

CAEP Consortium Fiscal Reporting 56 Santa Monica Regional Consortium for Adult Education

2019-20 Fiscal Year

Certification

Certified By

Dione Carter

Dean, Noncredit and External Programs

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Certified	Uncertified

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Santa Monica CCD	Submitted	Submitted	Submitted	Not Submitted
Santa Monica-Malibu Unified	Submitted	Submitted	Submitted	Not Submitted

Santa Monica CCD

Santa Monica 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	\$12,194	\$23,620	51.63%	\$118,098	10.33%	\$105,904
2000 - Non-Instructional Salaries	\$33,181	\$42,372	78.31%	\$169,489	19.58%	\$136,308
3000 - Employee Benefits	\$10,364	\$26,696	38.82%	\$106,784	9.71%	\$96,420
4000 - Supplies and Materials	\$3,942	\$1,439	273.94%	\$14,390	27.39%	\$10,448
5000 - Other Operating Expenses and Services	\$3,430	\$12,350	27.77%	\$61,751	5.55%	\$58,321
6000 - Capital Outlay	\$0	\$2,061	0%	\$20,605	0%	\$20,605
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$63,111	\$108,538	58.15%	\$491,117	12.85%	\$428,006

Corrective Action Plan

Quarter 1 focused on programmatic planning. Planned grant activities will increase in upcoming quarters. Instructor payroll schedules are also different in the first quarter, there is a more regular payroll calendar during the rest of the fiscal year.

Summary of Activities:

In alignment with our three year and annual plans, we began creating a marketing plan and developed material to assist in that effort. We hired temporary student assistants to assist with the needs of our noncredit registration office and worked in collaboration with SMMUSD to develop an inter agency referral and tracking system. Noncredit administrators participated in professional development to begin to implement planned grant activities.

Status
Submitted

Santa Monica 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	\$40,644	\$53,144	76.48%	\$118,098	34.42%	\$77,454
2000 - Non-Instructional Salaries	\$86,731	\$84,745	102.34%	\$169,489	51.17%	\$82,758
3000 - Employee Benefits	\$44,565	\$53,392	83.47%	\$106,784	41.73%	\$62,219
4000 - Supplies and Materials	\$4,386	\$5,756	76.2%	\$14,390	30.48%	\$10,004
5000 - Other Operating Expenses and Services	\$12,621	\$24,700	51.1%	\$61,751	20.44%	\$49,130
6000 - Capital Outlay	\$0	\$6,182	0%	\$20,605	0%	\$20,605
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$188,947	\$227,919	82.9%	\$491,117	38.47%	\$302,170

Summary of Activities:

In alignment with the Three-Year Plan and Annual Plan, SMC Noncredit made progress on the program's marketing and outreach plan, including the development of promotional materials for noncredit ESL, short-term vocational, and workforce preparation courses/programs. Temporary student workers were funded to be located at the noncredit registration desk to support noncredit students. In collaboration with the SMMUSD Adult Education Center (AEC), Noncredit transitioned from LiteracyPro's CommunityPro web-based system to the local development of an inter-agency client/student referral and tracking system. Noncredit counselors visited the AEC to enroll students into noncredit classes leading to certificates of completion while also advising students on college and career pathways. Noncredit administrators, faculty, and staff participated in noncredit-related professional development and have begun to implement CAEP grant activities in alignment with SWP-Noncredit, SEA, and WIOA II.

