

# AEBG Fiscal Reporting Mendocino-Lake CCD

2017 - 2018 Fiscal Year

## Certification

### Certification Authority

Joe Atherton

Director of Fiscal Services

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

## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Anderson Valley Unified School District</a>	✓	✓	✓	✓
<a href="#">Fort Bragg Unified School District</a>	✓	✓	✓	✓
<a href="#">Kelseyville Unified School District</a>	✓	✓	✓	✓
<a href="#">Lake County Office of Education</a>	✓	✓	✓	✓
<a href="#">Mendocino County Office of Education</a>	✓	✓	✓	✓
<a href="#">Mendocino-Lake CCD</a>	✓	✓	✓	✓
<a href="#">Ukiah Unified School District</a>	✓	✓	✓	✓
<a href="#">Willits Unified School District</a>	✓	✓	✓	✓

## Anderson Valley Unified School District

Anderson Valley Unified School District 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	\$13,660	0%	\$91,065	0%	\$91,065
2000 - Non-Instructional Salaries	\$0	\$3,310	0%	\$22,064	0%	\$22,064
3000 - Employee Benefits	\$0	\$2,260	0%	\$15,065	0%	\$15,065
4000 - Supplies and Materials	\$0	\$7,810	0%	\$52,064	0%	\$52,064
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	\$1,652	0%	\$11,013	0%	\$11,013
<b>Totals</b>	<b>\$0</b>	<b>\$28,691</b>	<b>0%</b>	<b>\$191,271</b>	<b>0%</b>	<b>\$191,271</b>

**Status  
Submitted**

### Anderson Valley Unified School District 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	\$27,320	0%	\$91,065	0%	\$91,065
2000 - Non-Instructional Salaries	\$0	\$6,619	0%	\$22,064	0%	\$22,064
3000 - Employee Benefits	\$0	\$4,520	0%	\$15,065	0%	\$15,065
4000 - Supplies and Materials	\$0	\$15,619	0%	\$52,064	0%	\$52,064
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	\$3,304	0%	\$11,013	0%	\$11,013

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
<b>Totals</b>	\$0	\$57,381	0%	\$191,271	0%	\$191,271

**Status  
Submitted**

### Anderson Valley Unified School District 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	\$37,961	\$40,979	92.63%	\$91,065	41.69%	\$53,104
2000 - Non-Instructional Salaries	\$9,339	\$9,929	94.06%	\$22,064	42.33%	\$12,725
3000 - Employee Benefits	\$7,030	\$6,779	103.7%	\$15,065	46.66%	\$8,035
4000 - Supplies and Materials	\$4,100	\$23,429	17.5%	\$52,064	7.87%	\$47,964
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	\$4,956	0%	\$11,013	0%	\$11,013
<b>Totals</b>	\$58,430	\$86,072	67.89%	\$191,271	30.55%	\$132,841

### Corrective Action Plan

We were without a certificated instructor for one of our principle programs until January 2018. Also, we have had several projects for the school planned for Spring 2018 that will result in a disproportionately large expenditure of funds in Q4.

### Summary of Activities:

ESL Program (ESL assistant, weekly student practice night, diagnostic sessions; books and materials); High School Equivalency Program (diagnostic sessions; books and materials); Basic Computer Skills Program (instructor salary); Parent Education Program (instructor salary); Citizenship (instructor salary); Bilingual Literacy (instructor salary; books and materials). For all programs: staff meetings, registration sessions, student pathway planning sessions, general administration (including data and accountability), childcare.

**Status  
Submitted**

## Anderson Valley Unified School District 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	\$60,967	\$54,639	111.58%	\$91,065	66.95%	\$30,098
2000 - Non-Instructional Salaries	\$13,360	\$13,238	100.92%	\$22,064	60.55%	\$8,704
3000 - Employee Benefits	\$10,543	\$9,039	116.64%	\$15,065	69.98%	\$4,522
4000 - Supplies and Materials	\$23,185	\$31,238	74.22%	\$52,064	44.53%	\$28,879
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	\$6,483	\$6,608	98.11%	\$11,013	58.87%	\$4,530
<b>Totals</b>	<b>\$114,538</b>	<b>\$114,763</b>	<b>99.8%</b>	<b>\$191,271</b>	<b>59.88%</b>	<b>\$76,733</b>

## Summary of Activities:

Teacher salaries for Basic Skills, Parent Education, Computers and Citizenship. Administration, programmatic coordination and support, diagnostic testing, curriculum and materials, outreach services, childcare for these programs, plus ESL and High School Equivalency.

