



## CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

### REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 25, 2018

1:30 p.m.

Azusa Adult School – Multi-Purpose Room  
1134 S. Barranca Ave.  
Glendora, CA 91740

### Minutes – Approved 10/23/18 Act # 18-21

#### 1.0 CONVENE REGULAR EXECUTIVE BOARD CLOSED SESSION MEETING (1:30)

1.1 Meeting called to order by Chair Linda McNary at 1:38 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	Present	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Flint Fertig, Proxy/Prog. Asst.	Present
Ron Letourneau, Representative	Present	Jessica Michel, Secretary	Present
Calvin McKendrick, Representative	Present	Rick Crosby, Proxy	Absent
Linda McNary, Representative	Present	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Tardy	Saida Valdez, Proxy	Present
Marc Bommarito, Fiscal Services	Absent	Debbie Wong, Proxy	Present
David Conway, Fiscal Services	Present	Jula Reyes, Fiscal Services	Absent
Pamela Escalante, Fiscal Services	Absent	Karen Waltmen, Fiscal Serv.	Absent
		Janette Walczk, Fiscal Serv.	Absent

## **2.0 ORDER OF BUSINESS**

Representative discussion/presentation of agenda items which could be moved up on the agenda.

None at this time.

- 2.1 Approve the minutes of the August 14, 2018 Regular Executive Board Open Session Meeting.

**Act # 18-14 Motion by Mr. Delvasto, seconded by Mr. Letourneau Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Letourneau Y

Representative Kendrick Y Representative McNary Y Representative Morris A

## **3.0 COMMUNICATIONS**

- 3.1 Representative reports:

**Azusa:** Mrs. McNary introduced Saida Valdez, the new Assistant Director. Mrs. McNary also reported Azusa submitted their iTrain application.

**Citrus:** No report.

**Claremont:** Mr. Delvasto reported that Claremont just started their new semester, and they changed to open enrollment.

**Duarte:** Absent.

**Glendora:** No report.

**Monrovia:** No report.

- 3.2 Program Director report.

Mr. Russell stated there will be no Program Director report due to the lengthy agenda.

- 3.3 Public comment for items not on the agenda.

No public comments were put forth at this time.

- 3.3.1 Public comments for items on the Open Session Agenda.

No public comments were put forth at this time.

## **4.0 BOARD APPROVAL TO MOVE CALENDARED OCTOBER 9, 2018 MEETING OCTOBER 23, 2018**

**Act # 18-15 Motion by Mr. Delvasto, seconded by Mr. Letourneau Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Letourneau Y

Representative Kendrick Y Representative McNary Y Representative Morris A

Mr. Russell stated the next meeting will be changed from October 9<sup>th</sup> to October 23<sup>rd</sup>. Mr. Russell will send a calendar invite to all the representatives.

**5.0 BOARD APPROVAL FOR REGIONAL DIRECTOR TO PREPARE AGENDA FOR CCAEC BOARD MEETINGS**

**Act # 18-16 Motion by Mr. McKendrick, seconded by Mr. Delvasto Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris A

**6.0 BOARD APPROVAL OF 2018-19 FISCAL REPORTING AGREEMENT**

Vote tabled.

Mr. Russell gave a brief background on this agenda item. He stated that the board ratified this Agreement on the last meeting, and members were going to take the information back to their individual boards. Mr. Russell suggested the board not vote to approve, if every rep has not received individual institution approval. All members agreed to table this agenda item until the next meeting.

**7.0 BOARD APPROVAL OF 2017-18 Q3 EXPENDITURE REPORT**

**Act # 18-17 Motion by Mrs. McNary, seconded by Mr. McKendrick Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris A

Mr. Russell explained he needed to de-certify the previously approved Q3 Expenditure Report so that Claremont could make some revisions. Mr. Delvasto explained that Claremont needed to replace some AEP funds with WIOA funds, which lowered 2017-18 AEP Expenditures. The expenditures in the Q3 report were initially reported as AEP funds because WIOA funds had been received late. Once Claremont received the WIOA funds, those funds were moved into the Q3 AEP expenditures. The net result was that Claremont would have some carryover in AEP from 2017-18, but well within state mandates.

**8.0 BOARD APPROVAL OF 2017-18 Q4 EXPENDITURE REPORT**

**Act # 18-18 Motion by Mr. McKendrick, seconded by Mr. Delvasto Vote to Approve 6-0**

Representative Cifone Y Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris Y

Mr. Russell advised each member representative to discuss the original budget and how the budget was revised. After that, each rep would walk members through LAGL015 and LAGL019 reports and answer any questions.

Azusa:

Mrs. McNary stated that Azusa had to make substantial changes to their budget due to the large carryover amount from previous year, which had not been correctly reported to her by Fiscal Services. In the first budget, Ms. McNary initially budgeted a large amount of funds under Object Code 4000, Materials and Supplies, as more of a placeholder. Mr. Russell advised that in the future, Azusa should budget the correct amount in Object Code 4000 and let the carryover be accurately reflected in the budget. Ms. McNary explained Azusa held back on expending some funds due to not knowing the future of the school's location, since there had been discussion with the district about relocating the campus. Mrs. McNary also stated that in object code 5000, Azusa expended over originally budgeted. This occurred due to a chargeback from the district for custodial services, not originally in the budget. She stated Azusa rectified these custodial salaries for future budgeting purposes.

Claremont:

Mr. Delvasto stated that Claremont's budget went through some changes due to late arrival of WIOA funds. He stated that they ended 2017-18 with a \$120,000 carryover. Mr. Russell added that Claremont's budget revision was less than 2% in one category; Mr. Delvasto specified it was actually .05. In addition, Mr. Delvasto stated that Claremont originally planned to hire a new counselor. This plan ended up not happening, therefore resulting in more budget revisions.

Glendora:

Mr. Letourneau stated the one change to Glendora's budget was for Object Code 6000 as there was a capital outlay of \$5,188 for TOPSpro Enterprise printer. Glendora had a carryover of \$125,000. Mr. Letourneau is meeting with Dr. Rebecca Summers next week to discuss how they plan to expend the \$125,000 in carryover and they will present this plan at the future budget board meeting. Mr. Russell added that Glendora spent 67% of AEP funds so the school was within state mandates. Mr. Conway asked about an item on the first page of the LAGL019 report, where teacher salaries were entered in a lump sum fashion instead of monthly, as should be the norm (the amount was \$74,182.29). Mr. Russell believed the action may have occurred because Glendora's fiscal services still was using two resource codes (63910 and 63911) instead of combining AEP funds, as he had received an email about combining funds from Pamela Escalante. Mr. Russell suggested the board approve the report conditionally, while Mr. Letourneau looks into this.

Duarte:

Mr. Morris stated that adjustments were made due to incorrect original budget numbers. Mr. Fertig brought up concerns that some Q4 AEP expenditures for Duarte appeared to look like the CTE Incentive Grant expenditures, which is a K-12 grant. Mr. Fertig suggested that Duarte makes sure its K-12 programs are funded separately from the Duarte Parent University.

Mr. Morris explained that Duarte is restructuring parent university to have 12 hour classes. He added that the grant is supporting the program by paying for the advertising such as t-shirts (this is found in category 5000), paying for the equipment such as laptops, providing dinner, translation services, daycare for students' children, etc. Mrs. McNary asked if the parent university was an ongoing program. Mr. Morris explained that it is ongoing, and it is 12 hour courses within 1 module and an outside agency will be providing the curriculum. Mr. Delvasto expressed concern and stated that Mr. Morris should be cautious about mixing funds. He added that the consortium should not be paying for programs for which the district LCFF should be paying. Mr. Russell also added that there is no data for the expenses, and this should be a concern to the board, especially since there is a big push for oversight and effectiveness. Mr. Russell also asked Mr. Morris about "B&H Photo" from LAGL019 report. Mr. Morris stated that should not be on there; it is for K-12 video production. Mr. Russell asked Mr. Morris to look into this with Duarte's business services people, and he will follow up with him.

*(Attached to these minutes are an email and revised Duarte reports. The B&H Photo expenditures were removed, and subsequently, Duarte spent below the 60% state mandate and Fiscal Expenditure Agreement. This is triggering a plan and timeline for Duarte to spend AEP funds.)*

Monrovia:

Since Mr. McKendrick had just been seated as a board rep, Mr. Russell presented the Q4 Expenditure Report on behalf of Monrovia. He advised that budget changes occurred in Object Code 1000 and 2000 because Monrovia's Instructional Salaries increased, and Non-Instructional salaries decreased, and employee benefits were about the same. There was a big increase in category 5000 operational, but this had already been presented to the board. He reminded the board that a large amount of that was for targeted marketing that has resulted in a large increase of CTE revenues.

