,578
5000 - Other Operating Expenses and Services	\$26,450	\$33,504	78.95%	\$223,360	11.84%	\$196,910
6000 - Capital Outlay	\$1,440	\$44,182	3.26%	\$294,544	0.49%	\$293,104
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$22,976	0%	\$153,172	0%	\$153,172
Totals	\$357,448	\$526,673	67.87%	\$3,511,155	10.18%	\$3,153,707

Corrective Action Plan

Presently, we have expended about ten percent (10%) of our allocation. There will be expenditures that will fall during the Q2 which will bring us to our target. The expenditures for materials and supplies for the new CTE Physical Therapy program will hit during Q2.

Summary of Activities:

Classes run in the following areas: ABE, ASE, CTE, ESL and Students with Disabilities. Presently running day and evening CNA classes. This quarter also reflects a new CTE Physical Therapy program and two new IET programs, ESL Health Care Occupations and ESL Information Technology. Professional development has focused on reviewing data in preparation for the school's WASC self-study. Staff has been involved in three Saturday professional development sessions as a part of this process.

Status
Submitted

Burbank 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	\$673,790	\$404,642	166.52%	\$1,348,807	49.95%	\$675,017
2000 - Non-Instructional Salaries	\$328,910	\$203,381	161.72%	\$677,938	48.52%	\$349,028
3000 - Employee Benefits	\$312,217	\$195,591	159.63%	\$651,969	47.89%	\$339,752
4000 - Supplies and Materials	\$50,764	\$48,410	104.86%	\$161,365	31.46%	\$110,601
5000 - Other Operating Expenses and Services	\$78,314	\$67,008	116.87%	\$223,360	35.06%	\$145,046
6000 - Capital Outlay	\$230,816	\$88,363	261.21%	\$294,544	78.36%	\$63,728
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$45,952	0%	\$153,172	0%	\$153,172
Totals	\$1,674,811	\$1,053,347	159%	\$3,511,155	47.7%	\$1,836,344

Summary of Activities:

Burbank Adult School began its Burbank Success Initiative this spring 2019 which is a program for emergent bilingual families to support their school age children academically by equipping them with literacy and math skills to provide homework assistance and tutoring at home.

**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

Emilio Urioste Jr., Director Burbank Adult school

Burbank 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	\$909,364	\$606,963	149.82%	\$1,348,807	67.42%	\$439,443
2000 - Non-Instructional Salaries	\$460,583	\$305,072	150.98%	\$677,938	67.94%	\$217,355
3000 - Employee Benefits	\$437,203	\$293,386	149.02%	\$651,969	67.06%	\$214,766
4000 - Supplies and Materials	\$61,066	\$72,614	84.1%	\$161,365	37.84%	\$100,299
5000 - Other Operating Expenses and Services	\$86,000	\$100,512	85.56%	\$223,360	38.5%	\$137,360
6000 - Capital Outlay	\$231,296	\$132,545	174.5%	\$294,544	78.53%	\$63,248
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$68,927	0%	\$153,172	0%	\$153,172
Totals	\$2,185,512	\$1,580,020	138.32%	\$3,511,155	62.24%	\$1,325,643

Summary of Activities:

Burbank Adult School (BAS) maintains its ABE and ASE programs. For the 2018-19 academic year it has expanded its CNA program to offer daytime and evening classes. Additionally, BAS is offering Sports Physical Therapy and Physical Therapy Aide programs. A new IET program is being developed for the fall of 2019 which is Cable and Computer Networking. This will be a team-taught course which has a Friday lab time built in to the course. The Burbank Success Initiative is a new program for BAS patterned after the FSI program in the LAUSD. Professional development has been focused on reviewing the school's mission, vision and Student Learning Outcomes, along with the programs, services and supports offered to students. The final phase is a review of data to determine the effectiveness of the school's programs.

