

CAEP Consortium Fiscal Reporting 05 Greater Opportunity Through Adult Learning

2018-19 Fiscal Year

Certification

Certified By

Annabelle Rodriguez
Consortia Director - GOAL

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
Cabrillo CCD	Submitted	Submitted	Submitted	Submitted
Pajaro Valley Unified	Submitted	Submitted	Submitted	Submitted
Santa Cruz Co. Office of Education	Submitted	Submitted	Submitted	Submitted

Cabrillo CCD

Cabrillo 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	\$0	100%	\$22,000	0%	\$22,000
2000 - Non-Instructional Salaries	\$42,478	\$44,166	96.18%	\$354,504	11.98%	\$312,026
3000 - Employee Benefits	\$18,874	\$18,786	100.47%	\$146,762	12.86%	\$127,888
4000 - Supplies and Materials	\$1,878	\$2,042	91.99%	\$30,624	6.13%	\$28,746
5000 - Other Operating Expenses and Services	\$2,322	\$2,287	101.51%	\$114,688	2.02%	\$112,366
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,214	\$2,222	99.63%	\$20,202	10.96%	\$17,988
Totals	\$67,766	\$69,504	97.5%	\$688,780	9.84%	\$621,014

Status
Submitted

Cabrillo 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	\$0	100%	\$22,000	0%	\$22,000
2000 - Non-Instructional Salaries	\$87,820	\$96,049	91.43%	\$354,504	24.77%	\$266,684
3000 - Employee Benefits	\$39,394	\$42,304	93.12%	\$146,762	26.84%	\$107,368
4000 - Supplies and Materials	\$6,433	\$2,960	217.31%	\$30,624	21.01%	\$24,191
5000 - Other Operating Expenses and Services	\$48,816	\$48,099	101.49%	\$114,688	42.56%	\$65,872
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,680	\$6,667	85.2%	\$20,202	28.12%	\$14,522
Totals	\$188,143	\$196,078	95.95%	\$688,780	27.32%	\$500,637

Summary of Activities:

Activities include all salary and benefits related to supporting Consortia goals, administrative, financial , and programmatic monitoring. Working across members to advance our local objectives to addressing gaps in service, seamless transition, accelerated learning, and professional development. Our Consortia has hired a full time Transition Specialist, implementing Community Pro to tack students across our member entities, supporting the on-ramp and training of a new funded member, Santa Cruz Office of Education, and supported members in the development of noncredit programs to serve adult learners, improve data and accountability, and foster positive working relationships across members.

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. Matthew Wetstein, President
Annabelle Rodriguez, Consortia Director - GOAL

Cabrillo 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	\$4,965	\$4,400	112.84%	\$22,000	22.57%	\$17,035
2000 - Non-Instructional Salaries	\$136,479	\$152,270	89.63%	\$354,504	38.5%	\$218,025
3000 - Employee Benefits	\$63,218	\$67,950	93.04%	\$146,762	43.08%	\$83,544
4000 - Supplies and Materials	\$7,570	\$4,798	157.78%	\$30,624	24.72%	\$23,054
5000 - Other Operating Expenses and Services	\$79,968	\$60,743	131.65%	\$114,688	69.73%	\$34,720
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,680	\$9,091	62.48%	\$20,202	28.12%	\$14,522
Totals	\$297,880	\$299,252	99.54%	\$688,780	43.25%	\$390,900

Summary of Activities:

Activities include all salary and benefits related to supporting Consortia goals, administrative, financial , and programmatic monitoring. Working across members to advance our local objectives to addressing gaps in service, seamless transition, accelerated learning, and professional development. Our Consortia has hired a full time Transition Specialist, implementing Community Pro to tack students across our member entities, supporting the on-ramp and training of a new funded member, Santa Cruz Office of Education, and supported members in the development of noncredit programs to serve adult learners, improve data and accountability, and foster positive working relationships across members.

