

CAEP Consortium Fiscal Reporting 17 Foothill De Anza / NSCCC

2020-21 Fiscal Year

Certification

Certified By

Jenée Crayne
Director NSCCC

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
De Anza College	Submitted	Submitted	Submitted	Submitted
Foothill College	Submitted	Submitted	Submitted	Submitted
Fremont Union High	Submitted	Submitted	Submitted	Submitted
Mountain View-Los Altos Union High	Submitted	Submitted	Submitted	Submitted
Palo Alto Unified	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	\$32,735	\$24,640	132.85%	\$246,400	13.29%	\$213,665
2000 - Non-Instructional Salaries	\$0	\$1,000	0%	\$10,000	0%	\$10,000
3000 - Employee Benefits	\$10,869	\$8,333	130.43%	\$83,330	13.04%	\$72,461
4000 - Supplies and Materials	\$0	\$482	0%	\$4,815	0%	\$4,815
5000 - Other Operating Expenses and Services	\$9,800	\$4,700	208.51%	\$47,000	20.85%	\$37,200
6000 - Capital Outlay	\$0	\$1,200	0%	\$12,000	0%	\$12,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,546	\$2,018	76.62%	\$20,177	7.66%	\$18,631
Totals	\$54,950	\$42,372	129.68%	\$423,722	12.97%	\$368,772

Corrective Action Plan

Expenditures exceed the projected amount for the quarter.

Status
Submitted

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	\$81,657	\$73,920	110.47%	\$246,400	33.14%	\$164,743
2000 - Non-Instructional Salaries	\$0	\$3,000	0%	\$10,000	0%	\$10,000
3000 - Employee Benefits	\$24,292	\$24,999	97.17%	\$83,330	29.15%	\$59,038
4000 - Supplies and Materials	\$0	\$1,445	0%	\$4,815	0%	\$4,815
5000 - Other Operating Expenses and Services	\$9,800	\$14,100	69.5%	\$47,000	20.85%	\$37,200
6000 - Capital Outlay	\$0	\$3,600	0%	\$12,000	0%	\$12,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,787	\$6,053	95.6%	\$20,177	28.68%	\$14,390
Totals	\$121,536	\$127,117	95.61%	\$423,722	28.68%	\$302,186

Corrective Action Plan

Current annual expenditures exceed annual apportionment and previous apportionment balances are being spent down accordingly.

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

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	\$130,579	\$73,920	176.65%	\$246,400	52.99%	\$115,821
2000 - Non-Instructional Salaries	\$0	\$3,000	0%	\$10,000	0%	\$10,000
3000 - Employee Benefits	\$38,547	\$24,999	154.19%	\$83,330	46.26%	\$44,783
4000 - Supplies and Materials	\$0	\$1,445	0%	\$4,815	0%	\$4,815
5000 - Other Operating Expenses and Services	\$19,700	\$14,100	139.72%	\$47,000	41.91%	\$27,300
6000 - Capital Outlay	\$0	\$3,600	0%	\$12,000	0%	\$12,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,441	\$6,053	155.97%	\$20,177	46.79%	\$10,736
Totals	\$198,267	\$127,117	155.97%	\$423,722	46.79%	\$225,455

Status
Submitted

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	\$180,961	\$73,920	244.81%	\$246,400	73.44%	\$65,439
2000 - Non-Instructional Salaries	\$0	\$3,000	0%	\$10,000	0%	\$10,000
3000 - Employee Benefits	\$53,283	\$24,999	213.14%	\$83,330	63.94%	\$30,047
4000 - Supplies and Materials	\$0	\$1,445	0%	\$4,815	0%	\$4,815
5000 - Other Operating Expenses and Services	\$19,700	\$14,100	139.72%	\$47,000	41.91%	\$27,300
6000 - Capital Outlay	\$0	\$3,600	0%	\$12,000	0%	\$12,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$13,616	\$6,053	224.94%	\$20,177	67.48%	\$6,561
Totals	\$267,560	\$127,117	210.48%	\$423,722	63.15%	\$156,162

