

# CAEP Consortium Fiscal Reporting 17 Foothill De Anza / NSCCC

2018-19 Fiscal Year

## Certification

**Certified By**

Peggy Raun-Linde  
Consortium Director

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="#">De Anza College</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Foothill College</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Fremont Union High</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Mountain View-Los Altos Union High</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Palo Alto Unified</a>	Submitted	Submitted	Submitted	Submitted

## De Anza College

De Anza College 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	\$7,845	\$25,792	30.42%	\$257,922	3.04%	\$250,077
2000 - Non-Instructional Salaries	\$207	\$3,500	5.91%	\$35,000	0.59%	\$34,793
3000 - Employee Benefits	\$3,075	\$7,751	39.67%	\$77,513	3.97%	\$74,438
4000 - Supplies and Materials	\$175	\$1,493	11.73%	\$5,970	2.93%	\$5,795
5000 - Other Operating Expenses and Services	\$2,809	\$3,494	80.39%	\$34,940	8.04%	\$32,131
6000 - Capital Outlay	\$630	\$0	100%	\$630	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$737	\$5,150	14.31%	\$20,599	3.58%	\$19,862
<b>Totals</b>	<b>\$15,478</b>	<b>\$47,180</b>	<b>32.81%</b>	<b>\$432,574</b>	<b>3.58%</b>	<b>\$417,096</b>

### Corrective Action Plan

We are in the process of hiring vacant positions and expect to be caught up by the end of the year.

**Status**  
**Submitted**

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### De Anza College 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	\$45,224	\$25,792	175.34%	\$257,922	17.53%	\$212,698
2000 - Non-Instructional Salaries	\$4,765	\$3,500	136.14%	\$35,000	13.61%	\$30,235
3000 - Employee Benefits	\$13,230	\$7,751	170.68%	\$77,513	17.07%	\$64,283
4000 - Supplies and Materials	\$576	\$1,493	38.59%	\$5,970	9.65%	\$5,394
5000 - Other Operating Expenses and Services	\$11,972	\$3,494	342.64%	\$34,940	34.26%	\$22,968
6000 - Capital Outlay	\$630	\$0	100%	\$630	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,819	\$5,150	74.16%	\$20,599	18.54%	\$16,780
<b>Totals</b>	<b>\$80,216</b>	<b>\$47,180</b>	<b>170.02%</b>	<b>\$432,574</b>	<b>18.54%</b>	<b>\$352,358</b>

**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**

Thomas Ray, Dean of Language Arts

### De Anza College 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	\$75,137	\$103,169	72.83%	\$257,922	29.13%	\$182,785
2000 - Non-Instructional Salaries	\$4,840	\$14,000	34.57%	\$35,000	13.83%	\$30,160
3000 - Employee Benefits	\$21,310	\$31,005	68.73%	\$77,513	27.49%	\$56,203
4000 - Supplies and Materials	\$1,135	\$1,493	76.05%	\$5,970	19.01%	\$4,835
5000 - Other Operating Expenses and Services	\$16,175	\$13,976	115.73%	\$34,940	46.29%	\$18,765
6000 - Capital Outlay	\$630	\$0	100%	\$630	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,961	\$5,150	115.75%	\$20,599	28.94%	\$14,638
<b>Totals</b>	<b>\$125,188</b>	<b>\$168,792</b>	<b>74.17%</b>	<b>\$432,574</b>	<b>28.94%</b>	<b>\$307,386</b>

### Corrective Action Plan

We are in process of hiring a position which is part of our plan. Once hired, we will catch up to our forecast expenditures.

**Status**  
**Submitted**

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De Anza College 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	\$103,708	\$103,169	100.52%	\$257,922	40.21%	\$154,214
2000 - Non-Instructional Salaries	\$9,840	\$14,000	70.29%	\$35,000	28.11%	\$25,160
3000 - Employee Benefits	\$29,552	\$31,005	95.31%	\$77,513	38.13%	\$47,961
4000 - Supplies and Materials	\$1,357	\$1,493	90.92%	\$5,970	22.73%	\$4,613
5000 - Other Operating Expenses and Services	\$23,633	\$13,976	169.1%	\$34,940	67.64%	\$11,307
6000 - Capital Outlay	\$630	\$0	100%	\$630	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,436	\$5,150	163.81%	\$20,599	40.95%	\$12,163
<b>Totals</b>	<b>\$177,156</b>	<b>\$168,792</b>	<b>104.96%</b>	<b>\$432,574</b>	<b>40.95%</b>	<b>\$255,418</b>