Status
Submitted

Burbank 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	\$1,278,943	\$809,284	158.03%	\$1,348,807	94.82%	\$69,864
2000 - Non-Instructional Salaries	\$668,228	\$406,763	164.28%	\$677,938	98.57%	\$9,710
3000 - Employee Benefits	\$627,545	\$391,181	160.42%	\$651,969	96.25%	\$24,424
4000 - Supplies and Materials	\$70,768	\$96,819	73.09%	\$161,365	43.86%	\$90,597
5000 - Other Operating Expenses and Services	\$104,054	\$134,016	77.64%	\$223,360	46.59%	\$119,306
6000 - Capital Outlay	\$238,030	\$176,726	134.69%	\$294,544	80.81%	\$56,514
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$137,477	\$91,903	149.59%	\$153,172	89.75%	\$15,695
Totals	\$3,125,045	\$2,106,693	148.34%	\$3,511,155	89%	\$386,110

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

Guidance: Yes

Summary of Activities:

The funding was utilized to support the following programs at Burbank Adult School: ABE, ASE, ESL, CTE, Adults with Disabilities, and FSI which is designed to assist emergent bilingual parents of elementary and secondary school children to succeed academically in school. In particular this last quarter we focused on improving the marketing of our programs to promote and inform our community about the adult education programs available. Additionally, we spent much time and funding on revamping our IET programs. Lastly, we have initiated our WASC self-study process which involves a thorough review of our data, practices, services and use of resources.

Status
Submitted

Culver City Unified

Culver City 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	\$27,148	\$150,000	18.1%	\$1,000,000	2.71%	\$972,852
2000 - Non-Instructional Salaries	\$6,022	\$58,500	10.29%	\$390,000	1.54%	\$383,978
3000 - Employee Benefits	\$6,533	\$58,500	11.17%	\$390,000	1.68%	\$383,467
4000 - Supplies and Materials	\$13,100	\$20,250	64.69%	\$135,000	9.7%	\$121,900
5000 - Other Operating Expenses and Services	\$14,452	\$20,250	71.37%	\$135,000	10.71%	\$120,548
6000 - Capital Outlay	\$0	\$0	100%	\$75,852	0%	\$75,852
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$102,500	0%	\$102,500
Totals	\$67,255	\$307,500	21.87%	\$2,228,352	3.02%	\$2,161,097

Corrective Action Plan

Expenditures fall below the target because the Fall session didn't start until September 4th and a small summer session was offered. It is expected that expenditures in the remaining quarters will meet the targets.

Summary of Activities:

Providing necessary classes, materials, supplies, equipment and support for ESL, ABE, and ASE. All expenditures are aligned to the LARAEC Regional Comprehensive Plan.

Status
Submitted

Culver City 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	\$269,493	\$300,000	89.83%	\$1,000,000	26.95%	\$730,507
2000 - Non-Instructional Salaries	\$125,400	\$117,000	107.18%	\$390,000	32.15%	\$264,600
3000 - Employee Benefits	\$129,534	\$117,000	110.71%	\$390,000	33.21%	\$260,466
4000 - Supplies and Materials	\$29,306	\$40,500	72.36%	\$135,000	21.71%	\$105,694
5000 - Other Operating Expenses and Services	\$30,790	\$40,500	76.02%	\$135,000	22.81%	\$104,210
6000 - Capital Outlay	\$0	\$0	100%	\$75,852	0%	\$75,852
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$102,500	0%	\$102,500
Totals	\$584,523	\$615,000	95.04%	\$2,228,352	26.23%	\$1,643,829

Summary of Activities:

Providing necessary classes, materials, supplies, equipment and support for ESL, ABE, and ASE. All expenditures are aligned to the LARAEC Regional Comprehensive Plan.

