

# CAEP Consortium Fiscal Reporting 41 Pasadena Area Consortium

2020-21 Fiscal Year

## Certification

**Certified By**

William Syms  
Dean, Noncredit

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

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Pasadena Area CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Pasadena Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Temple City Unified</a>	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	\$0	\$16,825	0%	\$67,300	0%	\$67,300
2000 - Non-Instructional Salaries	\$0	\$97,625	0%	\$390,500	0%	\$390,500
3000 - Employee Benefits	\$0	\$49,075	0%	\$196,300	0%	\$196,300
4000 - Supplies and Materials	\$0	\$3,754	0%	\$25,025	0%	\$25,025
5000 - Other Operating Expenses and Services	\$0	\$12,921	0%	\$129,213	0%	\$129,213
6000 - Capital Outlay	\$0	\$1,625	0%	\$6,500	0%	\$6,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$0</b>	<b>\$181,825</b>	<b>0%</b>	<b>\$814,838</b>	<b>0%</b>	<b>\$814,838</b>

**Corrective Action Plan**

Activities associated with planned expenditure of funds delayed by limitations of pandemic. Revised activities utilizing greater use of distance learning/conferencing capabilities to be employed.

**Summary of Activities:**

Of the activities undertaken, engaged, and in some cases, re-engaging with various key business sectors have guided the path forward in response to program area changes. All funds expended according to CAEP requirements.

**Status**  
**Submitted**

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**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	\$27,000	\$16,825	160.48%	\$67,300	40.12%	\$40,300
2000 - Non-Instructional Salaries	\$109,723	\$97,625	112.39%	\$390,500	28.1%	\$280,777
3000 - Employee Benefits	\$75,000	\$49,075	152.83%	\$196,300	38.21%	\$121,300
4000 - Supplies and Materials	\$56	\$8,759	0.64%	\$25,025	0.22%	\$24,969
5000 - Other Operating Expenses and Services	\$9,877	\$45,225	21.84%	\$129,213	7.64%	\$119,336
6000 - Capital Outlay	\$0	\$1,625	0%	\$6,500	0%	\$6,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$221,656</b>	<b>\$219,133</b>	<b>101.15%</b>	<b>\$814,838</b>	<b>27.2%</b>	<b>\$593,182</b>

**Corrective Action Plan**

The college's Noncredit Division remains committed and focused on increasing program activities among adult learners. Expanded professional development activities for adjunct faculty will enhance this group's ability to connect with students, as the design for instruction delivery remains in a remote/distance learning format, As plans develop for the return to face-to-face engagements, program activities, and supportive expenditures are expected to rise.

**Summary of Activities:**

All CAEP funds expended in pursuit of Annual Plan and Three Year Plan and according to CAEP state regulations.

**Status  
Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

William Syms, Dean, Noncredit

**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	\$27,000	\$16,825	160.48%	\$67,300	40.12%	\$40,300
2000 - Non-Instructional Salaries	\$109,723	\$97,625	112.39%	\$390,500	28.1%	\$280,777
3000 - Employee Benefits	\$75,000	\$49,075	152.83%	\$196,300	38.21%	\$121,300
4000 - Supplies and Materials	\$56	\$17,518	0.32%	\$25,025	0.22%	\$24,969
5000 - Other Operating Expenses and Services	\$9,877	\$103,370	9.55%	\$129,213	7.64%	\$119,336
6000 - Capital Outlay	\$0	\$1,625	0%	\$6,500	0%	\$6,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$221,656</b>	<b>\$286,038</b>	<b>77.49%</b>	<b>\$814,838</b>	<b>27.2%</b>	<b>\$593,182</b>

**Corrective Action Plan**

Preplanned expenses varied from projected amounts due to reductions in programming cost due to Covid-19. Additionally, the in-person Fall semester was transitioned to distance education further reducing programming costs. The Pasadena Area CCD has developed a plan to leverage funds from its 20-21 to provide no-cost online programming for two CTE programs and expand the new PCC NW Adult Education complex. These expenditures will provide additional adult education options and complete spending of the 20-21 allocation. Funds will also be used to cover the cost of intake coordinators to follow up on potential student inquiries submitted through our online outreach.

**Summary of Activities:**

PCCNW Conversion- \$90,000 Medical Front Office Clerk Program Costs-\$17,500 Special Education Program Costs-\$27,500 Intake Coordinators - 30955

**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	\$47,857	\$16,825	284.44%	\$67,300	71.11%	\$19,443
2000 - Non-Instructional Salaries	\$390,497	\$97,625	400%	\$390,500	100%	\$3
3000 - Employee Benefits	\$195,965	\$49,075	399.32%	\$196,300	99.83%	\$335
4000 - Supplies and Materials	\$56	\$25,025	0.22%	\$25,025	0.22%	\$24,969
5000 - Other Operating Expenses and Services	\$76,686	\$129,213	59.35%	\$129,213	59.35%	\$52,527
6000 - Capital Outlay	\$0	\$1,625	0%	\$6,500	0%	\$6,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$711,061</b>	<b>\$319,388</b>	<b>222.63%</b>	<b>\$814,838</b>	<b>87.26%</b>	<b>\$103,777</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 CAEP funds were expended in pursuit of the Annual Plan and Three Year Plan in accordance with CAEP state regulations.

