

# 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**        **Certified**

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

### 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	\$83,796	\$125,000	67.04%	\$500,000	16.76%	\$416,204
2000 - Non-Instructional Salaries	\$5,495	\$35,000	15.7%	\$140,000	3.93%	\$134,505
3000 - Employee Benefits	\$11,840	\$37,500	31.57%	\$150,000	7.89%	\$138,160
4000 - Supplies and Materials	\$15,739	\$12,500	125.91%	\$50,000	31.48%	\$34,261
5000 - Other Operating Expenses and Services	\$30,453	\$17,500	174.02%	\$70,000	43.5%	\$39,547
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>\$152,986</b>	<b>\$351,568</b>	<b>43.52%</b>	<b>\$1,406,270</b>	<b>10.88%</b>	<b>\$1,253,284</b>

#### Corrective Action Plan

17/18 expenditures were reported in error showing all funds had been expended; 18/19 reporting was adjusted to bring accounting correct and reflect actual amount of 18/19 carry over funds. 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	\$168,359	\$250,000	67.34%	\$500,000	33.67%	\$331,641
2000 - Non-Instructional Salaries	\$37,008	\$70,000	52.87%	\$140,000	26.43%	\$102,992
3000 - Employee Benefits	\$34,936	\$75,000	46.58%	\$150,000	23.29%	\$115,064
4000 - Supplies and Materials	\$20,589	\$25,000	82.36%	\$50,000	41.18%	\$29,411
5000 - Other Operating Expenses and Services	\$67,310	\$35,000	192.31%	\$70,000	96.16%	\$2,690
6000 - Capital Outlay	\$6,171	\$202,820	3.04%	\$405,639	1.52%	\$399,468
7000 - Other Outgo	\$0	\$15,159	0%	\$30,318	0%	\$30,318
Indirect Costs	\$1,920	\$30,157	6.37%	\$60,313	3.18%	\$58,393
<b>Totals</b>	<b>\$336,293</b>	<b>\$703,135</b>	<b>47.83%</b>	<b>\$1,406,270</b>	<b>23.91%</b>	<b>\$1,069,977</b>

**Corrective Action Plan**

17/18 expenditures were reported in error showing all funds had been expended; 18/19 reporting was adjusted to bring accounting correct and reflect actual amount of 18/19 carry over funds. 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

...class type, reorganization of CEE 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	\$264,039	\$375,000	70.41%	\$500,000	52.81%	\$235,961
2000 - Non-Instructional Salaries	\$48,589	\$105,000	46.28%	\$140,000	34.71%	\$91,411
3000 - Employee Benefits	\$56,810	\$112,500	50.5%	\$150,000	37.87%	\$93,190
4000 - Supplies and Materials	\$29,978	\$37,500	79.94%	\$50,000	59.96%	\$20,022
5000 - Other Operating Expenses and Services	\$70,000	\$52,500	133.33%	\$70,000	100%	\$0
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	\$3,967	\$45,235	8.77%	\$60,313	6.58%	\$56,346
<b>Totals</b>	<b>\$479,554</b>	<b>\$1,054,703</b>	<b>45.47%</b>	<b>\$1,406,270</b>	<b>34.1%</b>	<b>\$926,716</b>

### Corrective Action Plan

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### 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, such as QuickBooks training and certification, security guard certification, and forklift repair. 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 trainings. Consolidated and streamlined data capture to meet requirements.

**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	\$353,072	\$500,000	70.61%	\$500,000	70.61%	\$146,928
2000 - Non-Instructional Salaries	\$118,684	\$140,000	84.77%	\$140,000	84.77%	\$21,316
3000 - Employee Benefits	\$111,248	\$150,000	74.17%	\$150,000	74.17%	\$38,752
4000 - Supplies and Materials	\$36,814	\$50,000	73.63%	\$50,000	73.63%	\$13,186
5000 - Other Operating Expenses and Services	\$70,000	\$70,000	100%	\$70,000	100%	\$0
6000 - Capital Outlay	\$44,072	\$405,639	10.86%	\$405,639	10.86%	\$361,567
7000 - Other Outgo	\$0	\$30,318	0%	\$30,318	0%	\$30,318
Indirect Costs	\$4,669	\$60,313	7.74%	\$60,313	7.74%	\$55,644
<b>Totals</b>	<b>\$738,559</b>	<b>\$1,406,270</b>	<b>52.52%</b>	<b>\$1,406,270</b>	<b>52.52%</b>	<b>\$667,711</b>

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

Guidance: Yes

### Corrective Action Plan

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### 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, such as QuickBooks training and certification, security guard certification, and forklift repair. 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 trainings. Consolidated and streamlined data capture to meet requirements.

Status  
Submitted



California  
Community  
Colleges



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