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

Veronica Montes 8424300, Principal

Culver City 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	\$449,265	\$450,000	99.84%	\$1,000,000	44.93%	\$550,735
2000 - Non-Instructional Salaries	\$209,144	\$175,500	119.17%	\$390,000	53.63%	\$180,856
3000 - Employee Benefits	\$224,232	\$175,500	127.77%	\$390,000	57.5%	\$165,768
4000 - Supplies and Materials	\$32,757	\$60,750	53.92%	\$135,000	24.26%	\$102,243
5000 - Other Operating Expenses and Services	\$48,822	\$60,750	80.37%	\$135,000	36.16%	\$86,178
6000 - Capital Outlay	\$0	\$37,926	0%	\$75,852	0%	\$75,852
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$102,500	0%	\$102,500
Totals	\$964,220	\$960,426	100.4%	\$2,228,352	43.27%	\$1,264,132

Summary of Activities:

Providing necessary classes, materials, supplies, equipment and support for ESL, ABE, and ASE. All expenditures are aligned to the LARAEC Regional Comprehensive Plan.

Status
Submitted

Culver City 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	\$673,629	\$600,000	112.27%	\$1,000,000	67.36%	\$326,371
2000 - Non-Instructional Salaries	\$319,442	\$234,000	136.51%	\$390,000	81.91%	\$70,558
3000 - Employee Benefits	\$340,534	\$234,000	145.53%	\$390,000	87.32%	\$49,466
4000 - Supplies and Materials	\$44,282	\$81,000	54.67%	\$135,000	32.8%	\$90,718
5000 - Other Operating Expenses and Services	\$63,236	\$81,000	78.07%	\$135,000	46.84%	\$71,764
6000 - Capital Outlay	\$0	\$37,926	0%	\$75,852	0%	\$75,852
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$72,056	\$61,500	117.16%	\$102,500	70.3%	\$30,444
Totals	\$1,513,179	\$1,329,426	113.82%	\$2,228,352	67.91%	\$715,173

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

Guidance: Yes

Summary of Activities:

All funding was utilized to support ESL, ABE and ASE programs and students.

**Status
Submitted**

Los Angeles CCD

Los Angeles 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	\$630,462	\$662,685	95.14%	\$4,417,903	14.27%	\$3,787,441
2000 - Non-Instructional Salaries	\$248,025	\$292,069	84.92%	\$1,947,127	12.74%	\$1,699,102
3000 - Employee Benefits	\$236,430	\$201,066	117.59%	\$1,340,441	17.64%	\$1,104,011
4000 - Supplies and Materials	\$91,362	\$98,997	92.29%	\$659,978	13.84%	\$568,616
5000 - Other Operating Expenses and Services	\$136,710	\$132,006	103.56%	\$880,040	15.53%	\$743,330
6000 - Capital Outlay	\$12,468	\$61,017	20.43%	\$406,781	3.07%	\$394,313
7000 - Other Outgo	\$0	\$588,962	0%	\$3,926,415	0%	\$3,926,415
Indirect Costs	\$3,206	\$101,480	3.16%	\$676,533	0.47%	\$673,327
Totals	\$1,358,663	\$2,138,283	63.54%	\$14,255,218	9.53%	\$12,896,555

Corrective Action Plan

The LACCD AE Deans will address spending targets in January and February Deans Meeting.

Summary of Activities:

The LACCD Colleges are moving the AEP forward meeting the needs of the LARAEC Regional Annual Plan as well as the LACCD AE Strategic Plan. LACCD has launched a Professional Development (PD) strand. The first is regarding a Counseling Collaborative where adult school counselors and community college noncredit and credit counselors build relationship for successful transitions for students as well as address policy and procedures to build student success. Developed PD opportunities to respond to needed curriculum for workforce development skills.

Status
Submitted

Los Angeles 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	\$1,171,309	\$1,325,371	88.38%	\$4,417,903	26.51%	\$3,246,594
2000 - Non-Instructional Salaries	\$608,958	\$584,138	104.25%	\$1,947,127	31.27%	\$1,338,169
3000 - Employee Benefits	\$468,705	\$402,132	116.55%	\$1,340,441	34.97%	\$871,736
4000 - Supplies and Materials	\$217,631	\$197,993	109.92%	\$659,978	32.98%	\$442,347
5000 - Other Operating Expenses and Services	\$296,037	\$264,012	112.13%	\$880,040	33.64%	\$584,003
6000 - Capital Outlay	\$171,976	\$122,034	140.92%	\$406,781	42.28%	\$234,805
7000 - Other Outgo	\$0	\$1,177,925	0%	\$3,926,415	0%	\$3,926,415
Indirect Costs	\$14,103	\$202,960	6.95%	\$676,533	2.08%	\$662,430
Totals	\$2,948,719	\$4,276,565	68.95%	\$14,255,218	20.69%	\$11,306,499

Corrective Action Plan

The District AE Dean is working with the AE College Deans to address spending targets.