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

Guidance: Yes

Status  
Submitted

## Foothill College

Foothill College 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%	\$195,000	0%	\$195,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$37,954	0%	\$37,954
3000 - Employee Benefits	\$0	\$0	100%	\$29,095	0%	\$29,095
4000 - Supplies and Materials	\$0	\$0	100%	\$10,000	0%	\$10,000
5000 - Other Operating Expenses and Services	\$428	\$0	100%	\$40,000	1.07%	\$39,572
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$3,121	0%	\$12,482	0%	\$12,482
<b>Totals</b>	<b>\$428</b>	<b>\$3,121</b>	<b>13.72%</b>	<b>\$324,531</b>	<b>0.13%</b>	<b>\$324,103</b>

### Corrective Action Plan

Budget fund transfers will occur in Q3 and Q4. Marketing expenditures will be reported in Q2.

### Summary of Activities:

Admin expenses and software maintenance.

**Status**  
**Submitted**

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### Foothill College 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	\$12,445	\$64,350	19.34%	\$195,000	6.38%	\$182,555
2000 - Non-Instructional Salaries	\$0	\$9,900	0%	\$37,954	0%	\$37,954
3000 - Employee Benefits	\$2,157	\$9,601	22.47%	\$29,095	7.41%	\$26,938
4000 - Supplies and Materials	\$1,741	\$0	100%	\$10,000	17.41%	\$8,259
5000 - Other Operating Expenses and Services	\$7,076	\$12,600	56.16%	\$40,000	17.69%	\$32,924
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,171	\$6,241	18.76%	\$12,482	9.38%	\$11,311
<b>Totals</b>	<b>\$24,590</b>	<b>\$102,692</b>	<b>23.95%</b>	<b>\$324,531</b>	<b>7.58%</b>	<b>\$299,941</b>

### Corrective Action Plan

Labor expense transfer for Q2 instructional costs will be reported in Q3.

### Summary of Activities:

Non-credit ESL courses offered, beginning, intermediate, and advanced levels; non-credit ESL program development (new curriculum, curriculum alignment, exploration into mirrored offerings); outreach.

**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

Valerie Fong, Acting Dean, Language Arts and the Learning Resource Center

### Foothill College 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	\$126,415	\$130,650	96.76%	\$195,000	64.83%	\$68,585
2000 - Non-Instructional Salaries	\$0	\$24,077	0%	\$37,954	0%	\$37,954
3000 - Employee Benefits	\$26,301	\$19,494	134.92%	\$29,095	90.4%	\$2,794
4000 - Supplies and Materials	\$3,342	\$5,000	66.84%	\$10,000	33.42%	\$6,658
5000 - Other Operating Expenses and Services	\$10,481	\$27,400	38.25%	\$40,000	26.2%	\$29,519
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,327	\$9,362	88.95%	\$12,482	66.71%	\$4,155
<b>Totals</b>	<b>\$174,866</b>	<b>\$215,982</b>	<b>80.96%</b>	<b>\$324,531</b>	<b>53.88%</b>	<b>\$149,665</b>

### Corrective Action Plan

We are exploring use of funds to support pathways from Adult Schools to CC.

Status  
Submitted

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### Foothill College 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	\$136,415	\$195,000	69.96%	\$195,000	69.96%	\$58,585
2000 - Non-Instructional Salaries	\$0	\$37,954	0%	\$37,954	0%	\$37,954
3000 - Employee Benefits	\$28,468	\$29,095	97.84%	\$29,095	97.84%	\$627
4000 - Supplies and Materials	\$3,342	\$10,000	33.42%	\$10,000	33.42%	\$6,658
5000 - Other Operating Expenses and Services	\$30,281	\$40,000	75.7%	\$40,000	75.7%	\$9,719
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,925	\$12,482	79.51%	\$12,482	79.51%	\$2,557
<b>Totals</b>	<b>\$208,431</b>	<b>\$324,531</b>	<b>64.23%</b>	<b>\$324,531</b>	<b>64.23%</b>	<b>\$116,100</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**

The budget will be revised for 2019-20 to utilize funds for non-instructional salary of an adult education coordinator.