Mr. Russell pointed out that MUSD took the allowed 5% of direct expenses for indirect expenses for a total of \$66,081. He also noted that in addition to the 5% indirect fees, MUSD took an additional \$23,002 in administration fees for serving as fiscal agent. He explained that the state allows up to 5% of the total AEP funds for "administration" and that the \$23,002 plus the program management fees were significantly below the 5% threshold. Mrs. McNary asked why there are 2 expenditure amounts in Object Code 5000. He noted that the additional funds (the additional \$23,002) needed to be moved in the budget because NOVA does not allow more than 5% in indirect fees. Mr. Russell explained that is what Monrovia did to show separation of indirect fees and fiscal agent fees. Mr. Russell advised the board he would ask the state which Object Code would be correct for reporting the expenditures.

*(Mr. Russell received clarification from the state and that clarification was presented in the same email that revised Duarte's expenditures. The email is attached to these minutes.)*

*(Also, the final certified Q4 Expenditure Report is attached to these minutes as well.)*

## **9.0 BOARD APPROVAL OF 2018-19 CFAD REVISION**

**Act # 18-19 Motion by Mr. Delvasto, seconded by Mrs. McNary Vote to Approve 6-0**

Representative Cifone Y Representative Delvasto Y Representative Letourneau Y

Representative Kendrick Y Representative McNary Y Representative Morris Y

Mr. Russell explained that the consortium received a small amount of additional funding, and Monrovia turned back \$15,000 in funds for oversight. Oversight funds were no longer needed due to the CCAEC reporting procedures adopted by all members that provided significant transparency. The CFAD only changed by small percentages. Mr. Russell stated that in addition to this approval, member reps would need to log in to NOVA and submit their approval. Mr. Conway handed out the disbursement schedule based on the new CFAD amount and advised he would send out the first disbursement of funds when he receives the check from the state.

## **10.0 REGIONAL DIRECTOR PRESENTATION OF BUDGET BACK-UP DOCUMENTATION FOR 2018-19 BUDGET REVISIONS**

\*Mr. Russell suggested to move up agenda item 13.0 and then come back to 10.0.

Mr. Russell presented to the board a revised copy of the CCAEC Member Annual Plan that had had a new Section with a revenue budget by category including all revenue sources, not just AEP funds. He suggested the board require expenditures be detailed suggested by Object Code for every revenue source. Based on current requirements in NOVA, only AEP budget and expenditures are reported. Mr. Russell emphasized to the board that there need to be some kind of transparency that backs up how all revenue sources are budgeted and expended by Object Code. For example, Mr. Russell stated that Monrovia spends a lot of money in advertising, but that advertising is generating significant fees. He suggested there should be full transparency with that budget and expenditure.

*(As it turns, new NOVA protocols are requiring that consortia report all leverage funding sources.)*

## **11.0 REGIONAL DIRECTOR PRESENTATION OF CCAEC ANNUAL DATA REVIEW FALL 2018**

Mr. Russell presented the Monrovia Annual Data Review and the beginnings of the CCAEC Annual Data Review. He stated that all Monrovia staff spent 2 hours going through Monrovia's ADR and it facilitated tremendous conversations. Mr. Russell encouraged the representatives to do the same type of review for their own schools. Mr. Russell will complete a CCAEC ADR that is as comprehensive as the Monrovia ADR and that it will be used to drive the 3 year plan.

Mr. Russell did get into some of the details of the beginning CCAEC ADR. He mentioned that Monrovia created 3 counseling classes to track people who walk in the door: ESL, HSD/HSE

(Academic), and Career and that these classes were capturing a lot of “Services Provided” data in TOPSpro Enterprise. He advised that it was important that members capture the people who come through the school because they are using time and resources.

*(A detail review of consortium data will be presented at the 12/14 conference.)*

## **12.0 BOARD APPROVAL OF CCAEC PD CONFERENCE FOR 12/14/2018**

**Act # 18-20 Motion by Mr. Delvasto, seconded by Mr. Letourneau Vote to Approve 6-0**

Representative Cifone Y Representative Delvasto Y Representative Letourneau Y

Representative Kendrick Y Representative McNary Y Representative Morris Y

Mr. Russell reiterated that the annual plan states that CCAEC do 2 conferences a year. Mr. Russell clarified that the conferences do not need to specifically pertain to ESL. He would like these conferences to expand beyond ESL, and focus more on CTE and academic this year. To ensure the consortium meets the annual plan, Mr. Russell stated that we could possibly push 1 conference to January, and do the other in May. Mr. Russell reminded representatives that all members receive WIOA, and there is a Professional Development plan due at the end of October. Mrs. McNary asked what the goal of professional development day is. Mr. Russell stated that the goal needs to revolve around how we improve data outcomes, and how we reach more students. Mrs. McNary mentioned that she would like to see focus on the new reading standards for CASAS. Mr. Russell suggested to the board that we should get approval now so we can start planning, especially since there are budgetary implications involved.

## **13.0 BOARD DISCUSSION – PURPOSE & VISION FOR FACULTY ADVISORY COMMITTEES (FACS)**

\*\*This item came earlier in the meeting.

Ms. Carol Burrill and Ms. Olga Habayeb reported to the board about what the ESL FAC had been doing. Ms. Habayeb stated that last year the ESL FAC worked on aligning completely all Language Proficiency Objectives. She stated that they completed grammar exit exams for each level, and piloted the exams. The ESL FAC still needs to meet and talk about outcomes. Mrs. McNary asked if there is a document for aligning LPO's. Olga and Mr. Russell gave confirmation on this. Mrs. Burrill mentioned a telephone conference she had with Mr. Russell regarding the new English proficiency standards, and seeing how they align with our LPO's. With 6 hours per month (per person) for an ESL FAC meeting, Mrs. McNary wanted to know what the expectations are and the outcomes per month. Mr. Delvasto would like to know the agendas for these meetings, and read the minutes. Mrs. Burrill mentioned that the deadline for the trainings on new English language proficiency standards for adult education is today. Mr. Russell suggested each representative look at their individual budgets. Mr. Russell suggested maybe Glendora and Monrovia can send someone, and then we can do “train the trainer” model.

## **14.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING at 4:35 pm**



9/25/2018 Minutes

John Russell <jrussell@monroviaschools.net>

## Follow-up to board questions/concerns for Q4 Expenditures

3 messages

**John Russell** <jrussell@monroviaschools.net>

Mon, Oct 15, 2018 at 5:09 PM

To: Rocky Cifone <rcifone@citruscollege.edu>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Calvin Mckendrick <cmckendrick@monroviaschools.net>, Linda Mc Nary <lmcnary@azusa.org>, Kevin Morris <kmorris@duarteusd.org>  
Cc: Flint Fertig <ffertig@monroviaschools.net>, Julia Reyes <JReyes@duarteusd.org>, David Conway <dconway2@monroviaschools.net>, Rick Crosby <rcrosby@duarteusd.org>, Jessica Michel <jmichel@monroviaschools.net>, Debbie Wong <dwong@citruscollege.edu>

CCAEC Reps:

Flint and I have followed up on the two primary concerns the board had regarding Q4 expenditures from the September board meeting.

### I. Category for MUSD Admin Expenses and Clarification of "Administration" Expenditures Allowed

As a reminder, MUSD took indirect expenses of \$66,081 (all members are allowed to take 5% of Direct AEP expenditures as indirect fees and this was Monrovia exercising that allowance) and MUSD took an additional district admin expenses of \$23,002 for serving as fiscal agent. This expenditure is listed under a separate 5000 expenditure in Monrovia's Q4 Expenditure report and in the Q4 Expenditure Report, this separate 5000 Object Code expenditure was checked as "Administrative." The question from both the board and Monrovia was: which was the proper Object Code under which this expenditure should be accounted?

I spoke with state regarding all of our issues. For this specific issue, the state advised that the Object Code in which it was accounted did not matter. What mattered was if it was accounted for as Consortium Fiscal/Administration expenses. Since these additional expenditures were significantly under the 5% allowance for Consortium Fiscal/Administration expenses, the state said it was not a problem as long as the consortium agreed to it.

I advised the board at the last meeting that I would provide additional edification regarding Consortium Fiscal/Administration expenses.

Basically the state advised that as long as the expenditures were agreed upon by the consortium and they were under the 5% amount max allowance, there was no issue at all. I also looked at the AB104 Trailer Bill for further clarification. Below is the relevant bill language:

**84913. (a) Funds apportioned for the program shall be used only for support of the following: (list of programs follow)**

(b) A consortium may use no more than 5 percent of funds allocated in a given fiscal year for the sum of the following:

(1) The costs of administration of these programs.

[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201520160AB104](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB104)

Thus, out of the \$4,097,268 CCAEC received in 2017-18 AEP funds, \$204,863 of it could be used for program "administration."

For administration, the CCAEC currently spends:

\$45,000	-- Stipends for Program Admin
\$ 6,750	-- Benefits for stipends
<u>\$23,002</u>	-- MUSD District additional fees as fiscal agent
<u>\$74,752</u>	-- <b>Total</b>

That \$74,752 represents **36.4% of the actual total** of administration fees that could be expended by law (\$204,863). However, consortium members have only had their AEP funds decreased in the aggregate for the \$45,000 in stipends (as

MCAS has paid for the additional \$29,752 in expenditures out of its budget). Thus, the consortium members are only paying admin fees that are equal to **22% of the total** of administration fees that could be expended by law.

