



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 17, 2024, 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 _____

1.3 Roll call:

Anthony Contreras, Representative	_____	John Russell, Program Director	_____
Felipe Delvasto, Representative	_____	Karen Waltman, CUSD	_____
Flint Fertig, Representative	_____	Manlin (Kitty) Lin, MUSD	_____
Ivon McCraven, Proxy	_____	Aracely Medina, CUSD	_____
Kevin Morris, Representative	_____	Chelsea Mendoza, AUSD	_____
Valentina Shibata, Representative	_____	George Montano, DUSD	_____
Mari Bordona, Proxy	_____		

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 13, 2024 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 2023-24 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 2023-24 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 2023-24 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 2023-24 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 2023-24 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 2023-24 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 2023-24 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 2023-24 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 2023-24 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 2023-24 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 2024-25 NOVA BUDGET AND WORKLPLAN PROCESS

Program Director will review 2024-25 Budget and Workplan process. Budget must be entered into NOVA by September 30, 2024 and approved by October 30, 2024.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

September 17, 2024 Agenda

Agenda Item 2.1.1
August 13, 2024 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, August 13, 2024, 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=OEZLdmsvUHdqemJ0Qk8wWWVpiQjRsdz09>

Meeting ID: 892 5157 3338

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 1:37.

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	Present	John Russell, Program Director	Present
Felipe Delvasto, Representative	(Virtually)	Mari Bordona, Proxy	Absent
Flint Fertig, Representative	Tardy		
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative	(Virtually)		
Valentina Shibata, Representative	(Virtually)		

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 23, 2024 Regular Executive Board Open Session Meeting.
Act # 24-16 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig T
Representative McCraven Y Representative Morris Y Representative Shibata Y
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that Azusa's fall CNA class was full and that the AAEC staff was back to work. He advised that Azusa had six new staff members and that Azusa was looking forward to a good fall school term.

Citrus: Ms. McCraven reported that Citrus would open its registration for Fall classes in one week. She advised that the college enrollment continues to grow and that there were more classes being offered and increased number of students. She reported that Citrus was offering a new Intro to Health class to give students an overview of the healthcare industry and transition them into a healthcare job. She noted that Citrus was offering a new program for disabled students.

Claremont: Mr. Delvasto reported that Claremont Adult School started school the day before the Board meeting and there were big crowds of students that showed to register for classes. He advised that he had full CNA and Pharm Tech classes due to Mad Men, but he was having a headache with the San Bernardino AJCC getting them to enroll SB County residents. He also advised he was looking for another ESL teacher and asked other Board Representatives if they knew of any to send candidates to Claremont.

Duarte: Mr. Morris reported that he had been working with Ivon at Citrus to get some beginning ESL classes established in Duarte and get an ESL teacher for the classes.

Glendora: Ms. Shibata reported that Glendora had hired an ESL teacher and purchased ESL books. Enrollment was low, but the program was starting. She advised that enrollment for the Parent Success program was very great and that the program was full.

Monrovia: Mr. Fertig reported that Monrovia's CNA program started on 8/5 and the program was full thanks to Mad Men. He advised that the MCAS staff Back to Campus meeting would be 8/19/24 and the first day of school would be 8/20/24. He advised that testing for ESL and HSD/HSE classes had been very successful and enrollment was up for all programs.

3.2 Program Director report.

Mr. Russell reported that the ESL Conference addressing the new CASAS assessments would be held at MCAS on Friday 8/23 and that the conference would be very beneficial for teachers. He asked members to encourage their staff to attend and explained the registration process.

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 2024-25 ANNUAL PLAN

Act # 24-15 Motion by Dr. Contreras, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Representatives reviewed final draft of CCAEC 2024-25 Annual Plan and approved.

Mr. Russell advised Representatives that they would need to approve the plan in NOVA before end of day.

5.0 UPDATE OF CCAEC 2024-25 PROGRAM YEAR MEMBER BUDGET AND WORK PLAN

Program Director advised Representatives about the process to complete the 2024-25 Budget and Work Plan which is due in NOVA September 30, 2024 and must be certified by the CCAEC Board and approved in NOVA before October 30, 2024.

6.0 UPDATE OF CCAEC 2024-25 Q4 EXPENDITURE REPORT

Program Director advised Representatives about the process to complete the 2023-24 Q4 Expenditure Report which is due in NOVA September 1, 2024 and must be certified by the CCAEC Board and approved in NOVA before September 30, 2024.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 2:10 p.m.