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	\$16,307	0%	\$163,072	0%	\$163,072
2000 - Non-Instructional Salaries	\$16,872	\$37,500	44.99%	\$150,000	11.25%	\$133,128
3000 - Employee Benefits	\$5,659	\$19,045	29.71%	\$88,832	6.37%	\$83,173
4000 - Supplies and Materials	\$0	\$0	100%	\$23,708	0%	\$23,708
5000 - Other Operating Expenses and Services	\$0	\$5,000	0%	\$35,000	0%	\$35,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,126	\$5,758	19.56%	\$23,031	4.89%	\$21,905
Totals	\$23,657	\$83,610	28.29%	\$483,643	4.89%	\$459,986

Corrective Action Plan

Labor redistribution for Q1 1000 instructional salaries and 3000 associated benefits will appear in Q2 expenses. Stipends for faculty work in consortium workgroups will appear in Q2 expenses.

**Status
Submitted**

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	\$27,985	\$48,922	57.2%	\$163,072	17.16%	\$135,087
2000 - Non-Instructional Salaries	\$34,027	\$37,500	90.74%	\$150,000	22.68%	\$115,973
3000 - Employee Benefits	\$17,664	\$23,262	75.93%	\$88,832	19.88%	\$71,168
4000 - Supplies and Materials	\$0	\$1,224	0%	\$23,708	0%	\$23,708
5000 - Other Operating Expenses and Services	\$9,800	\$9,950	98.49%	\$35,000	28%	\$25,200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,473	\$5,758	77.69%	\$23,031	19.42%	\$18,558
Totals	\$93,949	\$126,615	74.2%	\$483,643	19.43%	\$389,694

Corrective Action Plan

Labor redistributions will be processed for Winter 21 quarter instructional costs. Classified Salary /benefits expenditures will continue.

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

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	\$34,537	\$48,922	70.6%	\$163,072	21.18%	\$128,535
2000 - Non-Instructional Salaries	\$51,183	\$37,500	136.49%	\$150,000	34.12%	\$98,817
3000 - Employee Benefits	\$25,503	\$23,262	109.63%	\$88,832	28.71%	\$63,329
4000 - Supplies and Materials	\$0	\$1,224	0%	\$23,708	0%	\$23,708
5000 - Other Operating Expenses and Services	\$19,700	\$9,950	197.99%	\$35,000	56.29%	\$15,300
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,545	\$5,758	113.67%	\$23,031	28.42%	\$16,486
Totals	\$137,468	\$126,615	108.57%	\$483,643	28.42%	\$346,175

Corrective Action Plan

We will continue to submit labor redistributions for instructional salaries/benefits. Continued non-instructional salary/benefits for adult ed program coordinator.

**Status
Submitted**

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	\$53,335	\$48,922	109.02%	\$163,072	32.71%	\$109,737
2000 - Non-Instructional Salaries	\$68,338	\$37,500	182.23%	\$150,000	45.56%	\$81,662
3000 - Employee Benefits	\$36,091	\$23,262	155.15%	\$88,832	40.63%	\$52,741
4000 - Supplies and Materials	\$0	\$1,261	0%	\$23,708	0%	\$23,708
5000 - Other Operating Expenses and Services	\$19,700	\$10,100	195.05%	\$35,000	56.29%	\$15,300
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,873	\$5,758	154.11%	\$23,031	38.53%	\$14,158
Totals	\$186,337	\$126,802	146.95%	\$483,643	38.53%	\$297,306

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

Guidance: Yes

Corrective Action Plan

Will work with AVP to identify funding needs in support of annual plan, including ECE pathway and non-credit ESL/VESL curriculum. Continue to fund Program Coordinator, Adult Education position and non-credit ESL instruction.

