

AEBG Consortium Fiscal Reporting 49 San Francisco Adult Education Consortium

2017 - 2018 Fiscal Year

Certification

Certification Authority

Alina Varona
Associate Dean

Quarter 1 Status Quarter 2 Status Quarter 3 Status Quarter 4 Status

Certified Certified Certified Certified

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
San Francisco CCD	✔	✔	✔	✔
San Francisco Unified School District	✔	✔	✔	✔

San Francisco CCD

San Francisco 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	\$257,533	0%	\$1,716,887	0%	\$1,716,887
2000 - Non-Instructional Salaries	\$0	\$50,866	0%	\$339,107	0%	\$339,107
3000 - Employee Benefits	\$0	\$90,860	0%	\$605,735	0%	\$605,735
4000 - Supplies and Materials	\$0	\$21,088	0%	\$140,587	0%	\$140,587

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	\$178,572	0%	\$1,190,480	0%	\$1,190,480
6000 - Capital Outlay	\$0	\$70,590	0%	\$470,599	0%	\$470,599
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$33,476	0%	\$223,170	0%	\$223,170
Totals	\$0	\$702,985	0%	\$4,686,565	0%	\$4,686,565

**Status
Submitted**

San Francisco 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	\$515,066	0%	\$1,716,887	0%	\$1,716,887
2000 - Non-Instructional Salaries	\$0	\$101,732	0%	\$339,107	0%	\$339,107
3000 - Employee Benefits	\$0	\$181,721	0%	\$605,735	0%	\$605,735
4000 - Supplies and Materials	\$0	\$42,176	0%	\$140,587	0%	\$140,587
5000 - Other Operating Expenses and Services	\$0	\$357,144	0%	\$1,190,480	0%	\$1,190,480
6000 - Capital Outlay	\$0	\$141,180	0%	\$470,599	0%	\$470,599
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$66,951	0%	\$223,170	0%	\$223,170
Totals	\$0	\$1,405,969	0%	\$4,686,565	0%	\$4,686,565

**Status
Submitted**

San Francisco 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	\$701,596	\$772,599	90.81%	\$1,716,887	40.86%	\$1,015,291
2000 - Non-Instructional Salaries	\$104,949	\$152,598	68.77%	\$339,107	30.95%	\$234,158
3000 - Employee Benefits	\$235,114	\$272,581	86.25%	\$605,735	38.81%	\$370,621
4000 - Supplies and Materials	\$28,796	\$63,264	45.52%	\$140,587	20.48%	\$111,791
5000 - Other Operating Expenses and Services	\$328,992	\$535,716	61.41%	\$1,190,480	27.64%	\$861,488
6000 - Capital Outlay	\$59,469	\$211,770	28.08%	\$470,599	12.64%	\$411,130
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$66,426	\$100,427	66.14%	\$223,170	29.76%	\$156,744
Totals	\$1,525,342	\$2,108,954	72.33%	\$4,686,565	32.55%	\$3,161,223

Corrective Action Plan

Expenditures are below forecast due to delays in upgrading of noncredit classrooms with smart classroom technology. We expect to be on track by the next reporting period.

Summary of Activities:

Accelerating student progress: Based on the I-BEST model from Washington State, CCSF is embedding ESL or TRST faculty into Career Education courses such as Business and Culinary Arts. In Fall 2018, Supported Instruction will be implemented in 31 course sections in eight different departments. Community collaborations: The adult education team has developed close relationships with community-based organizations (CBOs) in order to improve referral networks, and build enrollments. Last but not least, CCSF has funded the development and implementation of a marketing campaign designed to increase awareness of enrollments in the college's noncredit ESL, Transitional Studies, and noncredit Career and Technical Education courses.