Documents to Support Agenda Items

September 17, 2024 Agenda

Agenda Item 4.0 – 8.0

CCAEC Q4 Expenditures from NOVA and
Citrus College Adult Education Consortium Fiscal
Oversight Report w/ Expenditure & Narrative by
Member

09 Citrus College Adult Education Consortium

Consortium Summary | Total Expenditures: \$5,200,416 Total Allocation: \$5,295,490 Total Carryover: \$95,074 (1.8%)

**Azusa Unified
2023-24 Q4**

Submitted by Dr. Anthony Contreras

Approved by Flint Fertig

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$648,739	\$635,001	102.16%	\$635,001	102.16%	! - \$13,738
2000 - Non-Instructional Salaries	\$210,108	\$270,630	77.64%	\$270,630	77.64%	\$60,522
3000 - Employee Benefits	\$275,151	\$271,186	101.46%	\$271,186	101.46%	! -\$3,965
4000 - Supplies and Materials	\$51,664	\$19,800	260.93%	\$19,800	260.93%	! - \$31,864
5000 - Other Operating Expenses and Services	\$122,242	\$117,101	104.39%	\$117,101	104.39%	! -\$5,141
6000 - Capital Outlay	\$43,415	\$6,000	723.58%	\$6,000	723.58%	! - \$37,415
7000 - Other Outgo	\$55,004	\$86,605	63.51%	\$86,605	63.51%	\$31,601
Indirect Costs	\$65,686	\$65,686	100%	\$65,686	100%	\$0
Totals	\$1,472,009	\$1,472,009	100%	\$1,472,009	100%	\$0

Member Carryover Compliance Status

Description: The Member Carryover Compliance Status table shows how the member's spending is tracking against the allocations for the displayed fiscal year(s) based on expenditures entered as of the time of viewing.

Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2023-24	\$1,472,009	\$1,472,009	\$0	0%	15%	09/11/2024 08:29 AM PDT

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
2023-24 Q4

Submitted by Felipe Delvasto

Approved by Flint Fertig

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$576,202	\$160,882	358.15%	\$643,527	89.54%	\$67,325
2000 - Non-Instructional Salaries	\$228,951	\$58,377	392.19%	\$233,508	98.05%	\$4,557
3000 - Employee Benefits	\$263,747	\$74,967	351.82%	\$299,867	87.95%	\$36,120
4000 - Supplies and Materials	\$28,234	\$6,346	444.91%	\$25,384	111.23%	-\$2,850
5000 - Other Operating Expenses and Services	\$583,608	\$150,846	386.89%	\$603,382	96.72%	\$19,774
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$82,500	\$20,625	400%	\$82,500	100%	\$0
Indirect Costs	\$81,852	\$21,564	379.58%	\$86,255	94.9%	\$4,403
Totals	\$1,845,094	\$493,606	373.8%	\$1,974,423	93.45%	\$129,329

Member Carryover Compliance Status

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Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover

Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2023-24	\$1,769,980	\$1,640,651	\$129,329	7.31%	15%	09/11/2024 08:29 AM PDT

Additional Comments

Not Entered

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

**Duarte Unified
2023-24 Q4**

Submitted by Kevin Morris

Approved by Flint Fertig

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$9,873	\$18,085	54.59%	\$18,085	54.59%	\$8,212
2000 - Non-Instructional Salaries	\$4,863	\$2,625	185.26%	\$2,625	185.26%	! -\$2,238
3000 - Employee Benefits	\$2,690	\$6,164	43.64%	\$6,164	43.64%	\$3,474
4000 - Supplies and Materials	\$4,210	\$4,798	87.74%	\$4,798	87.74%	\$588
5000 - Other Operating Expenses and Services	\$19,900	\$4,000	497.5%	\$4,000	497.5%	! \$15,900
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$3,548	0%	\$3,548	0%	\$3,548
Indirect Costs	\$0	\$1,777	0%	\$1,777	0%	\$1,777
Totals	\$41,536	\$40,997	101.31%	\$40,997	101.31%	! -\$539

Member Carryover Compliance Status

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Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover

Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2023-24	\$35,548	\$36,087	\$0	0%	15%	09/11/2024 08:29 AM PDT

Additional Comments

Budget Update and Course Expansion for 2023-24

Midway through the 2023-24 school year, we strategically realigned our budget to prioritize expanding course offerings, particularly in Career and Technical Education (CTE) and certification programs. To achieve this, funds were reallocated to the 5000s object codes to facilitate the purchase of eDynamic Learning, enhancing our online course library to complement Acellus Academics.

