



In accordance with the American with Disabilities Act, the Citrus College Adult Education Consortium (CCAEC) will accommodate those individuals who require special assistance to participate in this meeting. If you need special assistance to participate in the meeting, please call the office at the Monrovia Community Adult School, (626) 471-3035, 24 hours prior to meeting so that reasonable arrangements can be made. Monrovia Community Adult School Room 33 is wheelchair accessible.

Though CCAEC Board Meetings are in person, in order to comply with AB361 and to encourage public participation of CCAEC Executive Board Meetings, said meetings will be presented in a hybrid manner. The link to access the meeting via teleconference is noted below.

In accordance with a recent amendment to the Ralph M. Brown Act, public records related to this public session agenda, that are provided to the Executive Board less than 72 hours before a regular meeting may be inspected by the public at the Monrovia Community Adult School main office 920 S. Mountain Avenue, CA 91016 during regular office hours (8:00am – 4:00pm) and on the CCAEC website <http://www.ccadulted.org/>.



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 19, 2023, 1:30 p.m.

**Monrovia Community Adult School – Room 33
920 S. Mountain Ave., Monrovia 91016**

Zoom Meeting Information

<https://us02web.zoom.us/j/89251573338?pwd=OEZLdmsvUHdqemJ0Qk8wWWpiQjRsdz09>

Meeting ID: 892 5157 3338

AGENDA

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

1.1 Meeting called to order by Chair Delvasto at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	_____	John Russell, Regional Director	_____
Felipe Delvasto, Representative	_____	Mari Bordona, Proxy	_____
Flint Fertig, Representative	_____		
Ivon McCraven, Proxy	_____		
Kevin Morris, Representative	_____		
Valentina Shibata, Representative	_____		

2.0 ORDER OF BUSINESS

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

2.1 Approve the minutes of the August 15, 2023 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____
Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative McCraven __ Representative Morris __ Representative Shibata __

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa _____ Duarte _____
Citrus _____ Glendora _____
Claremont _____ Monrovia _____

3.2 Program Director report.

3.3 Public comment for items not on the agenda.

3.3.1 Public comments for items on the Open Session Agenda.

4.0 BOARD APPROVAL OF AZUSA 2022-23 Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____
Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative McCraven __ Representative Morris __ Representative Shibata __

Azusa Representative and business services will present 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Azusa and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

5.0 BOARD APPROVAL OF CLAREMONT 2022-23 Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____
Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative McCraven __ Representative Morris __ Representative Shibata __

Claremont Representative and business services will present 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Claremont and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

6.0 BOARD APPROVAL OF DUARTE 2022-23 Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____
Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative McCraven __ Representative Morris __ Representative Shibata __

Duarte Representative and business services will present Duarte 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Duarte and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance

with CCAEC Fiscal Reporting Agreement.

7.0 BOARD APPROVAL OF GLENDORA 2022-23 Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Glendora Representative and business services will present 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Glendora and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

8.0 BOARD APPROVAL OF MONROVIA 2022-23 Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Monrovia Representative and business services will present 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Claremont and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

9.0 BOARD REVIEW OF 2023-24 NOVA BUDGET AND WORKPLAN PROCESS

Program Director will review 2023-24 Budget and Workplan process. Budget must be entered into NOVA by September 30, 2023 and approved by October 30, 2023.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

September 19, 2023 Agenda

Agenda Item 2.1.1
August 15, 2023 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, August 15, 2023, 1:30 p.m.

