

CAEP Consortium Fiscal Reporting

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

2019-20 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 | Uncertified | Uncertified |

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 | \$148,905 | \$223,610 | 66.59% | \$1,490,736 | 9.99% | \$1,341,831 |
| 2000 - Non-Instructional Salaries | \$354,268 | \$428,357 | 82.7% | \$2,855,710 | 12.41% | \$2,501,442 |
| 3000 - Employee Benefits | \$137,002 | \$156,996 | 87.26% | \$1,046,637 | 13.09% | \$909,635 |
| 4000 - Supplies and Materials | \$5,905 | \$32,613 | 18.11% | \$217,417 | 2.72% | \$211,512 |
| 5000 - Other Operating Expenses and Services | \$236,135 | \$314,020 | 75.2% | \$2,093,464 | 11.28% | \$1,857,329 |
| 6000 - Capital Outlay | \$0 | \$24,981 | 0% | \$166,543 | 0% | \$166,543 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$44,111 | \$56,850 | 77.59% | \$379,000 | 11.64% | \$334,889 |
| Totals | \$926,326 | \$1,237,426 | 74.86% | \$8,249,507 | 11.23% | \$7,323,181 |

Corrective Action Plan

Our budget term expenditures have fallen below target by nearly 3%. We had to focus on a complete expenditure from carryover funds as they will be fully reflective in Q2. Our interim processes to ensure full expenditures has been

evolving based on the program need and activities. As a consortium, we are still in the process of 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, AUHSD, and PYLUSD, who will be utilizing CAEP to strengthen and expand NOCE's Adult programs to our community. Our continued goal is to spend in compliance while serving our region.

Summary of Activities:

NOCRC's activities for Q1 related to all CAEP program areas and outreach efforts. NOCRC has institutionalized its newsletter for marketing and outreach for 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. Also, the expenditures reflect personnel cost to manage, guide and support CAEP activities throughout the region.

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 | \$460,479 | \$372,684 | 123.56% | \$1,490,736 | 30.89% | \$1,030,257 |
| 2000 - Non-Instructional Salaries | \$772,113 | \$856,713 | 90.13% | \$2,855,710 | 27.04% | \$2,083,597 |
| 3000 - Employee Benefits | \$329,023 | \$313,991 | 104.79% | \$1,046,637 | 31.44% | \$717,614 |
| 4000 - Supplies and Materials | \$64,385 | \$65,225 | 98.71% | \$217,417 | 29.61% | \$153,032 |
| 5000 - Other Operating Expenses and Services | \$542,546 | \$628,039 | 86.39% | \$2,093,464 | 25.92% | \$1,550,918 |
| 6000 - Capital Outlay | \$14,710 | \$49,963 | 29.44% | \$166,543 | 8.83% | \$151,833 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$109,163 | \$113,700 | 96.01% | \$379,000 | 28.8% | \$269,837 |
| Totals | \$2,292,419 | \$2,400,315 | 95.5% | \$8,249,507 | 27.79% | \$5,957,088 |

Corrective Action Plan

CAEP positions for NOCE and NOCRC have been approved. The request to advertise has begun in the various departments to support CAEP efforts. The salaries have been encumbered to attain the approval and once hired, we will make the necessary budget transfers. We will also submit payroll transfers from NOCE staff who have been supporting CAEP efforts while the permanent position process finalizes. This will ensure our full expenditure for carry-over funds. The region also agreed on two major regional projects; CAEP bus pass assistance and CAEP transcripts evaluation opportunities for CAEP students.

Summary of Activities:

CAEP Q2 quarterly expenses were focused on completing CAEP related strategies and events for NOCE and for our regional partners. We offered CAEP personnel to attend technological training to best equipped for MIS outcome

tracking services. NOCRC also collaborated with Anaheim Workforce Board to secure and execute a co-location and a partnership for placement outcomes. We will continue to carry that partnership and build infrastructure.

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

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 | \$708,043 | \$745,368 | 94.99% | \$1,490,736 | 47.5% | \$782,693 |
| 2000 - Non-Instructional Salaries | \$1,140,018 | \$1,285,070 | 88.71% | \$2,855,710 | 39.92% | \$1,715,692 |
| 3000 - Employee Benefits | \$486,294 | \$470,987 | 103.25% | \$1,046,637 | 46.46% | \$560,343 |
| 4000 - Supplies and Materials | \$122,519 | \$97,838 | 125.23% | \$217,417 | 56.35% | \$94,898 |
| 5000 - Other Operating Expenses and Services | \$848,957 | \$942,059 | 90.12% | \$2,093,464 | 40.55% | \$1,244,507 |
| 6000 - Capital Outlay | \$29,420 | \$74,944 | 39.26% | \$166,543 | 17.67% | \$137,123 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$166,763 | \$170,550 | 97.78% | \$379,000 | 44% | \$212,237 |
| Totals | \$3,502,014 | \$3,786,815 | 92.48% | \$8,249,507 | 42.45% | \$4,747,493 |

Status
Unsubmitted

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 | \$708,043 | \$894,442 | 79.16% | \$1,490,736 | 47.5% | \$782,693 |
| 2000 - Non-Instructional Salaries | \$1,140,018 | \$1,713,426 | 66.53% | \$2,855,710 | 39.92% | \$1,715,692 |
| 3000 - Employee Benefits | \$486,294 | \$627,982 | 77.44% | \$1,046,637 | 46.46% | \$560,343 |
| 4000 - Supplies and Materials | \$122,519 | \$130,450 | 93.92% | \$217,417 | 56.35% | \$94,898 |
| 5000 - Other Operating Expenses and Services | \$848,957 | \$1,256,078 | 67.59% | \$2,093,464 | 40.55% | \$1,244,507 |
| 6000 - Capital Outlay | \$29,420 | \$99,926 | 29.44% | \$166,543 | 17.67% | \$137,123 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$166,763 | \$227,400 | 73.33% | \$379,000 | 44% | \$212,237 |
| Totals | \$3,502,014 | \$4,949,704 | 70.75% | \$8,249,507 | 42.45% | \$4,747,493 |

Status
Unsubmitted



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