**Status  
Submitted**

## Fort Bragg Unified School District

## Fort Bragg Unified School District 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	\$5,818	0%	\$29,089	0%	\$29,089

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
2000 - Non-Instructional Salaries	\$0	\$813	0%	\$5,423	0%	\$5,423
3000 - Employee Benefits	\$0	\$527	0%	\$5,267	0%	\$5,267
4000 - Supplies and Materials	\$0	\$192	0%	\$1,283	0%	\$1,283
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	\$452	0%	\$2,260	0%	\$2,260
<b>Totals</b>	<b>\$0</b>	<b>\$7,802</b>	<b>0%</b>	<b>\$43,322</b>	<b>0%</b>	<b>\$43,322</b>

**Status**  
**Submitted**

### Fort Bragg Unified School District 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	\$13,090	0%	\$29,089	0%	\$29,089
2000 - Non-Instructional Salaries	\$0	\$1,627	0%	\$5,423	0%	\$5,423
3000 - Employee Benefits	\$0	\$1,580	0%	\$5,267	0%	\$5,267
4000 - Supplies and Materials	\$0	\$385	0%	\$1,283	0%	\$1,283
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	\$1,017	0%	\$2,260	0%	\$2,260
<b>Totals</b>	<b>\$0</b>	<b>\$17,699</b>	<b>0%</b>	<b>\$43,322</b>	<b>0%</b>	<b>\$43,322</b>

Status  
Submitted

### Fort Bragg Unified School District 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	\$20,626	\$20,362	101.3%	\$29,089	70.91%	\$8,463
2000 - Non-Instructional Salaries	\$3,858	\$4,067	94.86%	\$5,423	71.14%	\$1,565
3000 - Employee Benefits	\$3,921	\$3,160	124.07%	\$5,267	74.44%	\$1,346
4000 - Supplies and Materials	\$1,107	\$706	156.88%	\$1,283	86.28%	\$176
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	\$1,771	\$1,582	111.95%	\$2,260	78.36%	\$489
<b>Totals</b>	<b>\$31,283</b>	<b>\$29,877</b>	<b>104.7%</b>	<b>\$43,322</b>	<b>72.21%</b>	<b>\$12,039</b>

Status  
Submitted

### Fort Bragg Unified School District 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	\$29,089	\$29,089	100%	\$29,089	100%	\$0
2000 - Non-Instructional Salaries	\$5,423	\$5,423	100%	\$5,423	100%	\$0
3000 - Employee Benefits	\$5,267	\$5,267	100%	\$5,267	100%	\$0
4000 - Supplies and Materials	\$1,283	\$1,283	100%	\$1,283	100%	\$0

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
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	\$2,260	\$2,260	100%	\$2,260	100%	\$0
<b>Totals</b>	<b>\$43,322</b>	<b>\$43,322</b>	<b>100%</b>	<b>\$43,322</b>	<b>100%</b>	<b>\$0</b>

**Summary of Activities:**

Teacher salaries for High School Diploma, English as a Second Language and Citizenship. Administration, programmatic coordination and support, diagnostic testing, curriculum and materials, outreach services, childcare for these programs.

**Status  
Submitted**

**Kelseyville Unified School District**

**Kelseyville Unified School District 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	\$10,983	0%	\$73,219	0%	\$73,219
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$4,519	0%	\$30,128	0%	\$30,128
4000 - Supplies and Materials	\$0	\$203	0%	\$1,353	0%	\$1,353
5000 - Other Operating Expenses and Services	\$0	\$21	0%	\$1,035	0%	\$1,035
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,386	0%	\$3,386
<b>Totals</b>	<b>\$0</b>	<b>\$15,726</b>	<b>0%</b>	<b>\$109,121</b>	<b>0%</b>	<b>\$109,121</b>

**Status Submitted**

**Kelseyville Unified School District 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	\$21,966	0%	\$73,219	0%	\$73,219
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$9,038	0%	\$30,128	0%	\$30,128
4000 - Supplies and Materials	\$0	\$406	0%	\$1,353	0%	\$1,353
5000 - Other Operating Expenses and Services	\$0	\$714	0%	\$1,035	0%	\$1,035
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,386	0%	\$3,386
<b>Totals</b>	<b>\$0</b>	<b>\$32,124</b>	<b>0%</b>	<b>\$109,121</b>	<b>0%</b>	<b>\$109,121</b>

