

CAEP Consortium Fiscal Reporting

05 Greater Opportunity Through Adult Learning

2020-21 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

Member Agency	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	\$34,250	0%	\$137,000	0%	\$137,000
2000 - Non-Instructional Salaries	\$34,002	\$70,395	48.3%	\$281,578	12.08%	\$247,576
3000 - Employee Benefits	\$16,738	\$42,665	39.23%	\$170,659	9.81%	\$153,921
4000 - Supplies and Materials	\$3	\$5,302	0.06%	\$21,208	0.01%	\$21,205
5000 - Other Operating Expenses and Services	\$914	\$21,785	4.2%	\$87,138	1.05%	\$86,224
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,113	0%	\$16,452	0%	\$16,452
Totals	\$51,657	\$178,509	28.94%	\$714,035	7.23%	\$662,378

Corrective Action Plan

Due to COVID and delay in hiring administrative and coordinator employees, programming, outreach, and development expenditure processing slowed down. 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, day to day operations, outreach activities, public consortium meetings, recruitment, marketing and communication, software licenses, etc.

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	\$47,878	\$34,250	139.79%	\$137,000	34.95%	\$89,122
2000 - Non-Instructional Salaries	\$84,416	\$70,395	119.92%	\$281,578	29.98%	\$197,162
3000 - Employee Benefits	\$51,542	\$42,665	120.81%	\$170,659	30.2%	\$119,117
4000 - Supplies and Materials	\$2,019	\$5,302	38.08%	\$21,208	9.52%	\$19,189
5000 - Other Operating Expenses and Services	\$11,998	\$21,785	55.08%	\$87,138	13.77%	\$75,140
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,732	\$4,113	115.05%	\$16,452	28.76%	\$11,720
Totals	\$202,585	\$178,509	113.49%	\$714,035	28.37%	\$511,450

Corrective Action Plan

Due to COVID and delay in hiring administrative and coordinator employees, programming, outreach, and development expenditure processing slowed down. We have a current spending plan to ramp up programming efforts and expenditure alignment.

Summary of Activities:

Summary of Activities Activities include all salary and benefits related to administration of consortium administrative and fiscal duties and monitoring, data collection and analysis, day to day operations, outreach activities, public consortium meetings, recruitment, marketing and communication, software licenses, etc.

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 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	\$73,278	\$34,250	213.95%	\$137,000	53.49%	\$63,722
2000 - Non-Instructional Salaries	\$124,079	\$70,395	176.26%	\$281,578	44.07%	\$157,499
3000 - Employee Benefits	\$77,926	\$42,665	182.65%	\$170,659	45.66%	\$92,733
4000 - Supplies and Materials	\$2,713	\$5,302	51.17%	\$21,208	12.79%	\$18,495
5000 - Other Operating Expenses and Services	\$30,559	\$21,785	140.28%	\$87,138	35.07%	\$56,579
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,732	\$4,113	115.05%	\$16,452	28.76%	\$11,720
Totals	\$313,287	\$178,509	175.5%	\$714,035	43.88%	\$400,748

Corrective Action Plan

Due to COVID and delay in hiring administrative and coordinator employees, programming, outreach, and development expenditure processing slowed down. 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, day to day operations, outreach activities, public consortium meetings, 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	\$88,856	\$34,250	259.43%	\$137,000	64.86%	\$48,144
2000 - Non-Instructional Salaries	\$164,221	\$70,395	233.29%	\$281,578	58.32%	\$117,357
3000 - Employee Benefits	\$100,686	\$42,665	235.99%	\$170,659	59%	\$69,973
4000 - Supplies and Materials	\$2,749	\$5,302	51.85%	\$21,208	12.96%	\$18,459
5000 - Other Operating Expenses and Services	\$34,112	\$21,785	156.59%	\$87,138	39.15%	\$53,026
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,866	\$4,113	264.19%	\$16,452	66.05%	\$5,586
Totals	\$401,490	\$178,509	224.91%	\$714,035	56.23%	\$312,545

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 and delay in hiring administrative and coordinator employees, programming, outreach, and development expenditure processing slowed down. 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, day to day operations, outreach activities, public consortium meetings, recruitment, marketing and communication, software licenses, etc.