Summary of Activities:

Developed LACCD Adult Education Model accountability aligned to innovation and success measures. Continue to develop articulation agreements between the USD adult schools and the community colleges. All AE programs have implemented online support modules for academic support. Surface Pros have been distributed to all college AE Programs to e-testing and support to basic skills classes. New curriculum and programs continues to be developed with NC and C faculty members.

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

Robert Miller

Adrienne Ann Mullen Ed.D., Dean, Adult, Community & Continuing Education

Los Angeles 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	\$2,228,061	\$1,988,056	112.07%	\$4,417,903	50.43%	\$2,189,842
2000 - Non-Instructional Salaries	\$975,021	\$876,207	111.28%	\$1,947,127	50.07%	\$972,106
3000 - Employee Benefits	\$747,143	\$603,198	123.86%	\$1,340,441	55.74%	\$593,298
4000 - Supplies and Materials	\$354,416	\$296,990	119.34%	\$659,978	53.7%	\$305,562
5000 - Other Operating Expenses and Services	\$432,646	\$396,018	109.25%	\$880,040	49.16%	\$447,394
6000 - Capital Outlay	\$194,931	\$183,051	106.49%	\$406,781	47.92%	\$211,850
7000 - Other Outgo	\$0	\$1,766,887	0%	\$3,926,415	0%	\$3,926,415
Indirect Costs	\$25,581	\$304,440	8.4%	\$676,533	3.78%	\$650,952
Totals	\$4,957,799	\$6,414,848	77.29%	\$14,255,218	34.78%	\$9,297,419

Corrective Action Plan

The District Adult Education dean is working with all campus Adult Education deans to ensure that LACCD meets the expenditure targets. Many expenditures are in process and will be reflected on the next quarterly reports.

Summary of Activities:

Adult Education Program across the nine colleges are meeting the deliverables based on the regional and annual plan. Faculty participated in the new three-year planning process as well as college professional development regarding best practices for instruction. The surface pros were delivered to each campus to build on best practices for instruction and accountability.

Status
Submitted

Los Angeles 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	\$4,417,903	\$2,650,742	166.67%	\$4,417,903	100%	\$0
2000 - Non-Instructional Salaries	\$1,347,431	\$1,168,276	115.33%	\$1,947,127	69.2%	\$599,696
3000 - Employee Benefits	\$1,340,441	\$804,265	166.67%	\$1,340,441	100%	\$0
4000 - Supplies and Materials	\$560,410	\$395,987	141.52%	\$659,978	84.91%	\$99,568
5000 - Other Operating Expenses and Services	\$835,947	\$528,024	158.32%	\$880,040	94.99%	\$44,093
6000 - Capital Outlay	\$406,781	\$244,069	166.67%	\$406,781	100%	\$0
7000 - Other Outgo	\$0	\$2,355,849	0%	\$3,926,415	0%	\$3,926,415
Indirect Costs	\$66,416	\$405,920	16.36%	\$676,533	9.82%	\$610,117
Totals	\$8,975,329	\$8,553,131	104.94%	\$14,255,218	62.96%	\$5,279,889

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

Guidance: Yes

Summary of Activities:

The AE Deans continued to implement the LARAEC annual plan and roll-out AE activities. Professional development was completed to address program planning for 2019-20, data and accountability committee met to utilize data in program planning , and the LARAEC three-year regional plan was completed and vetted.