**Status
Submitted**

Cabrillo 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	\$9,886	\$8,800	112.34%	\$22,000	44.94%	\$12,114
2000 - Non-Instructional Salaries	\$185,704	\$200,608	92.57%	\$354,504	52.38%	\$168,800
3000 - Employee Benefits	\$87,152	\$89,193	97.71%	\$146,762	59.38%	\$59,610
4000 - Supplies and Materials	\$9,496	\$6,023	157.67%	\$30,624	31.01%	\$21,128
5000 - Other Operating Expenses and Services	\$113,506	\$71,100	159.64%	\$114,688	98.97%	\$1,182
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$12,702	\$11,717	108.41%	\$20,202	62.87%	\$7,500
Totals	\$418,446	\$387,441	108%	\$688,780	60.75%	\$270,334

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

Guidance: Yes

Status
Submitted

Pajaro Valley Unified

Pajaro Valley 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	\$201,363	\$200,428	100.47%	\$1,336,185	15.07%	\$1,134,822
2000 - Non-Instructional Salaries	\$166,634	\$174,011	95.76%	\$790,961	21.07%	\$624,327
3000 - Employee Benefits	\$184,590	\$193,709	95.29%	\$1,076,162	17.15%	\$891,572
4000 - Supplies and Materials	\$7,308	\$7,471	97.82%	\$41,503	17.61%	\$34,195
5000 - Other Operating Expenses and Services	\$90,901	\$92,460	98.31%	\$288,939	31.46%	\$198,038
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$74,590	0%	\$74,590
Totals	\$650,796	\$668,079	97.41%	\$3,608,340	18.04%	\$2,957,544

Summary of Activities:

Activities include all salary and benefits cost relating to instructional delivery, testing, placement, daily operations, and professional development. Costs in 4000 accounts reflect upgrades in technology hardware and software as well as classroom and daily operations supplies. 5000 account expenditures are in the area of daily operational expenses, attendance at conferences for staff, recruitment, on-line technology licenses, brochure/advertisement costs. WASCAE has opened and extended programming especially in North County including Spanish GED, counseling services, ESL offering in Davenport and an new ABE/ASE Learning Center in San Lorenzo Valley. We have planned and piloted new 243 courses and have added a Transition Specialist for the 18-19 school year.

Status
Submitted

Pajaro Valley 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	\$497,283	\$601,283	82.7%	\$1,336,185	37.22%	\$838,902
2000 - Non-Instructional Salaries	\$325,996	\$355,932	91.59%	\$790,961	41.22%	\$464,965
3000 - Employee Benefits	\$437,654	\$484,273	90.37%	\$1,076,162	40.67%	\$638,508
4000 - Supplies and Materials	\$19,377	\$16,601	116.72%	\$41,503	46.69%	\$22,126
5000 - Other Operating Expenses and Services	\$161,161	\$130,023	123.95%	\$288,939	55.78%	\$127,778
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$27,322	\$33,566	81.4%	\$74,590	36.63%	\$47,268
Totals	\$1,468,793	\$1,621,678	90.57%	\$3,608,340	40.71%	\$2,139,547

Summary of Activities:

Activities include all salary and benefits cost relating to instructional delivery, testing, placement, daily operations, and professional development. Costs in 4000 accounts reflect upgrades in technology hardware and software as well as classroom and daily operations supplies. 5000 account expenditures are in the area of daily operation expenses, professional development for staff, recruitment, on-line technology licenses, brochure/advertisement costs. WASCAE has opened and extended programs especially in the North County including Spanish GED, counseling services, ESL offering in Davenport and a new ABE/ASE learning center in San Lorenzo Valley. Have planned and piloted new 243 courses and have added a Transition Specialist for the 18-19 School Year. Have been stepping up on IET/IELCE activities. Not fully implemented, but there are meetings around development of pathways for ESL students to seque into CTE. Exploring Spanish literacy classes and preparing for implementation.