**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	\$30,548	\$0	100%	\$358,757	8.51%	\$328,209
2000 - Non-Instructional Salaries	\$19,686	\$0	100%	\$95,201	20.68%	\$75,515
3000 - Employee Benefits	\$22,486	\$0	100%	\$164,513	13.67%	\$142,027
4000 - Supplies and Materials	\$0	\$0	100%	\$27,932	0%	\$27,932
5000 - Other Operating Expenses and Services	\$4,002	\$0	100%	\$180,450	2.22%	\$176,448
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$191,938	0%	\$191,938
Indirect Costs	\$0	\$0	100%	\$43,767	0%	\$43,767
<b>Totals</b>	<b>\$76,722</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,062,558</b>	<b>7.22%</b>	<b>\$985,836</b>

### Corrective Action Plan

School has seen a change in pupil support and administration with an unfortunate passing of a counselor and retirement of the Principal. Interim administration has begin redeveloping all programs to increase enrollment in ESL, ASE, and CTE despite the pandemic.

### Summary of Activities:

All funds expended according to CAEP requirements.

**Status**  
**Submitted**

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### 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	\$101,052	\$0	100%	\$358,757	28.17%	\$257,705
2000 - Non-Instructional Salaries	\$39,979	\$0	100%	\$95,201	41.99%	\$55,222
3000 - Employee Benefits	\$63,500	\$0	100%	\$164,513	38.6%	\$101,013
4000 - Supplies and Materials	\$10,587	\$0	100%	\$27,932	37.9%	\$17,345
5000 - Other Operating Expenses and Services	\$17,702	\$0	100%	\$180,450	9.81%	\$162,748
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$191,938	0%	\$191,938
Indirect Costs	\$0	\$0	100%	\$43,767	0%	\$43,767
<b>Totals</b>	<b>\$232,820</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,062,558</b>	<b>21.91%</b>	<b>\$829,738</b>

**Corrective Action Plan**

PUSD has submitted Action Plans for in person CASAS testing and admin is expecting enrollment to double before year's end. New technology classes in Parent Success programs have been well enrolled and more programs are scheduled for the remainder of the year. School is moving to a permanent campus as well which require some funds.

**Summary of Activities:**

All CAEP funds expended in pursuit of Annual Plan and Three Year Plan and according to CAEP state regulations.

**Status  
Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

John Russell, Administrator on Special Assignment  
Brian Stanley, Principal

**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	\$166,029	\$0	100%	\$358,757	46.28%	\$192,728
2000 - Non-Instructional Salaries	\$64,092	\$0	100%	\$95,201	67.32%	\$31,109
3000 - Employee Benefits	\$103,977	\$0	100%	\$164,513	63.2%	\$60,536
4000 - Supplies and Materials	\$12,286	\$0	100%	\$27,932	43.99%	\$15,646
5000 - Other Operating Expenses and Services	\$39,790	\$0	100%	\$180,450	22.05%	\$140,660
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$191,938	0%	\$191,938
Indirect Costs	\$0	\$0	100%	\$43,767	0%	\$43,767
<b>Totals</b>	<b>\$386,174</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,062,558</b>	<b>36.34%</b>	<b>\$676,384</b>

**Corrective Action Plan**

PUSD has submitted Action Plans for in person CASAS testing and admin is expecting enrollment to double before year's end. New technology classes in Parent Success programs have been well enrolled and more programs are scheduled for the remainder of the year. School is moving to a permanent campus as well which require some funds.

**Summary of Activities:**

All CAEP funds expended in pursuit of Annual Plan and Three Year Plan and according to CAEP state regulations.

**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	\$267,400	\$0	100%	\$358,757	74.54%	\$91,357
2000 - Non-Instructional Salaries	\$95,201	\$0	100%	\$95,201	100%	\$0
3000 - Employee Benefits	\$151,588	\$0	100%	\$164,513	92.14%	\$12,925
4000 - Supplies and Materials	\$21,174	\$0	100%	\$27,932	75.81%	\$6,758
5000 - Other Operating Expenses and Services	\$82,240	\$0	100%	\$180,450	45.57%	\$98,210
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$99,737	\$0	100%	\$191,938	51.96%	\$92,201
Indirect Costs	\$28,830	\$0	100%	\$43,767	65.87%	\$14,937
<b>Totals</b>	<b>\$746,170</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,062,558</b>	<b>70.22%</b>	<b>\$316,388</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 CAEP funds expended in pursuit of Annual Plan and Three Year Plan and according to CAEP state regulations. Object Code 7000 is a journal entry to address discrepancy that was created with previous PAC Board and under previous PAC Representative administration of CAEP funds. The reason this discrepancy occurred because the previous PAC Board created an onerous Fiscal Agent situation where members had to invoice for every expenditure, instead of setting up a passthrough of CAEP funds.

