

# CAEP Consortium Fiscal Reporting 05 Greater Opportunity Through Adult Learning

2019-20 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
<a href="#">Cabrillo CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Pajaro Valley Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Santa Cruz ROP</a>	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	\$6,641	\$0	100%	\$112,000	5.93%	\$105,359
2000 - Non-Instructional Salaries	\$50,969	\$52,166	97.71%	\$271,578	18.77%	\$220,609
3000 - Employee Benefits	\$25,434	\$31,929	79.66%	\$160,659	15.83%	\$135,225
4000 - Supplies and Materials	\$12,411	\$3,035	409%	\$20,230	61.35%	\$7,819
5000 - Other Operating Expenses and Services	\$14,141	\$13,071	108.19%	\$87,138	16.23%	\$72,997
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,877	\$2,961	97.15%	\$16,452	17.49%	\$13,575
<b>Totals</b>	<b>\$112,473</b>	<b>\$103,161</b>	<b>109.03%</b>	<b>\$668,057</b>	<b>16.84%</b>	<b>\$555,584</b>

**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	\$26,741	\$22,400	119.38%	\$112,000	23.88%	\$85,259
2000 - Non-Instructional Salaries	\$96,456	\$52,166	184.9%	\$271,578	35.52%	\$175,122
3000 - Employee Benefits	\$47,379	\$31,929	148.39%	\$160,659	29.49%	\$113,280
4000 - Supplies and Materials	\$19,958	\$3,035	657.7%	\$20,230	98.66%	\$272
5000 - Other Operating Expenses and Services	\$28,579	\$13,071	218.65%	\$87,138	32.8%	\$58,559
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,571	\$2,961	188.12%	\$16,452	33.86%	\$10,881
<b>Totals</b>	<b>\$224,684</b>	<b>\$125,561</b>	<b>178.94%</b>	<b>\$668,057</b>	<b>33.63%</b>	<b>\$443,373</b>

**Summary of Activities:**

Activities include all salary and benefits related to administration of consortium administrative and fiscal duties and monitoring, data collection and analysis, instructional support, instruction, assessment, day to day operations, outreach activities, instructional materials and supplies, public consortium meetings including food and supplies, professional development, recruitment, marketing and communication, software licenses, etc.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

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

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$26,741	\$22,400	119.38%	\$112,000	23.88%	\$85,259
2000 - Non-Instructional Salaries	\$96,456	\$52,166	184.9%	\$271,578	35.52%	\$175,122
3000 - Employee Benefits	\$47,379	\$31,929	148.39%	\$160,659	29.49%	\$113,280
4000 - Supplies and Materials	\$19,958	\$3,035	657.7%	\$20,230	98.66%	\$272
5000 - Other Operating Expenses and Services	\$28,579	\$13,071	218.65%	\$87,138	32.8%	\$58,559
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,571	\$2,961	188.12%	\$16,452	33.86%	\$10,881
<b>Totals</b>	<b>\$224,684</b>	<b>\$125,561</b>	<b>178.94%</b>	<b>\$668,057</b>	<b>33.63%</b>	<b>\$443,373</b>

### Corrective Action Plan

Due to COVID programming, outreach, and development slowed down expenditures. We have a current spending plan to ramp up programming efforts and expenditure alignment.

### Summary of Activities:

Activities include all salary and benefits related to administration of consortium administrative and fiscal duties and monitoring, data collection and analysis, instructional support, instruction, assessment, day to day operations, outreach activities, instructional materials and supplies, public consortium meetings including food and supplies, professional development, recruitment, marketing and communication, software licenses, etc.

**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	\$32,530	\$22,400	145.22%	\$112,000	29.04%	\$79,470
2000 - Non-Instructional Salaries	\$171,122	\$52,166	328.03%	\$271,578	63.01%	\$100,456
3000 - Employee Benefits	\$71,933	\$31,929	225.29%	\$160,659	44.77%	\$88,726
4000 - Supplies and Materials	\$20,230	\$3,035	666.67%	\$20,230	100%	\$0
5000 - Other Operating Expenses and Services	\$60,359	\$13,071	461.79%	\$87,138	69.27%	\$26,779
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,571	\$2,961	188.12%	\$16,452	33.86%	\$10,881
<b>Totals</b>	<b>\$361,745</b>	<b>\$125,561</b>	<b>288.1%</b>	<b>\$668,057</b>	<b>54.15%</b>	<b>\$306,312</b>

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

Guidance: Yes

**Corrective Action Plan**

Due to COVID Cabrillo College has been impacted through a fluctuation of enrollment and ability to deliver support services. We expect spending to normalize by the Spring '21.

**Summary of Activities:**

All GOAL consortium partners quickly pivoted to create online instruction platforms and student support services delivery mechanisms due to COVID-19. Adult School, Colleges, County Office of Education Consortium partners have been meeting regularly to make contingency plans for reopening schools with a variety of models including hybrid, online instruction, and distance education as necessary. We are all experiencing a fluctuations in enrollment but we know the need continues for our programs and services.

