



# LARC

LOS ANGELES  
REGIONAL  
CONSORTIUM

#19STRONG. Community and colleges transforming futures.

## SWP Regional Funds Fiscal Updates

JUNE 20, 2024



# FISCAL UPDATES – JUNE 20,2024

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23/24 RF Final Expenditure Report

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21/22 Round 6 Close-out in NOVA Update

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Reporting of Encumbrances

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LARC Fiscal Reminders

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**Expenditures by Project through 03/31/2024**

*Final Expenditures*

PROJECT NAME	BUDGET	EXPENDITURES	BALANCE	% SPENT
Industry 4.0 – Manufacturing and Industrial Systems Technicians	375,442	374,755	687	100%
Los Angeles Regional Marketing Project – CCLA 19	1,000,000	996,493	3,507	100%
Virtual and Executive Administrative Assistance Preparation	319,972	244,803	75,169	77%
Faculty Innovation Hub	470,099	435,642	34,457	93%
<b>Total</b>	<b>\$2,165,513</b>	<b>\$2,051,694</b>	<b>\$113,819</b>	<b>95%</b>

[Link to full expenditure reports by College and by Project](#)

## 21/22 (ROUND 6) PROJECT CLOSE-OUT IN NOVA

- The LARC Fiscal Agent (FA) Team has closed out all 21/22 (Round 6) projects in NOVA.
- As part of the 21/22 (Round 6) close-out in NOVA, LARC FA Team updated each college's budget to reflect final expenditures (example on next slide) to release unspent funds from each college.
- An updated FY 2023-24 Quarter 4 NOVA fiscal report (budgets = final expenditures) for each project will be uploaded in each college's MS Teams' 21/22 NOVA Final Report sub-folders by Friday, June 21st .

# 21/22 (ROUND 6) PROJECT CLOSE-OUT REPORTS MS TEAMS FILEPATH

The screenshot shows the Microsoft Teams interface for a file named "NOVA Final Report". The breadcrumb navigation path is highlighted with a red box: "Cerritos Community College District > Invoices > Quarterly Invoice Submissions > SWP RF 21-22 > NOVA Final Report". Below the navigation, a table lists the files and folders in the current view. The folder "FY 2023-24 Q4 NOVA Fiscal Closeout reports" is circled in red. The table has columns for Name, Modified, and Modified By.

Name	Modified	Modified By	+ Add column
FY 2023-24 Q4 NOVA Fiscal Closeout reports	4 minutes ago	Alejandra Landa-Flore	
FY 2023-24 Q4 NOVA Fiscal Reporting_Cerritos.pdf	May 7	Alejandra Landa-Flore	

# 21/22 (ROUND 6) PROJECT CLOSE-OUT REPORTS CONT'D...

... > **Invoices > Quarterly Invoice Submissions > SWP RF 21-22 > NOVA Final Report > FY 2023-24 Q4 NOVA Fiscal Closeout reports** 

 Name ▾	Modified ▾	Modified By ▾	+ Add column
  ^\NOVA_Fiscal Reporting_LA-21 Career Pathways Partnership closeout_Cerritos.pdf 	5 minutes ago	Alejandra Landa-Flore	
 ^\NOVA_Fiscal Reporting_LA-21 Marketing closeout_Cerritos.pdf	5 minutes ago	Alejandra Landa-Flore	
 ^\NOVA_Fiscal Reporting_LA-21 Noncredit Career Pathways closeout_Cerritos.pdf 	5 minutes ago	Alejandra Landa-Flore	

# 21/22 (ROUND 6) PROJECT CLOSE-OUT REPORT EXAMPLE

LA-21 Mt SAC: Noncredit Career Pathways

Cerritos College  
2023-24 Q4

Submitted by Maria Contreras  
Approved by Alejandra Landa-Flores

## Expenditures by Object Code

Object Code	Project to Date (PTD) Expenditure	PTD Forecast	% Expended of PTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$17,538	\$17,538	100%	\$17,538	100%	\$0
2000 - Non-Instructional Salaries	\$19,292	\$19,292	100%	\$19,292	100%	\$0
3000 - Employee Benefits	\$5,708	\$5,708	100%	\$5,708	100%	\$0
4000 - Supplies and Materials	\$2,268	\$2,268	100%	\$2,268	100%	\$0
5000 - Other Operating Expenses and Services	\$613	\$613	100%	\$613	100%	\$0
6000 - Capital Outlay	\$54,581	\$54,581	100%	\$54,581	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>100%</b>	<b>\$100,000</b>	<b>100%</b>	<b>\$0</b>

## Expenditures by Activity

Activity	Project to Date (PTD) Expenditure
Develop Noncredit Apprenticeship Plan and Model	\$8,492
Develop noncredit curriculum and programs	\$73,656
Plan and Implement Regional PD Events	\$17,852
<b>Totals</b>	<b>\$100,000</b>

Additional Comments

# REPORTING OF ENCUMBRANCES ON INVOICES

- Starting July 1, 2024 , the LARC Fiscal Agent (FA) will be requesting the reporting of encumbrances on quarterly invoice submissions to provide more accurate information on the spending progress of colleges.
- Encumbrance amounts will be included in the quarterly invoice submissions for reporting purposes only but will not be paid out.
- This change will be implemented starting with the FY 2023-24, Quarter 4 (Actuals) invoice templates for 23/24 (Round 8) projects.