**Status Submitted**

**Kelseyville Unified School District 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
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Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$35,086	\$32,949	106.49%	\$73,219	47.92%	\$38,133
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$11,743	\$13,558	86.62%	\$30,128	38.98%	\$18,385
4000 - Supplies and Materials	\$762	\$609	125.15%	\$1,353	56.32%	\$591
5000 - Other Operating Expenses and Services	\$1,035	\$1,035	100%	\$1,035	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%	\$3,386	0%	\$3,386
<b>Totals</b>	<b>\$48,626</b>	<b>\$48,150</b>	<b>100.99%</b>	<b>\$109,121</b>	<b>44.56%</b>	<b>\$60,495</b>

**Status  
Submitted**

### Kelseyville Unified School District 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	\$49,603	\$43,931	112.91%	\$73,219	67.75%	\$23,616
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$20,482	\$18,077	113.31%	\$30,128	67.98%	\$9,646
4000 - Supplies and Materials	\$1,353	\$812	166.67%	\$1,353	100%	\$0
5000 - Other Operating Expenses and Services	\$1,035	\$1,035	100%	\$1,035	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,386	\$3,386	100%	\$3,386	100%	\$0

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$75,859	\$67,241	112.82%	\$109,121	69.52%	\$33,262

**Summary of Activities:**

HiSet Preparation in Spanish. High School Diploma ( all classes necessary)

**Status  
Submitted**

**Lake County Office of Education**

**Lake County 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	\$0	\$10,790	0%	\$71,931	0%	\$71,931
2000 - Non-Instructional Salaries	\$0	\$16,650	0%	\$111,000	0%	\$111,000
3000 - Employee Benefits	\$0	\$2,626	0%	\$17,509	0%	\$17,509
4000 - Supplies and Materials	\$0	\$407	0%	\$2,712	0%	\$2,712
5000 - Other Operating Expenses and Services	\$0	\$780	0%	\$5,200	0%	\$5,200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,085	0%	\$13,903	0%	\$13,903
Totals	\$0	\$33,338	0%	\$222,255	0%	\$222,255

**Status  
Submitted**

## Lake County 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	\$0	\$21,579	0%	\$71,931	0%	\$71,931
2000 - Non-Instructional Salaries	\$0	\$33,300	0%	\$111,000	0%	\$111,000
3000 - Employee Benefits	\$0	\$5,253	0%	\$17,509	0%	\$17,509
4000 - Supplies and Materials	\$0	\$814	0%	\$2,712	0%	\$2,712
5000 - Other Operating Expenses and Services	\$0	\$1,560	0%	\$5,200	0%	\$5,200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,171	0%	\$13,903	0%	\$13,903
<b>Totals</b>	<b>\$0</b>	<b>\$66,677</b>	<b>0%</b>	<b>\$222,255</b>	<b>0%</b>	<b>\$222,255</b>

**Status**  
**Submitted**

## Lake County 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	\$0	\$32,369	0%	\$71,931	0%	\$71,931
2000 - Non-Instructional Salaries	\$23,401	\$49,950	46.85%	\$111,000	21.08%	\$87,599
3000 - Employee Benefits	\$10,719	\$7,879	136.04%	\$17,509	61.22%	\$6,790
4000 - Supplies and Materials	\$0	\$1,220	0%	\$2,712	0%	\$2,712
5000 - Other Operating Expenses and Services	\$74	\$2,340	3.16%	\$5,200	1.42%	\$5,126
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Indirect Costs	\$2,052	\$6,256	32.8%	\$13,903	14.76%	\$11,851
<b>Totals</b>	<b>\$36,246</b>	<b>\$100,015</b>	<b>36.24%</b>	<b>\$222,255</b>	<b>16.31%</b>	<b>\$186,009</b>

### Corrective Action Plan

Reclassified employees from 1000 to 2000 object code. Redistribution based on benefits from 2000 to 3000 object code.

### Summary of Activities:

Supported HiSet testing at the Lake County Jail. Provided tutoring in medical classes for English Language Learners. Provided instructional staffing for CNA courses. Provided clerical and administrative support for all adult training programs in Lake County.