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. Dione Carter, Dean, Noncredit and External Programs
Ashley Mejia, Project Manager, Co-director

Santa Monica 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	\$65,059	\$88,574	73.45%	\$118,098	55.09%	\$53,039
2000 - Non-Instructional Salaries	\$135,385	\$127,117	106.5%	\$169,489	79.88%	\$34,104
3000 - Employee Benefits	\$77,367	\$80,088	96.6%	\$106,784	72.45%	\$29,417
4000 - Supplies and Materials	\$6,815	\$10,793	63.15%	\$14,390	47.36%	\$7,575
5000 - Other Operating Expenses and Services	\$24,101	\$37,051	65.05%	\$61,751	39.03%	\$37,650
6000 - Capital Outlay	\$0	\$14,424	0%	\$20,605	0%	\$20,605
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$308,727	\$358,045	86.23%	\$491,117	62.86%	\$182,390

Summary of Activities:

In alignment with the Three-Year Plan and Annual Plan, SMC Noncredit strengthened its partnership with our local AJCC, which has afforded noncredit staff to conduct weekly presentations of noncredit offerings to AJCC clients. Temporary student workers supported noncredit students at the noncredit registration desk. In collaboration with the SMMUSD Adult Education Center (AEC), Noncredit began referring and track students through the inter-agency client/student referral and tracking system. Noncredit counselors visited the AEC to enroll students into noncredit classes leading to certificates of completion and also advised students on college and career pathways. Noncredit administrators, faculty, and staff participated in noncredit-related professional development and continued to implement CAEP grant activities in alignment with SWP-Noncredit, SEA, and WIOA II. Noncredit faculty, staff and administrators supported the transition to remote learning and services, due to COVID-19.

Status
Submitted

Santa Monica 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	\$65,059	\$118,098	55.09%	\$118,098	55.09%	\$53,039
2000 - Non-Instructional Salaries	\$135,385	\$169,489	79.88%	\$169,489	79.88%	\$34,104
3000 - Employee Benefits	\$77,367	\$106,784	72.45%	\$106,784	72.45%	\$29,417
4000 - Supplies and Materials	\$6,815	\$14,390	47.36%	\$14,390	47.36%	\$7,575
5000 - Other Operating Expenses and Services	\$24,101	\$61,751	39.03%	\$61,751	39.03%	\$37,650
6000 - Capital Outlay	\$0	\$20,605	0%	\$20,605	0%	\$20,605
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$308,727	\$491,117	62.86%	\$491,117	62.86%	\$182,390

Status
Unsubmitted

Santa Monica-Malibu Unified

Santa Monica-Malibu 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	\$60,710	\$69,550	87.29%	\$278,199	21.82%	\$217,489
2000 - Non-Instructional Salaries	\$46,198	\$46,001	100.43%	\$184,003	25.11%	\$137,805
3000 - Employee Benefits	\$37,513	\$46,814	80.13%	\$187,254	20.03%	\$149,741
4000 - Supplies and Materials	\$9,504	\$47,491	20.01%	\$189,964	5%	\$180,460
5000 - Other Operating Expenses and Services	\$3,138	\$43,558	7.2%	\$174,231	1.8%	\$171,093
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,320	0%	\$53,278	0%	\$53,278
Totals	\$157,063	\$266,732	58.88%	\$1,066,929	14.72%	\$909,866

Corrective Action Plan

Expenditures will increase moving forward now that the District's new financial system is more fluid. Classified salaries will increase now that vacant position has been filled.

Summary of Activities:

Certificated and Classified Staff have participated in professional development activities; Work groups continue to develop curriculum in all program areas; Consortium meetings; Development of an internal tracking system for referrals between partners; and CAEP Directors' Event

Status
Submitted

Santa Monica-Malibu 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	\$123,963	\$69,550	178.24%	\$278,199	44.56%	\$154,236
2000 - Non-Instructional Salaries	\$88,679	\$46,001	192.78%	\$184,003	48.19%	\$95,324
3000 - Employee Benefits	\$79,357	\$46,814	169.52%	\$187,254	42.38%	\$107,897
4000 - Supplies and Materials	\$13,455	\$47,491	28.33%	\$189,964	7.08%	\$176,509
5000 - Other Operating Expenses and Services	\$13,258	\$43,558	30.44%	\$174,231	7.61%	\$160,973
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,320	0%	\$53,278	0%	\$53,278
Totals	\$318,712	\$266,732	119.49%	\$1,066,929	29.87%	\$748,217

Corrective Action Plan

Corrective action plan steps include the following; Senior Office Assistant increase in assignment from 6 hours to 8 hours per day, two new ESL course offerings in Malibu, ESL Curriculum Workgroup meetings and ESL curriculum development at 3 monthly hours per participant, and ESL faculty members to participate in upcoming CATESOL conference in Glendale at 8 hours per participant.