# REPORTING OF ENCUMBRANCES (INVOICE EXAMPLE)

District:	ABC CCD	Point of Contact	Name:	Jane Smith
College:	ABC College		Phone:	(123) 345-6789
SWP Invoice #:			Email:	jsmith@abc.edu
Date:				

**PO# L2356100**

FY 23/24 (Round 8) Strong Workforce Program-Regional Share: (7/1/23 - 06/30/25) - Indicate the quarter(s) of expenditures included in the invoice				
	FY 2023-24, Quarter 1 July 1, 2023 - September 30, 2023		FY 2023-24, Quarter 2 October 1, 2023 - December 31, 2023	
	FY 2023-24, Quarter 3 January 1, 2024 - March 31, 2024		FY 2023-24, Quarter 4 (ACTUALS) April 1, 2024 - June 30, 2024	X

(NOTE: Please include a detailed budget report as back-up documentation for this invoice. Refer to Invoice Instruction sheet for guidance.)

PCC Contract #	Project Name	Budget	Prior Payment (cumulative)	Quarterly Expenditures	Encumbrances* (For Reporting purposes only)	Balance
L2356100	Career Pathways Partnership	\$ 187,650.00	\$ 171,257.59	\$ -	\$ -	\$ 16,392.41
	Entertainment and LA Creative Economy	\$ 70,000.00	\$ 35,216.75	\$ -	\$ -	\$ 34,783.25
	Industry 4.0 - Manufacturing and Industrial System Technicians	\$ 200,000.00	\$ 28,467.79	\$ -	\$ -	\$ 171,532.21
	LA Game Design, Gaming Technology, & Esports (LA Game)	\$ 100,000.00	\$ 41,109.98	\$ -	\$ -	\$ 58,890.02
	LA Regional Job Placement and Employment Success	\$ 275,000.00	\$ 275,000.00	\$ -	\$ -	\$ -
	Noncredit Career Pathways	\$ 100,000.00	\$ 52,618.85	\$ -	\$ -	\$ 47,381.15
<b>Total for Participation Agreement:</b>		<b>\$ 932,650.00</b>	<b>\$ 603,670.96</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 328,979.04</b>

\* Only Quarterly expenditures will be paid on this invoice; Encumbrances are for reporting purposes only and will not be paid

I hereby certify the information above is correct:

Name and Title: \_\_\_\_\_

Authorization Signature (Fiscal Office): \_\_\_\_\_ Date \_\_\_\_\_

Remit to: ABC Community College District/ ABC College  
 Attn: John Hernandez - Fiscal Services  
 1234 W. Main Street  
 Los Angeles, CA 90214

PACCD Use Only

Name of person signing:  
 Dr. Narineh Makijan  
 Authorizing Signature (LARC Chair/Assistant Vice President, Economic & Workforce Development) \_\_\_\_\_ Date \_\_\_\_\_

[Link to 2023-24 , Quarter 4 Invoice template example](#)

# REPORTING OF ENCUMBRANCES CONT'D...

- College fiscal staff will enter encumbrance amounts on the designated worksheet tab which will populate into the Invoice encumbrances column.

District:	ABC CCD	Point of Contact:	Name:	Jane Smith		
College:	ABC College	Phone:	(123) 345-6789			
SWP Invoice #:		Email:	jsmith@abc.edu			
Date:						
<b>PO# L2356100</b>						
<b>FY 23/24 (Round 8) Strong Workforce Program-Regional Share: (7/1/23 - 06/30/25) - Indicate the quarter(s) of expenditures included in the invoice</b>						
	FY 2023-24, Quarter 1 July 1, 2023 - September 30, 2023		FY 2023-24, Quarter 2 October 1, 2023 - December 31, 2023			
	FY 2023-24, Quarter 3 January 1, 2024 - March 31, 2024		FY 2023-24, Quarter 4 (ACTUALS) April 1, 2024 - June 30, 2024	X		
(NOTE: Please include a detailed budget report as back-up documentation for this invoice. Refer to Invoice Instruction sheet for guidance.)						
PCC Contract #	Project Name	Budget	Prior Payment (cumulative)	Quarterly Expenditures	Encumbrances* (For reporting purposes only)	Balance
L2356100	Career Pathways Partnership	\$ 187,650.00	\$ 171,257.59	\$ -	\$ -	\$ 16,392.41
	Entertainment and LA Creative Economy	\$ 70,000.00	\$ 35,216.75	\$ -	\$ -	\$ 34,783.25
	Industry 4.0 - Manufacturing and Industrial System Technicians	\$ 200,000.00	\$ 28,467.79	\$ -	\$ -	\$ 171,532.21
	LA Game Design, Gaming Technology, & Esports (LA Game)	\$ 100,000.00	\$ 41,109.98	\$ -	\$ -	\$ 58,890.02
	LA Regional Job Placement and Employment Success	\$ 275,000.00	\$ 275,000.00	\$ -	\$ -	\$ -
	Noncredit Career Pathways	\$ 100,000.00	\$ 52,618.85	\$ -	\$ -	\$ 47,381.15
	<b>Total for Participation Agreement:</b>		<b>\$ 932,650.00</b>	<b>\$ 603,670.96</b>	<b>\$ -</b>	<b>\$ -</b>

