



## Documents to Support Agenda Items

September 29, 2020 Agenda

Agenda Item 5.0

Azusa Q4 Expenditure

**Azusa Unified 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	\$861,034	\$0	100%	\$861,034	100%	\$0
2000 - Non-Instructional Salaries	\$256,752	\$0	100%	\$256,752	100%	\$0
3000 - Employee Benefits	\$304,225	\$0	100%	\$304,225	100%	\$0
4000 - Supplies and Materials	\$133,557	\$0	100%	\$133,557	100%	\$0
5000 - Other Operating Expenses and Services	\$115,194	\$0	100%	\$115,194	100%	\$0
6000 - Capital Outlay	\$186,878	\$74,751	250%	\$186,878	100%	\$0
7000 - Other Outgo	\$0	\$156,005	0%	\$624,019	0%	\$624,019
Indirect Costs	\$82,202	\$0	100%	\$82,202	100%	\$0
<b>Totals</b>	<b>\$1,939,842</b>	<b>\$230,756</b>	<b>840.65%</b>	<b>\$2,563,861</b>	<b>75.66%</b>	<b>\$624,019</b>

**Summary of Activities:**

All expenses required to provide Adult Education services to students. These include certificated salaries (administration, counselors, and instructional staff), classified staff, benefits costs, instructional materials and supplies, custodial supplies, marketing, conferences, maintenance, printing, etc.

Status  
Unsubmitted



# Documents to Support Agenda Items

## September 29, 2020 Agenda

### Agenda Item 6.0

### Duarte Member Use of Allocation Revision



## MEMBER USE OF CAEP ALLOCATION REVISION

Instructions:

Each member must complete and submit a proposal for changes in use of CAEP funds, prior to making expenditure adjustments of more than 5% from original budget submitted. Proposals must be submitted for changes in expenditures by category, and/or by program. Proposals will be presented to Citrus College Adult Education Consortium Members and available for public comment in compliance with state and local regulations. Upon review and approval by the Citrus College Adult Education Consortium Board, the member may adjust expenditures per proposal submitted. Please submit the completed proposal to the Regional Director via email to begin the revision process.

**Member:** Duarte Adult School

**Budget Year:**  2018-19       2019-20       2020-21

**Type of adjustment:**  **From category** Object Codes per below **to category** Object Codes per below

63

I. Approved Allocation Worksheet

Date Approved:

DESCRIPTION	OBJECT CODES	Approved Budget	Actuals	Difference	Percent Difference
CAEP Funds	8300-8599				
<b>TOTAL REVENUE</b>					

<b>EXPENDITURES</b>					
Certificated Salaries	1000-1999	\$ 9,495.00	\$ 1,792.00	\$ 7,703.00	81.13%
Classified Salaries	2000-2999	\$ 858.00	\$ 2,304.00	\$ (1,446.00)	-168.53%
Employee Benefits	3000-3999	\$ 2,458.00	\$ 600.00	\$ 1,858.00	75.59%
Books and Supplies	4000-4999	\$ 2,905.00	\$ 4,613.00	\$ (1,708.00)	-58.80%
Services and Other Operating Expenditures	5000-5999	\$ 5,530.00	\$ 5,250.00	\$ 280.00	5.06%
Capital Outlay	6000-6999	\$ -		\$ -	#DIV/0!
Other Outgo (Excluding transfers of Indirect Costs)	7100-7299	\$ 10,275.00		\$ 10,275.00	100.00%
	7400-7499			\$ -	
Total of Indirect Expenditures	7300-7399	\$ 1,577.00	\$ 728.00	\$ 849.00	53.84%
<b>TOTAL EXPENDITURES</b>		\$ 33,098.00	\$ 15,287.00	\$ 17,811.00	53.81%

64

### III. Explanation for Change of Expenditures

Describe the need to adjust CAEP expenditures explaining changes of expenses in programs and/or categories. Include revised intended allocations' alignment with the Citrus College Adult Education Consortium Annual Plan. Explain how the changes will better meet goals and objectives of the region. Identify how the change in expenses will impact outcomes and the member's effectiveness. [Examples: (1)Due to increase in ESL enrollment, salaries and benefit expenditures for ABE/ASE will moved to the ESL program to increase class offerings. The adjustment aligns with the goal to increase access and capacity. (2)Due to the increased costs of software licenses, unused funds budgeted for classified salaries and benefits will be used for technology purchases. The expenditures will remain under the ABE/ASE program allocation and meets the consortium goal of increasing the use of technology.]