**Status
Submitted**

Los Angeles Unified

Los Angeles 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	\$8,459,312	\$8,884,227	95.22%	\$49,573,129	17.06%	\$41,113,817
2000 - Non-Instructional Salaries	\$3,367,567	\$3,562,066	94.54%	\$16,289,915	20.67%	\$12,922,348
3000 - Employee Benefits	\$6,543,102	\$6,157,105	106.27%	\$30,922,593	21.16%	\$24,379,491
4000 - Supplies and Materials	\$271,950	\$84,116	323.3%	\$1,886,932	14.41%	\$1,614,982
5000 - Other Operating Expenses and Services	\$349,883	\$470,569	74.35%	\$4,880,038	7.17%	\$4,530,155
6000 - Capital Outlay	\$0	\$0	100%	\$1,341,751	0%	\$1,341,751
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$5,177,631	0%	\$5,177,631
Totals	\$18,991,814	\$19,158,082	99.13%	\$110,071,989	17.25%	\$91,080,175

Summary of Activities:

- Approximately 97% of program expenditures went to instructional and non-instructional salaries and benefits to support the programs and services provided to DACE students according to the strategies outlined in the LARAEC's Regional Comprehensive Plan. - A little over 1% of the expenditures were used to support DACE programs with supplies and equipment. - Approximately 2% of the expenditures were used for contracts and other operating expenses such as: utilities, conferences, mileage, facility rental, maintenance and repair of facilities, maintenance and rental of equipment, software licenses, and other other professional services. All these expenses are aligned with LARAEC's Regional Comprehensive Plan.

Status
Submitted

Los Angeles 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	\$21,257,439	\$22,749,561	93.44%	\$49,573,129	42.88%	\$28,315,690
2000 - Non-Instructional Salaries	\$7,561,869	\$7,639,480	98.98%	\$16,289,915	46.42%	\$8,728,046
3000 - Employee Benefits	\$14,462,641	\$13,273,414	108.96%	\$30,922,593	46.77%	\$16,459,952
4000 - Supplies and Materials	\$541,414	\$642,919	84.21%	\$1,886,932	28.69%	\$1,345,518
5000 - Other Operating Expenses and Services	\$985,102	\$1,240,913	79.39%	\$4,880,038	20.19%	\$3,894,936
6000 - Capital Outlay	\$29,168	\$603,788	4.83%	\$1,341,751	2.17%	\$1,312,583
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,240,424	\$2,215,578	101.12%	\$5,177,631	43.27%	\$2,937,207
Totals	\$47,078,057	\$48,365,652	97.34%	\$110,071,989	42.77%	\$62,993,932

Summary of Activities:

- Approximately 92% of program expenditures went to instructional and non-instructional salaries and benefits to support the programs and services provided to DACE students according to the strategies outlined in the LARAEC's Regional Comprehensive Plan. - A little over 1% of the expenditures were used to support DACE programs with supplies and equipment. - Approximately 2% of the expenditures were used for contracts and other operating expenses such as: utilities, conferences, mileage, facility rental, maintenance and repair of facilities, maintenance and rental of equipment, software licenses, other professional services, and capital outlay.

**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

Joseph Stark
Men Le

Los Angeles 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	\$32,393,932	\$35,668,858	90.82%	\$49,573,129	65.35%	\$17,179,197
2000 - Non-Instructional Salaries	\$11,789,791	\$11,883,741	99.21%	\$16,289,915	72.37%	\$4,500,124
3000 - Employee Benefits	\$22,139,949	\$20,096,944	110.17%	\$30,922,593	71.6%	\$8,782,644
4000 - Supplies and Materials	\$889,385	\$1,071,459	83.01%	\$1,886,932	47.13%	\$997,547
5000 - Other Operating Expenses and Services	\$2,584,295	\$3,074,442	84.06%	\$4,880,038	52.96%	\$2,295,743
6000 - Capital Outlay	\$57,779	\$858,721	6.73%	\$1,341,751	4.31%	\$1,283,972
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,492,326	\$3,519,542	99.23%	\$5,177,631	67.45%	\$1,685,305
Totals	\$73,347,457	\$76,173,708	96.29%	\$110,071,989	66.64%	\$36,724,532