**Status  
Submitted**

**Fremont Union High**

**Fremont Union High 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	\$250,076	\$344,996	72.49%	\$1,379,982	18.12%	\$1,129,906
2000 - Non-Instructional Salaries	\$204,849	\$154,484	132.6%	\$617,936	33.15%	\$413,087
3000 - Employee Benefits	\$156,443	\$170,411	91.8%	\$681,642	22.95%	\$525,199
4000 - Supplies and Materials	\$23,838	\$9,375	254.27%	\$37,500	63.57%	\$13,662
5000 - Other Operating Expenses and Services	\$65,662	\$15,000	437.75%	\$60,000	109.44%	 -\$5,662
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$34,434	0%	\$137,734	0%	\$137,734
<b>Totals</b>	<b>\$700,868</b>	<b>\$728,699</b>	<b>96.18%</b>	<b>\$2,914,794</b>	<b>24.05%</b>	<b>\$2,213,926</b>

### Summary of Activities:

These costs represent program costs for the approved AEP categories which aligns with the school and consortium plan.

**Status**  
**Submitted**

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### Fremont Union High 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	\$600,630	\$344,996	174.1%	\$1,379,982	43.52%	\$779,352
2000 - Non-Instructional Salaries	\$469,132	\$154,484	303.68%	\$617,936	75.92%	\$148,804
3000 - Employee Benefits	\$345,646	\$170,411	202.83%	\$681,642	50.71%	\$335,996
4000 - Supplies and Materials	\$51,818	\$9,375	552.73%	\$37,500	138.18%	⚠ -\$14,318
5000 - Other Operating Expenses and Services	\$90,856	\$15,000	605.71%	\$60,000	151.43%	⚠ -\$30,856
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$34,434	0%	\$137,734	0%	\$137,734
<b>Totals</b>	<b>\$1,558,082</b>	<b>\$728,699</b>	<b>213.82%</b>	<b>\$2,914,794</b>	<b>53.45%</b>	<b>\$1,356,712</b>

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**

Lori Riehl, Principal

### Fremont Union High 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	\$1,072,706	\$344,996	310.93%	\$1,379,982	77.73%	\$307,276
2000 - Non-Instructional Salaries	\$806,116	\$154,484	521.81%	\$617,936	130.45%	⚠ -\$188,180
3000 - Employee Benefits	\$588,417	\$170,411	345.29%	\$681,642	86.32%	\$93,225
4000 - Supplies and Materials	\$76,681	\$9,375	817.93%	\$37,500	204.48%	⚠ -\$39,181
5000 - Other Operating Expenses and Services	\$205,806	\$15,000	1,372.04%	\$60,000	343.01%	⚠ -\$145,806
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$34,434	0%	\$137,734	0%	\$137,734
<b>Totals</b>	<b>\$2,749,726</b>	<b>\$728,699</b>	<b>377.35%</b>	<b>\$2,914,794</b>	<b>94.34%</b>	<b>\$165,068</b>

### Summary of Activities:

Salaries & benefits for teachers in the ESL, Citizenship, Parent Ed, ASE, CTE program areas along with program support staff.

**Status**  
**Submitted**

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### Fremont Union High 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	\$1,072,706	\$344,996	310.93%	\$1,379,982	77.73%	\$307,276
2000 - Non-Instructional Salaries	\$806,116	\$154,484	521.81%	\$617,936	130.45%	⚠️ -\$188,180
3000 - Employee Benefits	\$615,751	\$170,411	361.33%	\$681,642	90.33%	\$65,891
4000 - Supplies and Materials	\$76,681	\$9,375	817.93%	\$37,500	204.48%	⚠️ -\$39,181
5000 - Other Operating Expenses and Services	\$205,806	\$15,000	1,372.04%	\$60,000	343.01%	⚠️ -\$145,806
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$137,734	\$34,434	400%	\$137,734	100%	\$0
<b>Totals</b>	<b>\$2,914,794</b>	<b>\$728,699</b>	<b>400%</b>	<b>\$2,914,794</b>	<b>100%</b>	<b>\$0</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 funds were expended in the Core Programs and goals in our Consortium Plan.