In the CCAEC bylaws, Section 3, Article vii states "The CCAEC will respect individual institutional autonomy and seek efficient solutions that avoid bureaucracy." I would posit to the board that administration fees that cost each CCAEC member about 1/5 of what is allowable and is an actual consortium expenditure of about 1/3 of what is allowable would certainly qualify as an "efficient solution."

So that everything is clear and transparent to board reps, I have attached to this email Monrovia's certified budget. In the budget, reps can see on page 4 that Monrovia budgeted \$66,081 for Indirect Fees and \$74,752 for Consortium Fiscal/Administration expenses.

## **II. Duarte Q4 Expenditure Concerns**

As a reminder, the board and Regional Director had a number of questions and concerns regarding expenditures reported on Duarte's LAGL019 report. On page 6 and 7 of the 019 report were questions about expenditures for "Troxell Communications" and "B&H Photo-Video." The B&H Photo-Video expenditures were removed from 2017-18 expenditures. The Troxell Communications were not. Kevin has advised that this expense was for communication/smart board equipment that was used to help translate Parent University and expand the outreach for the program. Though the books for 2017-18 have been closed, Duarte has revised the totals it is submitting in NOVA. Those revised totals are attached to this email.

So previously Duarte reported expending the full \$31,592 of AEP funds. The revised amount is now \$18,649. **Documentation is attached** for reps to peruse.

That \$18,649 represents 59% of Duarte's AEP funds. According to the Fiscal Expenditure Reporting Agreement, Duarte must now submit a plan to rectify the spending of AEP funds. This plan would most likely adjudicate board concerns voiced at the last meeting. Flint and I met with Kevin and he has laid out Parent Ed programs that would produce enrollment and outcome data in TOPSpro Enterprise for the 2018-19 year. We believe that the plan Kevin will present on behalf of Duarte at the next board meeting will provide reps the confidence that AEP funds are being spent according to plan, that Duarte will be serving AEP students, and that there will be enrollment and outcome data to demonstrate this. Presentation of this plan will be added to agenda for next week's meeting.

## **III. Member Rep Approval of Q4 Expenditure Report**

Since these issues have been addressed, hopefully to the board's satisfaction, I would recommend that each rep login to NOVA and approve the Q4 expenditure. However, at this moment, we are awaiting Duarte to submit revised Q4 expenditures. As soon as they submit, I will certify their Q4 expenditures and then advise reps they can approve the report. Thanks for your help with this.

If you have any questions, please contact me. Thanks.

Kind Regards,

**John Russell**  
MUSD Assistant Principal  
for Adult Education &  
Alternative Programs  
Desk: 626.471.3044  
Cell: 626.840.9865  
[monroviaadultschool.com](http://monroviaadultschool.com)

CCAEC Regional Director  
<http://www.ccadulted.org/>

9/25/18

Minutes




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3 attachments

[Monrovia 2017-18 Workplan Budget FINAL.pdf](#)

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**DUARTE USD**  
**Adult Ed Consortium Grant Expense Report**  
**as of JUNE 30, 2018 FY 2017-18**  
**Fiscal Agent Monrovia USD Region Citrus**

REVISED 9/28/18  
FY 2017-2018

OBJECT OF EXPENDITURES	CLASSIFICATION	Budget Amount	EXPENSE AMOUNT
8000	Consortium Alloc Budget 2017-18	31,592	
1000	Instructional Salaries	429	429.39
2000	Instructional Aide Salaries	348	348.32
3000	Employee Benefits	120	119.38
4000	Supplies & Material	26,395	12,564.55
5000	Other Operating Expenses & Services	4,299	4,299.43
6000	Capital Outlay		
7000	Indirect Cost 5% No MOE for DUSD 17-18		888.05
<b>TOTAL</b>		<b>31,593</b>	<b>18,649.12</b>
No Ind Cost Allowed on the allocation			
8000	CASH RECEIVED	UNSPENT AMOUNT: 31592	12,942.88 0

Duarte  
Revised

Summary

9/25/18

Minute)

**Report ID:** LAGL019C **Page No.:** 1  
**District:** 64469 **CUMULATIVE DETAIL REPORT (1000-7999) OBJ-RES-LOC:** **Run Date:** 09/01/2018  
**Fiscal Year:** 2018 **Fund:11.0-Adult Education Fund** **Run Time:** 09:17:19AM  
**To Period:** 998 **ANNUAL**

Report ID: LAGL019C  
 District: 64469  
 Fiscal Year: 2018  
 To Period: 998  
 Page No. 2  
 Run Date 09/01/2018  
 Run Time 09:17:19AM  
**ANNUAL**

PD	Date	Res.PjtY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jrnld ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
		Vchr/PO ID	Vendor Name												
<b>Subtotal Resource : (2120-63911.1)-Adult Ed Consortium</b>															
											169.00	0.00	0.00	0.00	169.00
<b>Total for Object : 2120-Instruct Aide Sal-Part-Time</b>															
63911.1	00000	24950	2170	5002400							169.00	0.00	0.00	0.00	169.00
06/29/18										0021757190	0.00				
12	06/29/18						ONL	Trejo	JRJE7215			32.28			
12	06/29/18						ONL	Trejo	JRJE7215			32.28			
998	06/29/18						ONL	JrJE72	JRJE7271			-32.28			
998	06/29/18						ONL	JrJE72	JRJE7275			-32.28			
63911.1	41100	10000	2170	5002400							346.00				
07/01/17							ORG		0020675424						
<b>Subtotal Location : (2170-63911.1-5002400)-Mt Olive</b>															
											346.00	0.00	0.00	0.00	346.00
<b>Subtotal Resource : (2170-63911.1)-Adult Ed Consortium</b>															
											346.00	0.00	0.00	0.00	346.00
<b>Total for Object : 2170-Instruct Aide Sal-Extra Duty</b>															
63911.1	00000	24950	2270	5002400							346.00	0.00	0.00	0.00	346.00
06/29/18									0021757206	0.00					
12	06/29/18						ONL	Trejo	JRJE7215			32.28			
998	06/29/18						ONL	JrJE72	JRJE7271			32.28			
998	06/29/18						ONL	JrJE72	JRJE7275			32.28			
<b>Subtotal Location : (2270-63911.1-5002400)-Mt Olive</b>															
											0.00	96.84	0.00	0.00	-96.84
<b>Subtotal Resource : (2270-63911.1)-Adult Ed Consortium</b>															
											0.00	96.84	0.00	0.00	-96.84
<b>Total for Object : 2270-Classif Support Sal-Ex-Duty</b>															
63911.1	00000	24950	2470	5002400							0.00	96.84	0.00	0.00	-96.84
06/29/18									0021757191	0.00					
12	06/29/18						ONL	Ramire	JRJE7215			148.50			
12	06/29/18						ONL	Urias	JRJE7215			58.98			
12	06/29/18						ONL	Ramire	JRJE7215			44.00			
<b>Subtotal Location : (2470-63911.1-5002400)-Mt Olive</b>															
											0.00	251.48	0.00	0.00	-251.48
<b>Subtotal Resource : (2470-63911.1)-Adult Ed Consortium</b>															
											0.00	251.48	0.00	0.00	-251.48

Report ID:	LAGL019C	64469 - DUARTE UNIFIED SCHOOL DISTRICT	Page No.	3
District:	64469	CUMULATIVE DETAIL REPORT (1000-7999) OBJ-RES-LOC	Run Date	09/01/2018
Fiscal Year:	2018	Fund :11.0-Adult Education Fund	Run Time	09:17:19AM
To Period:	998			ANNUAL