Monrovia Community Adult School – Room 33

920 S. Mountain Ave., Monrovia 91016

Zoom Meeting Information

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

Meeting ID: 849 5268 5021

Unapproved Minutes

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)

1.1 Meeting called to order by Chair Felipe Delvasto at 1:33

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)	Mari Bordona, Proxy	(Virtually)
Flint Fertig, Representative	(Virtually)	Catalina Salazar, MCAS	(Virtually)
Ivon McCraven, Proxy	Absent		
Kevin Morris, Representative	(Virtually)		
Valentina Shibata, Representative	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 July 25, 2023 Regular Executive Board Open Session Meeting.
Act # 23-25 Motion by Dr. Contreras, seconded by Mr. Morris **Vote to Approve 4-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven A Representative Morris Y Representative Shibata A
Minutes approved without revision.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Dr. Contreras expressed gratitude to fellow Board members and to the Program Director, Mr. Russell, for helping Azusa “get the ship out of the port.” Dr. Contreras expressed that the welcome he has received by Board Representatives has really made him feel welcome and he appreciated everyone’s collaborative nature. He advised that Azusa had just opened for CASAS testing, that students were enrolling and enrollment was strong.

Citrus: No report.

Claremont: No report.

Duarte: Mr. Morris reported that Duarte has implemented CASAS pre-test protocols for ASE classes with better fidelity. He advised he met with Mark Tremper Duarte has calendared date for pre- and post-testing so that Duarte has better data for the performance of its ASE students.

Glendora: No report.

Monrovia: Mr. Fertig reported that MCAS had been registering new students and enrollment was healthy. He believed marketing was helping.

- 3.2 Program Director report.

No report

- 3.3 Public comment for items not on the agenda.

None at this time.

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

None at this time.

4.0 BOARD APPROVAL OF CCAEC 2023-24 ANNUAL PLAN

Act # 23-26 Motion by Mr. Delvasto, seconded by Mr. Morris **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata A

Representatives reviewed final draft of CCAEC 2023-24 Annual Plan and approved without revision. Representatives then approved the Annual Plan in NOVA the same day.

5.0 UPDATE OF CCAEC 2023-24 PROGRAM YEAR MEMBER BUDGET AND WORK PLAN

Program Director advised Representatives about the process to complete the 2023-24 Budget and Work Plan which is due in NOVA September 30, 2023. Mr. Russell advised that once the Q4 Expenditure report was approved, members would know what amount they would have to be budgeted. He noted that the Budget and Workplan must be certified by the CCAEC Board and approved in NOVA before October 30, 2023.

6.0 BOARD APPROVAL TO ACCEPT ELL HEALTHCARE PATHWAYS GRANT FUNDS

Act # 23-27 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata A

Mr. Russell presented the ELL Healthcare Pathways Grant opportunity and explained what members would need to accomplish to access grant funds for CCAEC members. The Citrus College Adult Education Consortium has received \$326,054 in grant funds. Board must decide on approval on whether to pursue the grant. Motion to accept funds was approved.

7.0 BOARD APPROVAL TO ALLOCATE OF ELL HEALTHCARE PATHWAY FUNDS APPROVAL TO ACCEPT ELL HEALTHCARE PATHWAYS GRANT FUNDS

Act # 23-28 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 4-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven A Representative Morris Y Representative Shibata A

Since Agenda Item 6.0 passed, Board approve distribution of the \$326,054 in grant funds. The attached worksheet demonstrates how the funds were allocated.

Mr. Fertig opined that it was critical that the three CCAEC members receiving grant funds meet the performance targets called for in the plan that Mr. Russell would be submitting to the state. He advised that is important to use targeted marketing to reach English Learners and get them enrolled into the grant CTE programs. To support consortium efforts, he agreed to transfer \$45,000 from Monrovia's grant allocations to use for marketing with Adult School Recruiters. Thus, though Monrovia's total allocation was \$145,527, \$45,000 would be transferred to Claremont to increase marketing efforts, leaving Monrovia with a net of \$100,527 for programs.