Status
Submitted

San Francisco 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	\$962,189	\$1,030,132	93.4%	\$1,716,887	56.04%	\$754,698
2000 - Non-Instructional Salaries	\$154,972	\$203,464	76.17%	\$339,107	45.7%	\$184,135

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
3000 - Employee Benefits	\$329,321	\$363,441	90.61%	\$605,735	54.37%	\$276,414
4000 - Supplies and Materials	\$41,587	\$84,352	49.3%	\$140,587	29.58%	\$99,000
5000 - Other Operating Expenses and Services	\$636,180	\$714,288	89.06%	\$1,190,480	53.44%	\$554,300
6000 - Capital Outlay	\$124,074	\$282,359	43.94%	\$470,599	26.37%	\$346,525
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$133,062	\$133,902	99.37%	\$223,170	59.62%	\$90,108
Totals	\$2,381,385	\$2,811,939	84.69%	\$4,686,565	50.81%	\$2,305,180

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Corrective Action Plan

Expenditures are below forecast due to ongoing delays in upgrading of noncredit classrooms with smart classroom technology. We expect to be on track by the next reporting period.

Summary of Activities:

- 1) Hired a new Employment and Training Specialist, funded in part by AEBG, to provide support to noncredit students.
- 2) Planned and hosted CCSF 101, an informational workshop for staff of community-based organizations, designed to assist them in navigating the college and referring new students.
- 3) Refined and prepared for the launch of a marketing campaign designed to increase awareness of enrollments in the college's noncredit ESL, Transitional Studies, and noncredit Career and Technical Education courses.
- 4) Presented about our Supported Instruction initiative at California Teachers of English to Speakers of Other Languages (CATESOL) conference.

**Status
Submitted**

San Francisco Unified School District

San Francisco 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
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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	\$0	\$37,144	0%	\$247,624	0%	\$247,624
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$14,145	0%	\$94,302	0%	\$94,302
4000 - Supplies and Materials	\$0	\$108	0%	\$721	0%	\$721
5000 - Other Operating Expenses and Services	\$0	\$3,578	0%	\$23,853	0%	\$23,853
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	\$0	\$54,975	0%	\$366,500	0%	\$366,500

**Status
Submitted**

San Francisco 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	\$74,287	0%	\$247,624	0%	\$247,624
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$28,291	0%	\$94,302	0%	\$94,302
4000 - Supplies and Materials	\$0	\$216	0%	\$721	0%	\$721
5000 - Other Operating Expenses and Services	\$0	\$7,156	0%	\$23,853	0%	\$23,853
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

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$0	\$109,950	0%	\$366,500	0%	\$366,500

Status
Submitted

San Francisco 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	\$181,086	\$111,431	162.51%	\$247,624	73.13%	\$66,538
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$68,241	\$42,436	160.81%	\$94,302	72.36%	\$26,061
4000 - Supplies and Materials	\$620	\$324	191.09%	\$721	85.99%	\$101
5000 - Other Operating Expenses and Services	\$39,191	\$10,734	365.12%	\$23,853	164.3%	ⓘ -\$15,338
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	\$289,138	\$164,925	175.31%	\$366,500	78.89%	\$77,362

Summary of Activities:

Provided SFUSD students ages 18+ with expanded college transition counseling, “on-ramp” college and career readiness courses, and access to CCSF through dual enrollment courses at the college and credit recovery classes at the high schools.

Status
Submitted

San Francisco 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	\$247,624	\$148,574	166.67%	\$247,624	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$94,302	\$56,581	166.67%	\$94,302	100%	\$0
4000 - Supplies and Materials	\$721	\$433	166.67%	\$721	100%	\$0
5000 - Other Operating Expenses and Services	\$39,191	\$14,312	273.84%	\$23,853	164.3%	⚠ -\$15,338
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	\$381,838	\$219,900	173.64%	\$366,500	104.18%	⚠ -\$15,338

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Summary of Activities:

Provided SFUSD students ages 18+ with expanded college transition counseling, "on-ramp" college and career readiness courses, and access to CCSF through noncredit and credit recovery classes offered at multiple CCSF locations.

Status
Submitted



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