ANNUAL

PD	Date	Res.PriY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	JrnL ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
		Vchr/PO ID			Vendor Name										
<b>Total for Object : 2470-Cler Tech Off Staff Sal-Ex-Dty</b>											<b>0.00</b>	<b>251.48</b>	<b>0.00</b>	<b>0.00</b>	<b>-251.48</b>
63911.1	00000	24950	3111	5002400						0021757181	0.00				
06/29/18															
12	06/29/18					ONL	Anders	JRJE7215				12.27			
12	06/29/18					ONL	Anders	JRJE7215				28.46			
12	06/29/18					ONL	Anders	JRJE7215				21.33			
63911.1	41100	10000	3111	5002400						ORG	0020675777	2,910.00			
07/01/17															
<b>Subtotal Location : (3111-63911.1-5002400)-Mt Olive</b>											<b>2,910.00</b>	<b>62.06</b>	<b>0.00</b>	<b>0.00</b>	<b>2,847.94</b>
<b>Subtotal Resource : (3111-63911.1)-Adult Ed Consortium</b>											<b>2,910.00</b>	<b>62.06</b>	<b>0.00</b>	<b>0.00</b>	<b>2,847.94</b>
<b>Total for Object : 3111-STRS, Certificated Positions</b>											<b>2,910.00</b>	<b>62.06</b>	<b>0.00</b>	<b>0.00</b>	<b>2,847.94</b>
63911.1	00000	24950	3212	5002400						0021757202	0.00				
06/29/18															
12	06/29/18					ONL	Trejo	JRJE7215				5.01			
12	06/29/18					ONL	Trejo	JRJE7215				5.00			
12	06/29/18					ONL	Trejo	JRJE7215				5.02			
63911.1	41100	10000	3212	5002400						ORG	0020675925	57.00			
07/01/17															
<b>Subtotal Location : (3212-63911.1-5002400)-Mt Olive</b>											<b>57.00</b>	<b>15.03</b>	<b>0.00</b>	<b>0.00</b>	<b>41.97</b>
<b>Subtotal Resource : (3212-63911.1)-Adult Ed Consortium</b>											<b>57.00</b>	<b>15.03</b>	<b>0.00</b>	<b>0.00</b>	<b>41.97</b>
<b>Total for Object : 3212-PERS, Classified Positions</b>											<b>57.00</b>	<b>15.03</b>	<b>0.00</b>	<b>0.00</b>	<b>41.97</b>
63911.1	00000	24950	3312	5002400						0021757205	0.00				
06/29/18															
12	06/29/18					ONL	Trejo	JRJE7215				2.00			
12	06/29/18					ONL	Urias	JRJE7215				1.95			
12	06/29/18					ONL	Trejo	JRJE7215				2.00			
12	06/29/18					ONL	Trejo	JRJE7215				1.12			
63911.1	41100	10000	3312	5002400						ORG	0020676087	22.00			
07/01/17															
<b>Subtotal Location : (3312-63911.1-5002400)-Mt Olive</b>											<b>22.00</b>	<b>7.07</b>	<b>0.00</b>	<b>0.00</b>	<b>14.93</b>

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**64469 - DUARTE UNIFIED SCHOOL DISTRICT**  
**CUMULATIVE DETAIL REPORT (1000-7999) OBJ-RES-LOC**  
**Fund :11.0-Adult Education Fund**

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PD	Date	Res.PriY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jrnl ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
		Vchr/PD ID			Vendor Name										
<b>Subtotal Resource : (3312-63911.1)-Adult Ed Consortium</b>															
											22.00	7.07	0.00	0.00	14.93
<b>Total for Object : 3312-OASDI, Classified Positions</b>															
		63911.1	00000	24950	3331	5002400					22.00	7.07	0.00	0.00	14.93
	06/29/18									0021757182	0.00				
12	06/29/18						ONL		Anders	JRJE7215		2.74			
12	06/29/18						ONL		Anders	JRJE7215		2.06			
12	06/29/18						ONL		Anders	JRJE7215		1.18			
	07/01/17	63911.1	41100	10000	3331	5002400					615.00				
							ORG		0020676198						
<b>Subtotal Location : (3331-63911.1-5002400)-Mt Olive</b>															
											615.00	5.98	0.00	0.00	609.02
<b>Subtotal Resource : (3331-63911.1)-Adult Ed Consortium</b>															
											615.00	5.98	0.00	0.00	609.02
<b>Total for Object : 3331-Medicare, Cert Positions</b>															
		63911.1	00000	24950	3332	5002400					615.00	5.98	0.00	0.00	609.02
	06/02/18								0021757192		0.00				
12	06/29/18						ONL		Trejo	JRJE7215		0.46			
12	06/29/18						ONL		Ramire	JRJE7215		2.15			
12	06/29/18						ONL		Ramire	JRJE7215		0.64			
12	06/29/18						ONL		Urias	JRJE7215		0.46			
12	06/29/18						ONL		Trejo	JRJE7215		0.47			
12	06/29/18						ONL		Trejo	JRJE7215		0.26			
	07/01/17	63911.1	41100	10000	3332	5002400					6.00				
							ORG		0020676342						
<b>Subtotal Location : (3332-63911.1-5002400)-Mt Olive</b>															
											6.00	4.44	0.00	0.00	1.56
<b>Subtotal Resource : (3332-63911.1)-Adult Ed Consortium</b>															
											6.00	4.44	0.00	0.00	1.56
<b>Total for Object : 3332-Medicare, Class Positions</b>															
		63911.1	00000	24950	3511	5002400					6.00	4.44	0.00	0.00	1.56
	06/29/18								0021757185		0.00				
12	06/29/18						ONL		Anders	JRJE7215		0.07			
12	06/29/18						ONL		Anders	JRJE7215		0.10			
12	06/29/18						ONL		Anders	JRJE7215		0.04			

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**64469 - DUARTE UNIFIED SCHOOL DISTRICT**  
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PD	Date	Res.PriY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	JrnL ID	Current Budget		Expenditures	Encumbrance	Pre Enc	Balance		
											Vchr/PO ID	Vendor Name						
											63911.1	00000	24950	3511	5002400			
998	06/29/18										ONL	Recon	JRJE7266			3.59		
998	06/29/18										ONL	Recon	JRJE7274			-3.59		
											63911.1	41100	10000	3511	5002400			
											ORG	0020676597			22.00			
											07/01/17							
<b>Subtotal Location : (3511-63911.1-5002400)-Mt Olive</b>															22.00	0.21	0.00 0.00 21.79	
<b>Subtotal Resource : (3511-63911.1)-Adult Ed Consortium</b>															22.00	0.21	0.00 0.00 21.79	
<b>Total for Object : 3511-State Unemploy Insur, Cert-Pos</b>															22.00	0.21	0.00 0.00 21.79	
											63911.1	00000	24950	3512	5002400			
											06/29/18				0021757207	0.00		
12	06/29/18										ONL	Trejo	JRJE7215			0.01		
12	06/29/18										ONL	Trejo	JRJE7215			0.01		
12	06/29/18										ONL	Urias	JRJE7215			0.02		
12	06/29/18										ONL	Trejo	JRJE7215			0.02		
12	06/29/18										ONL	Ramire	JRJE7215			0.03		
12	06/29/18										ONL	Ramire	JRJE7215			0.07		
											63911.1	41100	10000	3512	5002400			
											07/01/17				ORG	0020676739	2.00	
<b>Subtotal Location : (3512-63911.1-5002400)-Mt Olive</b>															2.00	0.16	0.00 0.00 1.84	
<b>Subtotal Resource : (3512-63911.1)-Adult Ed Consortium</b>															2.00	0.16	0.00 0.00 1.84	
<b>Total for Object : 3512-State Unemploy Insur, Clas Pos</b>															2.00	0.16	0.00 0.00 1.84	
											63911.1	00000	24950	3611	5002400			
											06/29/18				0021757187	0.00		
12	06/29/18										ONL	Anders	JRJE7215			6.22		
12	06/29/18										ONL	Anders	JRJE7215			4.58		
12	06/29/18										ONL	Anders	JRJE7215			2.69		
											63911.1	41100	10000	3611	5002400			
											07/01/17				ORG	0020676849	625.00	
<b>Subtotal Location : (3611-63911.1-5002400)-Mt Olive</b>															625.00	13.49	0.00 0.00 611.51	
<b>Subtotal Resource : (3611-63911.1)-Adult Ed Consortium</b>															625.00	13.49	0.00 0.00 611.51	

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PD	Date	Res.Pry	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jrn ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
		Vchr/PO ID			Vendor Name										
<b>Total for Object : 3611-Worker Comp Insur, Cert Pos</b>											<b>625.00</b>	<b>13.49</b>	<b>0.00</b>	<b>0.00</b>	<b>611.51</b>
		63911.1	00000	24950	3612	5002400				0021757195	0.00				
	06/29/18														
12	06/29/18						ONL		Trejo	JRJE7215		1.02			
12	06/29/18						ONL		Trejo	JRJE7215		1.00			
12	06/29/18						ONL		Ramire	JRJE7215		1.40			
12	06/29/18						ONL		Ramire	JRJE7215		4.69			
12	06/29/18						ONL		Trejo	JRJE7215		1.00			
12	06/29/18						ONL		Urias	JRJE7215		1.83			
		63911.1	41100	10000	3612	5002400									
	07/01/17								ORG	0020676996	15.00				
<b>Subtotal Location : (3612-63911.1-5002400)-Mt Olive</b>											<b>15.00</b>	<b>10.94</b>	<b>0.00</b>	<b>0.00</b>	<b>4.06</b>
<b>Subtotal Resource : (3612-63911.1)-Adult Ed Consortium</b>											<b>15.00</b>	<b>10.94</b>	<b>0.00</b>	<b>0.00</b>	<b>4.06</b>
<b>Total for Object : 3612-Worker Comp Insur, Class Pos</b>											<b>15.00</b>	<b>10.94</b>	<b>0.00</b>	<b>0.00</b>	<b>4.06</b>
		63911.1	41100	24950	4320	4002200									
	06/29/18								AP	0021757052	0.00	(1)			
12	06/29/18									APA1757724	4,212.38				
		T10914JV		B & H PHOTO											Removed
<b>Subtotal Location : (4320-63911.1-4002200)-Duarte High School</b>											<b>0.00</b>	<b>4,212.38</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,212.38</b>
		63911.1	41100	10000	4320	5002400									
	07/01/17								ORG	0020677170	3,600.00				
8	02/26/18								AP	APA0965756		7,558.56			
11	05/07/18		T10630		TROXELL COMMUNICATIONS, INC.							7,558.56			
									AP	APA1050812		1,641.41			
	06/28/18		T11187		B & H PHOTO-VIDEO							1,641.41			
12	06/29/18								INSTR	JR247-0002	4,000.00				
									AP	APA1757724		-9,199.97			
		T10630JV		TROXELL COMMUNICATIONS, INC.								-7,558.56			
		T11187JV		B & H PHOTO-VIDEO								-1,641.41			
		63911.1	41100	24950	4320	5002400									
	06/29/18								0021755819	0.00					
12	06/29/18								AP	APA1757724		17,177.11			
		T10630JV		TROXELL COMMUNICATIONS, INC.								(2) 7,558.56			
		T11029J1		B & H PHOTO-VIDEO								4,595.51			Removed