**Status**  
**Submitted**

### Lake County 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	\$0	\$43,159	0%	\$71,931	0%	\$71,931
2000 - Non-Instructional Salaries	\$49,268	\$66,600	73.98%	\$111,000	44.39%	\$61,732
3000 - Employee Benefits	\$17,509	\$10,505	166.67%	\$17,509	100%	\$0
4000 - Supplies and Materials	\$89	\$1,627	5.47%	\$2,712	3.28%	\$2,623
5000 - Other Operating Expenses and Services	\$1,331	\$3,120	42.66%	\$5,200	25.6%	\$3,869
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,410	\$8,342	40.88%	\$13,903	24.53%	\$10,493
<b>Totals</b>	<b>\$71,607</b>	<b>\$133,353</b>	<b>53.7%</b>	<b>\$222,255</b>	<b>32.22%</b>	<b>\$150,648</b>

### Corrective Action Plan

Shortfall comes from the delay in hiring assistant and new vacancy. Funds will be used by December 2018 to invest in supplies and equipment to support the CTE programs including medical assistant, certified nurse assistant, phlebotomy and home health as well as to recruit new assistant and instructors.

### Summary of Activities:

Program offerings included full time classified program assistant position, Certified Nurse Assistant training program, Medical Assistant Training program, creation of Home Health Aide training program, Continuing Education Units for CNA & HHA, supplies/materials for HiSet program at county jail.

**Status**  
**Submitted**

## Mendocino County Office of Education

### Mendocino County 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	\$0	\$360	0%	\$2,400	0%	\$2,400
2000 - Non-Instructional Salaries	\$0	\$2,066	0%	\$13,774	0%	\$13,774
3000 - Employee Benefits	\$0	\$764	0%	\$5,092	0%	\$5,092
4000 - Supplies and Materials	\$0	\$414	0%	\$2,759	0%	\$2,759
5000 - Other Operating Expenses and Services	\$0	\$516	0%	\$3,439	0%	\$3,439
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$206	0%	\$1,370	0%	\$1,370
<b>Totals</b>	<b>\$0</b>	<b>\$4,325</b>	<b>0%</b>	<b>\$28,834</b>	<b>0%</b>	<b>\$28,834</b>

**Status**  
**Submitted**

### Mendocino County 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	\$0	\$720	0%	\$2,400	0%	\$2,400
2000 - Non-Instructional Salaries	\$0	\$4,132	0%	\$13,774	0%	\$13,774
3000 - Employee Benefits	\$0	\$1,528	0%	\$5,092	0%	\$5,092
4000 - Supplies and Materials	\$0	\$828	0%	\$2,759	0%	\$2,759
5000 - Other Operating Expenses and Services	\$0	\$1,032	0%	\$3,439	0%	\$3,439
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$411	0%	\$1,370	0%	\$1,370
<b>Totals</b>	<b>\$0</b>	<b>\$8,650</b>	<b>0%</b>	<b>\$28,834</b>	<b>0%</b>	<b>\$28,834</b>

**Status  
Submitted**

### Mendocino County 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	\$0	\$1,080	0%	\$2,400	0%	\$2,400
2000 - Non-Instructional Salaries	\$7,025	\$6,198	113.34%	\$13,774	51%	\$6,749
3000 - Employee Benefits	\$2,337	\$2,291	101.99%	\$5,092	45.9%	\$2,755
4000 - Supplies and Materials	\$1,324	\$1,242	106.64%	\$2,759	47.99%	\$1,435
5000 - Other Operating Expenses and Services	\$1,000	\$1,548	64.62%	\$3,439	29.08%	\$2,439
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$785	\$617	127.33%	\$1,370	57.3%	\$585

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
<b>Totals</b>	\$12,471	\$12,975	96.11%	\$28,834	43.25%	\$16,363

### Summary of Activities:

Completed assistance and placement of 20 Medical Assistant students in clinical externships, as well as updated placement site contracts, and created new contracts for new placement sites. Continuing to develop referral and placement procedures for Phlebotomy students.

