

CAEP Consortium Fiscal Reporting 41 Pasadena Area Consortium

2019-20 Fiscal Year

Certification

Certified By

Robert Bell
Senior Vice President

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
Pasadena Area CCD	Submitted	Submitted	Submitted	Submitted
Pasadena Unified	Submitted	Submitted	Submitted	Submitted
Temple City Unified	Submitted	Submitted	Submitted	Submitted

Pasadena Area CCD

Pasadena Area 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	\$37,156	\$39,950	93.01%	\$159,800	23.25%	\$122,644
2000 - Non-Instructional Salaries	\$51,630	\$84,600	61.03%	\$338,400	15.26%	\$286,770
3000 - Employee Benefits	\$8,836	\$11,750	75.2%	\$47,000	18.8%	\$38,164
4000 - Supplies and Materials	\$9,800	\$20,000	49%	\$200,000	4.9%	\$190,200
5000 - Other Operating Expenses and Services	\$6,530	\$5,667	115.22%	\$113,349	5.76%	\$106,819
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$113,952	\$161,967	70.35%	\$858,549	13.27%	\$744,597

Corrective Action Plan

Anticipated increase in allocation towards staffing and materials to support expansion of remote based programming and activities.

Summary of Activities:

PCC continues to provide services according to the Annual Plan and being responsive to sector changes.

Status
Submitted

Pasadena Area 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	\$107,640	\$79,900	134.72%	\$159,800	67.36%	\$52,160
2000 - Non-Instructional Salaries	\$112,514	\$169,200	66.5%	\$338,400	33.25%	\$225,886
3000 - Employee Benefits	\$47,000	\$23,500	200%	\$47,000	100%	\$0
4000 - Supplies and Materials	\$9,800	\$50,000	19.6%	\$200,000	4.9%	\$190,200
5000 - Other Operating Expenses and Services	\$6,530	\$22,670	28.8%	\$113,349	5.76%	\$106,819
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$283,484	\$345,270	82.11%	\$858,549	33.02%	\$575,065

Summary of Activities:

Activities continue aligned with plans. Adjustments in timing of delivery of some key programmatic activities as the result of facility and staffing challenges. Expenditures remain in line with goals and objective annual and three-year planning processes.

**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

Dr. Robert Bell, Senior Vice President

Pasadena Area 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	\$133,720	\$119,850	111.57%	\$159,800	83.68%	\$26,080
2000 - Non-Instructional Salaries	\$227,064	\$253,800	89.47%	\$338,400	67.1%	\$111,336
3000 - Employee Benefits	\$47,000	\$35,250	133.33%	\$47,000	100%	\$0
4000 - Supplies and Materials	\$144,430	\$130,000	111.1%	\$200,000	72.22%	\$55,570
5000 - Other Operating Expenses and Services	\$80,114	\$73,677	108.74%	\$113,349	70.68%	\$33,235
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$632,328	\$612,577	103.22%	\$858,549	73.65%	\$226,221

Summary of Activities:

Committed to training of faculty and staff to support service populations and to meet the necessary requirements of converting service components to a virtual environment due to Covid-19 pandemic.

Status
Submitted

Pasadena Area 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	\$159,800	\$159,800	100%	\$159,800	100%	\$0
2000 - Non-Instructional Salaries	\$338,400	\$338,400	100%	\$338,400	100%	\$0
3000 - Employee Benefits	\$47,000	\$47,000	100%	\$47,000	100%	\$0
4000 - Supplies and Materials	\$200,000	\$200,000	100%	\$200,000	100%	\$0
5000 - Other Operating Expenses and Services	\$113,349	\$113,349	100%	\$113,349	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$858,549	\$858,549	100%	\$858,549	100%	\$0

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 funds were expended in accordance with Annual Plan and Three Year Plan goals and in compliance of CAEP fiscal requirements.

**Status
Submitted**

Pasadena Unified

Pasadena 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	\$23,278	\$78,750	29.56%	\$315,000	7.39%	\$291,722
2000 - Non-Instructional Salaries	\$19,895	\$27,500	72.35%	\$110,000	18.09%	\$90,105
3000 - Employee Benefits	\$19,851	\$34,750	57.13%	\$139,000	14.28%	\$119,149
4000 - Supplies and Materials	\$0	\$20,000	0%	\$80,000	0%	\$80,000
5000 - Other Operating Expenses and Services	\$0	\$45,663	0%	\$130,467	0%	\$130,467
6000 - Capital Outlay	\$0	\$4,500	0%	\$30,000	0%	\$30,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,151	\$0	100%	\$40,200	7.84%	\$37,049
Totals	\$66,175	\$211,163	31.34%	\$844,667	7.83%	\$778,492

