

CAEP Consortium Fiscal Reporting 49 San Francisco Adult Education Consortium

2018-19 Fiscal Year

Certification

Certified By

Wendy Miller

Associate Dean of Adult Education Programs

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
San Francisco CCD	Submitted	Submitted	Submitted	Not Submitted
San Francisco Unified	Submitted	Submitted	Submitted	Not Submitted

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	\$190,716	\$375,000	50.86%	\$1,500,000	12.71%	\$1,309,284
2000 - Non-Instructional Salaries	\$28,080	\$112,500	24.96%	\$450,000	6.24%	\$421,920
3000 - Employee Benefits	\$58,446	\$170,625	34.25%	\$682,500	8.56%	\$624,054
4000 - Supplies and Materials	\$3,053	\$30,000	10.18%	\$150,000	2.04%	\$146,947
5000 - Other Operating Expenses and Services	\$19,692	\$75,000	26.26%	\$1,500,000	1.31%	\$1,480,308
6000 - Capital Outlay	\$0	\$301,228	0%	\$1,204,913	0%	\$1,204,913
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14,999	\$68,593	21.87%	\$274,371	5.47%	\$259,372
Totals	\$314,986	\$1,132,946	27.8%	\$5,761,784	5.47%	\$5,446,798

Corrective Action Plan

A number of significant expenditures did not occur until Q@. We anticipate that expenditures in Q2 will be in alignment with our annual plan.

Summary of Activities:

1. Developed and implemented Phase 2 of adult education marketing and outreach plan, with the goal of increasing applications to and enrollments in CCSF ESL, Transitional Studies, and non-credit Career and Technical education programs. 2. Worked with CCSF s new Office of High School Programs, as well as counselors, teachers, and administrators, to deepen partnership programs and smooth transitions for English language learners, students with disabilities, and those with low basic skills. 3. Evaluated the progress of Supported Instruction courses; used data to inform further refinement and expansion of the program. 4. Supported technology upgrades for adult education facilities and classrooms. 5. Collaborated with the San Francisco Office of Economic and Workforce Development to develop and offer professional development to staff of community-based organizations on topics relevant to adult education. 6. Offered Professional Development and Community of Practice meetings to faculty

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	\$458,022	\$750,000	61.07%	\$1,500,000	30.53%	\$1,041,978
2000 - Non-Instructional Salaries	\$72,681	\$225,000	32.3%	\$450,000	16.15%	\$377,319
3000 - Employee Benefits	\$140,039	\$341,250	41.04%	\$682,500	20.52%	\$542,461
4000 - Supplies and Materials	\$15,410	\$60,000	25.68%	\$150,000	10.27%	\$134,590
5000 - Other Operating Expenses and Services	\$130,618	\$300,000	43.54%	\$1,500,000	8.71%	\$1,369,382
6000 - Capital Outlay	\$72,698	\$602,457	12.07%	\$1,204,913	6.03%	\$1,132,215
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$44,473	\$137,186	32.42%	\$274,371	16.21%	\$229,898
Totals	\$933,941	\$2,415,892	38.66%	\$5,761,784	16.21%	\$4,827,843

Corrective Action Plan

Key projects are currently being completed and expenses will post in Q3.

Summary of Activities:

We have continued to work closely with relevant departments at CCSF, as well as community and government agencies, to develop and implement programs and provide professional development for faculty and staff. Thanks to the clear guidance and templates that have been provided, our three-year planning process is off to a strong start.