Mr. Delvasto offered Claremont's assistance to CCAEC marketing efforts and agreed to transfer \$15,000 of its allocation to that end. Thus, Claremont would receive a total allocation of \$135,526.38 broken down as follows: \$60,000 for Claremont programs, \$15,000 for marketing with Adult School Recruiters, \$15,526.38 for CUSD indirect cost, and \$45,000 from Monrovia for marketing with Adult School Recruiters.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

ELL Healthcare Pathways Grant

	CAEP Allocation	%
Azusa	\$1,472,009.00	32.8%
Claremont	\$1,148,745.00	25.6%
Monrovia	\$1,868,435.00	41.6%
	\$4,489,189.00	100.0%

ELL Grant Total	\$326,054.00
Indirect (CUSD)	\$15,526.38
Available Funds	\$310,527.62

	CAEP Allocation	Adjustments	Final Total
Azusa	\$101,822.28	(\$11,822.28)	\$90,000.00
Claremont	\$79,461.36	(\$4,461.36)	\$75,000.00
Monrovia	\$129,243.98	\$16,283.64	\$145,527.62
	\$310,527.62	\$0.00	\$310,527.62

Monrovia	\$145,527.62
Adult School Recruiter	(\$45,000.00)
	\$100,527.62

Claremont contribution to Adult School Recruiter (\$15,000.00)

	Final Allocations	Other Outgo	
Azusa	\$90,000.00		\$90,000.00
Claremont	\$75,526.38	\$60,000.00	\$135,526.38
Monrovia	\$100,527.62		\$100,527.62
	\$266,054.00		\$326,054.00



Documents to Support Agenda Items

September 19, 2023 Agenda

Agenda Item 4.0 – 8.0

2022-23 Q4 Fiscal Oversight Report with
Expenditure and Narrative

Azusa, Claremont, Duarte, Glendora, Monrovia

09 Citrus College Adult Education Consortium

**Azusa Unified
2022-23 Q4**

Submitted by Dr. Anthony Contreras

Approved by John Russell

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$627,351	\$627,351	100%	\$627,351	100%	\$0
2000 - Non-Instructional Salaries	\$250,174	\$314,988	79.42%	\$314,988	79.42%	\$64,814
3000 - Employee Benefits	\$225,565	\$225,565	100%	\$225,565	100%	\$0
4000 - Supplies and Materials	\$303,128	\$185,744	163.2%	\$185,744	163.2%	! -\$117,384
5000 - Other Operating Expenses and Services	\$270,946	\$187,533	144.48%	\$187,533	144.48%	! -\$83,413
6000 - Capital Outlay	\$35,474	\$78,374	45.26%	\$78,374	45.26%	\$42,900
7000 - Other Outgo	\$51,329	\$142,342	36.06%	\$142,342	36.06%	\$91,013
Indirect Costs	\$78,907	\$80,977	97.44%	\$80,977	97.44%	\$2,070
Totals	\$1,842,874	\$1,842,874	100%	\$1,842,874	100%	\$0

Additional Comments

Not Entered

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

**Claremont Unified
2022-23 Q4**

Submitted by Felipe Delvasto

Approved by John Russell

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$552,567	\$519,051	106.46%	\$576,723	95.81%	\$24,156
2000 - Non-Instructional Salaries	\$268,463	\$217,774	123.28%	\$241,971	110.95%	 -\$26,492
3000 - Employee Benefits	\$257,425	\$243,910	105.54%	\$271,011	94.99%	\$13,586
4000 - Supplies and Materials	\$50,485	\$64,800	77.91%	\$72,000	70.12%	\$21,515
5000 - Other Operating Expenses and Services	\$491,092	\$392,347	125.17%	\$435,941	112.65%	 -\$55,151
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$156,012	\$262,017	59.54%	\$291,130	53.59%	\$135,118
Indirect Costs	\$0	\$82,540	0%	\$91,711	0%	\$91,711
Totals	\$1,776,044	\$1,782,438	99.64%	\$1,980,487	89.68%	\$204,443

Additional Comments

There were extra expenditures with non instructional employees and our operating expenses as we increased classified support for our CTE, ESL and HSD students.