Summary of Activities:

Certificated and Classified Staff have participated in professional development activities (USCIS Training, 1920 Staff Updates & Orientation, Technology Tools for Teachers, CASAS Implementation and Beyond Implementation Training, Professional Learning Community, CATESOL Conference, OTAN-Learning Moodle for Adult Ed, Free Resources to Train Adult ESL Teachers and Volunteers, Ventures Online Presentation for ESL Faculty members, ABE/ASE Faculty meeting, REMIND Webinar on Improving Attendance, Seamless Soft Skills in the Classroom, Apex Learning Webinar, Technology Learning Community; Faculty work groups continue to develop curriculum in ESL and ASE program areas; preparation for and participation in Consortium meetings; preparation and participation in EPIC Coffee Break community partner meeting; participation in LA County Workforce Dev. Board WIOA MOU task force meeting; MOU development meeting with Los Angeles Hospitality Training Academy.

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

Anthony Fuller
Dr. Devon Smith

Santa Monica-Malibu 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	\$176,737	\$69,550	254.12%	\$278,199	63.53%	\$101,462
2000 - Non-Instructional Salaries	\$119,682	\$46,001	260.17%	\$184,003	65.04%	\$64,321
3000 - Employee Benefits	\$109,280	\$46,814	233.44%	\$187,254	58.36%	\$77,974
4000 - Supplies and Materials	\$20,959	\$47,491	44.13%	\$189,964	11.03%	\$169,005
5000 - Other Operating Expenses and Services	\$15,481	\$43,558	35.54%	\$174,231	8.89%	\$158,750
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,320	0%	\$53,278	0%	\$53,278
Totals	\$442,139	\$266,732	165.76%	\$1,066,929	41.44%	\$624,790

Corrective Action Plan

Expenditures fall below target. Please provide the action steps that will be taken to address this issue. Corrective action plan steps include the following; Senior Office Assistant increase in assignment from 6 hours to 8 hours per day, two new ESL course offerings in Malibu, ESL Curriculum Workgroup meetings and ESL curriculum development at 3 monthly hours per participant, and ESL faculty members to participate in upcoming CATESOL conference in Glendale at 8 hours per participant.

Summary of Activities:

Certificated and Classified Staff have participated in professional development activities (CASAS Trainings, Professional Learning Community, OTAN-Learning Moodle for Adult Ed, Free Resources to Train Adult ESL Teachers and Volunteers, ABE/ASE Faculty meeting, Seamless Soft Skills in the Classroom, Apex Learning Webinar, Technology Learning Community; Faculty work groups continue to develop curriculum in ESL and ASE program areas; preparation for and participation in Consortium meetings; participation in LA County Workforce Dev. Board WIOA MOU task force meeting.

Status

Submitted

Santa Monica-Malibu 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	\$176,737	\$69,550	254.12%	\$278,199	63.53%	\$101,462
2000 - Non-Instructional Salaries	\$119,682	\$46,001	260.17%	\$184,003	65.04%	\$64,321
3000 - Employee Benefits	\$109,280	\$46,814	233.44%	\$187,254	58.36%	\$77,974
4000 - Supplies and Materials	\$20,959	\$47,491	44.13%	\$189,964	11.03%	\$169,005
5000 - Other Operating Expenses and Services	\$15,481	\$43,558	35.54%	\$174,231	8.89%	\$158,750
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,320	0%	\$53,278	0%	\$53,278
Totals	\$442,139	\$266,732	165.76%	\$1,066,929	41.44%	\$624,790

Status
Unsubmitted



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