**Status**  
**Submitted**

### Mendocino County 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	\$1,957	\$1,440	135.9%	\$2,400	81.54%	\$443
2000 - Non-Instructional Salaries	\$13,774	\$8,264	166.67%	\$13,774	100%	\$0
3000 - Employee Benefits	\$5,092	\$3,055	166.67%	\$5,092	100%	\$0
4000 - Supplies and Materials	\$2,565	\$1,655	154.95%	\$2,759	92.97%	\$194
5000 - Other Operating Expenses and Services	\$1,000	\$2,063	48.46%	\$3,439	29.08%	\$2,439
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,370	\$822	166.67%	\$1,370	100%	\$0
<b>Totals</b>	\$25,758	\$17,300	148.89%	\$28,834	89.33%	\$3,076

### Summary of Activities:

Expenditures for all projects were complete with the exception of some funds that were unspent from various one-time approved funding. These funds were put into the MCLACE One Time Flex Form 2017-18 funding request which was approved 05/2018 to carry forward to the 2018/19 funding year.

**Status**  
**Submitted**

## Mendocino-Lake CCD

### Mendocino-Lake 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	\$17,124	0%	\$114,157	0%	\$114,157
2000 - Non-Instructional Salaries	\$0	\$36,906	0%	\$246,042	0%	\$246,042
3000 - Employee Benefits	\$0	\$17,425	0%	\$116,166	0%	\$116,166
4000 - Supplies and Materials	\$0	\$2,139	0%	\$37,439	0%	\$37,439
5000 - Other Operating Expenses and Services	\$0	\$31,494	0%	\$323,127	0%	\$323,127
6000 - Capital Outlay	\$0	\$2,087	0%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$6,099	0%	\$40,659	0%	\$40,659
<b>Totals</b>	<b>\$0</b>	<b>\$113,274</b>	<b>0%</b>	<b>\$892,590</b>	<b>0%</b>	<b>\$892,590</b>

**Status  
Submitted**

### Mendocino-Lake 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	\$34,247	0%	\$114,157	0%	\$114,157
2000 - Non-Instructional Salaries	\$0	\$73,813	0%	\$246,042	0%	\$246,042
3000 - Employee Benefits	\$0	\$34,850	0%	\$116,166	0%	\$116,166
4000 - Supplies and Materials	\$0	\$4,279	0%	\$37,439	0%	\$37,439



Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
5000 - Other Operating Expenses and Services	\$0	\$62,989	0%	\$323,127	0%	\$323,127
6000 - Capital Outlay	\$0	\$4,174	0%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$12,198	0%	\$40,659	0%	\$40,659
<b>Totals</b>	<b>\$0</b>	<b>\$226,549</b>	<b>0%</b>	<b>\$892,590</b>	<b>0%</b>	<b>\$892,590</b>

**Status**  
**Submitted**

### Mendocino-Lake 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	\$43,572	\$51,371	84.82%	\$114,157	38.17%	\$70,585
2000 - Non-Instructional Salaries	\$68,517	\$110,719	61.88%	\$246,042	27.85%	\$177,525
3000 - Employee Benefits	\$43,318	\$52,275	82.87%	\$116,166	37.29%	\$72,848
4000 - Supplies and Materials	\$7,339	\$6,418	114.34%	\$37,439	19.6%	\$30,100
5000 - Other Operating Expenses and Services	\$56,108	\$94,483	59.38%	\$323,127	17.36%	\$267,019
6000 - Capital Outlay	\$9,388	\$6,261	149.95%	\$15,000	62.59%	\$5,612
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$13,695	\$18,297	74.85%	\$40,659	33.68%	\$26,964
<b>Totals</b>	<b>\$241,937</b>	<b>\$339,823</b>	<b>71.19%</b>	<b>\$892,590</b>	<b>27.11%</b>	<b>\$650,653</b>

### Corrective Action Plan

The main area that we are below budget is in the non-instructional salaries and related benefits. The ML ACE director took an interim position at the college and therefore Mendocino College was not spending funds on her salary for February and March. This is what caused us to be below the forecast in the 2xxxx and the 3xxxx categories.

