

# CAEP Consortium Fiscal Reporting 27 Los Angeles Regional Adult Education Consortium

2019-20 Fiscal Year

## Certification

**Certified By**

Lanzi Asturias

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
<a href="#">Burbank Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Culver City Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Los Angeles CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Los Angeles Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Montebello Unified</a>	Submitted	Submitted	Submitted	Not 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	\$195,112	\$0	100%	\$1,165,017	16.75%	\$969,905
2000 - Non-Instructional Salaries	\$98,153	\$0	100%	\$624,796	15.71%	\$526,643
3000 - Employee Benefits	\$93,374	\$0	100%	\$575,221	16.23%	\$481,847
4000 - Supplies and Materials	\$39,227	\$0	100%	\$87,286	44.94%	\$48,059
5000 - Other Operating Expenses and Services	\$69,194	\$0	100%	\$194,431	35.59%	\$125,237
6000 - Capital Outlay	\$496	\$0	100%	\$277,041	0.18%	\$276,545
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$131,882	0%	\$131,882
<b>Totals</b>	<b>\$495,556</b>	<b>\$0</b>	<b>100%</b>	<b>\$3,055,674</b>	<b>16.22%</b>	<b>\$2,560,118</b>

### Summary of Activities:

Expenditures in support of educational and support activities in alignment with LARAEC's Three year Plan. Total expenditures equal 16.22% of the 15% target.

**Status**  
**Submitted**

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### 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	\$503,946	\$0	100%	\$1,165,017	43.26%	\$661,071
2000 - Non-Instructional Salaries	\$249,692	\$0	100%	\$624,796	39.96%	\$375,104
3000 - Employee Benefits	\$244,295	\$0	100%	\$575,221	42.47%	\$330,926
4000 - Supplies and Materials	\$48,536	\$0	100%	\$87,286	55.61%	\$38,750
5000 - Other Operating Expenses and Services	\$96,578	\$0	100%	\$194,431	49.67%	\$97,853
6000 - Capital Outlay	\$69,933	\$0	100%	\$277,041	25.24%	\$207,108
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$131,882	0%	\$131,882
<b>Totals</b>	<b>\$1,212,980</b>	<b>\$0</b>	<b>100%</b>	<b>\$3,055,674</b>	<b>39.7%</b>	<b>\$1,842,694</b>

**Summary of Activities:**

The expenditures under Q2 of CAEP funding Have been utilized to support the following programs at Burbank Adult School: ABE, ASE, CTE, ESL, and Students with Disabilities. The utilization of these funds have been to pay for the salaries and benefits of certificated and classified staff. Additionally, the expenditures have been utilized for the purchase of instructional materials and supplies to support the program areas noted above. The capital outlay expenditures are to close out the project for the new classrooms to support the LVN program and an initial expenditure for the installation of the digital security cameras.

**Status  
Submitted**

**Allocation Year Closeout: 2017-18**

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

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Emilio Urioste Jr., Director Burbank Adult school

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$749,021	\$0	100%	\$1,165,017	64.29%	\$415,996
2000 - Non-Instructional Salaries	\$420,558	\$0	100%	\$624,796	67.31%	\$204,238
3000 - Employee Benefits	\$396,717	\$0	100%	\$575,221	68.97%	\$178,504
4000 - Supplies and Materials	\$54,644	\$0	100%	\$87,286	62.6%	\$32,642
5000 - Other Operating Expenses and Services	\$111,276	\$0	100%	\$194,431	57.23%	\$83,155
6000 - Capital Outlay	\$94,401	\$0	100%	\$277,041	34.07%	\$182,640
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$131,882	0%	\$131,882
<b>Totals</b>	<b>\$1,826,617</b>	<b>\$0</b>	<b>100%</b>	<b>\$3,055,674</b>	<b>59.78%</b>	<b>\$1,229,057</b>

### Summary of Activities:

Approximately 59.78% of the budget was expended. The expenditures were utilized for instructional and non-instructional salaries and benefits to support programs and expenditures provided to Burbank Adult School (BAS) students in accordance with the LARAEC Comprehensive Plan. BAS uses the CAEP funds to operate ABE, ASE, CTE, ESL and programs for Students with Disabilities. Capital outlay expenditures are costs to close out the classrooms for the LVN program, and for the installation of a digital security cameras.