Summary of Activities:

Approximately 90% of program expenditures went to instructional and non-instructional salaries and benefits to support the programs and services provided to DACE students according to the strategies outlined in the LARAEC's Regional Comprehensive Plan. A little over 1% of the expenditures were used to support DACE programs with supplies and equipment. Approximately 4% of the expenditures were used for contracts and other operating expenses such as: utilities, conferences, mileage, facility rental, maintenance and repair of facilities, maintenance and rental of equipment, software licenses, and other professional services. All these expenses are aligned with LARAEC's Regional Comprehensive Plan.

Status
Submitted

Los Angeles 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	\$45,278,714	\$46,611,720	97.14%	\$49,573,129	91.34%	\$4,294,415
2000 - Non-Instructional Salaries	\$15,945,268	\$15,966,091	99.87%	\$16,289,915	97.88%	\$344,647
3000 - Employee Benefits	\$29,941,188	\$28,459,751	105.21%	\$30,922,593	96.83%	\$981,405
4000 - Supplies and Materials	\$1,180,144	\$1,334,037	88.46%	\$1,886,932	62.54%	\$706,788
5000 - Other Operating Expenses and Services	\$4,818,718	\$4,315,356	111.66%	\$4,880,038	98.74%	\$61,320
6000 - Capital Outlay	\$242,305	\$1,274,663	19.01%	\$1,341,751	18.06%	\$1,099,446
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,858,202	\$4,709,982	103.15%	\$5,177,631	93.83%	\$319,429
Totals	\$102,264,539	\$102,671,601	99.6%	\$110,071,989	92.91%	\$7,807,450

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

Guidance: Yes

Summary of Activities:

-Approximately 90% of program expenditures went to instructional and non-instructional salaries and benefits to support the programs and services provided to DACE students according to the strategies outline in the LARAEC's Regional Comprehensive Plan -A little over 1% of the expenditures were used to support DACE programs with supplies and equipment -Approximately 5% of the expenditures were used for contracts and other operating expenses such as utilities, conferences, mileage, facility rental, maintenance and repair of facility, maintenance and repair of equipment, software licenses, dues and membership, and other professional services. -Less than 1% of the expenditures were used for capital outlay projects, including the development of the new DACE Student Information System (SIS). -All these expenses are aligned with LARAEC's Regional Comprehensive Plan.

**Status
Submitted**

Montebello Unified

Montebello 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	\$574,137	\$793,763	72.33%	\$4,409,794	13.02%	\$3,835,657
2000 - Non-Instructional Salaries	\$309,682	\$443,912	69.76%	\$2,466,176	12.56%	\$2,156,494
3000 - Employee Benefits	\$343,580	\$251,925	136.38%	\$3,598,926	9.55%	\$3,255,346
4000 - Supplies and Materials	\$6,158	\$234,816	2.62%	\$1,565,439	0.39%	\$1,559,281
5000 - Other Operating Expenses and Services	\$83,236	\$169,274	49.17%	\$2,418,201	3.44%	\$2,334,965
6000 - Capital Outlay	\$0	\$72,150	0%	\$1,030,717	0%	\$1,030,717
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$565,329	0%	\$565,329
Totals	\$1,316,793	\$1,965,840	66.98%	\$16,054,582	8.2%	\$14,737,789

Corrective Action Plan

MUSD has ensured that the monies are correctly allocated as per plan. The benefits of employees only capture one month, instead of 3. The 2nd Qtr will reflect the amount allocations as desired by LARAEC.

Summary of Activities:

Activities being conducted as planned.

