CAEP Consortium Fiscal Reporting 24 Lake Tahoe Adult Education Consortium

2018-19 Fiscal Year

Certification

Certified By

Frank Gerdeman

Director

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

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Alpine County Unified	Submitted	Submitted	Submitted	Not Submitted
El Dorado Co. Office of Education	Submitted	Submitted	Submitted	Not Submitted
<u>Lake Tahoe CCD</u>	Submitted	Submitted	Submitted	Not Submitted
Lake Tahoe Unified	Submitted	Submitted	Submitted	Not Submitted

Alpine County Unified

Alpine County 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	\$6,835	\$6,835	100%	\$27,340	25%	\$20,505
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$2,953	0%	\$2,953
3000 - Employee Benefits	\$2,521	\$3,100	81.32%	\$12,400	20.33%	\$9,879
4000 - Supplies and Materials	\$0	\$615	0%	\$12,291	0%	\$12,291
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$2,016	0%	\$2,016
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$750	0%	\$3,000	0%	\$3,000
Totals	\$9,356	\$11,300	82.8%	\$60,000	15.59%	\$50,644

Some expenditures moved to later quarters

Status Submitted

Alpine County 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	\$13,670	\$12,303	111.11%	\$27,340	50%	\$13,670
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$2,953	0%	\$2,953
3000 - Employee Benefits	\$5,099	\$6,200	82.24%	\$12,400	41.12%	\$7,301
4000 - Supplies and Materials	\$0	\$1,844	0%	\$12,291	0%	\$12,291
5000 - Other Operating Expenses and Services	\$306	\$0	100%	\$2,016	15.18%	\$1,710
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,500	0%	\$3,000	0%	\$3,000
Totals	\$19,075	\$21,847	87.31%	\$60,000	31.79%	\$40,925

Plan involves starting additional services in late 3rd, early 4th quarter. There were also personnel changes that have impacted some salary expenditures.

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

KLAUS LEITENBAUER CPA, BUSINESS MANAGER

Frank Gerdeman, Director

Alpine County 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	\$18,809	\$20,505	91.73%	\$27,340	68.8%	\$8,531
2000 - Non-Instructional Salaries	\$0	\$443	0%	\$2,953	0%	\$2,953
3000 - Employee Benefits	\$7,012	\$9,300	75.4%	\$12,400	56.55%	\$5,388
4000 - Supplies and Materials	\$0	\$5,531	0%	\$12,291	0%	\$12,291
5000 - Other Operating Expenses and Services	\$306	\$302	101.19%	\$2,016	15.18%	\$1,710
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,250	0%	\$3,000	0%	\$3,000
Totals	\$26,127	\$38,331	68.16%	\$60,000	43.55%	\$33,873

Staff turnover and lower than anticipated usage of transportation shuttle has reduced salary cost projections. The member has voluntarily reduced the 2019-20 allocation to \$0 and the consortium will contract for the specific services so that staff turnover or usage of services will not negatively impact expenditures on a consortium basis moving forward.

Summary of Activities:

Most of the activities have been transferred back to the consortium as we move toward next program/fiscal year. however, despite low usage, we did implement a shuttle service form Alpine County, including the Washoe Hung A Lel Ti community, to Lake Tahoe Community College for adult learners looking to engage in face-to-face courses. In addition, we were able to help facilitate the piloting of locally offered mini-boot camps in culinary as a tie-in to both AA degree programs and the new ACF Culinary Apprenticeship offered through LTCC and ADVANCE.