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	\$214,179	\$271,291	78.95%	\$1,085,164	19.74%	\$870,985
2000 - Non-Instructional Salaries	\$153,318	\$206,406	74.28%	\$825,622	18.57%	\$672,304
3000 - Employee Benefits	\$137,446	\$166,217	82.69%	\$664,866	20.67%	\$527,420
4000 - Supplies and Materials	\$6,421	\$11,785	54.48%	\$47,141	13.62%	\$40,720
5000 - Other Operating Expenses and Services	\$54,587	\$60,899	89.64%	\$243,594	22.41%	\$189,007
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$143,413	0%	\$143,413
Totals	\$565,951	\$716,597	78.98%	\$3,009,800	18.8%	\$2,443,849

Summary of Activities:

Teacher, administrator, and support staff salaries, wages & benefits for CAEP programs. Materials, supplies, technology and software subscriptions to run general operations & support students & teachers.

**Status
Submitted**

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	\$487,329	\$271,291	179.63%	\$1,085,164	44.91%	\$597,835
2000 - Non-Instructional Salaries	\$347,314	\$206,406	168.27%	\$825,622	42.07%	\$478,308
3000 - Employee Benefits	\$295,350	\$166,217	177.69%	\$664,866	44.42%	\$369,516
4000 - Supplies and Materials	\$11,106	\$11,785	94.24%	\$47,141	23.56%	\$36,035
5000 - Other Operating Expenses and Services	\$97,911	\$60,899	160.78%	\$243,594	40.19%	\$145,683
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$143,413	0%	\$143,413
Totals	\$1,239,010	\$716,597	172.9%	\$3,009,800	41.17%	\$1,770,790

Summary of Activities:

Salaries & benefits for teachers, administrators & support staff. Operating expenses. Professional development to support online learning.

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

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	\$752,201	\$271,291	277.27%	\$1,085,164	69.32%	\$332,963
2000 - Non-Instructional Salaries	\$547,619	\$206,406	265.31%	\$825,622	66.33%	\$278,003
3000 - Employee Benefits	\$451,541	\$166,217	271.66%	\$664,866	67.91%	\$213,325
4000 - Supplies and Materials	\$13,114	\$11,785	111.27%	\$47,141	27.82%	\$34,027
5000 - Other Operating Expenses and Services	\$139,786	\$60,899	229.54%	\$243,594	57.38%	\$103,808
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$143,413	0%	\$143,413
Totals	\$1,904,261	\$716,597	265.74%	\$3,009,800	63.27%	\$1,105,539

Summary of Activities:

Expenses are related to CAEP Annual Plan goals and project budget.

**Status
Submitted**

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	\$1,085,164	\$271,291	400%	\$1,085,164	100%	\$0
2000 - Non-Instructional Salaries	\$825,622	\$206,406	400%	\$825,622	100%	\$0
3000 - Employee Benefits	\$664,866	\$166,217	400%	\$664,866	100%	\$0
4000 - Supplies and Materials	\$47,141	\$11,785	400%	\$47,141	100%	\$0
5000 - Other Operating Expenses and Services	\$243,594	\$60,899	400%	\$243,594	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$143,413	\$143,413	100%	\$143,413	100%	\$0
Totals	\$3,009,800	\$860,010	349.97%	\$3,009,800	100%	\$0

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

Guidance: Yes

Summary of Activities:

Salaries & benefits for administrators, teaching staff & classified to teach and run the school (note: fewer teaching hours than expected due to low enrollment and increase in classified hours for testing support). Hours for teacher collaboration and professional development regarding remote instruction. Instructional supplies (including additional computers) for staff and student loaners. Operating expenses increased in areas of facilities maintenance to ensure safety due to COVID, outreach, contracted services and postage.