Status
Submitted

Montebello 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	\$1,637,450	\$1,543,428	106.09%	\$4,409,794	37.13%	\$2,772,344
2000 - Non-Instructional Salaries	\$744,319	\$986,470	75.45%	\$2,466,176	30.18%	\$1,721,857
3000 - Employee Benefits	\$1,139,474	\$1,007,699	113.08%	\$3,598,926	31.66%	\$2,459,452
4000 - Supplies and Materials	\$51,975	\$500,940	10.38%	\$1,565,439	3.32%	\$1,513,464
5000 - Other Operating Expenses and Services	\$231,956	\$580,368	39.97%	\$2,418,201	9.59%	\$2,186,245
6000 - Capital Outlay	\$0	\$443,208	0%	\$1,030,717	0%	\$1,030,717
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$565,329	0%	\$565,329
Totals	\$3,805,174	\$5,062,115	75.17%	\$16,054,582	23.7%	\$12,249,408

Corrective Action Plan

We fell shortly below our target amount due to projects/repairs that are commencing must first have Board approval, which has caused a delay.

Summary of Activities:

We are working with collaborative members from K-12 administration and local colleges (specifically) to enhance our Career Centers at both the Ford Park and Montebello Community Adult Sites. Our teachers at our outlying sites who are connected with elementary school sites have received FSI curriculum and we are planning several teacher in-service trainings. CASAS update training has been completed at all 22 sites and we continue to bridge pathways with our continuation high school site. Our Special Education department has developed partnerships with City and civic leaders.

**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

Mrs. Alice Jacquez

Montebello 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	\$2,680,796	\$2,204,897	121.58%	\$4,409,794	60.79%	\$1,728,998
2000 - Non-Instructional Salaries	\$1,169,711	\$1,455,044	80.39%	\$2,466,176	47.43%	\$1,296,465
3000 - Employee Benefits	\$1,864,974	\$1,547,538	120.51%	\$3,598,926	51.82%	\$1,733,952
4000 - Supplies and Materials	\$98,019	\$720,102	13.61%	\$1,565,439	6.26%	\$1,467,420
5000 - Other Operating Expenses and Services	\$280,160	\$749,642	37.37%	\$2,418,201	11.59%	\$2,138,041
6000 - Capital Outlay	\$0	\$659,659	0%	\$1,030,717	0%	\$1,030,717
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$565,329	0%	\$565,329
Totals	\$6,093,660	\$7,336,882	83.06%	\$16,054,582	37.96%	\$9,960,922

Corrective Action Plan

Activities are being conducted as planned. Expenses will balance with spending targets in Quarter 4

Summary of Activities:

All Adult Education programs have implemented online support modules for academic support. CASAS labs have been developed to begin piloting e-testing and support. New curriculum and programs continue to be developed with our teachers, counseling and administrative staff. We continue to partner with AJCC at both our Ford Park Adult and Montebello Adult Centers to help build a strong workforce.

Status
Submitted

Montebello 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	\$3,871,968	\$3,836,521	100.92%	\$4,409,794	87.8%	\$537,826
2000 - Non-Instructional Salaries	\$1,806,651	\$2,046,926	88.26%	\$2,466,176	73.26%	\$659,525
3000 - Employee Benefits	\$3,076,685	\$3,131,066	98.26%	\$3,598,926	85.49%	\$522,241
4000 - Supplies and Materials	\$192,877	\$860,991	22.4%	\$1,565,439	12.32%	\$1,372,562
5000 - Other Operating Expenses and Services	\$448,670	\$1,209,101	37.11%	\$2,418,201	18.55%	\$1,969,531
6000 - Capital Outlay	\$0	\$917,338	0%	\$1,030,717	0%	\$1,030,717
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$365,471	\$0	100%	\$565,329	64.65%	\$199,858
Totals	\$9,762,322	\$12,001,943	81.34%	\$16,054,582	60.81%	\$6,292,260

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

Guidance: Yes

Corrective Action Plan

MCAS Adult Education Administration, Executive Cabinet, along with the Board of Education and Fiscal Management team have set fiscal planning dates and walk-throughs to keep our fiscal budget sound.

Summary of Activities:

We have developed an action plan to include both instructors and paraprofessionals to participate in both district and partnership training. Our campus refurbishment projects has started and almost complete with possible additional funding needed.

**Status
Submitted**



California
Community
Colleges