**Status**  
**Submitted**

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### 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	\$1,117,965	\$11,650	9,596.13%	\$1,165,017	95.96%	\$47,052
2000 - Non-Instructional Salaries	\$597,206	\$6,248	9,558.42%	\$624,796	95.58%	\$27,590
3000 - Employee Benefits	\$575,221	\$5,752	10,000%	\$575,221	100%	\$0
4000 - Supplies and Materials	\$56,554	\$873	6,479.16%	\$87,286	64.79%	\$30,732
5000 - Other Operating Expenses and Services	\$132,844	\$1,944	6,832.45%	\$194,431	68.32%	\$61,587
6000 - Capital Outlay	\$95,416	\$2,770	3,444.11%	\$277,041	34.44%	\$181,625
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$123,590	\$1,319	9,371.26%	\$131,882	93.71%	\$8,292
<b>Totals</b>	<b>\$2,698,796</b>	<b>\$30,557</b>	<b>8,832.08%</b>	<b>\$3,055,674</b>	<b>88.32%</b>	<b>\$356,878</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:**

Burbank Adult School has expended 88% of the budget. CAEP funds were used to continue our ABE, ASE, CTE, ESL and Adults with Disabilities programs as Distance Learning through the COVID-19 restrictions.

**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	\$49,325	\$0	100%	\$1,200,000	4.11%	\$1,150,675
2000 - Non-Instructional Salaries	\$42,017	\$0	100%	\$430,368	9.76%	\$388,351
3000 - Employee Benefits	\$25,829	\$0	100%	\$400,000	6.46%	\$374,171
4000 - Supplies and Materials	\$398	\$0	100%	\$125,000	0.32%	\$124,602
5000 - Other Operating Expenses and Services	\$21,112	\$0	100%	\$80,000	26.39%	\$58,888
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$103,720	0%	\$103,720
<b>Totals</b>	<b>\$138,681</b>	<b>\$0</b>	<b>100%</b>	<b>\$2,339,088</b>	<b>5.93%</b>	<b>\$2,200,407</b>

### Summary of Activities:

Expenditures supported a small ESL and ASE summer program in alignment with LARAEC's 3 Year Plan. Expenditures fell below the 15% target due to the fact that expenditures represent only the small summer program.

**Status**  
**Submitted**

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### 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	\$276,835	\$0	100%	\$1,200,000	23.07%	\$923,165
2000 - Non-Instructional Salaries	\$141,262	\$0	100%	\$430,368	32.82%	\$289,106
3000 - Employee Benefits	\$130,207	\$0	100%	\$400,000	32.55%	\$269,793
4000 - Supplies and Materials	\$20,442	\$0	100%	\$125,000	16.35%	\$104,558
5000 - Other Operating Expenses and Services	\$53,011	\$0	100%	\$80,000	66.26%	\$26,989
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$103,720	0%	\$103,720
<b>Totals</b>	<b>\$621,757</b>	<b>\$0</b>	<b>100%</b>	<b>\$2,339,088</b>	<b>26.58%</b>	<b>\$1,717,331</b>

**Corrective Action Plan**

Expenditures fell below target because they represent fewer instructional days during the first two quarters because they represent fewer instructional days during the first two quarters. Expenditures are expected to meet target by the third quarter.

**Summary of Activities:**

All activities support students in ESL, ABE and ASE programs including teachers, support staff, instructional materials, facilities, supplies, equipment and services.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

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

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Veronica Montes 8424300, Prinicpal

**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	\$484,921	\$0	100%	\$1,200,000	40.41%	\$715,079
2000 - Non-Instructional Salaries	\$231,684	\$0	100%	\$430,368	53.83%	\$198,684
3000 - Employee Benefits	\$238,301	\$0	100%	\$400,000	59.58%	\$161,699
4000 - Supplies and Materials	\$24,752	\$0	100%	\$125,000	19.8%	\$100,248
5000 - Other Operating Expenses and Services	\$73,992	\$0	100%	\$80,000	92.49%	\$6,008
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$103,720	0%	\$103,720
<b>Totals</b>	<b>\$1,053,650</b>	<b>\$0</b>	<b>100%</b>	<b>\$2,339,088</b>	<b>45.05%</b>	<b>\$1,285,438</b>

**Summary of Activities:**

All activities support students in ESL, ABE, and ASE programs including teachers, support staff, instructional materials, facilities, supplies, equipment and services.

