

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

2019-20 Fiscal Year

Certification

Certified By

Ashley Mejia

Project Manager, Co-director

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
Santa Monica CCD	Submitted	Submitted	Submitted	Submitted
Santa Monica-Malibu Unified	Submitted	Submitted	Submitted	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	\$21,152	57.65%	\$105,760	11.53%	\$93,566
2000 - Non-Instructional Salaries	\$33,181	\$52,274	63.48%	\$209,095	15.87%	\$175,914
3000 - Employee Benefits	\$10,364	\$31,873	32.52%	\$127,490	8.13%	\$117,126
4000 - Supplies and Materials	\$3,942	\$1,439	273.94%	\$14,390	27.39%	\$10,448
5000 - Other Operating Expenses and Services	\$3,430	\$6,876	49.88%	\$34,382	9.98%	\$30,952
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	\$63,111	\$113,614	55.55%	\$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	\$47,592	85.4%	\$105,760	38.43%	\$65,116
2000 - Non-Instructional Salaries	\$86,731	\$104,548	82.96%	\$209,095	41.48%	\$122,364
3000 - Employee Benefits	\$44,565	\$63,745	69.91%	\$127,490	34.96%	\$82,925
4000 - Supplies and Materials	\$4,386	\$5,756	76.2%	\$14,390	30.48%	\$10,004
5000 - Other Operating Expenses and Services	\$12,621	\$13,753	91.77%	\$34,382	36.71%	\$21,761
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	\$188,947	\$235,393	80.27%	\$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	\$79,320	82.02%	\$105,760	61.52%	\$40,701
2000 - Non-Instructional Salaries	\$135,385	\$156,821	86.33%	\$209,095	64.75%	\$73,710
3000 - Employee Benefits	\$77,367	\$95,618	80.91%	\$127,490	60.68%	\$50,123
4000 - Supplies and Materials	\$6,815	\$10,793	63.15%	\$14,390	47.36%	\$7,575
5000 - Other Operating Expenses and Services	\$24,101	\$20,629	116.83%	\$34,382	70.1%	\$10,281
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	\$308,727	\$363,180	85.01%	\$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	\$105,759	\$105,760	100%	\$105,760	100%	\$1
2000 - Non-Instructional Salaries	\$183,534	\$209,095	87.78%	\$209,095	87.78%	\$25,561
3000 - Employee Benefits	\$115,234	\$127,490	90.39%	\$127,490	90.39%	\$12,256
4000 - Supplies and Materials	\$6,861	\$14,390	47.68%	\$14,390	47.68%	\$7,529
5000 - Other Operating Expenses and Services	\$25,447	\$34,382	74.01%	\$34,382	74.01%	\$8,935
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	\$436,835	\$491,117	88.95%	\$491,117	88.95%	\$54,282

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

Guidance: Yes

Summary of Activities:

In alignment with the Three-Year Plan & Annual Plan, Noncredit strengthened its partnership with our local AJCC. In collaboration with the SMMUSD Adult Education Center (AEC), Noncredit referred & tracked students through the inter-agency client/student referral and tracking system. Noncredit counselors conducted web conferencing presentations to AEC students in order 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 & administrators supported the transition to remote learning and services, due to COVID-19. Noncredit joined the City of Santa Monica's Economic Recovery Task Force. Budget transfers were made in order to accommodate for increases in staff salary and benefits.

**Status
Submitted**

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	\$245,955	\$69,550	353.64%	\$278,199	88.41%	\$32,244
2000 - Non-Instructional Salaries	\$164,358	\$46,001	357.29%	\$184,003	89.32%	\$19,645
3000 - Employee Benefits	\$149,556	\$46,814	319.47%	\$187,254	79.87%	\$37,698
4000 - Supplies and Materials	\$22,249	\$47,491	46.85%	\$189,964	11.71%	\$167,715
5000 - Other Operating Expenses and Services	\$16,428	\$43,558	37.72%	\$174,231	9.43%	\$157,803
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$32,860	\$13,320	246.71%	\$53,278	61.68%	\$20,418
Totals	\$631,406	\$266,732	236.72%	\$1,066,929	59.18%	\$435,523

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

Guidance: Yes

Corrective Action Plan

Due to COVID-19 and related school closure, activities shifted to online and expenditures were reduced or eliminated.

Summary of Activities:

Certificated and Classified Staff have participated in professional development activities including new Tech Talk weekly staff meetings focusing on digital literacy; Work groups continue to develop curriculum in all program areas in support of new distance learning format; ESL Curriculum workgroup collaboration to review and select new textbook with better online component; Counseling outreach efforts in support of transitioning students to distance learning; Consortium meetings; Internal tracking system student referrals between partners close out; Collaboration between partners in preparation for SMRC Retreat, SMRC Retreat Participation, and CAEP Annual plan input by AEC SMRC Governing Board members.

Status
Submitted



California
Community
Colleges