Additionally, for the first time, we have introduced Beginning ESL (English as a Second Language) and Citizenship classes at Duarte Adult School. These strategic investments have already shown promising results, as evidenced by increased enrollment at the start of the 2024-25 school year, attributed to our expanded course offerings.

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

Glendora Unified
2023-24 Q4

Submitted by John Russell

Approved by Flint Fertig

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$111,134	\$102,666	108.25%	\$102,666	108.25%	! -\$8,468
2000 - Non-Instructional Salaries	\$35,608	\$28,891	123.25%	\$28,891	123.25%	! -\$6,717
3000 - Employee Benefits	\$45,410	\$38,162	118.99%	\$38,162	118.99%	! -\$7,248
4000 - Supplies and Materials	\$21,956	\$11,788	186.26%	\$11,788	186.26%	! - \$10,168
5000 - Other Operating Expenses and Services	\$775	\$1,000	77.5%	\$1,000	77.5%	\$225
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,896	\$7,556	117.73%	\$7,556	117.73%	! -\$1,340
Totals	\$223,779	\$190,063	117.74%	\$190,063	117.74%	! - \$33,716

Member Carryover Compliance Status

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Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2023-24	\$149,518	\$183,234	\$0	0%	15%	09/11/2024 08:29 AM PDT

Additional Comments

OCCAEC members reduced the 2024-25 Allocation to Glendora in an effort to lower ongoing carryover. In 2023-24, Glendora spent more than it's budgeted amount in an effort to start spending down the carryover from prior years. Glendora is also reestablishing its ESL program. If the school's efforts to establish the ESL program is successful, CCAEC member Representatives will reevaluate Glendora Allocations.

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

Monrovia Unified
2023-24 Q4

Submitted by John Russell

Approved by Flint Fertig

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$857,032	\$857,032	100%	\$857,032	100%	\$0
2000 - Non-Instructional Salaries	\$135,225	\$135,225	100%	\$135,225	100%	\$0
3000 - Employee Benefits	\$361,549	\$361,549	100%	\$361,549	100%	\$0
4000 - Supplies and Materials	\$116,293	\$116,293	100%	\$116,293	100%	\$0
5000 - Other Operating Expenses and Services	\$309,363	\$309,363	100%	\$309,363	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$88,973	\$88,973	100%	\$88,973	100%	\$0
Totals	\$1,868,435	\$1,868,435	100%	\$1,868,435	100%	\$0

Member Carryover Compliance Status

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Expenditures: A negative value indicates that current fiscal year spending has not begun, as there are still unused funds from previous fiscal years.

Carryover Amount & Carryover %: If current fiscal year spending has not yet begun (a negative Expenditures amount), Carryover Amount will remain equal to Allocation and Carryover % will remain 100%.

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %	Carryover Threshold %	Locked
2023-24	\$1,868,435	\$1,868,435	\$0	0%	15%	09/11/2024 08:29 AM PDT

Additional Comments

All funds expended according to CAEP fiscal requirements and assurances.

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

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	\$635,001	\$648,739	Salaries for 10 faculty, 1 Counselor, 1 Coordinator, 1 Director
2000	NONINSTRUCTIONAL SALARIES	\$270,630	\$210,108	Salaries for 5.5 Classified staff.
3000	EMPLOYEE BENEFITS	\$271,186	\$275,151	Benefits for above employees.
4000	SUPPLIES AND MATERIALS	\$19,800	\$51,664	Office and program supplies, computer hardware and software, textbooks, business equipment
5000	OTHER OPERATING EXPENSES & SERVICES	\$117,101	\$122,242	Catalog, marketing, signage, outside CTE vendors
6000	CAPITAL OUTLAY	\$36,000	\$43,415	Outdoor marquee for school.
7000	OTHER OUTGO	\$56,605	\$55,004	What is this for?
	TOTAL DIRECT COSTS:	\$1,406,323	\$1,406,323	
	TOTAL INDIRECT COSTS:	\$65,686	\$65,686	Indirect
	TOTAL COSTS:	\$1,472,009	\$1,472,009	