**Status**  
**Submitted**

**Mountain View-Los Altos Union High**

**Mountain View-Los Altos Union High 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	\$247,489	\$370,884	66.73%	\$1,483,535	16.68%	\$1,236,046
2000 - Non-Instructional Salaries	\$158,776	\$188,022	84.45%	\$752,089	21.11%	\$593,313
3000 - Employee Benefits	\$144,977	\$145,494	99.64%	\$581,977	24.91%	\$437,000
4000 - Supplies and Materials	\$26,133	\$44,000	59.39%	\$176,000	14.85%	\$149,867
5000 - Other Operating Expenses and Services	\$104,732	\$88,015	118.99%	\$352,058	29.75%	\$247,326
6000 - Capital Outlay	\$0	\$9,419	0%	\$37,676	0%	\$37,676
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$168,724	0%	\$168,724
<b>Totals</b>	<b>\$682,107</b>	<b>\$845,834</b>	<b>80.64%</b>	<b>\$3,552,059</b>	<b>19.2%</b>	<b>\$2,869,952</b>

### Corrective Action Plan

Expenditures will level out through the 2- 4th quarters.

### Summary of Activities:

MVLA Adult School quarterly expenses are in line with our Budget and Workplan.

**Status**  
**Submitted**

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### Mountain View-Los Altos Union High 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	\$661,805	\$741,768	89.22%	\$1,483,535	44.61%	\$821,730
2000 - Non-Instructional Salaries	\$331,882	\$376,045	88.26%	\$752,089	44.13%	\$420,207
3000 - Employee Benefits	\$380,480	\$290,989	130.75%	\$581,977	65.38%	\$201,497
4000 - Supplies and Materials	\$47,301	\$88,000	53.75%	\$176,000	26.88%	\$128,699
5000 - Other Operating Expenses and Services	\$182,085	\$176,029	103.44%	\$352,058	51.72%	\$169,973
6000 - Capital Outlay	\$0	\$18,838	0%	\$37,676	0%	\$37,676
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$168,724	0%	\$168,724
<b>Totals</b>	<b>\$1,603,553</b>	<b>\$1,691,668</b>	<b>94.79%</b>	<b>\$3,552,059</b>	<b>45.14%</b>	<b>\$1,948,506</b>

### Summary of Activities:

MVLA Adult School quarterly expenses are in line with our Budget and Workplan.

**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. Brenda Harris, Director

### Mountain View-Los Altos Union High 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	\$1,018,462	\$1,112,651	91.53%	\$1,483,535	68.65%	\$465,073
2000 - Non-Instructional Salaries	\$517,183	\$564,067	91.69%	\$752,089	68.77%	\$234,906
3000 - Employee Benefits	\$609,275	\$436,483	139.59%	\$581,977	104.69%	 -\$27,298
4000 - Supplies and Materials	\$73,286	\$132,000	55.52%	\$176,000	41.64%	\$102,714
5000 - Other Operating Expenses and Services	\$241,023	\$264,044	91.28%	\$352,058	68.46%	\$111,035
6000 - Capital Outlay	\$0	\$28,257	0%	\$37,676	0%	\$37,676
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$168,724	0%	\$168,724
<b>Totals</b>	<b>\$2,459,229</b>	<b>\$2,537,501</b>	<b>96.92%</b>	<b>\$3,552,059</b>	<b>69.23%</b>	<b>\$1,092,830</b>

### Summary of Activities:

MVLA Adult School current expenses are in line with the budget and workplan.

**Status**  
**Submitted**

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### Mountain View-Los Altos Union High 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	\$1,483,551	\$1,483,535	100%	\$1,483,535	100%	 -\$16
2000 - Non-Instructional Salaries	\$731,212	\$752,089	97.22%	\$752,089	97.22%	\$20,877
3000 - Employee Benefits	\$756,627	\$581,977	130.01%	\$581,977	130.01%	 -\$174,650
4000 - Supplies and Materials	\$103,806	\$176,000	58.98%	\$176,000	58.98%	\$72,194
5000 - Other Operating Expenses and Services	\$308,139	\$352,058	87.53%	\$352,058	87.53%	\$43,919
6000 - Capital Outlay	\$0	\$37,676	0%	\$37,676	0%	\$37,676
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$168,724	\$168,724	100%	\$168,724	100%	\$0
<b>Totals</b>	<b>\$3,552,059</b>	<b>\$3,552,059</b>	<b>100%</b>	<b>\$3,552,059</b>	<b>100%</b>	<b>\$0</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:**

We spent all funds allocated to support Core Programs and Consortium Plan.

