

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 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	\$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, President

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	\$777,067	\$745,368	104.25%	\$1,490,736	52.13%	\$713,669
2000 - Non-Instructional Salaries	\$1,165,714	\$1,285,070	90.71%	\$2,855,710	40.82%	\$1,689,996
3000 - Employee Benefits	\$505,274	\$470,987	107.28%	\$1,046,637	48.28%	\$541,363
4000 - Supplies and Materials	\$64,385	\$97,838	65.81%	\$217,417	29.61%	\$153,032
5000 - Other Operating Expenses and Services	\$931,409	\$942,059	98.87%	\$2,093,464	44.49%	\$1,162,055
6000 - Capital Outlay	\$22,038	\$74,944	29.41%	\$166,543	13.23%	\$144,505
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$173,241	\$170,550	101.58%	\$379,000	45.71%	\$205,759
Totals	\$3,639,128	\$3,786,815	96.1%	\$8,249,507	44.11%	\$4,610,379

Corrective Action Plan

We will not require a CAP for 18-19 funds as we will be fully spent by June 30, 2020.

Summary of Activities:

CAEP Q3 quarterly expenses were focused on CAEP related strategies and the adjustment mandated by the State as a result of COVID-19. We had some amazing backup projects that aligned well with the current circumstances and closing of all expenditures and carry-over the funds with already approved CAEP strategies. NOCRC collectively decided and supported the Laptop Loaning Program through NOCE for support and deliverables. We hosted virtual outreach events and program completion for student and community support and awareness that the Adult Education program and resources are still available to our region. Finally, we expanded on virtual marketing and outreach in support to remote instruction for CAEP outcomes.

Status
Submitted

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	\$1,097,144	\$894,442	122.66%	\$1,490,736	73.6%	\$393,592
2000 - Non-Instructional Salaries	\$1,589,672	\$1,713,426	92.78%	\$2,855,710	55.67%	\$1,266,038
3000 - Employee Benefits	\$681,543	\$627,982	108.53%	\$1,046,637	65.12%	\$365,094
4000 - Supplies and Materials	\$93,621	\$130,450	71.77%	\$217,417	43.06%	\$123,796
5000 - Other Operating Expenses and Services	\$1,533,175	\$1,256,078	122.06%	\$2,093,464	73.24%	\$560,289
6000 - Capital Outlay	\$178,602	\$99,926	178.73%	\$166,543	107.24%	⚠ -\$12,059
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$258,688	\$227,400	113.76%	\$379,000	68.26%	\$120,312
Totals	\$5,432,445	\$4,949,704	109.75%	\$8,249,507	65.85%	\$2,817,062

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

Guidance: Yes

Summary of Activities:

Although it is not required, our 6000 categories reflected differently from the previous budget submittal since it was a large purchased that exceeded the amount in the 5000s category it was then moved the 6000s, however, the amount as a whole is still in compliance. Moreover, during the 4th quarter, CAEP funds were utilized to support the transition of in-person instruction into an online platform for our adult students in the region due to COVID- 19 as well as addressing online student service support and racial inequity. CAEP funds were also used to support student learning opportunities by implementing an NOCE Loan Laptop Program.

Status

Submitted



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