#### Narrative describing change in allocation usage

All percentages of variance between expenditures and initial budget amounts are magnified because Duarte USD does not receive a large amount funds. Thus, small amounts of variance can result in a larger percentage change. Additionally:  
Object Code 1000, Certificate Salaries, was 81.1% lower than budgeted because Parent University spring classes were canceled due to COVID-19 and because an outside TOPSpro Enterprise consultant was used to manage the testing and data processes which were originally budgeted to be addressed by certificated staff. Object Code 2000, Classified Salaries, was 168.5% higher than budgeted because with the change in using a consultant, more classified staff was required to help the consultant. Object Code 4000 increased because additional supplies were required for Parent University. Object

### IV. Proposal Confirmation

Submitted: 9/29/2020  
(Date) (Date)

Signature: \_\_\_\_\_  
(Member Representative)

Citrus College Adult Education Consortium Consortium Board Approved: \_\_\_\_\_ / /  
(Date)

Signature: \_\_\_\_\_

65



# Documents to Support Agenda Items

## September 29, 2020 Agenda

Agenda Item 7.0  
Duarte Q4 Expenditure Report

## Duarte Unified 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	\$1,792	\$0	100%	\$1,792	100%	\$0
2000 - Non-Instructional Salaries	\$2,304	\$0	100%	\$2,304	100%	\$0
3000 - Employee Benefits	\$600	\$0	100%	\$600	100%	\$0
4000 - Supplies and Materials	\$4,613	\$0	100%	\$4,613	100%	\$0
5000 - Other Operating Expenses and Services	\$5,250	\$0	100%	\$5,250	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$3,034	\$0	100%	\$16,962	17.89%	\$13,928
Indirect Costs	\$728	\$0	100%	\$1,577	46.16%	\$849
<b>Totals</b>	<b>\$18,321</b>	<b>\$0</b>	<b>100%</b>	<b>\$33,098</b>	<b>55.35%</b>	<b>\$14,777</b>

## Corrective Action Plan

All activities completed in pursuit of Annual Plan and Three Year Plan goals and in compliance of CAEP fiscal requirements.

Status  
Unsubmitted



# Documents to Support Agenda Items

## September 29, 2020 Agenda

### Agenda Item 8.0

#### Glendora Expenditure Revision Supporting Documents

<b>Report ID:</b>	<b>LAGL015C</b>	<b>64576- GLENDORA UNIFIED SCHOOL DIST</b>	<b>Page No:</b>	<b>1</b>
<b>District:</b>	<b>64576</b>	<b>ACCOUNT LIST BY FUND AND OBJECT REPORT</b>	<b>Run Date:</b>	<b>09/16/2017</b>
<b>Fiscal Year:</b>	<b>2017</b>	<b>Fund :11.0 - Adult Education Fund</b>	<b>Run Time:</b>	<b>01:09:52PM</b>
<b>To Period:</b>	<b>998</b>		<b>ANNUAL</b>	