**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	\$714,973	\$12,000	5,958.11%	\$1,200,000	59.58%	\$485,027
2000 - Non-Instructional Salaries	\$336,680	\$4,304	7,823.07%	\$430,368	78.23%	\$93,688
3000 - Employee Benefits	\$360,870	\$4,000	9,021.75%	\$400,000	90.22%	\$39,130
4000 - Supplies and Materials	\$28,770	\$1,250	2,301.6%	\$125,000	23.02%	\$96,230
5000 - Other Operating Expenses and Services	\$80,000	\$800	10,000%	\$80,000	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$72,521	\$1,037	6,992%	\$103,720	69.92%	\$31,199
<b>Totals</b>	<b>\$1,593,814</b>	<b>\$23,391</b>	<b>6,813.83%</b>	<b>\$2,339,088</b>	<b>68.14%</b>	<b>\$745,274</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:**

All expenditures supported ESL, ABE and ASE programs to transition to Distance Learning during the pandemic.

**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	\$535,441	\$0	100%	\$4,417,903	12.12%	\$3,882,462
2000 - Non-Instructional Salaries	\$559,487	\$0	100%	\$1,947,127	28.73%	\$1,387,640
3000 - Employee Benefits	\$341,248	\$0	100%	\$1,554,537	21.95%	\$1,213,289
4000 - Supplies and Materials	\$28,551	\$0	100%	\$659,978	4.33%	\$631,427
5000 - Other Operating Expenses and Services	\$98,738	\$5,705	1,730.88%	\$870,040	11.35%	\$771,302
6000 - Capital Outlay	\$70,947	\$0	100%	\$214,311	33.1%	\$143,364
7000 - Other Outgo	\$0	\$0	100%	\$2,965,460	0%	\$2,965,460
Indirect Costs	\$6,107	\$0	100%	\$629,566	0.97%	\$623,459
<b>Totals</b>	<b>\$1,640,519</b>	<b>\$5,705</b>	<b>28,758.33%</b>	<b>\$13,258,922</b>	<b>12.37%</b>	<b>\$11,618,403</b>

### Summary of Activities:

All AE Deans have met monthly to address AE program planning to align AE activities to the regional plan for 2019-20 academic year. LACCD has expenditures in the pipeline to post; however, did not post prior to the close of Q1. Expenditures will post in Q2.

**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	\$1,435,939	\$0	100%	\$4,417,903	32.5%	\$2,981,964
2000 - Non-Instructional Salaries	\$938,670	\$0	100%	\$1,947,127	48.21%	\$1,008,457
3000 - Employee Benefits	\$659,745	\$0	100%	\$1,554,537	42.44%	\$894,792
4000 - Supplies and Materials	\$100,896	\$0	100%	\$659,978	15.29%	\$559,082
5000 - Other Operating Expenses and Services	\$337,306	\$11,409	2,956.49%	\$870,040	38.77%	\$532,734
6000 - Capital Outlay	\$161,684	\$0	100%	\$214,311	75.44%	\$52,627
7000 - Other Outgo	\$0	\$0	100%	\$2,965,460	0%	\$2,965,460
Indirect Costs	\$37,548	\$0	100%	\$629,566	5.96%	\$592,018
<b>Totals</b>	<b>\$3,671,788</b>	<b>\$11,409</b>	<b>32,183.26%</b>	<b>\$13,258,922</b>	<b>27.69%</b>	<b>\$9,587,134</b>

### Corrective Action Plan

LACCD is within 2.2% of the spending target and will close the spending target by Q3 reporting. A number of purchases did not post during Q2.

### Summary of Activities:

AE Deans have closed the fall semester offering AE classes across the nine colleges and a number of offsite locations. The LACCD AE Program is moving forward in alignment with the Three-year Regional Plan. Faculty and staff members have participated with the Action Planning Teams that met in November and will continue this work during the spring semester. Activities were completed for a MOU for LARAEC, which included the speaker fee (RedBrick) for the LARAEC 2019 conference and payment to Vasquez, LLC.

