

# CAEP Consortium Fiscal Reporting 68 West Kern Consortium

2018-19 Fiscal Year

## Certification

**Certified By**

Kathleen Johnson  
Director, Adult Education

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

## West Kern CCD

### West Kern 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	\$125,000	0%	\$500,000	0%	\$500,000
2000 - Non-Instructional Salaries	\$0	\$35,000	0%	\$140,000	0%	\$140,000
3000 - Employee Benefits	\$0	\$37,500	0%	\$150,000	0%	\$150,000
4000 - Supplies and Materials	\$0	\$12,500	0%	\$50,000	0%	\$50,000
5000 - Other Operating Expenses and Services	\$22,011	\$17,500	125.78%	\$70,000	31.44%	\$47,989
6000 - Capital Outlay	\$5,663	\$101,410	5.58%	\$405,639	1.4%	\$399,976
7000 - Other Outgo	\$0	\$7,580	0%	\$30,318	0%	\$30,318
Indirect Costs	\$0	\$15,078	0%	\$60,313	0%	\$60,313
<b>Totals</b>	<b>\$27,674</b>	<b>\$351,568</b>	<b>7.87%</b>	<b>\$1,406,270</b>	<b>1.97%</b>	<b>\$1,378,596</b>

### Corrective Action Plan

17/18 expenditures were reported erroneously showing all funds had been expended; correction of the over reporting resulted in only 18/19 funds actually spent being reported in this reporting year. \$667,712 of expenses incurred in 18/19 were 17/18 funds, resulting in \$138,638 being reported in expenses for 18/19. A total of \$885,114 was spent in year 18/19.

Additional classes are scheduled and job recruitment for additional ESL and CTE teachers is ongoing. Classes are being linked with area employers to expand student's employment possibilities.

**Summary of Activities:**

Expanded and reorganized ESL classes resulting in recruiting additional students and more orderly progression of class types. Reorganization of GED classes and rotation/replacement of teaching staff resulted in accelerated number of graduates this year and increased enrollment. Implemented new Strong Workforce courses to accelerate participants into workforce. Classes include: Welder's Helper , Security Guard , Personal Care Aide, Food Handler. Planned new schedule of classes, adding additional skills classes, security guard certification, Para Professional, and forklift certification. Assembled support services with local agencies to help clear obstacles for returning work force clients. Dean of Instruction audited course materials & instituted new controls. Expanding number of classrooms and classes to better prepare workforce. Support staff, Director and Dean attended additional training. Consolidated and streamlined data capture to meet requirements.

**Status  
Submitted**

**West Kern 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	\$0	\$250,000	0%	\$500,000	0%	\$500,000
2000 - Non-Instructional Salaries	\$0	\$70,000	0%	\$140,000	0%	\$140,000
3000 - Employee Benefits	\$0	\$75,000	0%	\$150,000	0%	\$150,000
4000 - Supplies and Materials	\$0	\$25,000	0%	\$50,000	0%	\$50,000
5000 - Other Operating Expenses and Services	\$39,830	\$35,000	113.8%	\$70,000	56.9%	\$30,170
6000 - Capital Outlay	\$5,663	\$202,820	2.79%	\$405,639	1.4%	\$399,976
7000 - Other Outgo	\$0	\$15,159	0%	\$30,318	0%	\$30,318
Indirect Costs	\$0	\$30,157	0%	\$60,313	0%	\$60,313
<b>Totals</b>	<b>\$45,493</b>	<b>\$703,135</b>	<b>6.47%</b>	<b>\$1,406,270</b>	<b>3.24%</b>	<b>\$1,360,777</b>

**Corrective Action Plan**

17/18 expenditures were reported erroneously showing all funds had been expended; correction of the over reporting resulted in only 18/19 funds actually spent being reported in this reporting year. \$667,712 of expenses incurred in 18/19 were 17/18 funds, resulting in \$138,638 being reported in expenses for 18/19. A total of \$885,114 was spent in year 18/19. Additional classes , both ESL and CTE, are being developed and scheduled for 2019 - 2020. Job recruitment for additional ESL and CTE teachers is ongoing. CTE courses are being linked with local industry employers to enhance student's employment opportunities. Recruiters from local industry are regularly invited to CTE courses which is resulting in successful hiring outcome.

**Summary of Activities:**

Expanded and reorganized ESL classes resulting in recruiting additional students and more orderly progression of class types. Reorganization of GED classes and rotation/replacement of teaching staff resulted in accelerated number of graduates this year and increased enrollment. Implemented new Strong Workforce courses to accelerate participants into workforce. Classes include: Welder's Helper , Security Guard , Personal Care Aide, Food Handler. Planned new schedule of classes, adding additional skills classes, security guard certification, Para Professional, and forklift certification. Assembled support services with local agencies to help clear obstacles for returning work force clients. Dean of Instruction audited course materials & instituted new controls. Expanding number of classrooms and

classes to better prepare workforce. Support staff, Director and Dean attended additional training. Consolidated and streamlined data capture to meet requirements.

**Status**  
**Submitted**

### **Allocation Year Closeout: 2016-17**

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

**2016-17 Reverted Funds:**

\$0

**2016-17 Status**

Closed

**Submitting Authority**

Deb Daniels

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### **West Kern 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	\$0	\$375,000	0%	\$500,000	0%	\$500,000
2000 - Non-Instructional Salaries	\$0	\$105,000	0%	\$140,000	0%	\$140,000
3000 - Employee Benefits	\$0	\$112,500	0%	\$150,000	0%	\$150,000
4000 - Supplies and Materials	\$0	\$37,500	0%	\$50,000	0%	\$50,000
5000 - Other Operating Expenses and Services	\$58,323	\$52,500	111.09%	\$70,000	83.32%	\$11,677
6000 - Capital Outlay	\$6,171	\$304,229	2.03%	\$405,639	1.52%	\$399,468
7000 - Other Outgo	\$0	\$22,739	0%	\$30,318	0%	\$30,318
Indirect Costs	\$0	\$45,235	0%	\$60,313	0%	\$60,313
<b>Totals</b>	<b>\$64,494</b>	<b>\$1,054,703</b>	<b>6.11%</b>	<b>\$1,406,270</b>	<b>4.59%</b>	<b>\$1,341,776</b>

### Corrective Action Plan

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### Summary of Activities:

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Status  
Submitted

**West Kern 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	\$0	\$500,000	0%	\$500,000	0%	\$500,000
2000 - Non-Instructional Salaries	\$0	\$140,000	0%	\$140,000	0%	\$140,000
3000 - Employee Benefits	\$500	\$150,000	0.33%	\$150,000	0.33%	\$149,500
4000 - Supplies and Materials	\$3,799	\$50,000	7.6%	\$50,000	7.6%	\$46,201
5000 - Other Operating Expenses and Services	\$70,000	\$70,000	100%	\$70,000	100%	\$0
6000 - Capital Outlay	\$64,339	\$405,639	15.86%	\$405,639	15.86%	\$341,300
7000 - Other Outgo	\$0	\$30,318	0%	\$30,318	0%	\$30,318
Indirect Costs	\$0	\$60,313	0%	\$60,313	0%	\$60,313
<b>Totals</b>	<b>\$138,638</b>	<b>\$1,406,270</b>	<b>9.86%</b>	<b>\$1,406,270</b>	<b>9.86%</b>	<b>\$1,267,632</b>

**Corrective Action Plan**

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**Summary of Activities:**

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**Status**  
**Unsubmitted**



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