

CAEP Consortium Fiscal Reporting

37 North Orange County Regional Consortium for Adult Education (NOCRC)

2018-19 Fiscal Year

Certification

Certified By

Janeth Manjarrez

Director, California Adult Education Program

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

North Orange County CCD

North Orange County 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	\$141,580	\$268,690	52.69%	\$1,791,268	7.9%	\$1,649,688
2000 - Non-Instructional Salaries	\$238,941	\$175,987	135.77%	\$1,173,246	20.37%	\$934,305
3000 - Employee Benefits	\$99,830	\$115,819	86.19%	\$772,126	12.93%	\$672,296
4000 - Supplies and Materials	\$12,966	\$107,883	12.02%	\$719,217	1.8%	\$706,251
5000 - Other Operating Expenses and Services	\$63,480	\$150,000	42.32%	\$1,000,000	6.35%	\$936,520
6000 - Capital Outlay	\$116,266	\$204,404	56.88%	\$1,362,696	8.53%	\$1,246,430
7000 - Other Outgo	\$0	\$177,557	0%	\$1,183,712	0%	\$1,183,712
Indirect Costs	\$33,653	\$56,561	59.5%	\$377,070	8.92%	\$343,417
Totals	\$706,716	\$1,256,900	56.23%	\$8,379,335	8.43%	\$7,672,619

Summary of Activities:

For Q1 activities, our consortium held an Annual Marketing Retreat for CAEP to maximize outreach, community engagement and program availability for expansion. We also have expanded our ESL courses to other facilities to aide our student waiting list. we have expanded our operational capacity in hiring classified and temporary management positions to continue to lead our workgroups and strategies for student success. Moreover, we hosted an annual Trauma conference for student and community support for social-emotional trauma. And, our 3-year planning has been selected and our planning stages have begun. Also, our consortium has funded a temporary full-time position for our regional partner, NOCROP for CAEP outcomes as well in funding for technological and curriculum enhancement. NOCRC has purchased Dashboard data licenses in preparation for MIS data outcomes and accrual process.

**Status
Submitted**

North Orange County 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	\$262,393	\$537,380	48.83%	\$1,791,268	14.65%	\$1,528,875
2000 - Non-Instructional Salaries	\$388,908	\$351,974	110.49%	\$1,173,246	33.15%	\$784,338
3000 - Employee Benefits	\$178,133	\$231,638	76.9%	\$772,126	23.07%	\$593,993
4000 - Supplies and Materials	\$208,027	\$215,765	96.41%	\$719,217	28.92%	\$511,190
5000 - Other Operating Expenses and Services	\$643,393	\$300,000	214.46%	\$1,000,000	64.34%	\$356,607
6000 - Capital Outlay	\$176,712	\$408,809	43.23%	\$1,362,696	12.97%	\$1,185,984
7000 - Other Outgo	\$0	\$355,114	0%	\$1,183,712	0%	\$1,183,712
Indirect Costs	\$92,880	\$113,121	82.11%	\$377,070	24.63%	\$284,190
Totals	\$1,950,446	\$2,513,801	77.59%	\$8,379,335	23.28%	\$6,428,889

Summary of Activities:

The activities from the second quarter were utilized towards the outcomes and progression of the strategies from the current annual plan. For instance, our consortium has approved funding for a regional workforce development and ESL engagement with Ocapica, a non- profit organization who focuses on student support. The goal was to partially fund the ELL navigators to attend our NOCE career resource center for student support. The partnership has now expanded with the DSS workgroup by utilizing Ocapica's mental health services for our students. Moreover, the course period for writing our next 3-year plan has also been a successful regional and diverse implementation process through at hoc committee meetings with our partners and members. Overall the consortium is pleased and engaged with the regional process. As the fiscal agent, we are also looking at the current infrastructure to institutionalized CAEP funded positions for the continued success of our consortium.