Status Submitted

Alpine County 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	\$18,809	\$27,340	68.8%	\$27,340	68.8%	\$8,531
2000 - Non-Instructional Salaries	\$0	\$2,953	0%	\$2,953	0%	\$2,953
3000 - Employee Benefits	\$7,012	\$12,400	56.55%	\$12,400	56.55%	\$5,388
4000 - Supplies and Materials	\$0	\$12,291	0%	\$12,291	0%	\$12,291
5000 - Other Operating Expenses and Services	\$306	\$2,016	15.18%	\$2,016	15.18%	\$1,710
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$3,000	0%	\$3,000	0%	\$3,000
Totals	\$26,127	\$60,000	43.55%	\$60,000	43.55%	\$33,873

Status Unsubmitted

El Dorado Co. Office of Education

El Dorado Co. Office of Education 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	\$6,173	\$10,086	61.2%	\$40,345	15.3%	\$34,172
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$736	\$897	82.07%	\$3,587	20.52%	\$2,851
4000 - Supplies and Materials	\$0	\$73	0%	\$292	0%	\$292
5000 - Other Operating Expenses and Services	\$2,800	\$1,444	193.91%	\$5,776	48.48%	\$2,976
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$485	\$625	77.6%	\$2,500	19.4%	\$2,015
Totals	\$10,194	\$13,125	77.67%	\$52,500	19.42%	\$42,306

We will transfer Resource 0000 costs that are applicable to the Mt. Tallac and SLT Jail Adult Education Programs. We have more than enough expenditures during the fiscal year to meet our fiscal consortium budget.

Status Submitted

El Dorado Co. Office of Education 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	\$14,422	\$10,086	142.99%	\$40,345	35.75%	\$25,923
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,541	\$897	171.84%	\$3,587	42.96%	\$2,046
4000 - Supplies and Materials	\$0	\$73	0%	\$292	0%	\$292
5000 - Other Operating Expenses and Services	\$2,800	\$1,444	193.91%	\$5,776	48.48%	\$2,976
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$938	\$625	150.08%	\$2,500	37.52%	\$1,562
Totals	\$19,701	\$13,125	150.1%	\$52,500	37.53%	\$32,799

Summary of Activities:

Funds were utilized to execute consortium level activities which included staff meetings, data collection, curriculum alignment, technical accessibility collaboration as well as expand marketing and outreach efforts.

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

Robbie Montalbano Gary Sutherland, Principal

Sarah Cason, Accountant

El Dorado Co. Office of Education 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	\$14,422	\$10,086	142.99%	\$40,345	35.75%	\$25,923
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,541	\$897	171.84%	\$3,587	42.96%	\$2,046
4000 - Supplies and Materials	\$0	\$73	0%	\$292	0%	\$292
5000 - Other Operating Expenses and Services	\$2,800	\$1,444	193.91%	\$5,776	48.48%	\$2,976
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$938	\$625	150.08%	\$2,500	37.52%	\$1,562
Totals	\$19,701	\$13,125	150.1%	\$52,500	37.53%	\$32,799

Status Submitted

El Dorado Co. Office of Education 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	\$14,422	\$10,086	142.99%	\$40,345	35.75%	\$25,923
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,541	\$897	171.84%	\$3,587	42.96%	\$2,046
4000 - Supplies and Materials	\$0	\$73	0%	\$292	0%	\$292
5000 - Other Operating Expenses and Services	\$2,800	\$1,444	193.91%	\$5,776	48.48%	\$2,976
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$938	\$625	150.08%	\$2,500	37.52%	\$1,562
Totals	\$19,701	\$13,125	150.1%	\$52,500	37.53%	\$32,799

Status Unsubmitted

Lake Tahoe CCD

Lake Tahoe 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	\$14,252	\$30,317	47.01%	\$121,266	11.75%	\$107,014
2000 - Non-Instructional Salaries	\$42,150	\$61,319	68.74%	\$245,277	17.18%	\$203,127
3000 - Employee Benefits	\$27,972	\$37,714	74.17%	\$150,856	18.54%	\$122,884
4000 - Supplies and Materials	\$4,952	\$6,094	81.27%	\$60,936	8.13%	\$55,984
5000 - Other Operating Expenses and Services	\$67,505	\$54,401	124.09%	\$362,670	18.61%	\$295,165
6000 - Capital Outlay	\$0	\$0	100%	\$25,000	0%	\$25,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,552	\$2,225	69.74%	\$8,901	17.44%	\$7,349
Totals	\$158,383	\$192,069	82.46%	\$974,906	16.25%	\$816,523

Expenditures are low due to staff turnover and unexpected delays in refilling positions.