**Status**  
**Submitted**

### Allocation Year Closeout: 2017-18

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

#### 2017-18 Reverted Funds:

\$0

#### 2017-18 Status

Closed

#### Submitting Authority

Ryan Cortner

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	\$2,042,881	\$0	100%	\$4,417,903	46.24%	\$2,375,022
2000 - Non-Instructional Salaries	\$1,347,604	\$0	100%	\$1,947,127	69.21%	\$599,523
3000 - Employee Benefits	\$945,504	\$0	100%	\$1,554,537	60.82%	\$609,033
4000 - Supplies and Materials	\$136,040	\$0	100%	\$659,978	20.61%	\$523,938
5000 - Other Operating Expenses and Services	\$491,009	\$17,114	2,869.13%	\$870,040	56.44%	\$379,031
6000 - Capital Outlay	\$213,381	\$0	100%	\$214,311	99.57%	\$930
7000 - Other Outgo	\$0	\$0	100%	\$2,965,460	0%	\$2,965,460
Indirect Costs	\$65,213	\$0	100%	\$629,566	10.36%	\$564,353
<b>Totals</b>	<b>\$5,241,632</b>	<b>\$17,114</b>	<b>30,628.64%</b>	<b>\$13,258,922</b>	<b>39.53%</b>	<b>\$8,017,290</b>

**Corrective Action Plan**

LACCD was on target to meet the spending requirement for Q3; unfortunately, with the district moving to a remote working environment there was a delay in posting some expenses. These expenses will be reflected in Q4

**Summary of Activities:**

LACCD participated in the regional planning groups as per the LARAEC Regional Plan. The AE Deans, NC faculty and staff members participated in the planning of the LARAEC Conference; however, it was postponed due to COVID-19. The AE Deans were able to move a large number NC AE ESL, Basic Skills, & CTE courses to online prior to March 31, 2020.

**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	\$4,178,209	\$44,179	9,457.45%	\$4,417,903	94.57%	\$239,694
2000 - Non-Instructional Salaries	\$1,917,513	\$19,471	9,847.91%	\$1,947,127	98.48%	\$29,614
3000 - Employee Benefits	\$1,554,537	\$15,545	10,000%	\$1,554,537	100%	\$0
4000 - Supplies and Materials	\$197,018	\$6,600	2,985.22%	\$659,978	29.85%	\$462,960
5000 - Other Operating Expenses and Services	\$627,950	\$31,138	2,016.66%	\$870,040	72.17%	\$242,090
6000 - Capital Outlay	\$214,311	\$2,143	10,000%	\$214,311	100%	\$0
7000 - Other Outgo	\$0	\$29,655	0%	\$2,965,460	0%	\$2,965,460
Indirect Costs	\$75,798	\$6,296	1,203.97%	\$629,566	12.04%	\$553,768
<b>Totals</b>	<b>\$8,765,336</b>	<b>\$155,027</b>	<b>5,654.07%</b>	<b>\$13,258,922</b>	<b>66.11%</b>	<b>\$4,493,586</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:**

LACCD Adult Education Program (AE) worked with faculty and staff to move as many as AE classes online when COVID-19 halted face-to-face instruction. The AE Programs reached-out to AE students to provide support for class instruction as well as wrap-around services to students who faced numerous challenges due to the pandemic. Faculty members were trained to teach online and supported to develop the necessary class resources for student success.

**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	\$7,952,511	\$6,275,975	126.71%	\$48,076,552	16.54%	\$40,124,041
2000 - Non-Instructional Salaries	\$3,335,680	\$3,277,561	101.77%	\$15,614,293	21.36%	\$12,278,613
3000 - Employee Benefits	\$6,211,873	\$6,100,780	101.82%	\$32,109,371	19.35%	\$25,897,498
4000 - Supplies and Materials	\$245,585	\$188,978	129.95%	\$4,774,476	5.14%	\$4,528,891
5000 - Other Operating Expenses and Services	\$55,544	\$119,715	46.4%	\$5,342,855	1.04%	\$5,287,311
6000 - Capital Outlay	\$103,522	\$0	100%	\$3,103,050	3.34%	\$2,999,528
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$742,310	\$0	100%	\$4,416,762	16.81%	\$3,674,452
<b>Totals</b>	<b>\$18,647,025</b>	<b>\$15,963,011</b>	<b>116.81%</b>	<b>\$113,437,359</b>	<b>16.44%</b>	<b>\$94,790,334</b>

### Summary of Activities:

Approximately 94% of program expenditures went to instructional and non-instructional salaries and benefits to support the programs and expenditures provided to DACE students in 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 instructional materials. Less than 1% of the expenditures were used for contracts; other expenses such as: utilities, conferences, mileage, facility rental, maintenance and repair of facilities, maintenance and rental of equipment, software licenses, dues and membership, supportive services and other professional services; and capital outlay projects.