ResPrj	Goal	Func	Obj	Sch/Loc	Sch/Loc Description	Resource Description	Budgeted Amt	Expended Amt	Enc Amt	Pre-Enc Amt	Remaining Amt	% Left
63910.0	41100	10000	1130	5500000	Adult Education	Adut Ed Block Grant, B	98,593.00	19,084.13	0.00	0.00	79,508.87	80.64
63911.1	41100	10000	1130	5500000	Adult Education	Adult Ed. AB104 Cons	5,000.00	83,656.02	0.00	0.00	-78,656.02	-1,573.12
63911.2	41100	10000	1130	5500000	Adult Education	Adult Ed AB104 Conso	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total for Object: 1130-Teachers Salaries-Hrly/Daily</b>							<b>103,593.00</b>	<b>102,740.15</b>	<b>0.00</b>	<b>0.00</b>	<b>862.85</b>	<b>0.82</b>
63910.0	41100	27000	1310	5500000	Adult Education	Adut Ed Block Grant, B	32,897.00	32,824.08	0.00	0.00	72.92	0.22
<b>Total for Object: 1310-Cert Supervisor &amp; Admin Sal-FT</b>							<b>32,897.00</b>	<b>32,824.08</b>	<b>0.00</b>	<b>0.00</b>	<b>72.92</b>	<b>0.22</b>
<b>Total for Major Object: 1000</b>							<b>136,490.00</b>	<b>136,564.23</b>	<b>0.00</b>	<b>0.00</b>	<b>925.77</b>	<b>0.68</b>
63910.0	41100	10000	2130	5500000	Adult Education	Adut Ed Block Grant, B	25,180.00	34,122.62	0.00	0.00	-8,942.62	-35.51
<b>Total for Object: 2130-Instruct Aide Sal-Hourly/Daily</b>							<b>25,180.00</b>	<b>34,122.62</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,942.62</b>	<b>-35.51</b>
63910.0	41100	10000	2160	5500000	Adult Education	Adut Ed Block Grant, B	3,000.00	0.00	0.00	0.00	3,000.00	100.00
<b>Total for Object: 2160-Instruct Aide Sal-Substitutes</b>							<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>100.00</b>
63910.0	41100	27000	2430	5500000	Adult Education	Adut Ed Block Grant, B	9,746.00	11,277.08	0.00	0.00	-1,531.08	-15.71
<b>Total for Object: 2430-Cler Tech Off Staff Sal-H/D</b>							<b>9,746.00</b>	<b>11,277.08</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,531.08</b>	<b>-15.71</b>
<b>Total for Major Object: 2000</b>							<b>37,926.00</b>	<b>46,399.70</b>	<b>0.00</b>	<b>0.00</b>	<b>-7,473.70</b>	<b>-19.71</b>
63910.0	41100	10000	3111	5500000	Adult Education	Adut Ed Block Grant, B	6,148.00	2,436.11	0.00	0.00	3,711.89	60.38
63910.0	41100	27000	3111	5500000	Adult Education	Adut Ed Block Grant, B	3,765.00	3,936.53	0.00	0.00	-171.53	-4.56
63911.1	41100	10000	3111	5500000	Adult Education	Adult Ed. AB104 Cons	0.00	3,828.49	0.00	0.00	-3,828.49	0.00
<b>Total for Object: 3111-STRS, Certificated Positions</b>							<b>9,913.00</b>	<b>10,201.13</b>	<b>0.00</b>	<b>0.00</b>	<b>-288.13</b>	<b>-2.91</b>
63910.0	41100	10000	3211	5500000	Adult Education	Adut Ed Block Grant, B	6,336.00	433.18	0.00	0.00	5,902.82	93.16
63911.1	41100	10000	3211	5500000	Adult Education	Adult Ed. AB104 Cons	0.00	4,236.42	0.00	0.00	-4,236.42	0.00
<b>Total for Object: 3211-PERS, Certificated Positions</b>							<b>6,336.00</b>	<b>4,669.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,666.40</b>	<b>26.30</b>
63910.0	41100	10000	3212	5500000	Adult Education	Adut Ed Block Grant, B	3,344.00	2,383.16	0.00	0.00	960.84	28.73
63910.0	41100	27000	3212	5500000	Adult Education	Adut Ed Block Grant, B	1,354.00	1,566.18	0.00	0.00	-212.18	-15.67
<b>Total for Object: 3212-PERS, Classified Positions</b>							<b>4,698.00</b>	<b>3,949.34</b>	<b>0.00</b>	<b>0.00</b>	<b>748.66</b>	<b>15.94</b>
63910.0	41100	10000	3311	5500000	Adult Education	Adut Ed Block Grant, B	2,829.00	20.36	0.00	0.00	2,808.64	99.28
63911.1	41100	10000	3311	5500000	Adult Education	Adult Ed. AB104 Cons	629.00	3,299.81	0.00	0.00	-2,670.81	-424.61
63911.2	41100	10000	3311	5500000	Adult Education	Adult Ed AB104 Conso	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total for Object: 3311-OASDI, Certificated Positions</b>							<b>3,458.00</b>	<b>3,320.17</b>	<b>0.00</b>	<b>0.00</b>	<b>137.83</b>	<b>3.99</b>
63910.0	41100	10000	3312	5500000	Adult Education	Adut Ed Block Grant, B	1,493.00	2,232.73	0.00	0.00	-739.73	-49.55
63910.0	41100	27000	3312	5500000	Adult Education	Adut Ed Block Grant, B	604.00	698.99	0.00	0.00	-94.99	-15.73
<b>Total for Object: 3312-OASDI, Classified Positions</b>							<b>2,097.00</b>	<b>2,931.72</b>	<b>0.00</b>	<b>0.00</b>	<b>-834.72</b>	<b>-39.81</b>
63910.0	41100	10000	3331	5500000	Adult Education	Adut Ed Block Grant, B	1,370.00	499.03	0.00	0.00	870.97	63.57
63910.0	41100	27000	3331	5500000	Adult Education	Adut Ed Block Grant, B	434.00	447.67	0.00	0.00	-13.67	-3.15
63911.1	41100	10000	3331	5500000	Adult Education	Adult Ed. AB104 Cons	73.00	1,213.06	0.00	0.00	-1,140.06	-1,561.73

