

CONFUCIUS INSTITUTE  
孔子学院



西肯塔基  
WESTERN KENTUCKY

MONTHLY

Confucius Institute of Western Kentucky University / BG Education Management Solutions, Inc.

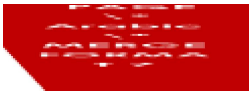
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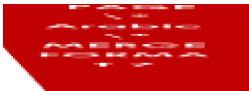
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# TO SIMPSON COUNTY SCHOOLS

## **Strategic Highlights**

The CIWKY is undergoing its annual recruitment for Mandarin Language teachers for the K-12 program. Presently, there are three Cohorts for the recruitment and training section for the upcoming academic year. At present, Cohort#1 consists of 5 candidates, who have all passed their portfolio training. Cohort#2 consists of 7 candidates who have pass their portfolio training. Cohort#3 will consist of 13 teachers who have been recruited by North China Electric Power University (NCEPU) and will start training on May 9, 2021. In addition to the new teachers, we will have a total of 11 returning for a total of 37 teachers.

## **Financial Highlights**

As of April 1<sup>st</sup>, the balance in the BG Education Management Solutions, Inc. account was \$14,534.49, with \$65,000, requested during the month, for a total of \$79,534.49. During the month of April 2021, a total of \$25,804.84 was spent, with the largest expenses in salaries/independent contractor payments.

## **Operating Highlights**

The CIWKY seeks to increase its footprint of Chinese language for next academic year. The institute has reached out to several private schools, independent school districts, and some districts the institute has lost. However, due to teacher shortages, and the borders not being fully open, the institute seeks to have a total of 37 teachers which is a modest increase from the current year.

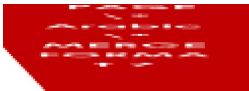
## **Looking Ahead**

CIWKY received word that the U.S. Embassies in China are not opened up to support J1, F1, and some other visas for entry. Thus, it is hopeful that all of the teachers will arrive in time to start training on July 11, 2021.

Please read through the document and advise of any questions or concerns.

**Terrill D. Martin**  
**Director (Confucius Institute of Western Kentucky)**  
**President/CEO (BG Education Management Solutions, Inc.)**





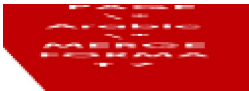
# FINANCIAL SUMMAR

As of April 1, 2021, the balance was \$14,534.49, with a deposit of \$65,000 requested from Simpson County for a total of \$79,534.49. Of the balance, a total of \$25,804.84 was spend during the month leaving an ending balance of \$53,729.65 as of April 30, 2021. Due to the uncertainty of receiving additional funds, a frugal approach was taken. Some of the following measures were taken:

- **Chinese International Education Foundation (CIEF) Budgets** – The CIWKY received a total of \$508,462.00 was received on 7/20/2020. In addition, as stated early, the CIWKY submitted a proposal to hire its own teachers are requested \$1.255M, however, only \$440,000 was received on 12/29/2020. Thus, a total of \$948,462.00 in the year of 2020.
- **Billings for Confucius Institute Teachers** – Billings have been submitted to the school districts, and upon receipt, the total revenue will be \$150,500.00. To date, the institute has received a total of \$77,500 from the districts. An email was sent to those who have not yet paid their invoices, including Warren County and Oldham County. Checks should be in the mail.

Please see below for a snapshot of the expenses and projected revenue for May 2021. In addition, the balance sheet, and receipts of all expenditures (including receipts) are included with the financial report. The balance on the ledger as of April 30, 2021 is \$53,729.65. The funds are not enough to cover May 2021, thus, this is the formal request to transfer **\$70,000.00.**

