

CAEP Consortium Fiscal Reporting 20 San Diego East Region Adult Education

2018-19 Fiscal Year

Certification

Certified By

Ute Maschke
Grant Manager

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
Grossmont Union High	Submitted	Submitted	Submitted	Not Submitted
Grossmont-Cuyamaca CCD	Submitted	Submitted	Submitted	Not Submitted
Mountain Empire Unified	Submitted	Submitted	Submitted	Not Submitted

Grossmont Union High

Grossmont Union High 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	\$467,754	\$629,007	74.36%	\$2,995,271	15.62%	\$2,527,517
2000 - Non-Instructional Salaries	\$380,600	\$375,515	101.35%	\$1,564,647	24.32%	\$1,184,047
3000 - Employee Benefits	\$248,397	\$252,656	98.31%	\$1,684,370	14.75%	\$1,435,973
4000 - Supplies and Materials	\$28,889	\$21,587	133.83%	\$215,865	13.38%	\$186,976
5000 - Other Operating Expenses and Services	\$18,943	\$10,433	181.57%	\$208,663	9.08%	\$189,720
6000 - Capital Outlay	\$0	\$0	100%	\$284,752	0%	\$284,752
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$347,679	0%	\$347,679
Totals	\$1,144,583	\$1,289,197	88.78%	\$7,301,247	15.68%	\$6,156,664

Summary of Activities:

Offered a CompTIA IT Fundamentals and A+ Certification class for a cohort of 16 students which included language support and individualized transition services in partnerships with our local Workforce Partnership and AJCC. Signed an articulation agreement with Grossmont College for Medical Terminology and will continue to work on more. Aligned our academic calendar to our member community college calendar for this school year to also include joint professional development opportunities. Participate in the 3-year planning process and task forces to develop the next 3-year plan. Partnered with Viejas which is a large employer in East Region to provide ESL classes to their employees and families.

Status
Submitted

Grossmont Union High 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	\$833,207	\$1,467,683	56.77%	\$2,995,271	27.82%	\$2,162,064
2000 - Non-Instructional Salaries	\$389,488	\$782,324	49.79%	\$1,564,647	24.89%	\$1,175,159
3000 - Employee Benefits	\$462,750	\$741,123	62.44%	\$1,684,370	27.47%	\$1,221,620
4000 - Supplies and Materials	\$43,582	\$64,760	67.3%	\$215,865	20.19%	\$172,283
5000 - Other Operating Expenses and Services	\$45,787	\$41,733	109.72%	\$208,663	21.94%	\$162,876
6000 - Capital Outlay	\$0	\$0	100%	\$284,752	0%	\$284,752
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$347,679	0%	\$347,679
Totals	\$1,774,814	\$3,097,621	57.3%	\$7,301,247	24.31%	\$5,526,433

Corrective Action Plan

We currently have encumbered dollars that have not yet been moved to expensed, we anticipate these dollars to appear next quarter. Our calendar was adjusted to align with our partner Community Colleges so that professional development efforts will be a focus in Quarter 3 and the first part of Q4. Also, due to the closure of a facility, expenditures are lower than were anticipated.

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

Tim Glover

Jennifer Wilson, Accounting Technician

Robyn Wiggins, Director of Adult Education

Grossmont Union High 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	\$2,002,462	\$2,216,501	90.34%	\$2,995,271	66.85%	\$992,809
2000 - Non-Instructional Salaries	\$1,155,083	\$1,173,485	98.43%	\$1,564,647	73.82%	\$409,564
3000 - Employee Benefits	\$1,151,579	\$1,212,746	94.96%	\$1,684,370	68.37%	\$532,791
4000 - Supplies and Materials	\$143,451	\$129,519	110.76%	\$215,865	66.45%	\$72,414
5000 - Other Operating Expenses and Services	\$107,161	\$104,332	102.71%	\$208,663	51.36%	\$101,502
6000 - Capital Outlay	\$14,705	\$17,085	86.07%	\$284,752	5.16%	\$270,047
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$347,679	0%	\$347,679
Totals	\$4,574,441	\$4,853,668	94.25%	\$7,301,247	62.65%	\$2,726,806

Status
Submitted

Grossmont Union High 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	\$2,002,462	\$2,995,271	66.85%	\$2,995,271	66.85%	\$992,809
2000 - Non-Instructional Salaries	\$1,155,083	\$1,564,647	73.82%	\$1,564,647	73.82%	\$409,564
3000 - Employee Benefits	\$1,151,579	\$1,684,370	68.37%	\$1,684,370	68.37%	\$532,791
4000 - Supplies and Materials	\$143,451	\$215,865	66.45%	\$215,865	66.45%	\$72,414
5000 - Other Operating Expenses and Services	\$107,161	\$208,663	51.36%	\$208,663	51.36%	\$101,502
6000 - Capital Outlay	\$14,705	\$284,752	5.16%	\$284,752	5.16%	\$270,047
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$347,679	0%	\$347,679	0%	\$347,679
Totals	\$4,574,441	\$7,301,247	62.65%	\$7,301,247	62.65%	\$2,726,806

Status
Unsubmitted

Grossmont-Cuyamaca CCD

Grossmont-Cuyamaca 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$198,782	\$263,315	75.49%	\$656,996	30.26%	\$458,214
3000 - Employee Benefits	\$101,656	\$147,824	68.77%	\$328,498	30.95%	\$226,842
4000 - Supplies and Materials	\$16,141	\$15,801	102.15%	\$32,001	50.44%	\$15,860
5000 - Other Operating Expenses and Services	\$225,429	\$220,561	102.21%	\$664,807	33.91%	\$439,378
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$27,649	\$37,571	73.59%	\$83,491	33.12%	\$55,842
Totals	\$569,657	\$685,072	83.15%	\$1,765,793	32.26%	\$1,196,136

Corrective Action Plan

In October, our strategic planning task forces started to work. Budgeted stipends for this work will be awarded in March 2019. In November, two new positions were placed (one additional transition specialist and one business engagement coordinator) after one transition specialist left their position in early September. Salary costs will go up slightly for Q2. We also allocated a noticeable budget for professional development. Related events will take place in January.