**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	\$2,501	\$18,900	13.23%	\$126,000	1.98%	\$123,499
2000 - Non-Instructional Salaries	\$1,730	\$4,200	41.19%	\$28,000	6.18%	\$26,270
3000 - Employee Benefits	\$992	\$7,050	14.07%	\$47,000	2.11%	\$46,008
4000 - Supplies and Materials	\$9,768	\$3,450	283.13%	\$23,000	42.47%	\$13,232
5000 - Other Operating Expenses and Services	\$4,000	\$7,500	53.33%	\$50,000	8%	\$46,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$22,066	0%	\$147,107	0%	\$147,107
Indirect Costs	\$0	\$0	100%	\$13,000	0%	\$13,000
<b>Totals</b>	\$18,991	\$63,166	30.07%	\$434,107	4.37%	\$415,116

**Corrective Action Plan**

CAEP activities and expenditure of funds have not occurred at planned rate due to pandemic. Improved distance learning and CTE efforts will lead increased expenditures the remainder of the year.

**Summary of Activities:**

All funds expended in compliance with CAEP requirements.

**Status**  
**Submitted**

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**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	\$33,976	\$37,800	89.88%	\$126,000	26.97%	\$92,024
2000 - Non-Instructional Salaries	\$7,776	\$8,400	92.57%	\$28,000	27.77%	\$20,224
3000 - Employee Benefits	\$9,030	\$14,100	64.04%	\$47,000	19.21%	\$37,970
4000 - Supplies and Materials	\$13,957	\$6,900	202.28%	\$23,000	60.68%	\$9,043
5000 - Other Operating Expenses and Services	\$14,617	\$15,000	97.45%	\$50,000	29.23%	\$35,383
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$44,132	0%	\$147,107	0%	\$147,107
Indirect Costs	\$0	\$0	100%	\$13,000	0%	\$13,000
<b>Totals</b>	<b>\$79,356</b>	<b>\$126,332</b>	<b>62.82%</b>	<b>\$434,107</b>	<b>18.28%</b>	<b>\$354,751</b>

**Corrective Action Plan**

Temple City will begin for in person CASAS testing and classes. Marketing efforts will dramatically increase enrollment. School is moving to a permanent campus as well which require some funds and funding will be used for capital expenditures to prepare for ne CTE programs that will be listed on ETPL.

**Summary of Activities:**

All CAEP funds expended in pursuit of Annual Plan and Three Year Plan and according to CAEP state regulations.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Robert Westgate

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$33,976	\$56,700	59.92%	\$126,000	26.97%	\$92,024
2000 - Non-Instructional Salaries	\$7,776	\$12,600	61.71%	\$28,000	27.77%	\$20,224
3000 - Employee Benefits	\$9,030	\$21,150	42.7%	\$47,000	19.21%	\$37,970
4000 - Supplies and Materials	\$13,957	\$10,350	134.85%	\$23,000	60.68%	\$9,043
5000 - Other Operating Expenses and Services	\$14,617	\$22,500	64.96%	\$50,000	29.23%	\$35,383
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$66,198	0%	\$147,107	0%	\$147,107
Indirect Costs	\$0	\$0	100%	\$13,000	0%	\$13,000
<b>Totals</b>	<b>\$79,356</b>	<b>\$189,498</b>	<b>41.88%</b>	<b>\$434,107</b>	<b>18.28%</b>	<b>\$354,751</b>

### Corrective Action Plan

Annual Plan discussions between PAC representatives have led to concrete actionable steps for how Temple City will spend its carryover. In an effort to follow a Model Delivery of CAEP CTE Programs, Temple City is in the process of getting approved on I-TRAIN and creating robust partnerships with AJCCs. The Corrective Action Plan will be finalized in 2021-22 board meetings.

### Summary of Activities:

All CAEP funds expended in pursuit of Annual Plan and Three Year Plan and according to CAEP state regulations.

**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	\$125,782	\$75,600	166.38%	\$126,000	99.83%	\$218
2000 - Non-Instructional Salaries	\$27,673	\$16,800	164.72%	\$28,000	98.83%	\$327
3000 - Employee Benefits	\$46,533	\$28,200	165.01%	\$47,000	99.01%	\$467
4000 - Supplies and Materials	\$22,506	\$13,800	163.09%	\$23,000	97.85%	\$494
5000 - Other Operating Expenses and Services	\$48,915	\$30,000	163.05%	\$50,000	97.83%	\$1,085
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$88,264	0%	\$147,107	0%	\$147,107
Indirect Costs	\$12,909	\$13,000	99.3%	\$13,000	99.3%	\$91
<b>Totals</b>	<b>\$284,318</b>	<b>\$265,664</b>	<b>107.02%</b>	<b>\$434,107</b>	<b>65.49%</b>	<b>\$149,789</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 funds expended in pursuit of Annual Plan and Three Year Plan and adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.

**Status**  
**Submitted**



California  
Community  
Colleges



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