**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	\$247,872	\$379,921	65.24%	\$1,519,683	16.31%	\$1,271,811
2000 - Non-Instructional Salaries	\$153,397	\$191,229	80.22%	\$764,914	20.05%	\$611,517
3000 - Employee Benefits	\$154,500	\$223,566	69.11%	\$894,265	17.28%	\$739,765
4000 - Supplies and Materials	\$10,850	\$26,095	41.58%	\$104,378	10.39%	\$93,528
5000 - Other Operating Expenses and Services	\$134,398	\$96,123	139.82%	\$384,490	34.95%	\$250,092
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$43,583	0%	\$174,333	0%	\$174,333
Totals	\$701,017	\$960,516	72.98%	\$3,842,063	18.25%	\$3,141,046

Summary of Activities:

Expenditures are in line for the 1st quarter expenses due to COVID-19 and distance learning.

**Status
Submitted**

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	\$662,155	\$759,842	87.14%	\$1,519,683	43.57%	\$857,528
2000 - Non-Instructional Salaries	\$351,599	\$382,457	91.93%	\$764,914	45.97%	\$413,315
3000 - Employee Benefits	\$382,201	\$447,133	85.48%	\$894,265	42.74%	\$512,064
4000 - Supplies and Materials	\$31,870	\$52,189	61.07%	\$104,378	30.53%	\$72,508
5000 - Other Operating Expenses and Services	\$183,401	\$192,245	95.4%	\$384,490	47.7%	\$201,089
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$87,167	0%	\$174,333	0%	\$174,333
Totals	\$1,611,226	\$1,921,032	83.87%	\$3,842,063	41.94%	\$2,230,837

Summary of Activities:

Expenses are in line with the annual projected budget.

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. 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	\$985,596	\$1,139,762	86.47%	\$1,519,683	64.86%	\$534,087
2000 - Non-Instructional Salaries	\$533,743	\$573,686	93.04%	\$764,914	69.78%	\$231,171
3000 - Employee Benefits	\$596,202	\$670,699	88.89%	\$894,265	66.67%	\$298,063
4000 - Supplies and Materials	\$43,434	\$78,284	55.48%	\$104,378	41.61%	\$60,944
5000 - Other Operating Expenses and Services	\$335,220	\$288,368	116.25%	\$384,490	87.19%	\$49,270
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$130,750	0%	\$174,333	0%	\$174,333
Totals	\$2,494,195	\$2,881,547	86.56%	\$3,842,063	64.92%	\$1,347,868

Summary of Activities:

Expenses are in line with the annual projected budget.

**Status
Submitted**

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	\$1,430,947	\$1,519,683	94.16%	\$1,519,683	94.16%	\$88,736
2000 - Non-Instructional Salaries	\$764,914	\$764,914	100%	\$764,914	100%	\$0
3000 - Employee Benefits	\$812,531	\$894,265	90.86%	\$894,265	90.86%	\$81,734
4000 - Supplies and Materials	\$71,882	\$104,378	68.87%	\$104,378	68.87%	\$32,496
5000 - Other Operating Expenses and Services	\$384,490	\$384,490	100%	\$384,490	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$174,333	\$174,333	100%	\$174,333	100%	\$0
Totals	\$3,639,097	\$3,842,063	94.72%	\$3,842,063	94.72%	\$202,966

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-19 several teachers and staff decided not to continue as teachers/staff and salaries and benefits are lower. We are in process of full return to school with in-person instructions and hiring new teachers/staff. Non Instructional Salaries and Operating Expenses exceed expected cost due to repairs to provide a safe environment due to COVID-19 for staff.

**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	\$71,722	\$206,348	34.76%	\$825,390	8.69%	\$753,668
2000 - Non-Instructional Salaries	\$127,461	\$155,391	82.03%	\$621,564	20.51%	\$494,103
3000 - Employee Benefits	\$72,311	\$103,625	69.78%	\$414,499	17.45%	\$342,188
4000 - Supplies and Materials	\$9,361	\$15,603	60%	\$62,411	15%	\$53,050
5000 - Other Operating Expenses and Services	\$11,103	\$26,178	42.41%	\$104,710	10.6%	\$93,607
6000 - Capital Outlay	\$0	\$0	100%	\$64,962	0%	\$64,962
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$104,500	0%	\$104,500
Totals	\$291,958	\$507,144	57.57%	\$2,198,036	13.28%	\$1,906,078

Corrective Action Plan

expenditures reduced for beginning of year due to COVID, will catch up during the year.