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64469 - DUARTE UNIFIED SCHOOL DISTRICT  
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		Vchr/PO ID	Vendor Name												
		63911.1	41100	24950	4320	5002400					1,369.02				
		T11029J2	B & H PHOTO-VIDEO								2,012.61				
		T11090JV	B & H PHOTO-VIDEO								1,641.41				
		T11187JV	B & H PHOTO-VIDEO												
<b>Subtotal Location : (4320-63911.1-5002400)-Mt Olive</b>											<b>7,600.00</b>	<b>17,177.11</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,577.11</b>
<b>Subtotal Resource : (4320-63911.1)-Adult Ed Consortium</b>											<b>7,600.00</b>	<b>21,389.49</b>	<b>0.00</b>	<b>0.00</b>	<b>-13,789.49</b>
<b>Total for Object : 4320-Instructional Supplies</b>											<b>7,600.00</b>	<b>21,389.49</b>	<b>0.00</b>	<b>0.00</b>	<b>-13,789.49</b>
		63911.1	41100	24950	4390	4002200									
		06/29/18									0021757000	0.00			
12	06/29/18						AP				APA1757724				
		T10841JV	WEN-FENG TSENG									106.52			
<b>Subtotal Location : (4390-63911.1-4002200)-Duarte High School</b>											<b>0.00</b>	<b>106.52</b>	<b>0.00</b>	<b>0.00</b>	<b>-106.52</b>
		63911.1	41100	24950	4390	5002400									
		06/29/18									0021755823	0.00			
12	06/29/18						AP				APA1757724				
		T10073JV	KEVIN MORRIS									330.00			
		T10770JV	KEVIN MORRIS									171.74			
		T11060JV	ANDERSON, NORMAN									72.51			
		T11061JV	KEVIN MORRIS									141.18			
		T1119JV	FSP DESIGNS									1,314.00			
<b>Subtotal Location : (4390-63911.1-5002400)-Mt Olive</b>											<b>0.00</b>	<b>2,029.43</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,029.43</b>
<b>Subtotal Resource : (4390-63911.1)-Adult Ed Consortium</b>											<b>0.00</b>	<b>2,135.95</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,135.95</b>
<b>Total for Object : 4390-Other Supplies</b>											<b>0.00</b>	<b>2,135.95</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,135.95</b>
		63911.1	41100	24950	4410	5002400									
		06/29/18									0021756899	0.00			
12	06/29/18						AP				APA1757724				
		T9651JV	PACIFIC OFFICE PRODUCTS									2,870.04			
<b>Subtotal Location : (4410-63911.1-5002400)-Mt Olive</b>											<b>0.00</b>	<b>2,870.04</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,870.04</b>
<b>Subtotal Resource : (4410-63911.1)-Adult Ed Consortium</b>											<b>0.00</b>	<b>2,870.04</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,870.04</b>

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PD	Date	Res.PriY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	JrnL ID	Current Budget	Expenditures	Encumbrance	Pre.Enc	Balance	
		Vchr/PO ID			Vendor Name											
Total for Object : 4410-Non-Capitalized Equipment											0.00	2,870.04	0.00	0.00	-2,870.04	
63911.1 41100 10000 4450 5002400	07/01/17									ORG	0020677301	346.00				
Subtotal Location : (4450-63911.1-5002400)-Mt Olive											346.00	0.00	0.00	0.00	346.00	
Subtotal Resource : (4450-63911.1)-Adult Ed Consortium											346.00	0.00	0.00	0.00	346.00	
Total for Object : 4450-Non-Capitalized Computer											346.00	0.00	0.00	0.00	346.00	
63911.1 41100 10000 5220 5002400	07/01/17									ORG	0020677404	2,694.00				
11 05/09/18 WM1524 TAIWAN ALVARADO										AP	APA1054737		3,039.43			
12 06/29/18 T11386JV KMS ELECTRIC										AP	APA1757724	3,039.43				
WM1524JV TAIWAN ALVARADO												-4,299.43				
63911.1 41100 24950 5220 5002400	08/29/18										0021755822	1,260.00				
12 06/29/18 T11386JV KMS ELECTRIC										AP	APA1757724		4,299.43			
WM1524JV TAIWAN ALVARADO												1,260.00				
Subtotal Location : (5220-63911.1-5002400)-Mt Olive											2,694.00	3,039.43	0.00	0.00	345.43	
Subtotal Resource : (5220-63911.1)-Adult Ed Consortium											2,694.00	3,039.43	0.00	0.00	345.43	
Total for Object : 5220-Travel and Conferences											2,694.00	3,039.43	0.00	0.00	-345.43	
63911.1 41100 10000 5810 5002400	07/01/17										0020999726	0.00				
11 05/02/18 T11386 KMS ELECTRIC										AP	APA1036738		1,260.00			
Subtotal Location : (5810-63911.1-5002400)-Mt Olive												1,260.00				
Subtotal Resource : (5810-63911.1)-Adult Ed Consortium												0.00	1,260.00	0.00	0.00	-1,260.00
Total for Object : 5810-Contracted Services											0.00	1,260.00	0.00	0.00	-1,260.00	

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PD	Date	Res.PriY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	JrnI ID	Current Budget	Expenditures	Encumbrance	Pre Enc	ANNUAL	Balance
Vchr/PO ID																
Total for Fund : 11.0-Adult Education Fund											31,592.00	31,592.00	0.00	0.00		0.00

REMOVED EXP <13,830.93>

I/C Added + 888.05

Total Expenses: 18 649.12

Adult Education Block Grant Produced: Oct 15, 2018, 10:40 PM UTC Action Taskman

## 09 Citrus College Adult Education Consortium

### Member Budget & Workplan Summary 2017-18

#### Member Information

**Member Name:**

Monrovia Unified School District

**Member Type:**

K-12 School District

**Member Address:**

325 East Huntington Drive | Monrovia, CA | 91016-3585

**Member Website:**

No website on file

**Member Allocations 2017-18:**

\$1,387,713

#### Member Contacts

Responsibility	Name	Email	Title	Phone
Member Representative	Flint Fertig	<a href="mailto:ffertig@monroviaschools.net">ffertig@monroviaschools.net</a>		(626) 471-3065
Contact	David Conway	<a href="mailto:dconway2@monroviaschools.net">dconway2@monroviaschools.net</a>	Director of Fiscal Services	(626) 471-2055
Member Representative	John Russell	<a href="mailto:jrussell@monroviaschools.net">jrussell@monroviaschools.net</a>	Program Director	(626) 471-3044

#### Objectives

##### Gaps in Service: Strategies

1. Collaborate with LACO WDB to complete Title II institutional requirements of LACO WDB Local Plan.
2. Create consortium Parent Success FAC to devise uniform curriculum and accountability.
3. Expand ASE/ABE, HiSET, CTE and ESL level course offerings where possible by leveraging new WIOA funds.
4. Utilize subcontracted Allocation funds to maintain current ASE/ABE, ESL, parent success, CTE, and Career Center program levels by meeting rising program costs caused by increasing salaries and retirement contributions.

##### Seamless Transitions: Strategies

1. Build on Counselor Pathways to Success to create better K-12/CCD counselor communication and more robust postsecondary pathways for students.
2. Explore other Early College programs and implement those that make sense with CCAEC vision and mission.
3. Update Regional Assessment Plan to reflect new state data reporting procedures and implement new plan.

### **Student Acceleration: Strategies**

1. Create and pilot ESL workforce courses and implement across consortium where it makes sense.
2. Create uniform ABE ELA competency-based course outlines and implement across the consortium.
3. Determine best practices for ESL Level Exams and implement those practices across the consortium to increase student acceleration in ESL.
4. Market existing partnership Pacific College to increase consortium student enrollment in its bachelors programs.