Status  
Submitted

**Palo Alto Unified**

**Palo Alto 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	\$180,000	\$137,500	130.91%	\$550,000	32.73%	\$370,000
2000 - Non-Instructional Salaries	\$190,000	\$129,690	146.5%	\$518,758	36.63%	\$328,758
3000 - Employee Benefits	\$125,000	\$100,000	125%	\$400,000	31.25%	\$275,000
4000 - Supplies and Materials	\$30,000	\$55,311	54.24%	\$221,242	13.56%	\$191,242
5000 - Other Operating Expenses and Services	\$0	\$105,000	0%	\$420,000	0%	\$420,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$2,458	0%	\$9,833	0%	\$9,833
Indirect Costs	\$0	\$26,250	0%	\$105,000	0%	\$105,000
<b>Totals</b>	<b>\$525,000</b>	<b>\$556,208</b>	<b>94.39%</b>	<b>\$2,224,833</b>	<b>23.6%</b>	<b>\$1,699,833</b>

**Status**  
**Submitted**

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**Palo Alto 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	\$253,348	\$275,000	92.13%	\$550,000	46.06%	\$296,652
2000 - Non-Instructional Salaries	\$235,933	\$259,379	90.96%	\$518,758	45.48%	\$282,825
3000 - Employee Benefits	\$149,942	\$120,000	124.95%	\$400,000	37.49%	\$250,058
4000 - Supplies and Materials	\$30,000	\$110,621	27.12%	\$221,242	13.56%	\$191,242
5000 - Other Operating Expenses and Services	\$71,007	\$210,000	33.81%	\$420,000	16.91%	\$348,993
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$4,917	0%	\$9,833	0%	\$9,833
Indirect Costs	\$0	\$52,500	0%	\$105,000	0%	\$105,000
<b>Totals</b>	<b>\$740,230</b>	<b>\$1,032,417</b>	<b>71.7%</b>	<b>\$2,224,833</b>	<b>33.27%</b>	<b>\$1,484,603</b>

**Corrective Action Plan**

budget revision to come in Q3.

**Summary of Activities:**

all according to plan

**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**

Dave Hoshiwara , Principal

**Palo Alto 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	\$394,758	\$412,500	95.7%	\$550,000	71.77%	\$155,242
2000 - Non-Instructional Salaries	\$384,978	\$389,069	98.95%	\$518,758	74.21%	\$133,780
3000 - Employee Benefits	\$239,944	\$300,000	79.98%	\$400,000	59.99%	\$160,056
4000 - Supplies and Materials	\$36,704	\$165,932	22.12%	\$221,242	16.59%	\$184,538
5000 - Other Operating Expenses and Services	\$122,937	\$315,000	39.03%	\$420,000	29.27%	\$297,063
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$7,375	0%	\$9,833	0%	\$9,833
Indirect Costs	\$0	\$78,750	0%	\$105,000	0%	\$105,000
<b>Totals</b>	<b>\$1,179,321</b>	<b>\$1,668,625</b>	<b>70.68%</b>	<b>\$2,224,833</b>	<b>53.01%</b>	<b>\$1,045,512</b>

### Corrective Action Plan

we plan to purchase a portable that will provide space for classroom and a computer lab. This will occur during this next year.

### Summary of Activities:

**Status**  
**Submitted**

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### Palo Alto 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	\$537,635	\$550,000	97.75%	\$550,000	97.75%	\$12,365
2000 - Non-Instructional Salaries	\$515,175	\$518,758	99.31%	\$518,758	99.31%	\$3,583
3000 - Employee Benefits	\$319,660	\$400,000	79.92%	\$400,000	79.92%	\$80,340
4000 - Supplies and Materials	\$52,516	\$221,242	23.74%	\$221,242	23.74%	\$168,726
5000 - Other Operating Expenses and Services	\$127,559	\$420,000	30.37%	\$420,000	30.37%	\$292,441
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$9,833	0%	\$9,833	0%	\$9,833
Indirect Costs	\$77,627	\$105,000	73.93%	\$105,000	73.93%	\$27,373
<b>Totals</b>	\$1,630,172	\$2,224,833	73.27%	\$2,224,833	73.27%	\$594,661

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

Guidance: Yes

**Corrective Action Plan**

this are our current expenditures, will address the below target in the next fiscal year.

**Status**  
Submitted



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