Summary of Activities:

Implemented "in-house" delivery of WIOA Title I services by securing direct service contract with Golden Sierra Job Training Agency. We are also in process of establishing a registered culinary apprenticeship with the American Culinary Federation and the California Division of Apprenticeship Standards with a kick of date in early 2019. First quarter also saw the first official non-credit run of our culinary boot camp which has transitioned from a consortium operated not-for-credit program. This model will continue as we look to expand short-term CTE offerings throughout the consortium. From a staffing standpoint, additional positions have been added, in part based on non-AEP funding secured in the past 3-5 months - however, on-boarding has been delayed until second quarter.

Status Submitted

Lake Tahoe 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	\$49,745	\$60,633	82.04%	\$121,266	41.02%	\$71,521
2000 - Non-Instructional Salaries	\$102,028	\$122,639	83.19%	\$245,277	41.6%	\$143,249
3000 - Employee Benefits	\$64,103	\$75,428	84.99%	\$150,856	42.49%	\$86,753
4000 - Supplies and Materials	\$12,651	\$21,328	59.32%	\$60,936	20.76%	\$48,285
5000 - Other Operating Expenses and Services	\$124,069	\$145,068	85.52%	\$362,670	34.21%	\$238,601
6000 - Capital Outlay	\$3,023	\$3,750	80.61%	\$25,000	12.09%	\$21,977
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,552	\$4,451	34.87%	\$8,901	17.44%	\$7,349
Totals	\$357,171	\$433,296	82.43%	\$974,906	36.64%	\$617,735

Delays in on boarding new staff and back filling replacement staff reduced salary and benefit expenses. In addition, this led to small delays in other operating expenses and equipment purchases - most of this will be made up in third and fourth guarter.

Summary of Activities:

Expansion of some services and additional contracts, particular in the area of WIOA Title I and collaborative contracts/services with California Conservation Corps continued to grow in the second quarter. Revamped industry coordinator position (when back-filled) will also allow for expanding short-term CTE offerings in the community. Outreach into Alpine County continued to expand as well with noticeable improvements made in outreach services to the Hung A Lel Ti Washo community on the CA/NV border.

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

Brad Deeds, Dean of Workforce Development and Instruction Frank Gerdeman, Director

Lake Tahoe 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	\$67,763	\$90,950	74.51%	\$121,266	55.88%	\$53,503
2000 - Non-Instructional Salaries	\$146,441	\$183,958	79.61%	\$245,277	59.7%	\$98,836
3000 - Employee Benefits	\$89,440	\$113,142	79.05%	\$150,856	59.29%	\$61,416
4000 - Supplies and Materials	\$18,839	\$39,608	47.56%	\$60,936	30.92%	\$42,097
5000 - Other Operating Expenses and Services	\$141,029	\$253,869	55.55%	\$362,670	38.89%	\$221,641
6000 - Capital Outlay	\$12,589	\$12,500	100.71%	\$25,000	50.36%	\$12,411
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,552	\$6,676	23.25%	\$8,901	17.44%	\$7,349
Totals	\$477,653	\$700,702	68.17%	\$974,906	48.99%	\$497,253

Corrective Action Plan

Expenditures remain below budget due to unfilled staff positions - one full-time Transition Navigator from July through October (filled in early November) and one full-time Industry Coordinator from November through April (still in process). In some cases, the lack of staff in these positions impacted the services delivered (and associated costs in supplies, materials, etc.). the team will be fully staffed beginning July 1 and carry forward funds will be used to add additional, temporary programs during the first two quarters of 2019-20.

Summary of Activities:

While some programs and services were reduced or delayed due to staffing issues, critical work was still accomplished by the existing staff. This includes expansion of services to our local California Conservation Corps facility as well expansion of pre-apprenticeship with the establishment of a registered apprenticeship in culinary through the American Culinary Federation. The latter should begin to officially register apprentices sometime in May. The other significant work has been the re-establishment of a presence in the non-native speaking community and transition services to individuals whose native language is not English. this occurred because we were re-staffed with a bi-lingual Transition Navigator in November and her caseload steadily increased during the first three months of 2019. Finally, we also expanded out HSE testing services in the county jail and expanded outreach and services, to Washoe Tribal members residing on the Hung A Lel Ti community in Alpine County.

