

# CAEP Consortium Fiscal Reporting 26 Long Beach Adult Education

2018-19 Fiscal Year

## Certification

**Certified By**

Michelle Hillman  
Dean

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Certified	Uncertified

## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Long Beach CCD</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Long Beach Unified</a>	Submitted	Submitted	Submitted	Not Submitted

## Long Beach CCD

Long Beach CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$8,961	\$37,500	23.9%	\$150,000	5.97%	\$141,039
2000 - Non-Instructional Salaries	\$99,834	\$125,000	79.87%	\$500,000	19.97%	\$400,166
3000 - Employee Benefits	\$32,299	\$200,000	16.15%	\$800,000	4.04%	\$767,701
4000 - Supplies and Materials	\$19,731	\$50,000	39.46%	\$200,000	9.87%	\$180,269
5000 - Other Operating Expenses and Services	\$43,626	\$391,606	11.14%	\$1,566,425	2.79%	\$1,522,799
6000 - Capital Outlay	\$0	\$18,750	0%	\$75,000	0%	\$75,000
7000 - Other Outgo	\$1,127	\$1,050	107.33%	\$3,000	37.57%	\$1,873
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$205,578</b>	<b>\$823,906</b>	<b>24.95%</b>	<b>\$3,294,425</b>	<b>6.24%</b>	<b>\$3,088,847</b>

### Corrective Action Plan

We are aware that expenditures fell below target levels for this quarter. However, during the next quarter as we hire more personnel to support the infrastructure for the expanding AEP program for the program and add new programs and courses onsite and offsite, spending will change and increase to meet minimum levels.

### Summary of Activities:

During this last quarter we have focused on the completion of noncredit CTE courses for adult education; created more offsite partnerships for ESL classes; supported marketing and research in the community; continued to support limited employees for student mentoring, supported the summer bridge noncredit program to double participants, supported a noncredit workshop for health careers and continued support faculty in supplies and materials for students enrolled in AEP courses.

**Status**  
**Submitted**

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### Long Beach CCD Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$16,644	\$75,000	22.19%	\$150,000	11.1%	\$133,356
2000 - Non-Instructional Salaries	\$228,385	\$250,000	91.35%	\$500,000	45.68%	\$271,615
3000 - Employee Benefits	\$97,514	\$400,000	24.38%	\$800,000	12.19%	\$702,486
4000 - Supplies and Materials	\$29,916	\$100,000	29.92%	\$200,000	14.96%	\$170,084
5000 - Other Operating Expenses and Services	\$57,916	\$391,606	14.79%	\$1,566,425	3.7%	\$1,508,509
6000 - Capital Outlay	\$9,352	\$37,500	24.94%	\$75,000	12.47%	\$65,648
7000 - Other Outgo	\$535,181	\$2,100	25,484.81%	\$3,000	17,839.37%	⚠️ -\$532,181
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$974,908</b>	<b>\$1,256,206</b>	<b>77.61%</b>	<b>\$3,294,425</b>	<b>29.59%</b>	<b>\$2,319,517</b>

**Corrective Action Plan**

We are aware that expenditures fell below target levels for this quarter. We continue to focus on creating an infrastructure that will fully support the adult education population. To that extent we are in the process of hiring personnel that will support the outreach and enrollment strategies for current and potential adult education program students. We are also working on creating more noncredit courses in CTE that will support the Strong Workforce initiatives and provide avenues for employment and credit programs.

**Summary of Activities:**

During the last quarter we have supported our new Home Remodeling courses for CTE. These classes consisted of drywall, tiling and painting. We also during this last quarter supported the creation of marketing materials for noncredit and the adult education program throughout the community.