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

Duarte Unified

2022-23 Q4

Submitted by John Russell

Approved by John Russell

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$13,712	\$7,200	190.44%	\$12,000	114.27%	 -\$1,712
2000 - Non-Instructional Salaries	\$2,176	\$1,800	120.89%	\$3,000	72.53%	\$824
3000 - Employee Benefits	\$3,947	\$2,315	170.47%	\$3,859	102.28%	 -\$88
4000 - Supplies and Materials	\$1,588	\$1,062	149.53%	\$1,770	89.72%	\$182
5000 - Other Operating Expenses and Services	\$1,012	\$2,400	42.17%	\$4,000	25.3%	\$2,988
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,175	0%	\$1,959	0%	\$1,959
Indirect Costs	\$0	\$778	0%	\$1,296	0%	\$1,296
Totals	\$22,435	\$16,730	134.1%	\$27,884	80.46%	\$5,449

Additional Comments

Not Entered


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

Glendora Unified

2022-23 Q4

Submitted by John Russell

Approved by John Russell

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$100,954	\$93,514	107.96%	\$93,514	107.96%	 -\$7,440
2000 - Non-Instructional Salaries	\$34,572	\$50,981	67.81%	\$50,981	67.81%	\$16,409
3000 - Employee Benefits	\$41,048	\$43,208	95%	\$43,208	95%	\$2,160
4000 - Supplies and Materials	\$7,725	\$15,000	51.5%	\$15,000	51.5%	\$7,275
5000 - Other Operating Expenses and Services	\$0	\$2,700	0%	\$2,700	0%	\$2,700
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$17,533	0%	\$17,533	0%	\$17,533
Indirect Costs	\$8,726	\$10,634	82.06%	\$10,634	82.06%	\$1,908
Totals	\$193,025	\$233,570	82.64%	\$233,570	82.64%	\$40,545

Additional Comments

Not Entered

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

Monrovia Unified

2022-23 Q4

Submitted by John Russell

Approved by John Russell

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$889,779	\$946,055	94.05%	\$946,055	94.05%	\$56,276
2000 - Non-Instructional Salaries	\$156,725	\$143,593	109.15%	\$143,593	109.15%	! -\$13,132
3000 - Employee Benefits	\$384,450	\$409,612	93.86%	\$409,612	93.86%	\$25,162
4000 - Supplies and Materials	\$56,666	\$20,578	275.37%	\$20,578	275.37%	! -\$36,088
5000 - Other Operating Expenses and Services	\$144,409	\$112,191	128.72%	\$112,191	128.72%	! -\$32,218
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$81,602	\$81,602	100%	\$81,602	100%	\$0
Totals	\$1,713,631	\$1,713,631	100%	\$1,713,631	100%	\$0

Additional Comments

Not Entered

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



California Community Colleges



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NOVA Site Version: [6.5.11](#)

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q4

Fiscal Agent: Claremont USD

Azusa Expenditures

627351	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE JUSTIFICATION FOR EXENDITURES
1000	INSTRUCTIONAL SALARIES	\$627,351	\$627,351	Salaries for 10 faculty, 1 Counselor, 1 Coordinator, 1 Director through Q4
2000	NONINSTRUCTIONAL SALARIES	\$314,988	\$250,174	Salaries for 5.5 Classified Staff
3000	EMPLOYEE BENEFITS	\$225,565	\$225,565	Benefits for above employees
4000	SUPPLIES AND MATERIALS	\$185,744	\$303,128	Office and program supplies, Computer hardware and software, textbooks, equipment less than \$4,999
5000	OTHER OPERATING EXPENSES & SERVICES	\$187,533	\$270,946	Miscellaneous Contracts, Advertising, mailer
6000	CAPITAL OUTLAY	\$78,374	\$35,474	Capital expenditures
7000	OTHER OUTGO	\$142,342	\$51,329	
	TOTAL DIRECT COSTS:	\$1,761,897	\$1,763,967	
	TOTAL INDIRECT COSTS:	\$80,977	\$78,907	
	TOTAL COSTS:	\$1,842,874	\$1,842,874	