### Summary of Activities:

Mendocino College Q1-Q3 activities: - The curriculum to career summit - Creation of pathway map for Medical

programs consortium wide - HiSET testing at four locations in the district - Implementation of HiSET classes, outreach and program administration of new adult education courses in Round Valley - Extensive marketing including creation of a new website, flyers for all programs, internet / newspaper advertising and more. - The creation on new non-credit computer skills curriculum at the college - New curriculum for certificates for AWD - Expanded ESL classes to adult school locations - Created a student facing office space for ML ACE students - Ongoing ML ACE counseling services - Counseling services at the Mendocino County Jail - ML ACE added two new members, Willits and Fort Bragg. - The college hired an assistant to help Ft. Bragg come into compliance with new AEBG reporting requirements. - Finally, the Director and administrative assistant oversaw all ML ACE activities

**Status  
Submitted**

### Mendocino-Lake 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	\$63,193	\$68,494	92.26%	\$114,157	55.36%	\$50,964
2000 - Non-Instructional Salaries	\$105,889	\$147,625	71.73%	\$246,042	43.04%	\$140,153
3000 - Employee Benefits	\$61,286	\$69,700	87.93%	\$116,166	52.76%	\$54,880
4000 - Supplies and Materials	\$15,113	\$8,558	176.6%	\$37,439	40.37%	\$22,326
5000 - Other Operating Expenses and Services	\$204,000	\$125,978	161.93%	\$323,127	63.13%	\$119,127
6000 - Capital Outlay	\$14,388	\$8,348	172.36%	\$15,000	95.92%	\$612
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$21,545	\$24,395	88.32%	\$40,659	52.99%	\$19,114
<b>Totals</b>	<b>\$485,414</b>	<b>\$453,098</b>	<b>107.13%</b>	<b>\$892,590</b>	<b>54.38%</b>	<b>\$407,176</b>

### Summary of Activities:

Director and administrative assistant in support of consortium activities, business and construction pathway mapping work, first annual Curriculum to Career Summit, outreach and data/testing support in Round Valley and Ft. Bragg, consortium wide advertising, attendance at state AEP summit, CCAE conference.

**Status  
Submitted**

## Ukiah Unified School District

### Ukiah Unified School District 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	\$49,678	0%	\$331,188	0%	\$331,188
2000 - Non-Instructional Salaries	\$0	\$18,979	0%	\$126,527	0%	\$126,527
3000 - Employee Benefits	\$0	\$23,597	0%	\$157,315	0%	\$157,315
4000 - Supplies and Materials	\$0	\$8,881	0%	\$59,204	0%	\$59,204
5000 - Other Operating Expenses and Services	\$0	\$30,752	0%	\$205,011	0%	\$205,011
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$7,749	0%	\$51,657	0%	\$51,657
<b>Totals</b>	<b>\$0</b>	<b>\$139,635</b>	<b>0%</b>	<b>\$930,902</b>	<b>0%</b>	<b>\$930,902</b>

**Status**  
**Submitted**

### Ukiah Unified School District 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	\$99,356	0%	\$331,188	0%	\$331,188
2000 - Non-Instructional Salaries	\$0	\$37,958	0%	\$126,527	0%	\$126,527
3000 - Employee Benefits	\$0	\$47,195	0%	\$157,315	0%	\$157,315
4000 - Supplies and Materials	\$0	\$17,761	0%	\$59,204	0%	\$59,204
5000 - Other Operating Expenses and Services	\$0	\$61,503	0%	\$205,011	0%	\$205,011

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$15,497	0%	\$51,657	0%	\$51,657
<b>Totals</b>	<b>\$0</b>	<b>\$279,271</b>	<b>0%</b>	<b>\$930,902</b>	<b>0%</b>	<b>\$930,902</b>

**Status  
Submitted**

### Ukiah Unified School District 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	\$271,060	\$149,035	181.88%	\$331,188	81.84%	\$60,128
2000 - Non-Instructional Salaries	\$94,513	\$56,937	166%	\$126,527	74.7%	\$32,014
3000 - Employee Benefits	\$105,188	\$70,792	148.59%	\$157,315	66.86%	\$52,127
4000 - Supplies and Materials	\$20,068	\$26,642	75.33%	\$59,204	33.9%	\$39,136
5000 - Other Operating Expenses and Services	\$104,232	\$92,255	112.98%	\$205,011	50.84%	\$100,779
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,753	\$23,246	127.99%	\$51,657	57.6%	\$21,904
<b>Totals</b>	<b>\$624,814</b>	<b>\$418,906</b>	<b>149.15%</b>	<b>\$930,902</b>	<b>67.12%</b>	<b>\$306,088</b>