**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	\$104,218	\$0	100%	\$1,237,643	8.42%	\$1,133,425
2000 - Non-Instructional Salaries	\$137,303	\$0	100%	\$762,329	18.01%	\$625,026
3000 - Employee Benefits	\$159,485	\$0	100%	\$1,143,143	13.95%	\$983,658
4000 - Supplies and Materials	\$2,969	\$0	100%	\$127,491	2.33%	\$124,522
5000 - Other Operating Expenses and Services	\$65,995	\$0	100%	\$237,270	27.81%	\$171,275
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$19,043	\$0	100%	\$127,127	14.98%	\$108,084
<b>Totals</b>	<b>\$489,013</b>	<b>\$0</b>	<b>100%</b>	<b>\$3,635,003</b>	<b>13.45%</b>	<b>\$3,145,990</b>

### 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.

**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	\$372,597	\$0	100%	\$1,237,643	30.11%	\$865,046
2000 - Non-Instructional Salaries	\$288,522	\$0	100%	\$762,329	37.85%	\$473,807
3000 - Employee Benefits	\$396,486	\$0	100%	\$1,143,143	34.68%	\$746,657
4000 - Supplies and Materials	\$10,378	\$0	100%	\$127,491	8.14%	\$117,113
5000 - Other Operating Expenses and Services	\$162,410	\$0	100%	\$237,270	68.45%	\$74,860
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$51,628	\$0	100%	\$127,127	40.61%	\$75,499
<b>Totals</b>	<b>\$1,282,021</b>	<b>\$0</b>	<b>100%</b>	<b>\$3,635,003</b>	<b>35.27%</b>	<b>\$2,352,982</b>

**Summary of Activities:**

Activities include all salary and benefits relating to instructional delivery, testing, daily operations, and professional development. Costs in 4000 reflect upgrades in technology hardware and software as well as classroom and daily operation supplies. 5000 account expenditures are in the area of daily operating expenses, professional development for staff, recruitment, on-line technology licenses, brochure/advertisement costs.

**Status  
Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Michelle Rodriguez

Christina Koda, Senior Accountant

Colleen Bugayong Pajaro Valley Unified School District, Interim Director of Finance

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$619,518	\$12,376	5,005.63%	\$1,237,643	50.06%	\$618,125
2000 - Non-Instructional Salaries	\$452,625	\$7,623	5,937.4%	\$762,329	59.37%	\$309,704
3000 - Employee Benefits	\$645,818	\$11,431	5,649.49%	\$1,143,143	56.49%	\$497,325
4000 - Supplies and Materials	\$23,104	\$1,275	1,812.21%	\$127,491	18.12%	\$104,387
5000 - Other Operating Expenses and Services	\$211,200	\$2,373	8,901.25%	\$237,270	89.01%	\$26,070
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$80,834	\$1,271	6,358.52%	\$127,127	63.59%	\$46,293
<b>Totals</b>	\$2,033,099	\$36,350	5,593.12%	\$3,635,003	55.93%	\$1,601,904

### Summary of Activities:

Activities include all salary and benefits relating to instructional delivery, testing, daily operations, and professional development. Costs in 4000 reflect upgrades in technology hardware and software as well as classroom and daily operation supplies. 5000 account expenditures are in the area of daily operating expenses, professional development for staff, recruitment, on-line technology licenses, brochure/advertisement costs, and instructional services.

**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	\$980,093	\$12,376	7,919.03%	\$1,237,643	79.19%	\$257,550
2000 - Non-Instructional Salaries	\$626,328	\$7,623	8,215.98%	\$762,329	82.16%	\$136,001
3000 - Employee Benefits	\$955,450	\$11,431	8,358.1%	\$1,143,143	83.58%	\$187,693
4000 - Supplies and Materials	\$41,767	\$1,275	3,276.07%	\$127,491	32.76%	\$85,724
5000 - Other Operating Expenses and Services	\$237,013	\$2,373	9,989.17%	\$237,270	99.89%	\$257
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$117,602	\$1,271	9,250.75%	\$127,127	92.51%	\$9,525
<b>Totals</b>	<b>\$2,958,253</b>	<b>\$36,350</b>	<b>8,138.24%</b>	<b>\$3,635,003</b>	<b>81.38%</b>	<b>\$676,750</b>

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

Guidance: Yes

**Summary of Activities:**

All consortium partners, adult school, community college, and county office of education shifted and created online instruction due to COVID-19. Consortium partners have been meeting to make contingency plans for re-opening with hybrid models, and continuing online instruction if necessary. Student demographics are changing due to distance learning, but the needs of the county still remain. Consortium partners are adjusting and adapting how distance learning instruction is delivered to try to re-capture former enrollment levels. Offering a myriad of different professional development and training opportunities to instructors and staff at all consortium agency partners. Through district and county leadership projects we are addressing equity and race training.

**Status  
Submitted**

**Santa Cruz ROP**

**Santa Cruz ROP 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	\$9,079	\$12,878	70.5%	\$51,511	17.63%	\$42,432
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$3,324	\$4,617	72%	\$18,467	18%	\$15,143
4000 - Supplies and Materials	\$0	\$643	0%	\$2,570	0%	\$2,570
5000 - Other Operating Expenses and Services	\$295	\$0	100%	\$1,000	29.5%	\$705
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,677	0%	\$3,677
<b>Totals</b>	\$12,698	\$18,137	70.01%	\$77,225	16.44%	\$64,527

### Summary of Activities:

ESL, Culinary and Construction classes and travel for Adult Ed conference.