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

Michelle Rodriguez
Helen Bellonzi, Director of Finance-PVUSD

Pajaro Valley 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	\$695,645	\$935,330	74.37%	\$1,336,185	52.06%	\$640,540
2000 - Non-Instructional Salaries	\$476,773	\$553,673	86.11%	\$790,961	60.28%	\$314,188
3000 - Employee Benefits	\$640,142	\$753,313	84.98%	\$1,076,162	59.48%	\$436,020
4000 - Supplies and Materials	\$36,727	\$29,052	126.42%	\$41,503	88.49%	\$4,776
5000 - Other Operating Expenses and Services	\$206,196	\$216,704	95.15%	\$288,939	71.36%	\$82,743
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$49,980	\$55,943	89.34%	\$74,590	67.01%	\$24,610
Totals	\$2,105,463	\$2,544,014	82.76%	\$3,608,340	58.35%	\$1,502,877

Corrective Action Plan

We have three vacancies since beginning of the year, plus one hard to fill teaching position. We also had a nine classes that did not run due to lack of student interest. Corrective Action Plan: One vacancy was filled mid year so we will start seeing the costs. We will work with our HR department to hire the other two positions as quickly as possible. We have been trying to actively recruit for the hard to fill teaching position and will continue to recruit. Most of this money won't be spent until July-December of 2019 due to purchase order deadline having passed and end of year so near it's too late to hire teachers. We anticipate increases in statutory benefits and H&W benefits in 19-20 that will absorb this as well as having to pay for a portion of a new technology system that our consortium will use to track student referrals and transitions. All of our on-line student software renewals are due in July of 19-20. Will implement more aggressive technology upgrades in 19-20.

Summary of Activities:

Activities include all salary and benefits cost relating to instructional delivery, testing, daily operations, and professional development. Costs in 4000 accounts reflect upgrades in technology hardware and software as well as classroom and daily operations supplies. 5000 account expenditures are in the area of daily operating expenses, professional development for staff, recruitment, on-line technology licenses, brochure/advertisement costs. In 18-19 fiscal year WASCAE has opened and extended programs especially in the North County including Spanish GED, counseling services, ESL offered in Davenport and new ABE/ASE learning center in San Lorenzo Valley. Have planned and piloted new 243 courses and have added a Transition Specialist. Have been stepping up on IET/IELCE activities and still having meetings around development of pathways for ESL students to segue into CTE.

Status
Submitted

Pajaro Valley 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	\$1,071,820	\$1,336,185	80.21%	\$1,336,185	80.21%	\$264,365
2000 - Non-Instructional Salaries	\$633,923	\$790,961	80.15%	\$790,961	80.15%	\$157,038
3000 - Employee Benefits	\$941,223	\$1,076,162	87.46%	\$1,076,162	87.46%	\$134,939
4000 - Supplies and Materials	\$40,503	\$41,503	97.59%	\$41,503	97.59%	\$1,000
5000 - Other Operating Expenses and Services	\$246,827	\$288,939	85.43%	\$288,939	85.43%	\$42,112
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$74,590	\$74,590	100%	\$74,590	100%	\$0
Totals	\$3,008,886	\$3,608,340	83.39%	\$3,608,340	83.39%	\$599,454

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

Corrective Action Plan

18-19 was a year of change and adding new programs and trial and error of different types of classes. Especially with the push for short term CTE classes and Adults in the Workforce integrated with Adult Basic Ed/Adult Secondary Ed and ESL specifically geared toward CTE pathways for accelerated learning for students to get them out into job industry quicker. WASCAE was trying to be somewhat conservative to make sure changes could be made based on trial and error of these new classes so additional classes or changes to what we had could be made. We anticipate with 19-20 cost increases for Step & Column, STRS, PERS, and Health & Welfare costs, a new tracking system the whole consortium will be using and cost sharing, and a few new positions that were identified as needed that the balance will be used up before 12/31/19.

Summary of Activities:

Activities include all salary and benefits cost relating to instructional delivery, testing, daily operations, and professional development. Costs in 4000 accounts reflect upgrades in technology hardware and software as well as classroom and daily operations supplies. 5000 account expenditures are in the area of daily operating expenses, professional development for staff, recruitment, on-line technology licenses, brochure/advertisement costs. In 18-19 fiscal year WASCAE has opened and extended programs especially in the North County including Spanish GED, counseling services, ESL offered in Davenport and new ABE/ASE learning center in San Lorenzo Valley. Have planned and piloted new 243 courses and have added a Transition Specialist. Have been stepping up on IET/IELCE activities and still having meetings around development of pathways for ESL students to segue into CTE.