**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	\$112,644	\$318,514	35.37%	\$1,384,845	8.13%	\$1,272,201
2000 - Non-Instructional Salaries	\$136,684	\$143,750	95.08%	\$625,000	21.87%	\$488,316
3000 - Employee Benefits	\$175,703	\$256,486	68.5%	\$1,115,155	15.76%	\$939,452
4000 - Supplies and Materials	\$8,996	\$23,000	39.11%	\$100,000	9%	\$91,004
5000 - Other Operating Expenses and Services	\$52,423	\$75,143	69.76%	\$326,707	16.05%	\$274,284
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$34,636	0%	\$150,592	0%	\$150,592
Totals	\$486,450	\$851,529	57.13%	\$3,702,299	13.14%	\$3,215,849

Corrective Action Plan

Due to COVID and change in staffing and vacancies, indirect, rent, and a few other charges did not get charged in time for first quarter. Also, off to a slow start with Distance Learning but have been figuring it out and slowly recruiting more students to participate in distance learning. Should be better in second quarter.

Summary of Activities:

Online instruction due to Covid-19 has been happening. Doing outreach to get more students to participate. Consortium partners still meeting to make contingency plans for re-opening. Student demographics have changed but needs of the county still remain the same. Consortium partners are adjusting and adapting distance learning instruction to re-capture former enrollment levels. Continuing with professional development and training opportunities to instructors and staff to support on-line learning.

**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	\$374,934	\$692,423	54.15%	\$1,384,845	27.07%	\$1,009,911
2000 - Non-Instructional Salaries	\$269,715	\$312,500	86.31%	\$625,000	43.15%	\$355,285
3000 - Employee Benefits	\$392,138	\$557,578	70.33%	\$1,115,155	35.16%	\$723,017
4000 - Supplies and Materials	\$21,812	\$50,000	43.62%	\$100,000	21.81%	\$78,188
5000 - Other Operating Expenses and Services	\$112,213	\$163,354	68.69%	\$326,707	34.35%	\$214,494
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$88,211	\$75,296	117.15%	\$150,592	58.58%	\$62,381
Totals	\$1,259,023	\$1,851,150	68.01%	\$3,702,299	34.01%	\$2,443,276

Summary of Activities:

Online instruction due to Covid-19 continued through this quarter. Contingency plans for re-opening are beginning to be implemented. Outreach also continues as we observe shifting demographics (fewer ELLs and more Basic and Secondary Ed students). Consortium partners are still adjusting and adapting distance learning instruction to re-capture former enrollment levels while anticipating a return of ELLs in the fall and in-person learning. Currently developing new career technical education programs that require substantial expenditures and state approval (Cosmetology and Medical Assisting).

**Status
Submitted**

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Michelle Rodriguez

Christina Koda, Senior Accountant

Colleen Bugayong Pajaro Valley Unified School District, Director of Fiscal Services

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	\$579,503	\$1,038,634	55.79%	\$1,384,845	41.85%	\$805,342
2000 - Non-Instructional Salaries	\$388,473	\$468,750	82.87%	\$625,000	62.16%	\$236,527
3000 - Employee Benefits	\$574,440	\$836,366	68.68%	\$1,115,155	51.51%	\$540,715
4000 - Supplies and Materials	\$32,585	\$75,000	43.45%	\$100,000	32.59%	\$67,415
5000 - Other Operating Expenses and Services	\$205,517	\$245,030	83.87%	\$326,707	62.91%	\$121,190
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$88,211	\$112,944	78.1%	\$150,592	58.58%	\$62,381
Totals	\$1,868,729	\$2,776,724	67.3%	\$3,702,299	50.47%	\$1,833,570

Summary of Activities:

Online instruction due to Covid-19 continued through this quarter. Contingency plans for re-opening are beginning to be implemented. Outreach also continues as we observe shifting demographics (fewer ELLs and more Basic and Secondary Ed students). Consortium partners are still adjusting and adapting distance learning instruction to re-capture former enrollment levels while anticipating a return of ELLs in the fall and in-person learning. Currently developing new career technical education programs that require substantial expenditures and state approval (Cosmetology and Medical Assisting).

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	\$876,013	\$1,384,845	63.26%	\$1,384,845	63.26%	\$508,832
2000 - Non-Instructional Salaries	\$521,417	\$625,000	83.43%	\$625,000	83.43%	\$103,583
3000 - Employee Benefits	\$787,590	\$1,115,155	70.63%	\$1,115,155	70.63%	\$327,565
4000 - Supplies and Materials	\$40,923	\$100,000	40.92%	\$100,000	40.92%	\$59,077
5000 - Other Operating Expenses and Services	\$262,809	\$326,707	80.44%	\$326,707	80.44%	\$63,898
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$105,523	\$150,592	70.07%	\$150,592	70.07%	\$45,069
Totals	\$2,594,275	\$3,702,299	70.07%	\$3,702,299	70.07%	\$1,108,024

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

Guidance: Yes

Summary of Activities:

Due to COVID and delay in hiring administrative and coordinator employees, programming, outreach, and development expenditure processing slowed down. We have a current spending plan to ramp up programming efforts and expenditure alignment. Activities include all salary and benefits related to administration of consortium administrative and fiscal duties and monitoring, data collection and analysis, day to day operations, outreach activities, public consortium meetings, recruitment, marketing and communication, software licenses, etc.