**Status
Submitted**

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	\$203,988	\$412,695	49.43%	\$825,390	24.71%	\$621,402
2000 - Non-Instructional Salaries	\$268,491	\$310,782	86.39%	\$621,564	43.2%	\$353,073
3000 - Employee Benefits	\$157,748	\$207,250	76.12%	\$414,499	38.06%	\$256,751
4000 - Supplies and Materials	\$15,701	\$31,206	50.31%	\$62,411	25.16%	\$46,710
5000 - Other Operating Expenses and Services	\$29,975	\$52,355	57.25%	\$104,710	28.63%	\$74,735
6000 - Capital Outlay	\$0	\$32,481	0%	\$64,962	0%	\$64,962
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$104,500	0%	\$104,500
Totals	\$675,903	\$1,046,768	64.57%	\$2,198,036	30.75%	\$1,522,133

Summary of Activities:

up to date 3-3-21

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

Tom Keating, Prinicipal

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	\$347,157	\$619,043	56.08%	\$825,390	42.06%	\$478,233
2000 - Non-Instructional Salaries	\$413,088	\$466,173	88.61%	\$621,564	66.46%	\$208,476
3000 - Employee Benefits	\$244,648	\$310,874	78.7%	\$414,499	59.02%	\$169,851
4000 - Supplies and Materials	\$18,667	\$46,808	39.88%	\$62,411	29.91%	\$43,744
5000 - Other Operating Expenses and Services	\$57,868	\$78,533	73.69%	\$104,710	55.27%	\$46,842
6000 - Capital Outlay	\$0	\$48,722	0%	\$64,962	0%	\$64,962
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$104,500	0%	\$104,500
Totals	\$1,081,428	\$1,570,152	68.87%	\$2,198,036	49.2%	\$1,116,608

Status
Submitted

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	\$501,038	\$825,390	60.7%	\$825,390	60.7%	\$324,352
2000 - Non-Instructional Salaries	\$582,186	\$621,564	93.66%	\$621,564	93.66%	\$39,378
3000 - Employee Benefits	\$335,840	\$414,499	81.02%	\$414,499	81.02%	\$78,659
4000 - Supplies and Materials	\$61,815	\$62,411	99.05%	\$62,411	99.05%	\$596
5000 - Other Operating Expenses and Services	\$57,868	\$104,710	55.27%	\$104,710	55.27%	\$46,842
6000 - Capital Outlay	\$0	\$64,962	0%	\$64,962	0%	\$64,962
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$64,627	\$104,500	61.84%	\$104,500	61.84%	\$39,873
Totals	\$1,603,374	\$2,198,036	72.95%	\$2,198,036	72.95%	\$594,662

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

Guidance: Yes

Summary of Activities:

AEP funds support principal, administrative staff, classroom and resource teachers' salaries, and employee costs for various Adult School programs such as ESL, Consortium, WASC, Preschool family, Vocational Education, Senior Friendship Day, and some Community Ed classes. Salary expenses were higher than budgeted due to an increase in the salary schedule, retroactive to the full year, and a one-time bonus payment which hit in June. Classroom and office supplies expenses higher than budgeted, and we will need to adjust this budget for 21-22. The budget overage in salary and classroom supplies are offset by favorability in employee costs and operating expenses in the 5XXX accounts. The reduction and adjustments in the 5XXX account also helped to absorb indirect costs. Many classes were not held in person which reduced rental and classroom expenses. Most classes this year were online based, but as the year progressed, we attempted to move some classes to in-person with limited capacity. We

Status
Submitted



California
Community
Colleges

