

AEBG Fiscal Reporting Sonoma County Adult Education Consortium

2017 - 2018 Fiscal Year

Certification

Certification Authority

Nancy Miller

Director of Regional Adult Education Programs

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
Petaluma Joint Union High School District	✓	✓	✓	✓
Sonoma County CCD	✓	✓	✓	✓
Sonoma County Office of Education	✓	✓	✓	✓

Petaluma Joint Union High School District

Petaluma Joint Union High 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	\$164,301	0%	\$657,205	0%	\$657,205
2000 - Non-Instructional Salaries	\$0	\$32,540	0%	\$216,934	0%	\$216,934

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
3000 - Employee Benefits	\$0	\$75,153	0%	\$300,612	0%	\$300,612
4000 - Supplies and Materials	\$0	\$21,280	0%	\$141,866	0%	\$141,866
5000 - Other Operating Expenses and Services	\$0	\$11,942	0%	\$79,610	0%	\$79,610
6000 - Capital Outlay	\$0	\$43,250	0%	\$173,000	0%	\$173,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,077	0%	\$65,384	0%	\$65,384
Totals	\$0	\$361,543	0%	\$1,634,611	0%	\$1,634,611

Status
Submitted

Petaluma Joint Union High 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	\$328,603	0%	\$657,205	0%	\$657,205
2000 - Non-Instructional Salaries	\$0	\$65,080	0%	\$216,934	0%	\$216,934
3000 - Employee Benefits	\$0	\$150,306	0%	\$300,612	0%	\$300,612
4000 - Supplies and Materials	\$0	\$42,560	0%	\$141,866	0%	\$141,866
5000 - Other Operating Expenses and Services	\$0	\$23,883	0%	\$79,610	0%	\$79,610
6000 - Capital Outlay	\$0	\$86,500	0%	\$173,000	0%	\$173,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$26,154	0%	\$65,384	0%	\$65,384
Totals	\$0	\$723,085	0%	\$1,634,611	0%	\$1,634,611

Status
Submitted

Petaluma Joint Union High 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	\$425,505	\$492,904	86.33%	\$657,205	64.74%	\$231,700
2000 - Non-Instructional Salaries	\$164,254	\$97,620	168.26%	\$216,934	75.72%	\$52,680
3000 - Employee Benefits	\$200,150	\$225,459	88.77%	\$300,612	66.58%	\$100,462
4000 - Supplies and Materials	\$42,353	\$63,840	66.34%	\$141,866	29.85%	\$99,513
5000 - Other Operating Expenses and Services	\$27,812	\$35,825	77.63%	\$79,610	34.94%	\$51,798
6000 - Capital Outlay	\$56,000	\$129,750	43.16%	\$173,000	32.37%	\$117,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$37,112	\$39,230	94.6%	\$65,384	56.76%	\$28,272
Totals	\$953,186	\$1,084,628	87.88%	\$1,634,611	58.31%	\$681,425

Corrective Action Plan

It is anticipated that expenditures will be on target by the end of the fiscal year. Large technology and supply acquisitions occur in the fourth quarter, as well as summer capital improvement projects.

Summary of Activities:

Petaluma Adult School expanded offerings for high school diploma/equivalency into Santa Rosa and Sonoma Valley during the 17-18 fiscal year, which produced a higher than average number of graduates. PAS has worked very closely with other consortium service providers on integrated curriculum projects and support services for Adult School students to promote transition to post-secondary education and training programs.

Status
Submitted

Petaluma Joint Union High 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	\$558,357	\$657,205	84.96%	\$657,205	84.96%	\$98,848
2000 - Non-Instructional Salaries	\$241,775	\$130,160	185.75%	\$216,934	111.45%	⚠️ -\$24,841

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
3000 - Employee Benefits	\$267,100	\$300,612	88.85%	\$300,612	88.85%	\$33,512
4000 - Supplies and Materials	\$70,500	\$85,120	82.82%	\$141,866	49.69%	\$71,366
5000 - Other Operating Expenses and Services	\$45,487	\$47,766	95.23%	\$79,610	57.14%	\$34,123
6000 - Capital Outlay	\$56,000	\$173,000	32.37%	\$173,000	32.37%	\$117,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$37,112	\$52,307	70.95%	\$65,384	56.76%	\$28,272
Totals	\$1,276,331	\$1,446,170	88.26%	\$1,634,611	78.08%	\$358,280

Corrective Action Plan

Expenditures fall below target for the following reasons: 1. Capital outlay projects extended through July - September, necessitating payment for these projects to fall into the 18-19 school year. 2. Additional staff to increase instructional programming within the consortium area were hired in the latter part of 17-18. Their full cost for a program year will be seen in 18-19. 3. Changes in administration .