### **Shared Professional Development: Strategies**

1. Create PD conferences at the member level for the benefit of CCAEC faculty.
2. Leverage the CCAEC website to provide faculty PD opportunities and resources.
3. Work with ESL FAC and reconstitute a new comprehensive, consortium-wide ESL PD plan.

### **Leveraging Resources: Strategies**

1. Continue partnerships with local libraries and explore ways to improve these.
2. Create comprehensive consortium Employer Engagement Plan to identify all potential employers for Career Centers to utilize.
3. Help implement the LACO WDB Local Plan for those parts of the plan for which CCAEC members are responsible.
4. Maintain and expand partnerships with employers for increased internship opportunities.

### **Budget Breakdown**

<b>Monrovia Unified School District</b>	<b>1000 - Instructional Salaries</b>	<b>\$715,093</b>
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Salaries for certificated staff to address workplan.

<b>Monrovia Unified School District</b>	<b>2000 - Non-Instructional Salaries</b>	<b>\$92,802</b>
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Salaries for classified staff to address workplan.

<b>Monrovia Unified School District</b>	<b>3000 - Employee Benefits</b>	<b>\$224,639</b>
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Benefits for certificated and classified staff to address workplan.

<b>Monrovia Unified School District</b>	<b>4000 - Supplies and Materials</b>	<b>\$67,175</b>
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Supplies to address and one-time fee to Pacific College to start Early College Intro to Cybersecurity as part of Seamless Transitions.

<b>Monrovia Unified School District</b>	<b>5000 - Other Operating Expenses and Services</b>	<b>\$147,171</b>
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Maintenance and advertising/relationships to increase AJCC funding for CTE classes.

<b>Monrovia Unified School District</b>	<b>Indirect Costs</b>	<b>\$66,081</b>
<b>Indirect expenses at 5%.</b>		
<b>Monrovia Unified School District</b>	<b>5000 - Other Operating Expenses and Services</b>	<b>\$23,002</b>
<b>District administration fee as fiscal agent.</b>		
<b>Consortium Fiscal/Admin Expense</b>		
<b>Monrovia Unified School District</b>	<b>1000 - Instructional Salaries</b>	<b>\$40,000</b>
<b>This is for CCEAC AEP oversight salaries.</b>		
<b>Consortium Fiscal/Admin Expense</b>		
<b>Monrovia Unified School District</b>	<b>2000 - Non-Instructional Salaries</b>	<b>\$5,000</b>
<b>Fiscal services salary for CCAEC AEP.</b>		
<b>Consortium Fiscal/Admin Expense</b>		
<b>Monrovia Unified School District</b>	<b>3000 - Employee Benefits</b>	<b>\$6,750</b>
<b>Benefits from Program Management salaries.</b>		
<b>Consortium Fiscal/Admin Expense</b>		

## Budget Totals

<b>Carryover Amount:</b>	<b>\$0</b>
<b>Member Allocations 2017-18:</b>	<b>\$1,387,713</b>
<b>Total Available Funds:</b>	<b>\$1,387,713</b>
<b>Monrovia Unified School District</b>	<b>1000 - Instructional Salaries</b>
<b>Monrovia Unified School District</b>	<b>\$715,093</b>
<b>Monrovia Unified School District</b>	<b>2000 - Non-Instructional Salaries</b>
<b>Monrovia Unified School District</b>	<b>\$92,802</b>
<b>Monrovia Unified School District</b>	<b>3000 - Employee Benefits</b>
<b>Monrovia Unified School District</b>	<b>\$224,639</b>
<b>Monrovia Unified School District</b>	<b>4000 - Supplies and Materials</b>
<b>Monrovia Unified School District</b>	<b>\$67,175</b>
<b>Monrovia Unified School District</b>	<b>5000 - Other Operating Expenses ...</b>
<b>Monrovia Unified School District</b>	<b>\$147,171</b>
<b>Monrovia Unified School District</b>	<b>Indirect Costs</b>
<b>Monrovia Unified School District</b>	<b>\$66,081</b>
<b>Monrovia Unified School District</b>	<b>5000 - Other Operating Expenses ...</b>
<b>Monrovia Unified School District</b>	<b>\$23,002</b>
<b>Monrovia Unified School District</b>	<b>1000 - Instructional Salaries</b>
<b>Monrovia Unified School District</b>	<b>\$40,000</b>
<b>Monrovia Unified School District</b>	<b>2000 - Non-Instructional Salaries</b>
	<b>\$5,000</b>
	<b>Total Amount:</b>
	<b>\$1,387,713</b>
	<b>Remaining Amount:</b>
	<b>\$0</b>
	<b>Direct Costs Total:</b>
	<b>\$1,321,632</b>
	<b>Indirect Costs Total:</b>
	<b>\$66,081 (5.0% of Direct Costs Total)</b>
	<b>Consortium Fiscal/Admin Expen...</b>
	<b>\$74,752</b>

Monrovia Unified School District	3000 - Employee Benefits	\$6,750
	<b>Total Amount:</b>	\$1,387,713
	<b>Remaining Amount:</b>	\$0
	<b>Direct Costs Total:</b>	\$1,321,632
	<b>Indirect Costs Total:</b>	\$66,081 (5.0% of Direct Costs Total)
	<b>Consortium Fiscal/Admin Expen...</b>	\$74,752



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# AEBG Consortium Fiscal Reporting 09 Citrus College Adult Education Consortium

for Minutes

2017 - 2018 Fiscal Year

Certification

9/25/18 Minutes

## Certification Authority

John Russell

Program 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
<u>Azusa Unified School District</u>	✓	✓	✓	✓
<u>Claremont Unified School District</u>	✓	✓	✓	✓
<u>Duarte Unified School District</u>	✓	✓	✓	✓
<u>Glendora Unified School District</u>	✓	✓	✓	✓
<u>Monrovia Unified School District</u>	✓	✓	✓	✓

## Azusa Unified School District

### Azusa Unified School District 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	\$129,067	0%	\$860,446	0%	\$860,446

Object Code	Year to Date (YTD)	% Expended of YTD Forecast		% Expended of Overall Budget			Remaining
	Expenditure	YTD Forecast	Project Budget	Budget			
2000 - Non-Instructional Salaries	\$0	\$35,849	0%	\$238,990	0%	\$238,990	
3000 - Employee Benefits	\$0	\$43,023	0%	\$286,820	0%	\$286,820	
4000 - Supplies and Materials	\$0	\$78,678	0%	\$524,519	0%	\$524,519	
5000 - Other Operating Expenses and Services	\$0	\$29,487	0%	\$196,578	0%	\$196,578	
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0	
7000 - Other Outgo	\$0	\$11,886	0%	\$79,237	0%	\$79,237	
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0	
<b>Totals</b>	<b>\$0</b>	<b>\$327,989</b>	<b>0%</b>	<b>\$2,186,590</b>	<b>0%</b>	<b>\$2,186,590</b>	
							Status Submitted

**Azusa Unified School District Q2 Report (10/1 - 12/31)**

Object Code	Year to Date (YTD)	% Expended of YTD Forecast		% Expended of Overall Budget			Remaining
	Expenditure	YTD Forecast	Project Budget	Budget			
1000 - Instructional Salaries	\$0	\$258,134	0%	\$860,446	0%	\$860,446	
2000 - Non-Instructional Salaries	\$0	\$71,697	0%	\$238,990	0%	\$238,990	
3000 - Employee Benefits	\$0	\$86,046	0%	\$286,820	0%	\$286,820	
4000 - Supplies and Materials	\$0	\$157,356	0%	\$524,519	0%	\$524,519	
5000 - Other Operating Expenses and Services	\$0	\$58,973	0%	\$196,578	0%	\$196,578	
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0	
7000 - Other Outgo	\$0	\$23,771	0%	\$79,237	0%	\$79,237	
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0	
<b>Totals</b>	<b>\$0</b>	<b>\$655,977</b>	<b>0%</b>	<b>\$2,186,590</b>	<b>0%</b>	<b>\$2,186,590</b>	

						Status
						Submitted

### Azusa Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD)		% Expended of YTD Forecast	% Expended of Overall Budget		
	Expenditure	Forecast		Project Budget	Budget	Remaining
1000 - Instructional Salaries	\$467,953	\$387,201	120.86%	\$860,446	54.38%	\$392,493
2000 - Non-Instructional Salaries	\$151,262	\$107,546	140.65%	\$238,990	63.29%	\$87,728
3000 - Employee Benefits	\$147,914	\$129,069	114.6%	\$286,820	51.57%	\$138,906
4000 - Supplies and Materials	\$41,138	\$236,034	17.43%	\$524,519	7.84%	\$483,381
5000 - Other Operating Expenses and Services	\$56,942	\$88,460	64.37%	\$196,578	28.97%	\$139,636
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$35,657	0%	\$79,237	0%	\$79,237
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$865,209</b>	<b>\$983,966</b>	<b>87.93%</b>	<b>\$2,186,590</b>	<b>39.57%</b>	<b>\$1,321,381</b>

#### Summary of Activities:

All funds supported activities related to all programs at the school, including English as a Second Language, Adult Basic Education, High School Diploma, HiSet Preparation, and CTE courses (Computer Technology, Certified Nurse's Assistant, Pharmacy Technician, Hospital Ward Clerk, Medical Coding and Billing, ECG, and prerequisite courses for healthcare programs).