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	\$20,959,996	\$21,653,037	96.8%	\$48,076,552	43.6%	\$27,116,556
2000 - Non-Instructional Salaries	\$7,230,382	\$7,181,135	100.69%	\$15,614,293	46.31%	\$8,383,911
3000 - Employee Benefits	\$13,920,320	\$14,449,217	96.34%	\$32,109,371	43.35%	\$18,189,051
4000 - Supplies and Materials	\$598,516	\$751,911	79.6%	\$4,774,476	12.54%	\$4,175,960
5000 - Other Operating Expenses and Services	\$2,356,845	\$1,243,858	189.48%	\$5,342,855	44.11%	\$2,986,010
6000 - Capital Outlay	\$584,220	\$62,061	941.36%	\$3,103,050	18.83%	\$2,518,830
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,879,253	\$1,852,170	101.46%	\$4,416,762	42.55%	\$2,537,509
<b>Totals</b>	<b>\$47,529,532</b>	<b>\$47,193,388</b>	<b>100.71%</b>	<b>\$113,437,359</b>	<b>41.9%</b>	<b>\$65,907,827</b>

### Summary of Activities:

LAUSD: Approx 89% of the program expenditures went to instructional and non-instructional salaries and benefits to support the programs & expenditures provided to DACE students according to the strategies outlined in LARAEC's Regional Comprehensive Plan. A little over 1% of the expenditures were used to support DACE programs with supplies, instructional materials, and non-capitalized equipment. Approx 6% of the expenditures were used for contracts; other operating expenses such as: utilities, conferences, mileage, facility, rental, maintenance and repair of facilities, maintenance and rental of equipment, software licenses, dues and membership, supportive services and other professional services; and capital outlay projects. LAUSD is the fiscal agent for LARAEC. The reported expenditures above include \$381,844 to support the operations of the LARAEC office (i.e. staff, supplies, travel conference, contracts, and other operating expenses).

**Status**  
**Submitted**

### Allocation Year Closeout: 2017-18

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

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Joseph Stark

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### 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	\$34,256,128	\$32,718,079	104.7%	\$48,076,552	71.25%	\$13,820,424
2000 - Non-Instructional Salaries	\$11,014,170	\$11,246,611	97.93%	\$15,614,293	70.54%	\$4,600,123
3000 - Employee Benefits	\$21,730,183	\$21,838,715	99.5%	\$32,109,371	67.68%	\$10,379,188
4000 - Supplies and Materials	\$869,203	\$1,261,097	68.92%	\$4,774,476	18.21%	\$3,905,273
5000 - Other Operating Expenses and Services	\$2,781,586	\$3,205,713	86.77%	\$5,342,855	52.06%	\$2,561,269
6000 - Capital Outlay	\$841,778	\$124,122	678.19%	\$3,103,050	27.13%	\$2,261,272
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,946,158	\$2,911,236	101.2%	\$4,416,762	66.7%	\$1,470,604
<b>Totals</b>	<b>\$74,439,206</b>	<b>\$73,305,572</b>	<b>101.55%</b>	<b>\$113,437,359</b>	<b>65.62%</b>	<b>\$38,998,153</b>

#### Summary of Activities:

LAUSD: 90% of prog exp went to instructional and non-instructional sal & ben to support the prog & exp provided to DACE students accordg to the strategies outlined in the LARAEC's RCP .A little over 1% of the exp were used to support DACE prog with supplies, inst materials, & non-cap equipment. Approx 5% of the exp were used for contracts; other operating exp such as: utilities, conferences, mileage, facility rental, maintenance & repair of facilities, maintenance & rental of equipment, software licenses, dues & membership, supportive services & other professional services; & capital outlay projects. LAUSD is the fiscal agent for LARAEC. The reported expenditures above include \$614,350 to support the operations of the LARAEC office (i.e. staff, supplies, travel conference, contracts, and other operating expenses).