**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	\$6,171	\$3,883	158.93%	\$55,469	11.13%	\$49,298
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,377	\$825	288.3%	\$16,490	14.41%	\$14,113
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,598	0%	\$3,598
Totals	\$8,548	\$4,707	181.59%	\$75,557	11.31%	\$67,009

Corrective Action Plan

Due to the ongoing effects of the COVID-19 pandemic, we have seen less engagement in both our career technical education partnership courses as well as reduced interest in ESL learning at this time. Our continued efforts to increase student activity amongst our programs remain our priority but the need to be flexible at this time is apparent. We will do a needs assessment in early 2021 to determine what is needed to begin recovery from the pandemic.

Summary of Activities:

Instructional salaries & benefits to deliver High School Diplomas 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 and Culinary Arts. 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

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	\$12,007	\$20,524	58.5%	\$55,469	21.65%	\$43,462
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$5,008	\$5,936	84.36%	\$16,490	30.37%	\$11,482
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,598	0%	\$3,598
Totals	\$17,015	\$26,460	64.3%	\$75,557	22.52%	\$58,542

Corrective Action Plan

Due to the ongoing effects of the COVID-19 pandemic, we have seen less engagement in the Career Technical Education Partnership online courses as well as reduced interest in online ESL learning at this time. Our continued efforts to increase student engagement remains our priority but the need to be flexible at this time is important. We are currently assessing and surveying our students and community stakeholders to determine what is needed to begin recovery from the pandemic. As we are able to increase in-person services we are hopeful that meeting in person will promote participation and a renewed interest in CTEP and ESL courses.

Summary of Activities:

The CAC provides bilingual individualized instruction, guidance, case management, referrals to WIOA and other community partners, and CTE offerings that include Construction Technology and Culinary Arts. Career readiness is essential to the self confidence and agency of our students in and outside classroom learning, making connections between academics and real world circumstances that support their success beyond our programs. The SCCOE is an active member in the GOAL Consortia, participating in all 3-year planning meetings, and participation in the California Adult Education Programs Conferences in 2019 and 2020. 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 provides Chromebooks and hotspots to students in need and instruction has shifted primarily to Google Classroom.

Status

Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Dr. Faris Sabbah, Deputy Superintendent of Schools
 Michelle Coffman, Financial Analyst
 Denise Sanson, Senior Director
 Margot Hoffman, Student Data Specialist

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	\$30,185	\$38,274	78.87%	\$55,469	54.42%	\$25,284
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$12,411	\$11,213	110.68%	\$16,490	75.26%	\$4,079
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,598	0%	\$3,598
Totals	\$42,596	\$49,487	86.08%	\$75,557	56.38%	\$32,961

Summary of Activities:

Due to the ongoing effects of the COVID-19 pandemic, we have seen less engagement in the Career Technical Education Partnership online courses as well as reduced interest in online ESL learning at this time. As we are able to increase in-person services we are hopeful that meeting in person will promote participation and a renewed interest in CTEP and ESL courses. We expect starting fall to be able to implement all programs and additionally support new goals with our transition specialist to support entry and re-entry into the work force as well as being able to more completely implement our ESL and CTE courses. We will use our carryover before December on these activities.

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	\$38,190	\$55,469	68.85%	\$55,469	68.85%	\$17,279
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$15,762	\$16,490	95.59%	\$16,490	95.59%	\$728
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,697	\$3,598	74.96%	\$3,598	74.96%	\$901
Totals	\$56,649	\$75,557	74.98%	\$75,557	74.98%	\$18,908

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

Guidance: Yes

Summary of Activities:

Due to the ongoing effects of the COVID-19 pandemic, we saw less engagement in the Career Technical Education Partnership online courses as well as reduced interest in online ESL learning at this time. As we increased in-person services, CTE courses became available with small group participation, however interest overall was still limited due to concerns around the pandemic. ESL in-person learning continued with the Independent Studies program as needed students. We expect starting September to be able to implement all programs and additionally support new goals with our transition specialist to support entry and re-entry into the work force as well as being able to more completely implement our ESL and CTE courses. We will use our carryover before December on these activities.

Status
Submitted



California
Community
Colleges