Status Submitted

Lake Tahoe 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	\$67,763	\$121,266	55.88%	\$121,266	55.88%	\$53,503
2000 - Non-Instructional Salaries	\$146,441	\$245,277	59.7%	\$245,277	59.7%	\$98,836
3000 - Employee Benefits	\$89,440	\$150,856	59.29%	\$150,856	59.29%	\$61,416
4000 - Supplies and Materials	\$18,839	\$60,936	30.92%	\$60,936	30.92%	\$42,097
5000 - Other Operating Expenses and Services	\$141,029	\$362,670	38.89%	\$362,670	38.89%	\$221,641
6000 - Capital Outlay	\$12,589	\$25,000	50.36%	\$25,000	50.36%	\$12,411
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,552	\$8,901	17.44%	\$8,901	17.44%	\$7,349
Totals	\$477,653	\$974,906	48.99%	\$974,906	48.99%	\$497,253

Status Unsubmitted

Lake Tahoe Unified

Lake Tahoe 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	\$3,756	\$4,897	76.71%	\$19,586	19.18%	\$15,830
2000 - Non-Instructional Salaries	\$1,038	\$1,050	98.84%	\$10,502	9.88%	\$9,464
3000 - Employee Benefits	\$1,535	\$1,914	80.22%	\$9,568	16.04%	\$8,033
4000 - Supplies and Materials	\$0	\$0	100%	\$6,936	0%	\$6,936
5000 - Other Operating Expenses and Services	\$0	\$3,250	0%	\$13,000	0%	\$13,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$576	0%	\$2,302	0%	\$2,302
Totals	\$6,329	\$11,686	54.16%	\$61,894	10.23%	\$55,565

Status Submitted

Lake Tahoe 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	\$19,586	\$19,586	100%	\$19,586	100%	\$0
2000 - Non-Instructional Salaries	\$7,772	\$5,776	134.55%	\$10,502	74%	\$2,730
3000 - Employee Benefits	\$9,568	\$5,741	166.67%	\$9,568	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$6,936	0%	\$6,936
5000 - Other Operating Expenses and Services	\$13,000	\$10,400	125%	\$13,000	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,302	\$1,727	133.33%	\$2,302	100%	\$0
Totals	\$52,228	\$43,229	120.82%	\$61,894	84.38%	\$9,666

Summary of Activities:

Preparations for auto certifications for AE Bootcamps. Instructor certification and parent education for home/class work help.

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

Bob Grant

Frank Gerdeman, Director

Lake Tahoe 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	\$19,586	\$19,586	100%	\$19,586	100%	\$0
2000 - Non-Instructional Salaries	\$10,385	\$10,502	98.89%	\$10,502	98.89%	\$117
3000 - Employee Benefits	\$9,568	\$9,568	100%	\$9,568	100%	\$0
4000 - Supplies and Materials	\$0	\$4,508	0%	\$6,936	0%	\$6,936
5000 - Other Operating Expenses and Services	\$13,000	\$13,000	100%	\$13,000	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,302	\$2,302	100%	\$2,302	100%	\$0
Totals	\$54,841	\$59,466	92.22%	\$61,894	88.6%	\$7,053

Status Submitted

Lake Tahoe 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	\$19,586	\$19,586	100%	\$19,586	100%	\$0
2000 - Non-Instructional Salaries	\$10,385	\$10,502	98.89%	\$10,502	98.89%	\$117
3000 - Employee Benefits	\$9,568	\$9,568	100%	\$9,568	100%	\$0
4000 - Supplies and Materials	\$0	\$6,936	0%	\$6,936	0%	\$6,936
5000 - Other Operating Expenses and Services	\$13,000	\$13,000	100%	\$13,000	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,302	\$2,302	100%	\$2,302	100%	\$0
Totals	\$54,841	\$61,894	88.6%	\$61,894	88.6%	\$7,053

Status

Unsubmitted



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