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q4

Fiscal Agent: Claremont USD

Claremont Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$561,723	\$552,567	Salaries for teachers
2000	NONINSTRUCTIONAL SALARIES	\$241,971	\$268,463	Salaries for support staff
3000	EMPLOYEE BENEFITS	\$271,011	\$257,425	Benefits for employees
4000	SUPPLIES AND MATERIALS	\$72,000	\$50,485	Miscellaneous supplies needed for classes
5000	OTHER OPERATING EXPENSES & SERVICES	\$293,250	\$491,092	Utilities, Consortium Independent Contractors
6000	CAPITAL OUTLAY	\$0	\$0	
7000	OTHER OUTGO	\$165	\$156,012	Fiscal agent fee
	TOTAL DIRECT COSTS:	\$1,440,120	\$1,776,044	
	TOTAL INDIRECT COSTS:	\$135,000		
	TOTAL COSTS:	\$1,575,120	\$1,776,044	

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q4

Fiscal Agent: Claremont USD

Duarte Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$12,000	\$13,712	Cost to cover instructional teaching for adult classes as extra duty and percentage of Adult Ed principal
2000	NONINSTRUCTIONAL SALARIES	\$3,000	\$2,176	Cost of covering instructional support for adult ed. & Parent University.
3000	EMPLOYEE BENEFITS	\$3,859	\$3,947	Benefits to cover 1000 and 2000 expenditures.
4000	SUPPLIES AND MATERIALS	\$1,770	\$1,588	Supplies for Parent University.
5000	OTHER OPERATING EXPENSES & SERVICES	\$4,000	\$1,012	TOPSpro Enterprise consultant.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO	\$1,959		No indirect costs taken by the district
	TOTAL DIRECT COSTS:	\$26,588	\$22,435	
	TOTAL INDIRECT COSTS:	\$1,296		
	TOTAL COSTS:	\$27,884	\$22,435	

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q4

Fiscal Agent: Claremont USD

Glendora Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$93,514	\$100,954	Salaries for two teachers
2000	NONINSTRUCTIONAL SALARIES	\$50,981	\$34,572	Partial salaries for support staff
3000	EMPLOYEE BENEFITS	\$43,208	\$41,048	Benefits for certificated and classified
4000	SUPPLIES AND MATERIALS	\$15,000	\$7,725	Miscellaneous supplies needed for classes
5000	OTHER OPERATING EXPENSES & SERVICES	\$2,700	\$0	
6000	CAPITAL OUTLAY	\$0	\$0	
7000	OTHER OUTGO	\$17,533	\$0	
	TOTAL DIRECT COSTS:	\$222,936	\$184,299	
	TOTAL INDIRECT COSTS:	\$10,634	\$8,726	
	TOTAL COSTS:	\$233,570	\$193,025	

Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q4

Fiscal Agent: Claremont USD

Monrovia Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$946,055	\$889,779	Q2 expenditures for salaries of 21 instructors, 2 administrators, 1 full-time counselor, and 1 part-time counselor.
2000	NONINSTRUCTIONAL SALARIES	\$143,593	\$156,725	Q2 expenditures for salaries for 3 classified positions.
3000	EMPLOYEE BENEFITS	\$409,612	\$384,450	Q2 expenditures for benefits for 25 certificated and 3 classified staff.
4000	SUPPLIES AND MATERIALS	\$20,578	\$56,666	Q2 expenditures for program, office, and campus supplies.
5000	OTHER OPERATING EXPENSES & SERVICES	\$112,191	\$144,409	Q2 expenditures for custodial, catalog, and misc other contracts.
6000	CAPITAL OUTLAY	\$0	\$0	
7000	OTHER OUTGO	\$0	\$0	
	TOTAL DIRECT COSTS:	\$1,632,029	\$1,632,029	
	TOTAL INDIRECT COSTS:	\$81,602	\$81,602	
	TOTAL COSTS:	\$1,713,631	\$1,713,631	