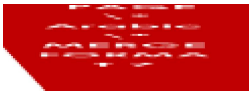




	2021		
	Forecast	Actual	Forecast
	April	April	May
<b>Revenue</b>			
WKU - Discretionary Funds			
WKU - Classroom Funds			
Confucius Classroom Funds			
Current Balance	\$14,534.49	\$14,534.49	\$53,729.65
Hanban	\$65,000.00	\$65,000.00	\$70,000.00
REVENUE - School Billings			
WKU - Classroom Teacher (Funds)			
<b>Total Revenue</b>	<b>\$79,534.49</b>	<b>\$79,534.49</b>	<b>\$123,729.65</b>
<b>Expenses</b>			
T. Martin Salary	\$9,584.00	\$9,584.00	\$9,584.00
T. Martin Bonus (25%/2)			
Li Bo (Contract NCEPU)			
Ms. Ji Hui	\$1,250.00	\$1,250.00	
Ms. Chang Xiaqin (Teacher)			\$13,468.00
Mr. Tang Jie (Teacher)			\$13,468.00
Dr. Wei-Ping Pan (Contract NCEPU)			
Zhao Yaqian (Rent & Salary)			
Jiang Yushan (Overtime Teaching)		\$500.00	
Taxes		\$35.56	
Accountant	\$10,000.00		\$11,500.00
Legal Fees	\$39.99		\$39.99
Program Coordinator			
Rental Space - BG (1800sqft)	\$2,400.00	\$2,400.00	\$2,400.00
Rental Space - Louisville (AICH)			
Program Liability Insurance			
Visa Processing			\$23,000.00
Teacher Health Insurance			
KY Certification Certificate	\$8,000.00	\$6,010.00	
Professor Fees (Portfolios)	\$5,200.00		\$5,200.00
China Trip			
Housing			
Business Travel (Domestic)	\$2,000.00		\$2,000.00
Training Fees			
Observations (Fall)			
Mileage	\$500.00		\$500.00
Fall Professional Development			
Spring Professional Development/New Year Celebration			
Marketing/Visiting/Etc.			
Confucius Classroom	\$30,000.00	\$2,845.58	\$30,000.00
Pamphlets/Booklets	\$1,500.00		\$1,500.00
Events (Chinese Bridge)			
WorldFest			
BG International Festival			
Asian Lantern Festival (Zoo)			\$5,000.00
Email Network (Keystone) Microsoft			
365	\$553.36	\$553.36	\$553.36
Misc.	\$2,000.00	\$2,626.34	\$2,000.00
<b>Total Expenses</b>	<b>\$73,027.35</b>	<b>\$25,804.84</b>	<b>\$120,213.35</b>







## OPERATIONAL SUMMARY

### Teacher Placements 2021/2022

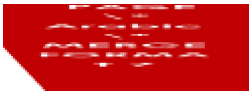
As stated above, the next concern is for next academic year is finding a total of 37 teachers. The Chinese International Education Foundation (CIEF) has moved the responsibility of finding teachers to the partner university in China, which in this case is NCEPU. They have assisted in the recruitment of over 24 teachers, of which CIWKY have chosen 15 candidates. They will all participate in Cohort#3. A decision was received and was in the amount of \$440,000 to hire 11 local teachers. The CIWKY has recruited a total of 15 and the first group of 5 have begun Kentucky Certification training on Sunday, March 7, 2021. Cohort#2 started training at 7:00am CST, April 7, 2021 and Cohort#3 will start training at 7:00am CST, May 9, 2021. In addition, a letter was submitted to CIEF for additional funding to hire more teachers, so the CIWKY anticipates having a total of 37 teachers for next academic year.

In addition, the Department of State has opened up the U.S. Embassies in China (all 5 of them), so there should be no issue with the teachers getting their visas. The 3-week training program will begin on July 11, 2021 here in Bowling Green. The agenda is being worked on, and will be updated as an appendix once completed.



## **PROJECTS IN PROCESS**

CIWKY have proposed to Asia Institute/Crane House to start the recruitment process for the Mandarin Language Program in June or July 2021. The organizations are in discussion, but a determination on the feasibility has not been reached to date.



# CONTACT & COMPANY INFORMATION

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