						Status
						Submitted

### Azusa Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD)		% Expended of YTD Forecast	% Expended of Overall Budget		
	Expenditure	Forecast		Project Budget	Budget	Remaining
1000 - Instructional Salaries	\$699,602	\$516,268	135.51%	\$860,446	81.31%	\$160,844
2000 - Non-Instructional Salaries	\$225,460	\$143,394	157.23%	\$238,990	94.34%	\$13,530

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Budget Remaining
	Expenditure	Forecast	Project Budget	Budget			
3000 - Employee Benefits	\$219,678	\$172,092	127.65%	\$286,820	76.59%	\$67,142	
4000 - Supplies and Materials	\$72,546	\$314,711	23.05%	\$524,519	13.83%	\$451,973	
5000 - Other Operating Expenses and Services	\$196,578	\$117,947	166.67%	\$196,578	100%	\$0	
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0	
7000 - Other Outgo	\$53,149	\$47,542	111.79%	\$79,237	67.08%	\$26,088	
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0	
<b>Totals</b>	<b>\$1,467,013</b>	<b>\$1,311,954</b>	<b>111.82%</b>	<b>\$2,186,590</b>	<b>67.09%</b>	<b>\$719,577</b>	

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

Guidance: Yes

#### Summary of Activities:

All expenditures were incurred to support instruction and learning activities for Adult Basic Education, Adult Secondary Education (high school diploma and high school equivalency exam), English as a Second Language, and Career Technical Education courses. Expenses included instructional salaries, non-instructional salaries for support staff, all employee benefits costs, instructional materials and supplies, textbooks, all operating expenses, and indirect costs. Activities were completed in line with activities required by the Annual Plan. Annual expenditures were submitted in public before the CCAEC board with supporting documents, LAGL015 and LAGL019 reports, as required by the CCAEC Fiscal Reporting Agreement.

Status

Submitted

## Claremont Unified School District

### Claremont Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Budget Remaining
	Expenditure	Forecast	Project Budget	Budget			
1000 - Instructional Salaries	\$0	\$63,063	0%	\$420,421	0%	\$420,421	

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Budget Remaining
	Expenditure	Forecast	YTD	Forecast	Project Budget	Budget	
2000 - Non-Instructional Salaries	\$0	\$27,790		0%	\$185,267	0%	\$185,267
3000 - Employee Benefits	\$0	\$27,707		0%	\$184,712	0%	\$184,712
4000 - Supplies and Materials	\$0	\$8,106		0%	\$54,043	0%	\$54,043
5000 - Other Operating Expenses and Services	\$0	\$17,890		0%	\$119,264	0%	\$119,264
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
<b>Totals</b>	<b>\$0</b>	<b>\$144,556</b>		<b>0%</b>	<b>\$963,707</b>	<b>0%</b>	<b>\$963,707</b>
							Status Submitted

### Claremont Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Budget Remaining
	Expenditure	Forecast	YTD	Forecast	Project Budget	Budget	
1000 - Instructional Salaries	\$0	\$126,126		0%	\$420,421	0%	\$420,421
2000 - Non-Instructional Salaries	\$0	\$55,580		0%	\$185,267	0%	\$185,267
3000 - Employee Benefits	\$0	\$55,414		0%	\$184,712	0%	\$184,712
4000 - Supplies and Materials	\$0	\$16,213		0%	\$54,043	0%	\$54,043
5000 - Other Operating Expenses and Services	\$0	\$35,779		0%	\$119,264	0%	\$119,264
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
<b>Totals</b>	<b>\$0</b>	<b>\$289,112</b>		<b>0%</b>	<b>\$963,707</b>	<b>0%</b>	<b>\$963,707</b>

	Status Submitted
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### Claremont Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD)		% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
	Expenditure	Forecast	Forecast			
1000 - Instructional Salaries	\$319,032	\$189,189	168.63%	\$420,421	75.88%	\$101,389
2000 - Non-Instructional Salaries	\$121,014	\$83,370	145.15%	\$185,267	65.32%	\$64,253
3000 - Employee Benefits	\$127,673	\$92,356	138.24%	\$184,712	69.12%	\$57,039
4000 - Supplies and Materials	\$3,929	\$27,022	14.54%	\$54,043	7.27%	\$50,114
5000 - Other Operating Expenses and Services	\$56,080	\$53,669	104.49%	\$119,264	47.02%	\$63,184
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
<b>Totals</b>	<b>\$627,728</b>	<b>\$445,606</b>	<b>140.87%</b>	<b>\$963,707</b>	<b>65.14%</b>	<b>\$335,979</b>

### Summary of Activities:

Expenditures according to annual planning.

	Status Submitted
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### Claremont Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD)		% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
	Expenditure	Forecast	Forecast			
1000 - Instructional Salaries	\$420,421	\$252,253	166.67%	\$420,421	100%	\$0
2000 - Non-Instructional Salaries	\$160,686	\$111,160	144.55%	\$185,267	86.73%	\$24,581
3000 - Employee Benefits	\$166,763	\$110,827	150.47%	\$184,712	90.28%	\$17,949

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Budget Remaining
	Expenditure	Forecast	YTD	Forecast	Project Budget	Budget	
4000 - Supplies and Materials	\$3,929	\$32,426	12.12%		\$54,043	7.27%	\$50,114
5000 - Other Operating Expenses and Services	\$56,081	\$71,558	78.37%		\$119,264	47.02%	\$63,183
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
<b>Totals</b>	<b>\$807,880</b>	<b>\$578,224</b>	<b>139.72%</b>		<b>\$963,707</b>	<b>83.83%</b>	<b>\$155,827</b>

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

Guidance: Yes

#### Summary of Activities:

Activities were completed in line with activities required by the Annual Plan. Annual expenditures were submitted in public before the CCAEC board with supporting documents, LAGL015 and LAGL019 reports, as required by the CCAEC Fiscal Reporting Agreement.

Status
Submitted

## Duarte Unified School District

### Duarte Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Budget Remaining
	Expenditure	Forecast	YTD	Forecast	Project Budget	Budget	
1000 - Instructional Salaries	\$0	\$64	0%		\$429	0%	\$429
2000 - Non-Instructional Salaries	\$0	\$52	0%		\$348	0%	\$348
3000 - Employee Benefits	\$0	\$18	0%		\$120	0%	\$120
4000 - Supplies and Materials	\$0	\$1,885	0%		\$12,565	0%	\$12,565

Object Code	Year to Date (YTD)	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
	Expenditure	YTD Forecast			
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$5,187	0% \$5,187
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
<b>Totals</b>	<b>\$0</b>	<b>\$2,019</b>	<b>0%</b>	<b>\$18,649</b>	<b>0% \$18,649</b>
Status Submitted					

**Duarte Unified School District Q2 Report (10/1 - 12/31)**

Object Code	Year to Date (YTD)	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
	Expenditure	YTD Forecast			
1000 - Instructional Salaries	\$0	\$129	0%	\$429	0% \$429
2000 - Non-Instructional Salaries	\$0	\$104	0%	\$348	0% \$348
3000 - Employee Benefits	\$0	\$36	0%	\$120	0% \$120
4000 - Supplies and Materials	\$0	\$3,770	0%	\$12,565	0% \$12,565
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$5,187	0% \$5,187
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
<b>Totals</b>	<b>\$0</b>	<b>\$4,039</b>	<b>0%</b>	<b>\$18,649</b>	<b>0% \$18,649</b>
Status Submitted					

**Duarte Unified School District 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	\$429	\$193	222.22%	\$429	100%	\$0
2000 - Non-Instructional Salaries	\$348	\$157	222.22%	\$348	100%	\$0
3000 - Employee Benefits	\$120	\$54	222.22%	\$120	100%	\$0
4000 - Supplies and Materials	\$26,396	\$5,654	466.83%	\$12,565	210.08%	⚠ -\$13,831
5000 - Other Operating Expenses and Services	\$4,299	\$0	100%	\$5,187	82.88%	\$888
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	\$31,592	\$6,058	521.5%	\$18,649	169.4%	⚠ -\$12,943

Status

Submitted

## Duarte Unified School District 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	\$429	\$257	166.67%	\$429	100%	\$0
2000 - Non-Instructional Salaries	\$348	\$209	166.67%	\$348	100%	\$0
3000 - Employee Benefits	\$120	\$72	166.67%	\$120	100%	\$0
4000 - Supplies and Materials	\$26,396	\$7,539	350.13%	\$12,565	210.08%	⚠ -\$13,831
5000 - Other Operating Expenses and Services	\$4,299	\$0	100%	\$5,187	82.88%	\$888
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

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$31,592	\$8,077	391.13%	\$18,649	169.4% <span style="color: red;">!</span>	-\$12,943

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

#### Summary of Activities:

Activities were completed in line with activities required by the Annual Plan. Annual expenditures were submitted in public before the CCAEC board with supporting documents, LAGL015 and LAGL019 reports, as required by the CCAEC Fiscal Reporting Agreement.