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

Lucy Runkel, Assistant Director, AEBG
Alina Varona, Associate Dean

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	\$773,135	\$1,125,000	68.72%	\$1,500,000	51.54%	\$726,865
2000 - Non-Instructional Salaries	\$124,425	\$337,500	36.87%	\$450,000	27.65%	\$325,575
3000 - Employee Benefits	\$235,795	\$511,875	46.06%	\$682,500	34.55%	\$446,705
4000 - Supplies and Materials	\$47,863	\$90,000	53.18%	\$150,000	31.91%	\$102,137
5000 - Other Operating Expenses and Services	\$184,191	\$900,000	20.47%	\$1,500,000	12.28%	\$1,315,809
6000 - Capital Outlay	\$204,675	\$903,685	22.65%	\$1,204,913	16.99%	\$1,000,238
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$78,504	\$205,778	38.15%	\$274,371	28.61%	\$195,867
Totals	\$1,648,588	\$4,073,838	40.47%	\$5,761,784	28.61%	\$4,113,196

Corrective Action Plan

Key projects are currently being completed and expenses will post in Q4. We anticipate spending down approximately 90% of 18-19 funds by the end of the fiscal year.

Summary of Activities:

We have continued to work closely with relevant departments at CCSF, as well as community and government agencies, to develop and implement programs and provide professional development for faculty and staff. The data analysis and community input phases of our three-year planning process were substantially completed during this period, and we began the final writing process.

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	\$773,135	\$1,500,000	51.54%	\$1,500,000	51.54%	\$726,865
2000 - Non-Instructional Salaries	\$124,425	\$450,000	27.65%	\$450,000	27.65%	\$325,575
3000 - Employee Benefits	\$235,795	\$682,500	34.55%	\$682,500	34.55%	\$446,705
4000 - Supplies and Materials	\$47,863	\$150,000	31.91%	\$150,000	31.91%	\$102,137
5000 - Other Operating Expenses and Services	\$184,191	\$1,500,000	12.28%	\$1,500,000	12.28%	\$1,315,809
6000 - Capital Outlay	\$204,675	\$1,204,913	16.99%	\$1,204,913	16.99%	\$1,000,238
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$78,504	\$274,371	28.61%	\$274,371	28.61%	\$195,867
Totals	\$1,648,588	\$5,761,784	28.61%	\$5,761,784	28.61%	\$4,113,196

Status
Unsubmitted

San Francisco Unified

San Francisco 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	\$56,057	\$62,125	90.23%	\$207,084	27.07%	\$151,027
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$20,709	\$19,639	105.45%	\$65,464	31.63%	\$44,755
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$79,044	0%	\$79,044
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,255	\$4,174	77.98%	\$14,908	21.83%	\$11,653
Totals	\$80,021	\$85,939	93.11%	\$366,500	21.83%	\$286,479

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 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	\$91,979	\$93,188	98.7%	\$207,084	44.42%	\$115,105
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$34,292	\$29,459	116.41%	\$65,464	52.38%	\$31,172
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$12,000	\$19,761	60.73%	\$79,044	15.18%	\$67,044
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,862	\$6,560	89.37%	\$14,908	39.32%	\$9,046
Totals	\$144,133	\$148,967	96.75%	\$366,500	39.33%	\$222,367

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

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. Jen Fong Ed.D., Director, College & Career Readiness

Gwen Lin, Supervisor

San Francisco 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	\$165,269	\$155,313	106.41%	\$207,084	79.81%	\$41,815
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$61,473	\$49,098	125.2%	\$65,464	93.9%	\$3,991
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$30,952	\$39,522	78.32%	\$79,044	39.16%	\$48,092
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$11,180	\$10,734	104.16%	\$14,908	74.99%	\$3,728
Totals	\$268,874	\$254,667	105.58%	\$366,500	73.36%	\$97,626

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 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	\$165,269	\$207,084	79.81%	\$207,084	79.81%	\$41,815
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$61,473	\$65,464	93.9%	\$65,464	93.9%	\$3,991
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$30,952	\$79,044	39.16%	\$79,044	39.16%	\$48,092
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$11,180	\$14,908	74.99%	\$14,908	74.99%	\$3,728
Totals	\$268,874	\$366,500	73.36%	\$366,500	73.36%	\$97,626

Status
Unsubmitted



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