Summary of Activities:

Transition specialists worked with appr. 200 new and 600 current students during the first months of the new school year. Intake and the co-development of transition maps provide for a solid foundation for student-centered services. In collaboration with college counselors (who work at the adult school once a week), we facilitated matriculation and college readiness events, hosted information sessions at various outreach events, and provided promotional/information materials to all new and returning students. Grant manager and transition specialist specialists also participated in conferences (ASAP user conference, CAP, and CTE conference) as well as regional training events (culturally responsive teaching, equity summit). In addition, we expanded our social media activities and designed a Spring class catalog.

Status
Submitted

Grossmont-Cuyamaca 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$307,422	\$402,798	76.32%	\$656,996	46.79%	\$349,574
3000 - Employee Benefits	\$143,632	\$213,524	67.27%	\$328,498	43.72%	\$184,866
4000 - Supplies and Materials	\$26,424	\$20,201	130.81%	\$32,001	82.57%	\$5,577
5000 - Other Operating Expenses and Services	\$247,297	\$357,205	69.23%	\$664,807	37.2%	\$417,510
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,017	\$50,095	61.92%	\$83,491	37.15%	\$52,474
Totals	\$755,792	\$1,043,821	72.41%	\$1,765,793	42.8%	\$1,010,001

Corrective Action Plan

We introduced three new positions in late December, to provide better and more extensive business engagement and transition services; to be fully implemented during Q3. We are also developing a catalog/advertisement campaign to be rolled out in Spring 2019.

Summary of Activities:

Expansion of transition services (from 4 to 6 transition specialists); Provision of two professional development workshops and stakeholder meeting; ongoing social media development

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

Cindy Miles, Chancellor

Sue Rearic, Vice Chancellor Business Services

Jacinto Gutierrez, Director of Operations

Sean Hancock, Vice Chancellor Student and Institutional Success

Cynthia Nagura, Director, Community & Workforce Partnerships

Grossmont-Cuyamaca 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$437,770	\$517,514	84.59%	\$656,996	66.63%	\$219,226
3000 - Employee Benefits	\$197,283	\$262,798	75.07%	\$328,498	60.06%	\$131,215
4000 - Supplies and Materials	\$27,887	\$25,401	109.79%	\$32,001	87.14%	\$4,114
5000 - Other Operating Expenses and Services	\$262,864	\$497,101	52.88%	\$664,807	39.54%	\$401,943
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$41,311	\$66,793	61.85%	\$83,491	49.48%	\$42,180
Totals	\$967,115	\$1,369,607	70.61%	\$1,765,793	54.77%	\$798,678

Corrective Action Plan

Marketing efforts are scheduled to be rolled out during Q4 (including a new annual catalog). Part-time mentors are scheduled to start work in June (during our summer classes); Canvas training is scheduled for May.

Summary of Activities:

Noticeable activities include college and career fairs, industry tours and field trips facilitated by transition services; transition specialists supported more than 30 students to prepare for matriculation

Status
Submitted

Grossmont-Cuyamaca 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$437,770	\$656,996	66.63%	\$656,996	66.63%	\$219,226
3000 - Employee Benefits	\$197,283	\$328,498	60.06%	\$328,498	60.06%	\$131,215
4000 - Supplies and Materials	\$27,887	\$32,001	87.14%	\$32,001	87.14%	\$4,114
5000 - Other Operating Expenses and Services	\$262,864	\$664,807	39.54%	\$664,807	39.54%	\$401,943
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$41,311	\$83,491	49.48%	\$83,491	49.48%	\$42,180
Totals	\$967,115	\$1,765,793	54.77%	\$1,765,793	54.77%	\$798,678

Status
Unsubmitted

Mountain Empire Unified

Mountain Empire 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	\$766	\$1,500	51.07%	\$6,000	12.77%	\$5,234
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$144	\$567	25.41%	\$2,267	6.35%	\$2,123
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$910	\$2,067	44.03%	\$8,267	11.01%	\$7,357

Corrective Action Plan

We are on target to spend all funds by June 2019

Status
Submitted

Mountain Empire 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	\$2,195	\$1,500	146.33%	\$6,000	36.58%	\$3,805
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$845	\$567	149.1%	\$2,267	37.27%	\$1,422
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$3,040	\$2,067	147.09%	\$8,267	36.77%	\$5,227

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

Dr. Kathy Granger, Superintendent

Mountain Empire 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	\$2,195	\$1,500	146.33%	\$6,000	36.58%	\$3,805
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,068	\$567	188.44%	\$2,267	47.11%	\$1,199
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$3,263	\$2,067	157.88%	\$8,267	39.47%	\$5,004

Status
Submitted

Mountain Empire 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	\$2,195	\$1,500	146.33%	\$6,000	36.58%	\$3,805
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,068	\$657	162.45%	\$2,267	47.11%	\$1,199
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$3,263	\$2,157	151.24%	\$8,267	39.47%	\$5,004

Status
Unsubmitted



California
Community
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