**Status**  
**Submitted**

**Allocation Year Closeout: 2016-17**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2016-17 Reverted Funds:**

\$0

**2016-17 Status**

Closed

**Submitting Authority**

Michelle Hillman, Dean

John Thompson, Director, Fiscal Services

### Long Beach CCD Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$94,545	\$112,500	84.04%	\$150,000	63.03%	\$55,455
2000 - Non-Instructional Salaries	\$284,672	\$375,000	75.91%	\$500,000	56.93%	\$215,328
3000 - Employee Benefits	\$148,578	\$600,000	24.76%	\$800,000	18.57%	\$651,422
4000 - Supplies and Materials	\$35,445	\$150,000	23.63%	\$200,000	17.72%	\$164,555
5000 - Other Operating Expenses and Services	\$132,672	\$391,606	33.88%	\$1,566,425	8.47%	\$1,433,753
6000 - Capital Outlay	\$9,352	\$56,250	16.63%	\$75,000	12.47%	\$65,648
7000 - Other Outgo	\$535,181	\$2,550	20,987.49%	\$3,000	17,839.37%	 -\$532,181
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$1,240,445</b>	<b>\$1,687,906</b>	<b>73.49%</b>	<b>\$3,294,425</b>	<b>37.65%</b>	<b>\$2,053,980</b>

### Corrective Action Plan

All monies from this fiscal year have been encumbered but will not be expended in time for the 6/30/19 deadline. We are seeking an extension to ensure that all monies have been allocated and finalized through our PO system.

### Summary of Activities:

The creation of noncredit CTE, equipment purchases for the new programs, and infrastructure activities were the major expenditures for this fiscal year.

**Status**  
**Submitted**

### Long Beach CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$94,545	\$150,000	63.03%	\$150,000	63.03%	\$55,455
2000 - Non-Instructional Salaries	\$284,672	\$500,000	56.93%	\$500,000	56.93%	\$215,328
3000 - Employee Benefits	\$148,578	\$800,000	18.57%	\$800,000	18.57%	\$651,422
4000 - Supplies and Materials	\$35,445	\$200,000	17.72%	\$200,000	17.72%	\$164,555
5000 - Other Operating Expenses and Services	\$132,672	\$391,606	33.88%	\$1,566,425	8.47%	\$1,433,753
6000 - Capital Outlay	\$9,352	\$75,000	12.47%	\$75,000	12.47%	\$65,648
7000 - Other Outgo	\$535,181	\$3,000	17,839.37%	\$3,000	17,839.37%	 -\$532,181
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$1,240,445</b>	<b>\$2,119,606</b>	<b>58.52%</b>	<b>\$3,294,425</b>	<b>37.65%</b>	<b>\$2,053,980</b>

Status  
Unsubmitted

## Long Beach Unified

Long Beach Unified 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	\$205,051	\$181,500	112.98%	\$726,000	28.24%	\$520,949
2000 - Non-Instructional Salaries	\$75,067	\$63,750	117.75%	\$255,000	29.44%	\$179,933
3000 - Employee Benefits	\$108,936	\$112,500	96.83%	\$450,000	24.21%	\$341,064
4000 - Supplies and Materials	\$3,737	\$53,536	6.98%	\$214,145	1.75%	\$210,408
5000 - Other Operating Expenses and Services	\$1,195	\$5,000	23.9%	\$20,000	5.98%	\$18,805
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14,189	\$14,968	94.8%	\$59,870	23.7%	\$45,681
<b>Totals</b>	<b>\$408,175</b>	<b>\$431,254</b>	<b>94.65%</b>	<b>\$1,725,015</b>	<b>23.66%</b>	<b>\$1,316,840</b>

### Summary of Activities:

In this first quarter of the Fall 2018 semester LBSA has continued to support our LB community with short term CTE programs. We were able to offer a 6 week custodial class and a 9 week Business machines management class. We also started a low level literacy class at the Mark Twain Library with the goal of transitioning them to our Beginning low ESL Class this Spring. Our multi level ESL class at our community partners site has been going strong serving a group of older adults who we will also look to transition over to the LBSA campus this Spring. Both our CNA and Animal care programs are full and going well. We are hopeful that we will be able to continue these offerings in the future.