**Status**  
**Submitted**

---

### Santa Cruz ROP 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	\$21,848	\$12,878	169.66%	\$51,511	42.41%	\$29,663
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$8,447	\$4,617	182.96%	\$18,467	45.74%	\$10,020
4000 - Supplies and Materials	\$0	\$643	0%	\$2,570	0%	\$2,570
5000 - Other Operating Expenses and Services	\$1,021	\$1,000	102.1%	\$1,000	102.1%	ⓘ -\$21
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,677	0%	\$3,677
<b>Totals</b>	<b>\$31,316</b>	<b>\$19,137</b>	<b>163.64%</b>	<b>\$77,225</b>	<b>40.55%</b>	<b>\$45,909</b>

### Summary of Activities:

Expenditures reflect instructional salaries and benefits to deliver High School Diploma programs with Career and Technical Education (CTE) and English as a Second Language (ESL) components 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, while also offering CTE courses in Construction Technology, Culinary Arts, Agriculture/Horticulture, and Computers. In addition to direct instruction, CAC provides individualized educational planning, case management, career coaching, tutoring, and referrals to WIOA partners and Cabrillo College as appropriate. We are an active member in our GOAL Consortia and participate in all 3 year planning meetings. We also had one of our teachers attend the Adult Ed Conference

**Status**  
**Submitted**

### Allocation Year Closeout: 2017-18

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

#### 2017-18 Reverted Funds:

\$0

#### 2017-18 Status

Closed

#### Submitting Authority

Dr. Faris Sabbah, Deputy Superintendent of Schools

Michelle Coffman, Financial Analyst

Melissa Lopez, Director, Fiscal Services

Denise Sanson, Senior Director

### Santa Cruz ROP 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	\$33,832	\$12,878	262.72%	\$51,511	65.68%	\$17,679
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$13,133	\$4,617	284.46%	\$18,467	71.12%	\$5,334
4000 - Supplies and Materials	\$371	\$643	57.74%	\$2,570	14.44%	\$2,199
5000 - Other Operating Expenses and Services	\$1,021	\$1,000	102.1%	\$1,000	102.1%	ⓘ -\$21
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,677	0%	\$3,677
<b>Totals</b>	<b>\$48,357</b>	<b>\$19,137</b>	<b>252.69%</b>	<b>\$77,225</b>	<b>62.62%</b>	<b>\$28,868</b>

#### Summary of Activities:

Expenditures reflect instructional salaries and benefits to deliver High School Diploma programs with Career and Technical Education (CTE) and English as a Second Language (ESL) components 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, while also offering CTE courses in Construction Technology, Culinary Arts, Agriculture/Horticulture, and Computers. In addition to direct instruction, CAC provides individualized educational planning, case management, career coaching, tutoring, and referrals to WIOA partners and Cabrillo College as appropriate. We are an active member in our GOAL Consortia and participate in all 3 year planning meetings. We also had one of our teachers attend the Adult Ed Conference. COVID Challenges: Due to school closures as a result of COVID-19, the CAC did not offer these classes on-site after March 16th 2020. Students did continue to ha

**Status**  
**Submitted**

### Santa Cruz ROP 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	\$45,723	\$12,878	355.05%	\$51,511	88.76%	\$5,788
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$17,803	\$4,617	385.62%	\$18,467	96.4%	\$664
4000 - Supplies and Materials	\$371	\$643	57.74%	\$2,570	14.44%	\$2,199
5000 - Other Operating Expenses and Services	\$1,021	\$1,000	102.1%	\$1,000	102.1%	ⓘ -\$21
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,246	\$3,677	88.28%	\$3,677	88.28%	\$431
<b>Totals</b>	<b>\$68,164</b>	<b>\$22,814</b>	<b>298.78%</b>	<b>\$77,225</b>	<b>88.27%</b>	<b>\$9,061</b>

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

Guidance: Yes

### Summary of Activities:

Instructional salaries & benefits to deliver High School Diploma with Career and Technical Education (CTE - formerly ROP) instruction, with English as a Second Language (ESL) at the Career Advancement Charter (CAC). The SCCOE is the newest funded member under the GOAL Consortia. The CAC provides bilingual individualized instruction, guidance, case management, referrals to WIOA partners and Cabrillo College as appropriate and CTE offerings that include; Construction Technology, Culinary Arts, Agriculture/Horticulture. The SCCOE is an active member in our GOAL Consortia, participating in all 3-year planning meetings, and attendance in the California Adult Education Programs Conference. COVID Challenges: Due to school closures as a result of COVID-19, the CAC did not offer classes on-site after March 16th 2020, however instruction continued via remote distance learning. The CAC provided chromebooks and hotspots to students in need. Instruction shifted primarily to Google Classroom

**Status**  
**Submitted**



California  
Community  
Colleges



2020 © California Community Colleges

NOVA Site Version: [4.23.6](#)