**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	\$45,262,472	\$45,691,313	99.06%	\$48,076,552	94.15%	\$2,814,080
2000 - Non-Instructional Salaries	\$14,172,662	\$15,294,807	92.66%	\$15,614,293	90.77%	\$1,441,631
3000 - Employee Benefits	\$28,660,870	\$23,168,683	123.71%	\$32,109,371	89.26%	\$3,448,501
4000 - Supplies and Materials	\$1,257,287	\$1,402,331	89.66%	\$4,774,476	26.33%	\$3,517,189
5000 - Other Operating Expenses and Services	\$4,551,196	\$5,321,425	85.53%	\$5,342,855	85.18%	\$791,659
6000 - Capital Outlay	\$1,245,755	\$217,214	573.52%	\$3,103,050	40.15%	\$1,857,295
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,915,817	\$4,013,513	97.57%	\$4,416,762	88.66%	\$500,945
<b>Totals</b>	<b>\$99,066,059</b>	<b>\$95,109,283</b>	<b>104.16%</b>	<b>\$113,437,359</b>	<b>87.33%</b>	<b>\$14,371,300</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:**

LAUSD: 89% of program expenditures went to instructional and non-instructional salaries and benefits to support the programs and expenditures 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, instructional materials, and non-capitalized equipment. Approximately 6% of the expenditures were used for contracts; other operating expenses such as: utilities, conferences, mileage, facility rental, maintenance and repair of facilities, maintenance and rental of equipment, software licenses, dues and membership, supportive services and other professional services; and capital outlay projects. LAUSD is the fiscal agent for LARAEC. The reported expenditures above include \$820,745 to support the operations of the LARAEC office. (i.e. staff, supplies, travel conference, contracts, and other operating expenses).

**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	\$663,333	\$590,246	112.38%	\$3,934,972	16.86%	\$3,271,639
2000 - Non-Instructional Salaries	\$328,152	\$301,855	108.71%	\$2,012,369	16.31%	\$1,684,217
3000 - Employee Benefits	\$322,722	\$620,722	51.99%	\$4,138,144	7.8%	\$3,815,422
4000 - Supplies and Materials	\$6,790	\$95,514	7.11%	\$955,138	0.71%	\$948,348
5000 - Other Operating Expenses and Services	\$36,316	\$89,967	40.37%	\$899,669	4.04%	\$863,353
6000 - Capital Outlay	\$0	\$0	100%	\$7,285,293	0%	\$7,285,293
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$437,015	0%	\$437,015
<b>Totals</b>	<b>\$1,357,313</b>	<b>\$1,698,303</b>	<b>79.92%</b>	<b>\$19,662,600</b>	<b>6.9%</b>	<b>\$18,305,287</b>

### Corrective Action Plan

Due to a short summer program our employees benefits are not reflected until the end of September. We will meet with all stakeholders to ensure timely accounting procedures for future reporting purposes.

### Summary of Activities:

We expect to work with all stakeholders, community, special populations to strategize on budget for our Montebello Community Adult programs. This will help support the need for input instead of evaluation when it pertains to our budget and LARAEC's 3 Year plan. We will continue to review our needs assessment and improve on our data and accountability methods throughout our district and with our LARAEC partners. We plan to do this in different venues; parent meetings, open houses, civic/district events, business advisory meetings and by implementing program wide student orientations throughout the school year. Indirect Cost Rate that MUSD follows is the Predetermined Rate from the California Department of Education; 3.66%

**Status**  
**Submitted**

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### 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	\$1,593,198	\$983,743	161.95%	\$3,934,972	40.49%	\$2,341,774
2000 - Non-Instructional Salaries	\$861,367	\$503,092	171.21%	\$2,012,369	42.8%	\$1,151,002
3000 - Employee Benefits	\$1,098,995	\$1,034,536	106.23%	\$4,138,144	26.56%	\$3,039,149
4000 - Supplies and Materials	\$79,042	\$191,028	41.38%	\$955,138	8.28%	\$876,096
5000 - Other Operating Expenses and Services	\$114,234	\$179,934	63.49%	\$899,669	12.7%	\$785,435
6000 - Capital Outlay	\$396,903	\$0	100%	\$7,285,293	5.45%	\$6,888,390
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$437,015	0%	\$437,015
<b>Totals</b>	<b>\$4,143,739</b>	<b>\$2,892,333</b>	<b>143.27%</b>	<b>\$19,662,600</b>	<b>21.07%</b>	<b>\$15,518,861</b>

**Corrective Action Plan**

MUSD has spent 21.07% of our budget . A number of purchases did not post during Q2 but we expect this to change for Q3.