69

Report ID:	LAGL015C	64576- GLENDORA UNIFIED SCHOOL DIST	Page No:	2
District:	64576	ACCOUNT LIST BY FUND AND OBJECT REPORT	Run Date:	09/16/2017
Fiscal Year:	2017	Fund :11.0 - Adult Education Fund	Run Time:	01:09:52PM
To Period:	998			ANNUAL

ResPrj	Goal	Func	Obj	Sch/Loc	Sch/Loc Description	Resource Description	Budgeted Amt	Expended Amt	Enc Amt	Pre-Enc Amt	Remaining Amt	% Left
63911.2	41100	10000	3331	5500000	Adult Education	Adult Ed AB104 Conso	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Object:</i> 3331-Medicare, Cert Positions							<b>1,877.00</b>	<b>2,159.76</b>	<b>0.00</b>	<b>0.00</b>	<b>-282.76</b>	<b>-15.06</b>
63910.0	41100	10000	3332	5500000	Adult Education	Adut Ed Block Grant, B	349.00	522.17	0.00	0.00	-173.17	-49.62
63910.0	41100	27000	3332	5500000	Adult Education	Adut Ed Block Grant, B	141.00	163.48	0.00	0.00	-22.48	-15.94
<i>Total for Object:</i> 3332-Medicare, Class Positions							<b>490.00</b>	<b>685.65</b>	<b>0.00</b>	<b>0.00</b>	<b>-195.65</b>	<b>-39.93</b>
63910.0	41100	27000	3411	5500000	Adult Education	Adut Ed Block Grant, B	3,325.00	2,730.42	0.00	0.00	594.58	17.88
63911.1	41100	10000	3411	5500000	Adult Education	Adult Ed. AB104 Cons	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Object:</i> 3411-Hlth & Wlfr Benefits, Cert							<b>3,325.00</b>	<b>2,730.42</b>	<b>0.00</b>	<b>0.00</b>	<b>594.58</b>	<b>17.88</b>
63910.0	41100	27000	3412	5500000	Adult Education	Adut Ed Block Grant, B	1,045.00	773.23	0.00	0.00	271.77	26.01
<i>Total for Object:</i> 3412-Hlth & Wlfr Benefits, Class							<b>1,045.00</b>	<b>773.23</b>	<b>0.00</b>	<b>0.00</b>	<b>271.77</b>	<b>26.01</b>
63910.0	41100	10000	3511	5500000	Adult Education	Adut Ed Block Grant, B	47.00	11.28	0.00	0.00	35.72	76.00
63910.0	41100	27000	3511	5500000	Adult Education	Adut Ed Block Grant, B	15.00	15.44	0.00	0.00	-0.44	-2.93
63911.1	41100	10000	3511	5500000	Adult Education	Adult Ed. AB104 Cons	3.00	41.83	0.00	0.00	-38.83	-1,294.33
63911.2	41100	10000	3511	5500000	Adult Education	Adult Ed AB104 Conso	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Object:</i> 3511-State Unemploy Insur, Cert Pos							<b>65.00</b>	<b>68.55</b>	<b>0.00</b>	<b>0.00</b>	<b>-3.55</b>	<b>-5.46</b>
63910.0	41100	10000	3512	5500000	Adult Education	Adut Ed Block Grant, B	12.00	18.00	0.00	0.00	-6.00	-50.00
63910.0	41100	27000	3512	5500000	Adult Education	Adut Ed Block Grant, B	5.00	5.62	0.00	0.00	-0.62	-12.40
<i>Total for Object:</i> 3512-State Unemploy Insur, Clas Pos							<b>17.00</b>	<b>23.62</b>	<b>0.00</b>	<b>0.00</b>	<b>-6.62</b>	<b>-38.94</b>
63910.0	41100	10000	3611	5500000	Adult Education	Adut Ed Block Grant, B	1,465.00	348.50	0.00	0.00	1,116.50	76.21
63910.0	41100	27000	3611	5500000	Adult Education	Adut Ed Block Grant, B	464.00	508.76	0.00	0.00	-44.76	-9.65
63911.1	41100	10000	3611	5500000	Adult Education	Adult Ed. AB104 Cons	78.00	1,296.66	0.00	0.00	-1,218.66	-1,562.38
63911.2	41100	10000	3611	5500000	Adult Education	Adult Ed AB104 Conso	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Object:</i> 3611-Worker Comp Insur, Cert Pos							<b>2,007.00</b>	<b>2,153.92</b>	<b>0.00</b>	<b>0.00</b>	<b>-146.92</b>	<b>-7.32</b>
63910.0	41100	10000	3612	5500000	Adult Education	Adut Ed Block Grant, B	373.00	558.20	0.00	0.00	-185.20	-49.65
63910.0	41100	27000	3612	5500000	Adult Education	Adut Ed Block Grant, B	151.00	174.79	0.00	0.00	-23.79	-15.75
<i>Total for Object:</i> 3612-Worker Comp Insur, Class Pos							<b>524.00</b>	<b>732.99</b>	<b>0.00</b>	<b>0.00</b>	<b>-208.99</b>	<b>-39.88</b>
<i>Total for Major Object:</i> 3000							<b>35,852.00</b>	<b>34,400.10</b>	<b>0.00</b>	<b>0.00</b>	<b>1,451.90</b>	<b>4.05</b>
63910.0	41100	10000	4300	5500000	Adult Education	Adut Ed Block Grant, B	5,500.00	7,466.26	0.00	0.00	-1,966.26	-35.75
63910.0	41100	27000	4300	5500000	Adult Education	Adut Ed Block Grant, B	500.00	9.04	0.00	0.00	490.96	98.19
63911.1	41100	10000	4300	5500000	Adult Education	Adult Ed. AB104 Cons	0.00	0.00	0.00	0.00	0.00	0.00
63911.2	41100	10000	4300	5500000	Adult Education	Adult Ed AB104 Conso	0.00	4,500.00	0.00	0.00	-4,500.00	0.00
<i>Total for Object:</i> 4300-Materials and Supplies							<b>6,000.00</b>	<b>11,975.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,975.30</b>	<b>-99.59</b>
<i>Total for Major Object:</i> 4000							<b>6,000.00</b>	<b>11,975.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,975.30</b>	<b>-99.59</b>
<i>Total for Fund:</i> 11.0 - Adult Education Fund							<b>216,268.00</b>	<b>227,339.33</b>	<b>0.00</b>	<b>0.00</b>	<b>-11,071.33</b>	<b>-5.12</b>