Summary of Activities:

Petaluma Adult School continued to expand offerings for high school diploma/equivalency into Santa Rosa and Sonoma Valley during the 17-18 fiscal year, which produced a higher than average number of graduates. PAS has worked very closely with other consortium service providers on integrated curriculum projects and support services for Adult School students to promote transition to post-secondary education and training programs. Remodeling of the instructional space at our chief location has led to greater centralized programming and increased service for students in ESL, Citizenship, family resource services, CTE and parent education.

**Status
Submitted**

Sonoma County CCD

Sonoma County 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
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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	\$33,000	0%	\$220,000	0%	\$220,000
2000 - Non-Instructional Salaries	\$0	\$82,567	0%	\$550,449	0%	\$550,449
3000 - Employee Benefits	\$0	\$42,793	0%	\$285,289	0%	\$285,289
4000 - Supplies and Materials	\$0	\$16,424	0%	\$109,493	0%	\$109,493
5000 - Other Operating Expenses and Services	\$0	\$25,096	0%	\$167,304	0%	\$167,304
6000 - Capital Outlay	\$0	\$18,225	0%	\$121,500	0%	\$121,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$9,088	0%	\$60,585	0%	\$60,585
Totals	\$0	\$227,193	0%	\$1,514,620	0%	\$1,514,620

Status
Submitted

Sonoma County 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	\$66,000	0%	\$220,000	0%	\$220,000
2000 - Non-Instructional Salaries	\$0	\$165,135	0%	\$550,449	0%	\$550,449
3000 - Employee Benefits	\$0	\$85,587	0%	\$285,289	0%	\$285,289
4000 - Supplies and Materials	\$0	\$32,848	0%	\$109,493	0%	\$109,493
5000 - Other Operating Expenses and Services	\$0	\$50,191	0%	\$167,304	0%	\$167,304
6000 - Capital Outlay	\$0	\$36,450	0%	\$121,500	0%	\$121,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$18,176	0%	\$60,585	0%	\$60,585

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$0	\$454,386	0%	\$1,514,620	0%	\$1,514,620

Status
Submitted

Sonoma County 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	\$114,792	\$99,000	115.95%	\$220,000	52.18%	\$105,208
2000 - Non-Instructional Salaries	\$180,429	\$247,702	72.84%	\$550,449	32.78%	\$370,020
3000 - Employee Benefits	\$137,774	\$128,380	107.32%	\$285,289	48.29%	\$147,515
4000 - Supplies and Materials	\$37,229	\$49,272	75.56%	\$109,493	34%	\$72,264
5000 - Other Operating Expenses and Services	\$78,109	\$75,287	103.75%	\$167,304	46.69%	\$89,195
6000 - Capital Outlay	\$39,697	\$54,675	72.61%	\$121,500	32.67%	\$81,803
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$27,263	0%	\$60,585	0%	\$60,585
Totals	\$588,030	\$681,579	86.27%	\$1,514,620	38.82%	\$926,590

Corrective Action Plan

Indirect charges for the year will be charged in the fourth quarter. Textbooks and supply purchases, as well as instructional technology purchases also occurred within the fiscal year, but after the third quarter reporting period. The Wild Fires that devastated our community in October 2017 affected planning for future programs. Instructors who lost homes and other property in the fires were unable to work and we had to cancel many classes.

Summary of Activities:

The Sonoma County Junior College District has expanded offerings in high school equivalency and workforce preparation in the county detention facilities, as well as short-term Career Technical Education offerings throughout Sonoma County. After the Wild Fires, Adult Education courses changed their focus to rebuilding our community and retraining those who had lost jobs. SRJC had thirty new non-credit courses and six certificate programs approved by the chancellor's office

Status
Submitted

Sonoma County 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	\$127,719	\$132,000	96.76%	\$220,000	58.05%	\$92,281
2000 - Non-Instructional Salaries	\$180,429	\$330,269	54.63%	\$550,449	32.78%	\$370,020
3000 - Employee Benefits	\$137,774	\$171,173	80.49%	\$285,289	48.29%	\$147,515
4000 - Supplies and Materials	\$37,229	\$65,696	56.67%	\$109,493	34%	\$72,264
5000 - Other Operating Expenses and Services	\$78,109	\$100,382	77.81%	\$167,304	46.69%	\$89,195
6000 - Capital Outlay	\$39,697	\$72,900	54.45%	\$121,500	32.67%	\$81,803
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$22,000	\$36,351	60.52%	\$60,585	36.31%	\$38,585
Totals	\$622,957	\$908,772	68.55%	\$1,514,620	41.13%	\$891,663

Corrective Action Plan

The Sonoma County Junior College District is in the process of hiring two testing technicians to provide administrative support to the Data & Accountability Office, and an outreach specialist for additional student recruitment and retention support. This will increase expenditures in the 2000 account. For the 4000, 5000 and 6000 accounts, we are purchasing instructional materials, classroom equipment and supplies, and computer labs for several new classroom locations in Sonoma County.

