

CAEP Consortium Fiscal Reporting 68 West Kern Consortium

2019-20 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

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
West Kern Adult Education Network Joint Powers Authority	Submitted	Submitted	Submitted	Not Submitted
West Kern CCD	Submitted	Submitted	Submitted	Not Submitted

West Kern Adult Education Network Joint Powers Authority

West Kern Adult Education Network Joint Powers Authority 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	\$85,739	\$91,250	93.96%	\$365,000	23.49%	\$279,261
2000 - Non-Instructional Salaries	\$18,005	\$23,250	77.44%	\$93,000	19.36%	\$74,995
3000 - Employee Benefits	\$19,974	\$35,911	55.62%	\$143,645	13.91%	\$123,671
4000 - Supplies and Materials	\$12,598	\$7,375	170.82%	\$29,500	42.71%	\$16,902
5000 - Other Operating Expenses and Services	\$42,145	\$43,623	96.61%	\$174,492	24.15%	\$132,347
6000 - Capital Outlay	\$1,466	\$750	195.47%	\$3,000	48.87%	\$1,534
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$6,000	0%	\$24,000	0%	\$24,000
Totals	\$179,927	\$208,159	86.44%	\$832,637	21.61%	\$652,710

Corrective Action Plan

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, ParaProfessional, and forklift certification. Assembled support services with local agencies to help clear obstacles for returning workforce 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 Adult Education Network Joint Powers Authority 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	\$207,867	\$182,500	113.9%	\$365,000	56.95%	\$157,133
2000 - Non-Instructional Salaries	\$18,005	\$46,500	38.72%	\$93,000	19.36%	\$74,995
3000 - Employee Benefits	\$45,297	\$71,823	63.07%	\$143,645	31.53%	\$98,348
4000 - Supplies and Materials	\$19,643	\$14,750	133.17%	\$29,500	66.59%	\$9,857
5000 - Other Operating Expenses and Services	\$109,529	\$87,246	125.54%	\$174,492	62.77%	\$64,963
6000 - Capital Outlay	\$2,216	\$1,500	147.73%	\$3,000	73.87%	\$784
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$12,000	0%	\$24,000	0%	\$24,000
Totals	\$402,557	\$416,319	96.69%	\$832,637	48.35%	\$430,080

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, ParaProfessional, and forklift certification. Assembled support services with local agencies to help clear obstacles for returning workforce 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: 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

Kathleen Johnson, Director, Adult Education

West Kern Adult Education Network Joint Powers Authority 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	\$340,610	\$273,750	124.42%	\$365,000	93.32%	\$24,390
2000 - Non-Instructional Salaries	\$18,005	\$69,750	25.81%	\$93,000	19.36%	\$74,995
3000 - Employee Benefits	\$56,532	\$107,734	52.47%	\$143,645	39.36%	\$87,113
4000 - Supplies and Materials	\$19,643	\$22,125	88.78%	\$29,500	66.59%	\$9,857
5000 - Other Operating Expenses and Services	\$109,529	\$130,869	83.69%	\$174,492	62.77%	\$64,963
6000 - Capital Outlay	\$2,216	\$2,250	98.49%	\$3,000	73.87%	\$784
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$18,000	0%	\$24,000	0%	\$24,000
Totals	\$546,535	\$624,478	87.52%	\$832,637	65.64%	\$286,102

Status
Submitted

West Kern Adult Education Network Joint Powers Authority 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	\$345,000	\$365,000	94.52%	\$365,000	94.52%	\$20,000
2000 - Non-Instructional Salaries	\$101,000	\$93,000	108.6%	\$93,000	108.6%	⚠ -\$8,000
3000 - Employee Benefits	\$88,000	\$143,645	61.26%	\$143,645	61.26%	\$55,645
4000 - Supplies and Materials	\$26,372	\$29,500	89.4%	\$29,500	89.4%	\$3,128
5000 - Other Operating Expenses and Services	\$187,913	\$174,492	107.69%	\$174,492	107.69%	⚠ -\$13,421
6000 - Capital Outlay	\$3,364	\$3,000	112.13%	\$3,000	112.13%	⚠ -\$364
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$24,000	0%	\$24,000	0%	\$24,000
Totals	\$751,649	\$832,637	90.27%	\$832,637	90.27%	\$80,988

Summary of Activities:

Additional costs were incurred due to COVID 19 related protections. Online classes were ramped up to allow students to access their classes during this period of quarantine. The Consortium Board approved additional expenses due to the quarantine. Strong Workforce Classes were severely impacted due to hands on training required; staff have reformatted classes to meet approved process for COVID 19 protections.