Corrective Action Plan

Change of venue/location for some course offering delayed start of scheduled classes and activities as district started reorganization of facilities. Activities and class offerings are being rescheduled for next session

Summary of Activities:

WASC process, listed on I-Train, reorganizing CTE Department. Partnering with community members (Kaiser Hospital, Aspire, Lanterman) to start job training program/employment for AWD

Status
Submitted

Pasadena 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	\$69,802	\$78,750	88.64%	\$315,000	22.16%	\$245,198
2000 - Non-Instructional Salaries	\$48,344	\$27,500	175.8%	\$110,000	43.95%	\$61,656
3000 - Employee Benefits	\$56,369	\$34,750	162.21%	\$139,000	40.55%	\$82,631
4000 - Supplies and Materials	\$5,333	\$40,000	13.33%	\$80,000	6.67%	\$74,667
5000 - Other Operating Expenses and Services	\$45,085	\$58,710	76.79%	\$130,467	34.56%	\$85,382
6000 - Capital Outlay	\$0	\$13,500	0%	\$30,000	0%	\$30,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$11,166	\$0	100%	\$40,200	27.78%	\$29,034
Totals	\$236,099	\$253,210	93.24%	\$844,667	27.95%	\$608,568

Corrective Action Plan

Because of a change in district level protocols, funding was not released in a timely manner.

Summary of Activities:

Working with Foothill WIB, Multiple Career Solutions(MCS) and Outward Bound Solutions to develop the DOLI (Diverse Outdoor Leadership Institute) program into a transitional for displaced young adults in Forestry/Environmental Science which leads to multiple career opportunities. Worked with with the South Bay WIB, now Listed on I-Train. Have developed other partnerships, with Home Instead with Health Care Aide opportunities/employment, Phlebotomy Technician classes with certification. As well as other CTE programs.

**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

John Russell, Administrator on Special Assignment

Pasadena 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	\$123,140	\$78,750	156.37%	\$315,000	39.09%	\$191,860
2000 - Non-Instructional Salaries	\$72,301	\$27,500	262.91%	\$110,000	65.73%	\$37,699
3000 - Employee Benefits	\$93,497	\$34,750	269.06%	\$139,000	67.26%	\$45,503
4000 - Supplies and Materials	\$7,585	\$60,000	12.64%	\$80,000	9.48%	\$72,415
5000 - Other Operating Expenses and Services	\$102,131	\$97,850	104.37%	\$130,467	78.28%	\$28,336
6000 - Capital Outlay	\$20,038	\$25,500	78.58%	\$30,000	66.79%	\$9,962
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$19,925	\$0	100%	\$40,200	49.56%	\$20,275
Totals	\$438,617	\$324,350	135.23%	\$844,667	51.93%	\$406,050

Summary of Activities:

Converted class and academic delivery to strictly on line delivery. GED and HSD program continue with success. El classes success was moderate due to on line availability of student resources. Employment classes continued at sites, Outward Bound and Flintridge Center

Status
Submitted

Pasadena 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	\$153,024	\$78,750	194.32%	\$315,000	48.58%	\$161,976
2000 - Non-Instructional Salaries	\$96,769	\$27,500	351.89%	\$110,000	87.97%	\$13,231
3000 - Employee Benefits	\$120,605	\$34,750	347.06%	\$139,000	86.77%	\$18,395
4000 - Supplies and Materials	\$7,891	\$80,000	9.86%	\$80,000	9.86%	\$72,109
5000 - Other Operating Expenses and Services	\$102,131	\$130,467	78.28%	\$130,467	78.28%	\$28,336
6000 - Capital Outlay	\$20,038	\$30,000	66.79%	\$30,000	66.79%	\$9,962
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$25,625	\$0	100%	\$40,200	63.74%	\$14,575
Totals	\$526,083	\$381,467	137.91%	\$844,667	62.28%	\$318,584

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 funds expended in accordance with Annual Plan and Three Year Plan goals and in compliance of CAEP fiscal requirements.