20

Report ID:	LAGL015C	64576- GLENDORA UNIFIED SCHOOL DIST	Page No:	3
District:	64576	ACCOUNT LIST BY FUND AND OBJECT REPORT	Run Date:	09/16/2017
Fiscal Year:	2017	Fund :11.0 - Adult Education Fund	Run Time:	01:09:52PM
To Period:	998			ANNUAL

ResPrj	Goal	Func	Obj	Sch/Loc	Sch/Loc Description	Resource Description	Budgeted Amt	Expended Amt	Enc Amt	Pre-Enc Amt	Remaining Amt	% Left
<i>Total for District: 64576</i>							216,268.00	227,339.33	0.00	0.00	-11,071.33	-5.12

12

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Glendora Expenditure Summary - 2016-17

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	REVISED	DELTA
1000	INSTRUCTIONAL SALARIES	1	\$110,102	\$135,564.00	\$25,462
2000	NONINSTRUCTIONAL SALARIES	2	\$45,400	\$45,400.00	
3000	EMPLOYEE BENEFITS	3	\$30,169	\$34,400.00	\$4,231
4000	SUPPLIES AND MATERIALS	4	\$11,975	\$11,975.00	
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$0		
6000	CAPITAL OUTLAY	6			
7000	OTHER OUTGO	7			
	TOTAL DIRECT COSTS:	8	\$197,646	\$227,339.00	\$29,693
	TOTAL INDIRECT COSTS:	9			
	TOTAL COSTS:	10	\$197,646		
	CARRYOVER		\$68,737	\$39,044.00	