**Status
Submitted**

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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

Valentina Purtell, Provost

Terry Cox, Director, Administrative Services

Janeth Manjarrez, Director, California Adult Education Program

North Orange County 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	\$449,079	\$806,071	55.71%	\$1,791,268	25.07%	\$1,342,189
2000 - Non-Instructional Salaries	\$716,353	\$527,961	135.68%	\$1,173,246	61.06%	\$456,893
3000 - Employee Benefits	\$310,723	\$347,457	89.43%	\$772,126	40.24%	\$461,403
4000 - Supplies and Materials	\$227,556	\$323,648	70.31%	\$719,217	31.64%	\$491,661
5000 - Other Operating Expenses and Services	\$869,423	\$450,000	193.21%	\$1,000,000	86.94%	\$130,577
6000 - Capital Outlay	\$179,059	\$613,213	29.2%	\$1,362,696	13.14%	\$1,183,637
7000 - Other Outgo	\$0	\$532,670	0%	\$1,183,712	0%	\$1,183,712
Indirect Costs	\$137,610	\$169,682	81.1%	\$377,070	36.49%	\$239,460
Totals	\$2,889,803	\$3,770,701	76.64%	\$8,379,335	34.49%	\$5,489,532

Corrective Action Plan

The North Orange County Regional Consortium (NOCRC) is asking for an extension to submit full expenditures by December 31, 2019. Our 2018- 2019 will be fully spent by the extension's deadline and the time frame is needed to ensure that all expenditures are maximized and aligned with CAEP metrics. We have pending outcomes that require additional time due to unforeseen circumstances or barriers, but they are currently being addressed and will be completely spent by December 31, 2019. In addition to the new CAEP changes regarding services versus instructional hours, we want to ensure that all funds are aligned with the additional changes or new direction mandated by the State. I welcome the opportunity to further elaborate, if required.

Summary of Activities:

The activities from our third quarter were to cover expenses for the planning and submittal of our 3-year plan. Most expenditures were incurred to support the expansion of at off-site locations, purchased equipment, software, and supplies for the integration and implementation of new off-site locations. We have been cross collaboration for the continued integration of ELL navigators to support adult students in our community. Moreover, as we are proposing 2019-2020 budgets and carry-over, we identified outcomes that will be incurred and expended in the 4th Quarter. We attended the CASAS Institute to have a better grasp and knowledge about MIS outcomes for CAEP success. We also maximized our funds for regional efforts and outreach opportunities. we attended a Google marketing and outreach even to gather knowledge on how to best maximize our resources for community outreach and support.

Status
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North Orange County 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	\$675,585	\$1,074,761	62.86%	\$1,791,268	37.72%	\$1,115,683
2000 - Non-Instructional Salaries	\$1,080,468	\$703,948	153.49%	\$1,173,246	92.09%	\$92,778
3000 - Employee Benefits	\$455,122	\$463,276	98.24%	\$772,126	58.94%	\$317,004
4000 - Supplies and Materials	\$256,132	\$431,530	59.35%	\$719,217	35.61%	\$463,085
5000 - Other Operating Expenses and Services	\$1,135,547	\$600,000	189.26%	\$1,000,000	113.55%	 -\$135,547
6000 - Capital Outlay	\$269,098	\$817,618	32.91%	\$1,362,696	19.75%	\$1,093,598
7000 - Other Outgo	\$0	\$710,227	0%	\$1,183,712	0%	\$1,183,712
Indirect Costs	\$193,598	\$226,242	85.57%	\$377,070	51.34%	\$183,472
Totals	\$4,065,550	\$5,027,601	80.86%	\$8,379,335	48.52%	\$4,313,785

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

Guidance: Yes

Corrective Action Plan

Current budget term expenditures have fallen below target since we had to focus on a complete expenditure from carryover funds. We have been implementing interim processes to ensure full expenditures as well as encouraging new procedures for compliance and CAEP metric attainment. As a consortium, we will be institutionalizing permanent positions to support and help deliver CAEP metrics as well as stabilizing the forecast of CAEP funds. Finally, we will be working distributing funds to NOCROP who will be utilizing CAEP to strengthen and expand their Adult programs to our community. Finally, CAEP budget will be established and submitted every January to provide consistency and ensuring full expenditures on time.

Summary of Activities:

Activities for Q4, were to focus on serving our region, marketing, outreach, and expansion of our adult services in our region. We secure the full expenditure of carryover funds through current activities as well as the implementation of

one time and innovative activities to ensure the expansion of adult education services, such as the integration and support of a technology and marketing personnel on a part-time basis for NOCROP to gather the necessary data on CAEP metrics. The purchase of TOPs Pro for NOCROP to gather and report on CAEP metrics for NOCRC.

Status
Submitted



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