**Status
Submitted**

Temple City Unified

Temple 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	\$0	\$20,240	0%	\$92,000	0%	\$92,000
2000 - Non-Instructional Salaries	\$0	\$13,200	0%	\$60,000	0%	\$60,000
3000 - Employee Benefits	\$0	\$9,350	0%	\$42,500	0%	\$42,500
4000 - Supplies and Materials	\$0	\$2,200	0%	\$10,000	0%	\$10,000
5000 - Other Operating Expenses and Services	\$0	\$32,010	0%	\$145,500	0%	\$145,500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$77,000	0%	\$350,000	0%	\$350,000

Corrective Action Plan

Expenditures are actually on target and being expended according to the Three Year Plan and the Annual Plan. The problem is that the Temple City 2018-19 Q4 Expenditure Report was over stated by \$365,375. The reason is because information was originally entered into NOVA and that \$365,375 was supposed to be a carryover. The user could not get NOVA to accept that carryover amount. Thus, the carryover amount was placed into Object Code 7000 in the 2018-19 Q4 Expenditure Report. Per state direction from the TAP Office, Temple City must report \$0 in quarterly expenditure reports until the 2018-19 carryover amount, the \$365,375 that was reported in Object Code 7000 of the Q4 2018-19, is expended. The Q2 Temple City Corrective Action Plan will outline actual expenditures by Object Code.

Summary of Activities:

Educational services provided according to the PAC Annual Plan.

Status
Submitted

Temple 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	\$0	\$40,480	0%	\$92,000	0%	\$92,000
2000 - Non-Instructional Salaries	\$0	\$26,400	0%	\$60,000	0%	\$60,000
3000 - Employee Benefits	\$0	\$18,700	0%	\$42,500	0%	\$42,500
4000 - Supplies and Materials	\$0	\$4,400	0%	\$10,000	0%	\$10,000
5000 - Other Operating Expenses and Services	\$0	\$64,020	0%	\$145,500	0%	\$145,500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$154,000	0%	\$350,000	0%	\$350,000

Corrective Action Plan

Expenditures are actually on target and being expended according to the Three Year Plan and the Annual Plan. The problem is that the Temple City 2018-19 Q4 Expenditure Report was over stated by \$365,375. The reason is because information was originally entered into NOVA and that \$365,375 was supposed to be a carryover. The user could not get NOVA to accept that carryover amount. Thus, the carryover amount was placed into Object Code 7000 in the 2018-19 Q4 Expenditure Report. Per state direction from the TAP Office, Temple City must report \$0 in quarterly expenditure reports until the 2018-19 carryover amount, the \$365,375 that was reported in Object Code 7000 of the Q4 2018-19, is expended. Below are actual totals for 2019-20 expenditures by Object Code: 1000 \$61,325 2000 \$14,961 3000 \$16,884 4000 \$8,299 5000 \$243,290 6000 \$0 7000 \$0 Thus, a carryover amount of \$20,566 remains from the 2018-19 Object Code 7000 expenditure. Expenditures for 2019-20 Q3 be short this amount.

Summary of Activities:

All activities completed according to the above expenditures were completed according to the PAC Annual Plan and Three Year Plan.

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

Robert Westgate

Temple 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	\$85,850	\$60,720	141.39%	\$92,000	93.32%	\$6,150
2000 - Non-Instructional Salaries	\$23,201	\$39,600	58.59%	\$60,000	38.67%	\$36,799
3000 - Employee Benefits	\$21,704	\$28,050	77.38%	\$42,500	51.07%	\$20,796
4000 - Supplies and Materials	\$5,325	\$6,600	80.68%	\$10,000	53.25%	\$4,675
5000 - Other Operating Expenses and Services	\$0	\$96,030	0%	\$145,500	0%	\$145,500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$136,080	\$231,000	58.91%	\$350,000	38.88%	\$213,920

Corrective Action Plan

Temple City Community Adult Education is working to improve distance learning for ESL, ASE, and ABE programs. And will be using funds to establish new CTE programs once its PTPD Application for I-TRAIN is approved.

Summary of Activities:

2019-20 Q3 totals are \$20,616 lower than actual Q3 expenditures. This amount in Q3 is under-reported to account for 2018-19 Q4 expenditures which reported higher than actual expenditures. The carryover amount incorrectly reported in 2018-19 has now been completely expended. All CAEP funds were expended on CAEP programs in pursuit of Annual Plan goals and in accordance with CAEP 2019-20 Fiscal Reporting Guidance.

Status
Submitted

Temple 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	\$85,850	\$80,960	106.04%	\$92,000	93.32%	\$6,150
2000 - Non-Instructional Salaries	\$23,201	\$52,800	43.94%	\$60,000	38.67%	\$36,799
3000 - Employee Benefits	\$21,704	\$37,400	58.03%	\$42,500	51.07%	\$20,796
4000 - Supplies and Materials	\$8,275	\$8,800	94.03%	\$10,000	82.75%	\$1,725
5000 - Other Operating Expenses and Services	\$126,863	\$128,040	99.08%	\$145,500	87.19%	\$18,637
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$265,893	\$308,000	86.33%	\$350,000	75.97%	\$84,107

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 funds expended in accordance with Annual Plan and Three Year Plan goals and in compliance of CAEP fiscal requirements.

Status
Submitted



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Community
Colleges



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