72

CCAEC 2020-21 CFAD

Worksheet for CFAD calculations

School	2016-17					2017-18			Cumulative Carryover
	2016-17 CAEP Funds - Initial	2016-17 CAEP Subcontract	2016-17 Total Funding	2016-17 Expenditures	2016-17 Carryover	2017-18 CAEP Funds	2017-18 Expenditures	2017-18 Carryover	
Azusa Adult School	\$1,422,489	\$133,176	\$1,555,665	\$1,102,319	\$453,346	\$1,570,185	\$1,467,013	\$103,172	\$556,518
Citrus College	\$380,000	-\$380,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$723,355	\$129,316	\$852,671	\$740,335	\$112,336	\$851,371	\$807,880	\$43,491	\$155,827
Duarte Adult School	\$31,592	\$1,019	\$32,611	\$32,611	\$0	\$31,592	\$18,649	\$12,943	\$12,943
Glendora Adult School	\$236,407	\$29,976	\$266,383	\$197,646	\$68,737	\$256,407	\$211,000	\$45,407	\$114,144
Monrovia Adult School	\$1,303,425	\$86,513	\$1,389,938	\$1,389,938	\$0	\$1,387,713	\$1,387,713	\$0	\$0
					\$0				
<b>Total</b>	<b>\$4,097,268</b>	<b>\$0</b>	<b>\$4,097,268</b>		<b>\$634,419</b>	<b>\$4,097,268</b>	<b>\$3,892,255</b>	<b>\$205,013</b>	<b>\$839,432</b>

School	2018-19				2019-20				
	2018-19 CAEP Funds	2018-19 Expenditures	2018-19 Carryover	Cumulative Carryover	2019-20 Budget	2019-20 CFAD Funds	2019-20** Expenditures	2019-20** Carryover	Cumulative Carryover
Azusa Adult School	\$1,689,472	\$1,543,010	\$146,462	<b>\$866,039</b>	\$2,563,861	\$1,697,822	\$1,333,833	\$363,989	\$1,230,028
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$873,472	\$1,029,272	-\$155,800	\$27	\$1,055,352	\$1,055,325	\$627,803	\$427,522	\$427,549
Duarte Adult School	\$15,569	\$13,827	\$1,742	\$14,685	\$33,098	\$18,413	\$12,216	\$6,197	\$20,882
Glendora Adult School	\$251,418	\$227,007	\$24,411	\$138,555	\$375,181	\$236,626	<b>\$258,644</b>	-\$22,018	<b>\$116,537</b>
Monrovia Adult School	\$1,444,019	\$1,444,019	\$0	\$0	\$1,405,096	\$1,405,096	\$902,832	\$502,264	\$502,264
<b>Total</b>	<b>\$4,273,950</b>	<b>\$4,257,135</b>	<b>\$16,815</b>	<b>\$1,019,306</b>	<b>\$5,432,588</b>	<b>\$4,413,282</b>	<b>\$3,135,328</b>	<b>\$1,277,954</b>	<b>\$2,297,260</b>

\* Includes \$163,059 adjustment for Azusa

\*\*Expenditures are as of Q3

73



# Documents to Support Agenda Items

## September 29, 2020 Agenda

### Agenda Item 9.0

### Glendora Member Use of Allocation Revision



## MEMBER USE OF CAEP ALLOCATION REVISION

Instructions:

Each member must complete and submit a proposal for changes in use of CAEP funds, prior to making expenditure adjustments of more than 5% from original budget submitted. Proposals must be submitted for changes in expenditures by category, and/or by program. Proposals will be presented to Citrus College Adult Education Consortium Members and available for public comment in compliance with state and local regulations. Upon review and approval by the Citrus College Adult Education Consortium Board, the member may adjust expenditures per proposal submitted. Please submit the completed proposal to the Regional Director via email to begin the revision process.

**Member:** Glendora Adult School

**Budget Year:**  2018-19  2019-20  2020-21

**Type of adjustment:**  **From category** Object Codes per below **to category** Object Codes per below

I. Approved Allocation Worksheet

Date Approved:

DESCRIPTION	OBJECT CODES	Approved Budget	Actuals	Difference	Percent Difference
CAEP Funds	8300-8599				
<b>TOTAL REVENUE</b>					
<b>EXPENDITURES</b>					
Certificated Salaries	1000-1999	\$ 122,152.00	\$ 149,813.00	\$ (27,661.00)	-22.64%
Classified Salaries	2000-2999	\$ 49,178.00	\$ 44,270.00	\$ 4,908.00	9.98%
Employee Benefits	3000-3999	\$ 51,031.00	\$ 44,905.00	\$ 6,126.00	12.00%
Books and Supplies	4000-4999	\$ 36,742.00	\$ 8,454.00	\$ 28,288.00	76.99%
Services and Other Operating Expenditures	5000-5999	\$ 1,000.00	\$ 168.00	\$ 832.00	83.20%
Capital Outlay	6000-6999	\$ 15,000.00		\$ 15,000.00	100.00%
Other Outgo (Excluding transfers of Indirect Costs)	7100-7299		\$ 12,381.00	\$ (12,381.00)	
	7400-7499			\$ -	
Total of Indirect Expenditures	7300-7399	\$ 100,078.00		\$ 100,078.00	100.00%
<b>TOTAL EXPENDITURES</b>		<b>\$ 375,181.00</b>	<b>\$ 259,991.00</b>	<b>\$ 115,190.00</b>	<b>30.70%</b>

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**III. Explanation for Change of Expenditures**

Describe the need to adjust CAEP expenditures explaining changes of expenses in programs and/or categories. Include revised intended allocations' alignment with the Citrus College Adult Education Consortium Annual Plan. Explain how the changes will better meet goals and objectives of the region. Identify how the change in expenses will impact outcomes and the member's effectiveness. [Examples: (1)Due to increase in ESL enrollment, salaries and benefit expenditures for ABE/ASE will moved to the ESL program to increase class offerings. The adjustment aligns with the goal to increase access and capacity. (2)Due to the increased costs of software licenses, unused funds budgeted for classified salaries and benefits will be used for technology purchases. The expenditures will remain under the ABE/ASE program allocation and meets the consortium goal of increasing the use of technology.]

**Narrative describing change in allocation usage**

Object Code 1000 expenditures were higher to account for incorrect reported amounts from 2016-17. Object Code 2000 was slightly lower because classified salaries were not as high due to COVID shutdown. Object Code 4000 expenditures for books and supplies were lower to be better prepared for coming budget shortfalls. Object Code 6000 was 0 because no capital expenditures were submitted. Object Code 7000 was not budgeted but the district is taking the indirect expense this year.

**IV. Proposal Confirmation**

Submitted:                     9/29/2020                      
(Date)            (Date)

Signature: \_\_\_\_\_  
(Member Representative)

Citrus College Adult Education Consortium Consortium Board Approved:                     /                    /                      
(Date)

Signature: \_\_\_\_\_



# Documents to Support Agenda Items

## September 29, 2020 Agenda

Agenda Item 10.0  
Glendora Q4 Expenditure Report

**Glendora Unified 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	\$149,813	\$0	100%	\$149,813	100%	\$0
2000 - Non-Instructional Salaries	\$49,178	\$0	100%	\$49,178	100%	\$0
3000 - Employee Benefits	\$51,031	\$0	100%	\$51,031	100%	\$0
4000 - Supplies and Materials	\$8,454	\$0	100%	\$8,454	100%	\$0
5000 - Other Operating Expenses and Services	\$168	\$0	100%	\$1,000	16.8%	\$832
6000 - Capital Outlay	\$0	\$0	100%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$102,324	0%	\$102,324
Indirect Costs	\$0	\$3,095	0%	\$12,381	0%	\$12,381
<b>Totals</b>	<b>\$258,644</b>	<b>\$3,095</b>	<b>8,356.16%</b>	<b>\$375,181</b>	<b>68.94%</b>	<b>\$116,537</b>

Status  
Unsubmitted

**Monrovia Unified**

**Monrovia Unified Q1 Report (7/1 - 9/30)**





# Documents to Support Agenda Items

## September 29, 2020 Agenda

Agenda Item 12.0  
Monrovia Member Use of Allocation Revision



## MEMBER USE OF CAEP ALLOCATION REVISION

Instructions:

Each member must complete and submit a proposal for changes in use of CAEP funds, prior to making expenditure adjustments of more than 5% from original budget submitted. Proposals must be submitted for changes in expenditures by object code. Proposals will be presented to Citrus College Adult Education Consortium Members and available for public comment in compliance with state and local regulations. Upon review and approval by the Citrus College Adult Education Consortium Board, the member may adjust expenditures per proposal submitted. Please submit the completed proposal to the Regional Director via email to begin the revision process.