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	\$643,527	\$576,202	8 instructors, 1 administrator.
2000	NONINSTRUCTIONAL SALARIES	\$233,508	\$228,951	5 classified positions.
3000	EMPLOYEE BENEFITS	\$299,867	\$263,747	Benefits for above.
4000	SUPPLIES AND MATERIALS	\$25,384	\$28,234	Office and program supplies, computer hardware and software, textbooks, business
5000	OTHER OPERATING EXPENSES & SERVICES	\$81,828	\$11,467	Consulting agreements, outside CTE vendors.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO		\$82,500	5% Fiscal Agent fee
	TOTAL DIRECT COSTS:	\$1,284,114	\$1,191,101	
	TOTAL INDIRECT COSTS:	\$86,265	\$81,852	Indirect costs for programmatic expenditures
	TOTAL COSTS:	\$1,370,379	\$1,272,953	Program expenditures

	\$604,044	\$572,141	Overhead Expenditures
TOTAL ALLOCATION	\$1,974,423	\$1,845,094	Q4 Total
		\$129,329	Carryover: \$97,425 program, \$31,913 overhead

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	\$18,085	\$9,873	2 part-time instructors for K-12 Success and ASE and partial salary for administrator.
2000	NONINSTRUCTIONAL SALARIES	\$2,625	\$4,863	1 part-time classified.
3000	EMPLOYEE BENEFITS	\$6,164	\$2,690	Benefits for above staff.
4000	SUPPLIES AND MATERIALS	\$4,798	\$4,210	Supplies for Parent U, office supplies.
5000	OTHER OPERATING EXPENSES & SERVICES	\$4,000	\$19,900	TOPSpro Enterprise Consultant
6000	CAPITAL OUTLAY		\$0	
7000	OTHER OUTGO	\$3,548	\$0	10% Prudent Reserve
	TOTAL DIRECT COSTS:	\$39,220	\$41,536	
	TOTAL INDIRECT COSTS:	\$1,777		Indirect costs for programmatic expenditures
	TOTAL COSTS:	\$40,997	\$41,536	

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	\$102,666	\$111,134	2 instructors and partial salary for administrator.
2000	NONINSTRUCTIONAL SALARIES	\$28,891	\$35,608	2 classified employees.
3000	EMPLOYEE BENEFITS	\$38,162	\$45,410	Benefits for above staff.
4000	SUPPLIES AND MATERIALS	\$11,788	\$21,956	Office and program supplies, computer applications, business equipment
5000	OTHER OPERATING EXPENSES & SERVICES	\$1,000	\$775	Outside contracts.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO			
	TOTAL DIRECT COSTS:	\$182,507	\$214,883	
	TOTAL INDIRECT COSTS:	\$7,556	\$8,896	Indirect costs for programmatic expenditures
	TOTAL COSTS:	\$190,063	\$223,779	

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	\$1,133,733	\$857,032	Funding for wages and salary of 21 instructors, 2 administrators, 1 full-time counselor, and 1 part-time counselor.
2000	NONINSTRUCTIONAL SALARIES	\$140,919	\$135,225	Salaries for 3 classified positions.
3000	EMPLOYEE BENEFITS	\$426,591	\$361,549	Benefits for 25 certificated and 3 classified staff.
4000	SUPPLIES AND MATERIALS	\$32,825	\$116,293	Program, office, and campus supplies.
5000	OTHER OPERATING EXPENSES & SERVICES	\$46,957	\$309,363	Custodial, catalog, and misc other contracts.
6000	CAPITAL OUTLAY	\$0	\$0	
7000	OTHER OUTGO			
	TOTAL DIRECT COSTS:	\$1,781,025	\$1,779,462	
	TOTAL INDIRECT COSTS:	\$87,410	\$88,973	Indirect costs for programmatic expenditures
	TOTAL COSTS:	\$1,868,435	\$1,868,435	

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

Quarter: Q4

Fiscal Agent: Claremont USD

Overhead Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	
1000	INSTRUCTIONAL SALARIES			
2000	NONINSTRUCTIONAL SALARIES			
3000	EMPLOYEE BENEFITS			
4000	SUPPLIES AND MATERIALS			
5000	OTHER OPERATING EXPENSES & SERVICES	\$449,544	\$489,641	Consultants agreements for NATP Nurse Director, website, MA internships, & CTE marketing
6000	CAPITAL OUTLAY			
7000	OTHER OUTGO			
	TOTAL DIRECT COSTS:	\$449,544	\$489,641	
	TOTAL FISCAL ADMIN COSTS:	\$154,500	\$82,500	Claremont Fiscal Admin fee / Program Director
	TOTAL COSTS:	\$604,044	\$572,141	