**Status  
Submitted**

### Ukiah Unified School District 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	\$295,482	\$198,713	148.7%	\$331,188	89.22%	\$35,706
2000 - Non-Instructional Salaries	\$123,102	\$75,916	162.16%	\$126,527	97.29%	\$3,425
3000 - Employee Benefits	\$123,763	\$94,389	131.12%	\$157,315	78.67%	\$33,552
4000 - Supplies and Materials	\$25,994	\$35,522	73.18%	\$59,204	43.91%	\$33,210
5000 - Other Operating Expenses and Services	\$145,249	\$123,007	118.08%	\$205,011	70.85%	\$59,762
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$35,621	\$30,994	114.93%	\$51,657	68.96%	\$16,036
<b>Totals</b>	<b>\$749,211</b>	<b>\$558,541</b>	<b>134.14%</b>	<b>\$930,902</b>	<b>80.48%</b>	<b>\$181,691</b>

**Summary of Activities:**

Program offerings in ESL, HSE/HSD, AWD, and Vocational Nursing at main campus, County Correctional Facility, Ukiah Valley Association for Habilitation and Round Valley. Budget supports administration, instructional and support staff, curriculum, materials, and technology for all programs. Additional expenses for the main campus includes utilities. Increased days offering Pearson Vue testing. Implementation of CASAS etests in ESL and AWD. Participated in professional development at the CCAE annual conference and the CASAS Summer Institute.

**Status**  
**Submitted**

**Willits Unified School District**

**Willits Unified School District 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%	\$17,000	0%	\$17,000

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$1,300	0%	\$1,300
3000 - Employee Benefits	\$0	\$0	100%	\$3,516	0%	\$3,516
4000 - Supplies and Materials	\$0	\$0	100%	\$17,403	0%	\$17,403
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$3,525	0%	\$3,525
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$2,249	0%	\$2,249
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>100%</b>	<b>\$44,993</b>	<b>0%</b>	<b>\$44,993</b>

### Summary of Activities:

Willits Adult School was not yet operating during Q1.

**Status**  
**Submitted**

### Willits Unified School District 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%	\$17,000	0%	\$17,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$1,300	0%	\$1,300
3000 - Employee Benefits	\$0	\$0	100%	\$3,516	0%	\$3,516
4000 - Supplies and Materials	\$0	\$0	100%	\$17,403	0%	\$17,403
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$3,525	0%	\$3,525
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$2,249	0%	\$2,249

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$0	\$0	100%	\$44,993	0%	\$44,993

**Summary of Activities:**

Willits Adult School was not yet operating during Q2.

**Status**  
**Submitted**

**Willits Unified School District 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	\$1,120	\$1,210	92.56%	\$17,000	6.59%	\$15,880
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$1,300	0%	\$1,300
3000 - Employee Benefits	\$222	\$246	90.2%	\$3,516	6.31%	\$3,294
4000 - Supplies and Materials	\$4,856	\$4,525	107.32%	\$17,403	27.9%	\$12,547
5000 - Other Operating Expenses and Services	\$700	\$705	99.29%	\$3,525	19.86%	\$2,825
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$2,249	0%	\$2,249
Totals	\$6,898	\$6,686	103.17%	\$44,993	15.33%	\$38,095

**Summary of Activities:**

During Q3 salary and benefits were paid and computers and software were purchased.

**Status**  
**Submitted**

**Willits Unified School District 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	\$5,261	\$15,790	33.32%	\$17,000	30.95%	\$11,739
2000 - Non-Instructional Salaries	\$923	\$1,300	71%	\$1,300	71%	\$377
3000 - Employee Benefits	\$1,148	\$3,270	35.11%	\$3,516	32.65%	\$2,368
4000 - Supplies and Materials	\$14,962	\$12,356	121.09%	\$17,403	85.97%	\$2,441
5000 - Other Operating Expenses and Services	\$1,525	\$2,820	54.08%	\$3,525	43.26%	\$2,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,753	\$2,249	77.95%	\$2,249	77.95%	\$496
<b>Totals</b>	<b>\$25,572</b>	<b>\$37,785</b>	<b>67.68%</b>	<b>\$44,993</b>	<b>56.84%</b>	<b>\$19,421</b>

### Corrective Action Plan

Carryover will be spent in the 2018/19 fiscal year.

### Summary of Activities:

The activities in 2017/18 included salaries and benefits for teaching, counseling, and clerical staff. This was the first year of operation for the program in Willits, so expenditures also included purchase of equipment needed to open the program. This included computers and furniture. The program also paid for software licenses for student use, as well as the software necessary for state reporting.

**Status**  
**Submitted**



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