



**AB104 Adult Education Consortium Block Grant
YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT**

(74B) Monrovia USD

Grant Agreement No: 15-328-29 Total Grant Award: \$750,000

PLEASE REPORT CUMULATIVE EXPENSES FOR ALL COMPLETED QUARTERS

Object of Expenditure Reporting Categories	2015-2016 1st QUARTER		
	Budget	Expenditure	Balance
1000 Instructional Salaries	521750	0	521750
2000 Noninstructional Salaries	22975	0	22975
3000 Employee Benefits	119840	0	119840
4000 Supplies and Materials	39722	0	39722
5000 Other Operating Exp. & Svs.	10000	0	10000
6000 Capital Outlay	0	0	0
7000 Other Outgo	0	0	0
Total Direct Expenditures	714287	0	714287
Indirect Expenditures*	35713	0	35713
Total Expenditures	750000	0	750000

*Indirect Expenditures are limited to 5% of the total direct expenditures.

Progress Report (Check one and complete sections I-III)

- Activities are being conducted as planned.
- Activities are not being conducted as planned.

Total expenditure % (1st Quarter at least 20% of total allocation expended)

Hint for completing sections I - III: For ease of entry, create the response to each section in a software such as Microsoft Word or Wordperfect and then copy and paste the text into the narrative text window.

I. Summary of activities conducted during the quarter (Limited to 8000 characters)

Though members were unable to spend Allocation funds, institutions have been engaged in numerous activities to meet gaps in programs and address AEBG objectives. Some of the period's activities have focused on organizational and planning needs. The consortium approved a Governance Plan and CCAEC Bylaws, formed an Executive Board with Representatives and hired a Program Director. The Executive Board and Planning Committee worked diligently to update the Three Year Plan and create an achievable Annual Plan for 2015-2016. These Plans represent significant member effort. The Program Director and a member Representative attended the Reader's Conference and made significant contributions to the proceedings.

A website has been created that posts Executive minutes and agendas, consortium plans, and disbursement

II. Reasons for lack of progress towards attainment of program improvements (Limited to 8000 characters)

Though funds were not available during the reporting period, tremendous activity occurred to progress toward attainment of Plan and AEBG goals. Consortium members believe we are on track despite financial setback.

III. Reasons for expenditures falling below guideline (Limited to 8000 characters)

Unfortunately, Allocation funds were not received by the fiscal agent until the middle of January more than two weeks after the December 31, 2015 cut-off for this report. Member institutions were unable to expend any of the Allocation funds because each member's business services personnel would not allow expenditures against non-existent funds. Citrus College cannot even create a budget in their system until they are in receipt of funds. Though the consortium did not receive funds, members were engaged in meeting gaps in programs and AEBG objectives.

IV. Provide an explanation for major budget changes. (Limited to 8000 characters)

The CCAEC budget is not changing for this reporting period, but it will be revised during March of 2016 (during the next reporting period). The fiscal agent had not received updated budget information from all members, and the budget submitted in December was a best estimate at the time. More up-to-date information from all member business services personnel will be aggregated in the following weeks and the budget will be revised and re-certified.