Status
Submitted

Santa Cruz Co. Office of Education

Santa Cruz 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	\$0	\$0	100%	\$20,941	0%	\$20,941
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$15,671	0%	\$15,671
3000 - Employee Benefits	\$0	\$0	100%	\$15,445	0%	\$15,445
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$9,924	0%	\$9,924
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,099	0%	\$3,099
Totals	\$0	\$0	100%	\$65,080	0%	\$65,080

Status
Submitted

Santa Cruz 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	\$0	\$7,329	0%	\$20,941	0%	\$20,941
2000 - Non-Instructional Salaries	\$0	\$5,485	0%	\$15,671	0%	\$15,671
3000 - Employee Benefits	\$0	\$5,406	0%	\$15,445	0%	\$15,445
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$3,473	0%	\$9,924	0%	\$9,924
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,085	0%	\$3,099	0%	\$3,099
Totals	\$0	\$22,778	0%	\$65,080	0%	\$65,080

Corrective Action Plan

We had expenses, but they were not posting to the correct fund. The fund was not set up at the county until recently. After we set up the fund in both systems, (ours and the county’s), we processed a journal to move the expenses from the general fund into fund 11 where it should have been. The expenses were incurred from July 1st, but the actual expense did not get posted to fund 11 until January 31st. They will show up in the quarter 3 report, and on-going.

Summary of Activities:

Expenditures for Q1 & Q2 reflect instructional and support staff salaries and benefits to deliver High School Diploma programming at Career Advancement Charter . We are the newest funded member under the GOAL Consortia. We deliver independent studies to adult learners to complete their High School Diploma. We are in development of our ESL program. In addition to direction instruction CAC provides individualized educational planning , case management, tutoring, and referrals to WIOA partners and Cabrillo College as appropriate. Part of our activities these quarters have been focused on extensive CASAS trainings for staff and instructors. We are an active member in our GOAL Consortia and participate in all 3 year planning meetings.

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. Faris Sabbah, Deputy Superintendent of Schools

Michelle Coffman, Financial Analyst
 Jenny Russell CAC-Sequoia, Principal
 Rebecca Olker

Santa Cruz 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	\$20,941	\$14,659	142.86%	\$20,941	100%	\$0
2000 - Non-Instructional Salaries	\$11,680	\$10,970	106.48%	\$15,671	74.53%	\$3,991
3000 - Employee Benefits	\$12,648	\$10,812	116.99%	\$15,445	81.89%	\$2,797
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$6,947	0%	\$9,924	0%	\$9,924
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,169	0%	\$3,099	0%	\$3,099
Totals	\$45,269	\$45,556	99.37%	\$65,080	69.56%	\$19,811

Summary of Activities:

Expenditures for Q3 reflect instructional and support staff salaries and benefits to deliver High School Diploma programming at Career Advancement Charter . We are the newest funded member under the GOAL Consortia. We deliver independent studies to adult learners to complete their High School Diploma. We are in development of our ESL program. In addition to direction instruction CAC provides individualized educational planning , case management, tutoring, and referrals to WIOA partners and Cabrillo College as appropriate. Part of our activities these quarters have been focused on extensive CASAS trainings for staff and instructors. We are an active member in our GOAL Consortia and participate in all 3 year planning meetings.

Status
Submitted

Santa Cruz 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	\$20,941	\$20,941	100%	\$20,941	100%	\$0
2000 - Non-Instructional Salaries	\$15,671	\$15,671	100%	\$15,671	100%	\$0
3000 - Employee Benefits	\$15,151	\$14,518	104.36%	\$15,445	98.1%	\$294
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$9,924	0%	\$9,924	0%	\$9,924
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,588	\$3,099	83.51%	\$3,099	83.51%	\$511
Totals	\$54,351	\$64,153	84.72%	\$65,080	83.51%	\$10,729

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

Guidance: Yes

Corrective Action Plan

We are carrying over some of the funding to send staff to the CAEB Conference in October and to purchase some instructional materials and supplies.

Summary of Activities:

We have used the CAEP budget to fund an ESL Teacher and to cover non-instructional support costs for the recruitment, retention, and academic support of new English Learner students to ensure their success. Recruited ESL students are often not supported by ADA funding.

Status
Submitted



California
Community
Colleges