Status  
Submitted

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### Long Beach Unified 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	\$427,633	\$181,500	235.61%	\$726,000	58.9%	\$298,367
2000 - Non-Instructional Salaries	\$151,479	\$63,750	237.61%	\$255,000	59.4%	\$103,521
3000 - Employee Benefits	\$241,213	\$112,500	214.41%	\$450,000	53.6%	\$208,787
4000 - Supplies and Materials	\$4,986	\$53,536	9.31%	\$214,145	2.33%	\$209,159
5000 - Other Operating Expenses and Services	\$5,025	\$5,000	100.5%	\$20,000	25.13%	\$14,975
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,898	\$14,968	199.75%	\$59,870	49.94%	\$29,972
<b>Totals</b>	<b>\$860,234</b>	<b>\$431,254</b>	<b>199.47%</b>	<b>\$1,725,015</b>	<b>49.87%</b>	<b>\$864,781</b>

**Summary of Activities:**

Long Beach School for Adults has been able to continue to offer our short term CTE classes , but starting second semester 2019 we are having to charge for each of the CTE classes due to budgetary constraints. We continue to fill our High School Diploma , HiSET preparation classes and ESL Classes free of charge. Our first semester in 18 - 19 went very well, showing increases in our numbers of students finishing their HS Diploma and increases in the number of students receiving their HS Equivalency certificates. With a full time data tech in place we have made gains in collecting our Casas data and have helped our staff to understand the importance post testing all students. At this point we can not grow anymore without additional funds.

**Status  
Submitted**

**Allocation Year Closeout: 2016-17**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2016-17 Reverted Funds:**

\$0

**2016-17 Status**

Closed

**Submitting Authority**

Carol Ortega  
Debbie Broadway, Asst. Principal  
Renee Arkus, Executive Director of Fiscal Services

**Long Beach Unified 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	\$668,145	\$181,500	368.12%	\$726,000	92.03%	\$57,855
2000 - Non-Instructional Salaries	\$228,412	\$63,750	358.29%	\$255,000	89.57%	\$26,588
3000 - Employee Benefits	\$373,864	\$112,500	332.32%	\$450,000	83.08%	\$76,136
4000 - Supplies and Materials	\$5,985	\$53,536	11.18%	\$214,145	2.79%	\$208,160
5000 - Other Operating Expenses and Services	\$7,910	\$5,000	158.2%	\$20,000	39.55%	\$12,090
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$46,241	\$14,968	308.94%	\$59,870	77.24%	\$13,629
<b>Totals</b>	<b>\$1,330,557</b>	<b>\$431,254</b>	<b>308.53%</b>	<b>\$1,725,015</b>	<b>77.13%</b>	<b>\$394,458</b>

**Summary of Activities:**

Long Beach School for Adults has continued to offer short term CTE classes this year. We were able to offer the following CTE classes during both Fall and Spring semesters . C.N.A., Animal Care 1-4, Custodial services, Computer Application and ESL Level 1 and 2 Computers.

**Status**  
**Submitted**

**Long Beach 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	\$668,145	\$181,500	368.12%	\$726,000	92.03%	\$57,855
2000 - Non-Instructional Salaries	\$228,412	\$63,750	358.29%	\$255,000	89.57%	\$26,588
3000 - Employee Benefits	\$373,864	\$112,500	332.32%	\$450,000	83.08%	\$76,136
4000 - Supplies and Materials	\$5,985	\$53,536	11.18%	\$214,145	2.79%	\$208,160
5000 - Other Operating Expenses and Services	\$7,910	\$5,000	158.2%	\$20,000	39.55%	\$12,090
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$46,241	\$14,968	308.94%	\$59,870	77.24%	\$13,629
<b>Totals</b>	<b>\$1,330,557</b>	<b>\$431,254</b>	<b>308.53%</b>	<b>\$1,725,015</b>	<b>77.13%</b>	<b>\$394,458</b>

**Status**  
Unsubmitted



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