**Summary of Activities:**

We are expanding our web-based software programs for our ELA/ABE/ASE. The MUSD AE Program is moving forward in alignment with the Three-year Regional Plan. Faculty and staff members have participated with the Action Planning Teams that met in November and will continue this work during the spring semester.

**Status  
Submitted**

**Allocation Year Closeout: 2017-18**

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

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Angel Gallardo

**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	\$2,598,916	\$1,180,492	220.16%	\$3,934,972	66.05%	\$1,336,056
2000 - Non-Instructional Salaries	\$1,346,330	\$603,711	223.01%	\$2,012,369	66.9%	\$666,039
3000 - Employee Benefits	\$1,915,265	\$1,241,443	154.28%	\$4,138,144	46.28%	\$2,222,879
4000 - Supplies and Materials	\$127,206	\$238,785	53.27%	\$955,138	13.32%	\$827,932
5000 - Other Operating Expenses and Services	\$275,826	\$269,901	102.2%	\$899,669	30.66%	\$623,843
6000 - Capital Outlay	\$937,404	\$0	100%	\$7,285,293	12.87%	\$6,347,889
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$437,015	0%	\$437,015
<b>Totals</b>	<b>\$7,200,947</b>	<b>\$3,534,331</b>	<b>203.74%</b>	<b>\$19,662,600</b>	<b>36.62%</b>	<b>\$12,461,653</b>

**Corrective Action Plan**

Capital outlay expenditures are heavily invested to improve the infrastructure at all of main campuses and satellite sites. Currently our district is migrating towards a new SIS that is aligned to our K-12 system and compatible with our adult education data and accountability systems (CASAS/TopsPro Enterprise.) Approximately 36.86% of the budget was expended. The expenditures were utilized for instructional and non-instructional salaries and benefits to support programs and expenditures provided to Montebello Community Adult School (MCAS) students in accordance with the LARAEC Comprehensive Plan. MCAS uses the CAEP funds to operate ABE, ASE, CTE, ESL and programs for Adults with Disabilities. The revision is due to expenditures charged to the wrong funding. Revision is needed to ensure 4th quarter expenditures are reflected correctly as well as 3rd Quarter.

**Summary of Activities:**

MCAS continues to work with all stakeholders through several digital platforms. We continue to meet with each of our ABE, ASE, CTE, ESL, AWD instructors and classified personnel. We have developed online registration that went live on May 4, 2020. We continue to work with all of our MCAS personnel to provide up-to-date professional learning opportunities and working closely with our LARAEC partners to build the bridge of continuity and sustainability.

**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	\$3,563,620	\$1,180,492	301.88%	\$3,934,972	90.56%	\$371,352
2000 - Non-Instructional Salaries	\$1,816,320	\$603,711	300.86%	\$2,012,369	90.26%	\$196,049
3000 - Employee Benefits	\$2,744,913	\$1,241,443	221.11%	\$4,138,144	66.33%	\$1,393,231
4000 - Supplies and Materials	\$127,206	\$429,812	29.6%	\$955,138	13.32%	\$827,932
5000 - Other Operating Expenses and Services	\$434,598	\$359,868	120.77%	\$899,669	48.31%	\$465,071
6000 - Capital Outlay	\$1,223,517	\$0	100%	\$7,285,293	16.79%	\$6,061,776
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$318,788	\$437,015	72.95%	\$437,015	72.95%	\$118,227
<b>Totals</b>	<b>\$10,228,962</b>	<b>\$4,252,340</b>	<b>240.55%</b>	<b>\$19,662,600</b>	<b>52.02%</b>	<b>\$9,433,638</b>

**Corrective Action Plan**

We need to correct the expenditures made

**Status**  
**Unsubmitted**



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