<b>FY 23/24 (Round 8) Strong Workforce Program-Regional Share: (7/1/23 - 06/30/25)</b>		
District:	ABC CCD	FY 2023-24, Quarter 4 (ACTUALS)
College:	ABC College	April 1, 2024 - June 30, 2024
SWP Invoice #:		
Date:		
<b>Project Name: Career Pathways Partnership</b>	<b>Encumbrances</b>	
Object Code		
1000 - Instructional Salaries		
2000 - Non-Instructional Salaries		
3000 - Employee Benefits		
4000 - Supplies and Materials		
5000 - Other Operating Expenses and Services		
6000 - Capital Outlay		
7000 - Other Outgo		
<b>TOTAL</b>	-	
<b>Project Name: Entertainment and LA Creative Economy</b>	<b>Encumbrances</b>	
Object Code		
1000 - Instructional Salaries		
2000 - Non-Instructional Salaries		
3000 - Employee Benefits		
4000 - Supplies and Materials		
5000 - Other Operating Expenses and Services		
6000 - Capital Outlay		
7000 - Other Outgo		
<b>TOTAL</b>	-	
<b>Project Name: Industry 4.0 - Manufacturing and Industrial System Technicians</b>	<b>Encumbrances</b>	
Object Code		
1000 - Instructional Salaries		
2000 - Non-Instructional Salaries		
3000 - Employee Benefits		
4000 - Supplies and Materials		
5000 - Other Operating Expenses and Services		
6000 - Capital Outlay		
7000 - Other Outgo		
<b>TOTAL</b>	-	
<b>Project Name: LA Game Design, Gaming Technology, &amp; Esports (LA Game)</b>	<b>Encumbrances</b>	
Object Code		
1000 - Instructional Salaries		
2000 - Non-Instructional Salaries		
3000 - Employee Benefits		
4000 - Supplies and Materials		
5000 - Other Operating Expenses and Services		
6000 - Capital Outlay		
7000 - Other Outgo		
<b>TOTAL</b>	-	
<b>Project Name: LA Regional Job Placement and Employment Success</b>	<b>Encumbrances</b>	
Object Code		
1000 - Instructional Salaries		
2000 - Non-Instructional Salaries		
3000 - Employee Benefits		
4000 - Supplies and Materials		
5000 - Other Operating Expenses and Services		
6000 - Capital Outlay		
7000 - Other Outgo		
<b>TOTAL</b>	-	
<b>Project Name: Noncredit Career Pathways</b>	<b>Encumbrances</b>	
Object Code		
1000 - Instructional Salaries		
2000 - Non-Instructional Salaries		
3000 - Employee Benefits		
4000 - Supplies and Materials		
5000 - Other Operating Expenses and Services		
6000 - Capital Outlay		
7000 - Other Outgo		
<b>TOTAL</b>	-	

# FISCAL REMINDERS -22/23 (ROUND 7) PROJECTS

- SWP RF 22/23 (Round 7) projects will end on **June 30, 2024**. No extensions will be granted.
- Reimbursements will not be issued for encumbrances posted after June 30, 2024.
- All items must be paid and delivered by the final invoice deadline, items must be reflected as expenditures on the general ledger reports and backup documentation submitted on the Final invoice due **July 31, 2024**.
  - Items encumbered by 06/30/2024 must be delivered and paid by the final invoice due date.
  - Work performed through 06/30/2024 must be paid by the final invoice due date.
- Purchase Orders, executed contracts, and/or additional documentation may be requested by the LARC Fiscal Agent Team to substantiate and justify reimbursement of final expenditures.
- FY 2023-24, Quarter 4 NOVA fiscal reports for 22/23 (Round 7) projects must be submitted by **August 15, 2024**.

# FISCAL REMINDERS

- FY 2023-24, Quarter 4 provisional invoices for 22/23 (Round 7) and 23/24 (Round 8) projects are due by **June 30, 2024**. These invoices will include estimated expenditures for April 1, 2024 – June 30, 2024 and are needed to comply with LARC Fiscal Agent's FY 2023-24 fiscal year-end closeout.
- FY 2023-24, Quarter 4 object code budget modification requests (among object code categories) for 22/23 (Round 7) & 23/24 (Round 8) projects are due by **June 30, 2024**.
- FY 2023-24, Quarter 4 Invoice templates for Actual expenditures will be uploaded in MS Teams the first week in July. Invoice templates for 22/23 (Round 7) will represent the FINAL invoice.
- FY 2023-24, Quarter 4 invoices for Actual expenditures will be due by **July 31, 2024**.
- The LARC Fiscal Year 2024/25 fiscal deadlines document is now available, click [here](#).

# LARC SWP FISCAL TEAM CONTACTS

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