**Member:**

Monrovia Adult School

**Budget Year:**

2018-19

2019-20

2020-21

**Type of adjustment:**



**From category**

Object Codes per below

**to category**

Object Codes per below



I. Approved Allocation Worksheet

Date Approved:

DESCRIPTION	OBJECT CODES	Approved Budget	Actuals	Difference	Percent Difference
CAEP Funds	8300-8599				
<b>TOTAL REVENUE</b>					
<b>EXPENDITURES</b>					
Certificated Salaries	1000-1999	\$ 796,480.00	\$ 787,408.00	\$ 9,072.00	1.14%
Classified Salaries	2000-2999	\$ 139,481.00	\$ 100,268.00	\$ 39,213.00	28.11%
Employee Benefits	3000-3999	\$ 323,004.00	\$ 302,603.00	\$ 20,401.00	6.32%
Books and Supplies	4000-4999	\$ 43,487.00	\$ 28,445.00	\$ 15,042.00	34.59%
Services and Other Operating Expenditures	5000-5999	\$ 35,259.00	\$ 119,463.00	\$ (84,204.00)	-238.82%
Capital Outlay	6000-6999			\$ -	#DIV/0!
Other Outgo (Excluding transfers of Indirect Costs)	7100-7299			\$ -	#DIV/0!
	7400-7499			\$ -	
Total of Indirect Expenditures	7300-7399	\$ 67,385.00	\$ 66,909.00	\$ 476.00	0.71%
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,405,096.00</b>	<b>\$ 1,405,096.00</b>	<b>\$ -</b>	<b>0.00%</b>

### III. Explanation for Change of Expenditures

Describe the need to adjust CAEP expenditures explaining changes of expenses in programs and/or categories. Include revised intended allocations' alignment with the Citrus College Adult Education Consortium Annual Plan. Explain how the changes will better meet goals and objectives of the region. Identify how the change in expenses will impact outcomes and the member's effectiveness. [Examples: (1)Due to increase in ESL enrollment, salaries and benefit expenditures for ABE/ASE will moved to the ESL program to increase class offerings. The adjustment aligns with the goal to increase access and capacity. (2)Due to the increased costs of software licenses, unused funds budgeted for classified salaries and benefits will be used for technology purchases. The expenditures will remain under the ABE/ASE program allocation and meets the consortium goal of increasing the use of technology.]

#### Narrative describing change in allocation usage

Object Code 2000 was lower than budgeted because the original budget included hiring part-time clerical and with COVID-19 and impending budget cuts, MCAS did not hire this position. Object Code 3000 was lower for the same reason. Object Code 4000 was lower because a decision was made to spend less on supplies and materials again due to COVID and impending budget cuts. Object Code was simply not correctly budgeted as this represents targeted marketing expenses (which should have been budgeted at approximately \$90,000) and a consultant for distance learning instruction.

### IV. Proposal Confirmation

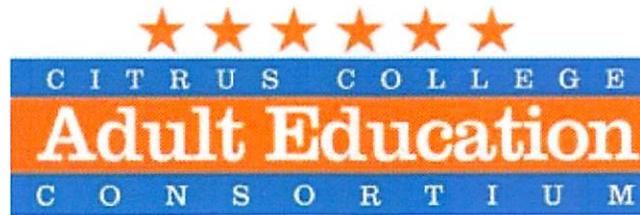
Submitted:                     9/29/2020                      
(Date)            (Date)

Signature: \_\_\_\_\_  
(Member Representative)

Citrus College Adult Education Consortium Board Approved:                     /                    /                      
(Date)

Signature: \_\_\_\_\_

69



Documents to Support Agenda Items  
September 29, 2020 Agenda

Agenda Item 13.0  
Monrovia Q4 Expenditure Report

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$787,408	\$0	100%	\$787,408	100%	\$0
2000 - Non-Instructional Salaries	\$100,268	\$0	100%	\$100,268	100%	\$0
3000 - Employee Benefits	\$302,603	\$0	100%	\$302,603	100%	\$0
4000 - Supplies and Materials	\$28,445	\$0	100%	\$28,445	100%	\$0
5000 - Other Operating Expenses and Services	\$119,463	\$0	100%	\$119,463	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	<del>\$67,318</del> 66,909	\$0	100%	\$66,909	100.61%	ⓘ -\$409
Totals	\$1,405,505	\$0	100%	\$1,405,096	100.03%	ⓘ -\$409

**Summary of Activities:**

All funds expended in pursuit of Annual Plan and Three Year Plan goals and in compliance of CAEP fiscal requirements.

Status  
Unsubmitted