Summary of Activities:

SRJC focused efforts in the 2017-18 academic year on developing new non-credit CDCP courses and certificates in short term career skill training, workforce preparation, pre-apprenticeship and adult secondary. We had over eighty courses and twenty certificate programs approved by the Chancellor's Office this year. SRJC offered 30 sections in the corrections/reentry program in workforce preparation and high school equivalency preparation. In addition, we offered forty-two sections of career skill training courses throughout the county. Our 5000 expenses were concentrated in developing outreach and communication plans to inform the public about our programs and to recruit new students. We also sent several instructors and our outreach team to national conferences (COABE, NCWE, CCCAOE) to discover best practices and learn from other community colleges who had developed extensive career training programs in non-credit.

Status
Submitted

Sonoma County Office of Education

Sonoma 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	\$8,976	0%	\$59,839	0%	\$59,839
2000 - Non-Instructional Salaries	\$0	\$3,846	0%	\$25,640	0%	\$25,640
3000 - Employee Benefits	\$0	\$3,812	0%	\$25,413	0%	\$25,413
4000 - Supplies and Materials	\$0	\$5,991	0%	\$39,938	0%	\$39,938
5000 - Other Operating Expenses and Services	\$0	\$13,680	0%	\$54,720	0%	\$54,720
6000 - Capital Outlay	\$0	\$3,690	0%	\$24,602	0%	\$24,602
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,375	0%	\$9,500	0%	\$9,500
Totals	\$0	\$42,370	0%	\$239,652	0%	\$239,652

**Status
Submitted**

Sonoma 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	\$17,952	0%	\$59,839	0%	\$59,839
2000 - Non-Instructional Salaries	\$0	\$7,692	0%	\$25,640	0%	\$25,640
3000 - Employee Benefits	\$0	\$7,624	0%	\$25,413	0%	\$25,413
4000 - Supplies and Materials	\$0	\$11,981	0%	\$39,938	0%	\$39,938

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	\$27,360	0%	\$54,720	0%	\$54,720
6000 - Capital Outlay	\$0	\$7,381	0%	\$24,602	0%	\$24,602
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,275	0%	\$9,500	0%	\$9,500
Totals	\$0	\$84,265	0%	\$239,652	0%	\$239,652

**Status
Submitted**

Sonoma 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	\$54,393	\$26,928	202%	\$59,839	90.9%	\$5,446
2000 - Non-Instructional Salaries	\$2,741	\$11,538	23.76%	\$25,640	10.69%	\$22,899
3000 - Employee Benefits	\$13,390	\$11,436	117.09%	\$25,413	52.69%	\$12,023
4000 - Supplies and Materials	\$21,494	\$17,972	119.6%	\$39,938	53.82%	\$18,444
5000 - Other Operating Expenses and Services	\$37,170	\$41,040	90.57%	\$54,720	67.93%	\$17,550
6000 - Capital Outlay	\$9,441	\$11,071	85.28%	\$24,602	38.37%	\$15,161
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,700	0%	\$9,500	0%	\$9,500
Totals	\$138,629	\$125,684	110.3%	\$239,652	57.85%	\$101,023

**Status
Submitted**

Sonoma 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	\$85,256	\$35,903	237.46%	\$59,839	142.48%	⚠ -\$25,417
2000 - Non-Instructional Salaries	\$5,167	\$15,384	33.59%	\$25,640	20.15%	\$20,473
3000 - Employee Benefits	\$20,888	\$15,248	136.99%	\$25,413	82.19%	\$4,525
4000 - Supplies and Materials	\$46,323	\$23,963	193.31%	\$39,938	115.99%	⚠ -\$6,385
5000 - Other Operating Expenses and Services	\$85,188	\$54,720	155.68%	\$54,720	155.68%	⚠ -\$30,468
6000 - Capital Outlay	\$9,441	\$14,761	63.96%	\$24,602	38.37%	\$15,161
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,637	\$8,075	119.34%	\$9,500	101.44%	⚠ -\$137
Totals	\$261,900	\$168,054	155.84%	\$239,652	109.28%	⚠ -\$22,248

Summary of Activities:

The Sonoma County Office of Education focused their funding on the Rebuild Sonoma County efforts. We ran five construction courses in partnership with non-profit agencies and the local Job Link with over 125 participants and a 92% completion rate. The account looks overspent because 15/16 expenses were double counted and there was no way to go back to correct the beginning balance for SCOE.

Status
Submitted



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