Status
Unsubmitted

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	\$72,108	0%	\$288,432	0%	\$288,432
2000 - Non-Instructional Salaries	\$0	\$18,588	0%	\$74,350	0%	\$74,350
3000 - Employee Benefits	\$0	\$23,729	0%	\$94,916	0%	\$94,916
4000 - Supplies and Materials	\$0	\$5,900	0%	\$23,600	0%	\$23,600
5000 - Other Operating Expenses and Services	\$0	\$38,503	0%	\$154,013	0%	\$154,013
6000 - Capital Outlay	\$0	\$600	0%	\$2,400	0%	\$2,400
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$7,500	0%	\$30,000	0%	\$30,000
Totals	\$0	\$166,928	0%	\$667,711	0%	\$667,711

Corrective Action Plan

WKCCD is the pass through fiscal agent for WKAEN. Due to a glitch in NOVA software, the NOVA system shows all carryover funds attached to WKCCD, instead of WKAEN. The system also show WKCCD has no ability to spend the funds due to the CFAD, because WKAEN is the only funded member and handles all expenditures. Upon completion of the 2020/21 CFAD, the carryover allocation will be moved to WKAEN, who is expending the funds within this year of 2019/20. No funds expenditure will show for WKCCD in the fiscal year. It was necessary to input a budget for WKCCD in order to certify the budget and workplan because the way the software is designed and will show no expenditures all year.

Summary of Activities:

All expenditures are made by WKAEN and will be reflected in their reporting.

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	\$144,216	0%	\$288,432	0%	\$288,432
2000 - Non-Instructional Salaries	\$0	\$37,175	0%	\$74,350	0%	\$74,350
3000 - Employee Benefits	\$0	\$47,458	0%	\$94,916	0%	\$94,916
4000 - Supplies and Materials	\$0	\$11,800	0%	\$23,600	0%	\$23,600
5000 - Other Operating Expenses and Services	\$0	\$77,007	0%	\$154,013	0%	\$154,013
6000 - Capital Outlay	\$0	\$1,200	0%	\$2,400	0%	\$2,400
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$15,000	0%	\$30,000	0%	\$30,000
Totals	\$0	\$333,856	0%	\$667,711	0%	\$667,711

Corrective Action Plan

WKCCD is the pass through fiscal agent for WKAEN. Due to a glitch in NOVA software, the NOVA system shows all carryover funds attached to WKCCD, instead of WKAEN. The system also show WKCCD has no ability to spend the funds due to the CFAD, because WKAEN is the only funded member and handles all expenditures. Upon completion of the 2020/21 CFAD, the carryover allocation will be moved to WKAEN, who is expending the funds within this year of 2019/20. No funds expenditure will show for WKCCD in the fiscal year. It was necessary to input a budget for WKCCD in order to certify the budget and workplan because the way the software is designed and will show no expenditures all year.

Summary of Activities:

All expenditures are made by WKAEN and will be reflected in their reporting.

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

Deb Daniels

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	\$216,324	0%	\$288,432	0%	\$288,432
2000 - Non-Instructional Salaries	\$0	\$55,763	0%	\$74,350	0%	\$74,350
3000 - Employee Benefits	\$0	\$71,187	0%	\$94,916	0%	\$94,916
4000 - Supplies and Materials	\$0	\$17,700	0%	\$23,600	0%	\$23,600
5000 - Other Operating Expenses and Services	\$0	\$115,510	0%	\$154,013	0%	\$154,013
6000 - Capital Outlay	\$0	\$1,800	0%	\$2,400	0%	\$2,400
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$22,500	0%	\$30,000	0%	\$30,000
Totals	\$0	\$500,783	0%	\$667,711	0%	\$667,711

Corrective Action Plan

WKCCD does not receive an allocation. The \$667,711 was reallocated to West Kern Adult Education Network.

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	\$288,432	0%	\$288,432	0%	\$288,432
2000 - Non-Instructional Salaries	\$0	\$74,350	0%	\$74,350	0%	\$74,350
3000 - Employee Benefits	\$0	\$94,916	0%	\$94,916	0%	\$94,916
4000 - Supplies and Materials	\$0	\$23,600	0%	\$23,600	0%	\$23,600
5000 - Other Operating Expenses and Services	\$0	\$154,013	0%	\$154,013	0%	\$154,013
6000 - Capital Outlay	\$0	\$2,400	0%	\$2,400	0%	\$2,400
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$30,000	0%	\$30,000	0%	\$30,000
Totals	\$0	\$667,711	0%	\$667,711	0%	\$667,711

Corrective Action Plan

WKCCD was not allocated money in 19/20; the allocation was transferred to WKAEN in 18/19. The NOVA system is being corrected to show proper allocation of funds. WKCCD will have no expenses/allocation after 18/19 per Consortium agreement.

Status
Unsubmitted



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