	Status
	Submitted

## Glendora Unified School District

#### Glendora Unified School District 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	\$11,607	\$25,199	46.06%	\$167,994	6.91%	\$156,387
2000 - Non-Instructional Salaries	\$2,791	\$12,246	22.79%	\$81,637	3.42%	\$78,846
3000 - Employee Benefits	\$2,919	\$7,680	38.01%	\$51,197	5.7%	\$48,278
4000 - Supplies and Materials	\$1,842	\$2,869	64.2%	\$19,128	9.63%	\$17,286
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$5,188	0%	\$5,188
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$19,159</b>	<b>\$47,993</b>	<b>39.92%</b>	<b>\$325,144</b>	<b>5.89%</b>	<b>\$305,985</b>

### Corrective Action Plan

Beginning of the year only included two full months

Status
Submitted

### Glendora Unified School District 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	\$46,404	\$50,398	92.07%	\$167,994	27.62%	\$121,590
2000 - Non-Instructional Salaries	\$15,315	\$24,491	62.53%	\$81,637	18.76%	\$66,322
3000 - Employee Benefits	\$12,372	\$15,359	80.55%	\$51,197	24.17%	\$38,825
4000 - Supplies and Materials	\$4,488	\$5,738	78.21%	\$19,128	23.46%	\$14,640
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$5,188	0%	\$5,188
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$78,579</b>	<b>\$95,987</b>	<b>81.86%</b>	<b>\$325,144</b>	<b>24.17%</b>	<b>\$246,565</b>

### Corrective Action Plan

not required

Status
Submitted

### Glendora Unified School District 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	\$77,741	\$75,597	102.84%	\$167,994	46.28%	\$90,253
2000 - Non-Instructional Salaries	\$27,874	\$36,737	75.88%	\$81,637	34.14%	\$53,763

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Remaining
	Expenditure	Forecast	Forecast	Project Budget	Budget		
3000 - Employee Benefits	\$21,253	\$23,039	92.25%	\$51,197	41.51%	\$29,944	
4000 - Supplies and Materials	\$12,745	\$8,608	148.07%	\$19,128	66.63%	\$6,383	
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0	
6000 - Capital Outlay	\$0	\$0	100%	\$5,188	0%	\$5,188	
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0	
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0	
<b>Totals</b>	<b>\$139,613</b>	<b>\$143,980</b>	<b>96.97%</b>	<b>\$325,144</b>	<b>42.94%</b>	<b>\$185,531</b>	
							Status Submitted

**Glendora Unified School District Q4 Report (4/1 - 6/30)**

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Remaining
	Expenditure	Forecast	Forecast	Project Budget	Budget		
1000 - Instructional Salaries	\$116,664	\$100,796	115.74%	\$167,994	69.45%	\$51,330	
2000 - Non-Instructional Salaries	\$42,803	\$48,982	87.38%	\$81,637	52.43%	\$38,834	
3000 - Employee Benefits	\$31,727	\$30,718	103.28%	\$51,197	61.97%	\$19,470	
4000 - Supplies and Materials	\$14,618	\$11,477	127.37%	\$19,128	76.42%	\$4,510	
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0	
6000 - Capital Outlay	\$5,188	\$0	100%	\$5,188	100%	\$0	
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0	
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0	
<b>Totals</b>	<b>\$211,000</b>	<b>\$191,974</b>	<b>109.91%</b>	<b>\$325,144</b>	<b>64.89%</b>	<b>\$114,144</b>	

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

Status Submitted

## Monrovia Unified School District

### Monrovia Unified School District Q1 Report (7/1 - 9/30)

Object Code	Expenditure	Year to Date (YTD)		% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
		YTD	Forecast				
1000 - Instructional Salaries	\$0	\$107,264		0%	\$755,093	0%	\$755,093
2000 - Non-Instructional Salaries	\$0	\$13,920		0%	\$97,802	0%	\$97,802
3000 - Employee Benefits	\$0	\$33,696		0%	\$231,389	0%	\$231,389
4000 - Supplies and Materials	\$0	\$10,076		0%	\$67,175	0%	\$67,175
5000 - Other Operating Expenses and Services	\$0	\$25,526		0%	\$170,173	0%	\$170,173
6000 - Capital Outlay	\$0	\$0		100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0		100%	\$0	100%	\$0
Indirect Costs	\$0	\$9,912		0%	\$66,081	0%	\$66,081
<b>Totals</b>	<b>\$0</b>	<b>\$200,394</b>		<b>0%</b>	<b>\$1,387,713</b>	<b>0%</b>	<b>\$1,387,713</b>

Status

Submitted

### Monrovia Unified School District Q2 Report (10/1 - 12/31)

Object Code	Expenditure	Year to Date (YTD)		% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
		YTD	Forecast				
1000 - Instructional Salaries	\$0	\$214,528		0%	\$755,093	0%	\$755,093

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Budget Remaining
	Expenditure	Forecast	YTD	Forecast	Project Budget		
2000 - Non-Instructional Salaries	\$0	\$27,841		0%	\$97,802	0%	\$97,802
3000 - Employee Benefits	\$0	\$67,392		0%	\$231,389	0%	\$231,389
4000 - Supplies and Materials	\$0	\$20,153		0%	\$67,175	0%	\$67,175
5000 - Other Operating Expenses and Services	\$0	\$51,052		0%	\$170,173	0%	\$170,173
6000 - Capital Outlay	\$0	\$0		100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0		100%	\$0	100%	\$0
Indirect Costs	\$0	\$19,824		0%	\$66,081	0%	\$66,081
<b>Totals</b>	<b>\$0</b>	<b>\$400,789</b>		<b>0%</b>	<b>\$1,387,713</b>	<b>0%</b>	<b>\$1,387,713</b>
							<b>Status Submitted</b>

**Monrovia Unified School District Q3 Report (1/1 - 3/31)**

Object Code	Year to Date (YTD)		% Expended of YTD Forecast		% Expended of Overall Budget		Budget Remaining
	Expenditure	Forecast	YTD	Forecast	Project Budget		
1000 - Instructional Salaries	\$427,055	\$321,792		132.71%	\$755,093	56.56%	\$328,038
2000 - Non-Instructional Salaries	\$59,742	\$41,761		143.06%	\$97,802	61.08%	\$38,060
3000 - Employee Benefits	\$131,619	\$101,088		130.2%	\$231,389	56.88%	\$99,770
4000 - Supplies and Materials	\$27,642	\$30,229		91.44%	\$67,175	41.15%	\$39,533
5000 - Other Operating Expenses and Services	\$115,054	\$76,578		150.24%	\$170,173	67.61%	\$55,119
6000 - Capital Outlay	\$0	\$0		100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0		100%	\$0	100%	\$0
Indirect Costs	\$31,244	\$29,736		105.07%	\$66,081	47.28%	\$34,837
<b>Totals</b>	<b>\$792,356</b>	<b>\$601,183</b>		<b>131.8%</b>	<b>\$1,387,713</b>	<b>57.1%</b>	<b>\$595,357</b>

**Summary of Activities:**

Expenditures occurred according to annual plan.

	Status Submitted
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**Monrovia Unified School District Q4 Report (4/1 - 6/30)**

Object Code	Year to Date (YTD)		Expended YTD Forecast	% Expended of Overall Budget		
	Expenditure	Forecast		Project Budget	Budget	Remaining
1000 - Instructional Salaries	\$755,093	\$429,056	175.99%	\$755,093	100%	\$0
2000 - Non-Instructional Salaries	\$97,802	\$55,681	175.65%	\$97,802	100%	\$0
3000 - Employee Benefits	\$231,389	\$134,783	171.67%	\$231,389	100%	\$0
4000 - Supplies and Materials	\$67,175	\$40,305	166.67%	\$67,175	100%	\$0
5000 - Other Operating Expenses and Services	\$170,173	\$102,104	166.67%	\$170,173	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$66,081	\$39,649	166.67%	\$66,081	100%	\$0
<b>Totals</b>	<b>\$1,387,713</b>	<b>\$801,578</b>	<b>173.12%</b>	<b>\$1,387,713</b>	<b>100%</b>	<b>\$0</b>

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

Guidance: Yes

**Summary of Activities:**

Activities were completed in line with activities required by the Annual Plan. Annual expenditures were submitted in public before the CCAEC board with supporting documents, LAGL015 and LAGL019 reports, as required by the CCAEC Fiscal Reporting Agreement.

	Status Submitted
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