

# CAEP Consortium Fiscal Reporting 18 Gavilan Regional Adult Career and Education Services

2019-20 Fiscal Year

## Certification

**Certified By**

Rebecca Soto

Consortium Director

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Certified	Uncertified

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## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Gavilan Joint CCD</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Gilroy Unified</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Morgan Hill Unified</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">San Benito High</a>	Submitted	Submitted	Submitted	Not Submitted

## Gavilan Joint CCD

**Gavilan Joint 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	\$41,131	\$59,443	69.19%	\$237,771	17.3%	\$196,640
2000 - Non-Instructional Salaries	\$19,767	\$30,190	65.48%	\$120,758	16.37%	\$100,991
3000 - Employee Benefits	\$21,622	\$23,537	91.86%	\$94,147	22.97%	\$72,525
4000 - Supplies and Materials	\$3,510	\$2,625	133.71%	\$10,500	33.43%	\$6,990
5000 - Other Operating Expenses and Services	\$3,522	\$28,147	12.51%	\$112,587	3.13%	\$109,065
6000 - Capital Outlay	\$36	\$750	4.8%	\$3,000	1.2%	\$2,964
7000 - Other Outgo	\$3,692	\$3,750	98.45%	\$15,000	24.61%	\$11,308
Indirect Costs	\$4,664	\$7,423	62.83%	\$29,692	15.71%	\$25,028
<b>Totals</b>	<b>\$97,944</b>	<b>\$155,864</b>	<b>62.84%</b>	<b>\$623,455</b>	<b>15.71%</b>	<b>\$525,511</b>

### Corrective Action Plan

Cost have been reduced as a result of personnel changes. Short-term vocational program development expenses will increase progress toward the target.

### Summary of Activities:

Courses and embedded support are continuing. Curriculum and program development is occurring.

**Status**  
**Submitted**

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### Gavilan Joint 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	\$106,466	\$118,886	89.55%	\$237,771	44.78%	\$131,305
2000 - Non-Instructional Salaries	\$65,658	\$60,379	108.74%	\$120,758	54.37%	\$55,100
3000 - Employee Benefits	\$51,345	\$47,074	109.07%	\$94,147	54.54%	\$42,802
4000 - Supplies and Materials	\$4,921	\$5,250	93.73%	\$10,500	46.87%	\$5,579
5000 - Other Operating Expenses and Services	\$17,605	\$56,294	31.27%	\$112,587	15.64%	\$94,982
6000 - Capital Outlay	\$1,784	\$1,500	118.93%	\$3,000	59.47%	\$1,216
7000 - Other Outgo	\$23,470	\$7,500	312.93%	\$15,000	156.47%	⚠ -\$8,470
Indirect Costs	\$13,562	\$14,846	91.35%	\$29,692	45.68%	\$16,130
<b>Totals</b>	<b>\$284,811</b>	<b>\$311,728</b>	<b>91.37%</b>	<b>\$623,455</b>	<b>45.68%</b>	<b>\$338,644</b>

### Summary of Activities:

Working towards 3 year plan.

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

Randy Brown

### Gavilan Joint 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	\$106,466	\$178,328	59.7%	\$237,771	44.78%	\$131,305
2000 - Non-Instructional Salaries	\$65,658	\$90,569	72.5%	\$120,758	54.37%	\$55,100
3000 - Employee Benefits	\$51,345	\$70,610	72.72%	\$94,147	54.54%	\$42,802
4000 - Supplies and Materials	\$4,921	\$7,875	62.49%	\$10,500	46.87%	\$5,579
5000 - Other Operating Expenses and Services	\$17,605	\$84,440	20.85%	\$112,587	15.64%	\$94,982
6000 - Capital Outlay	\$1,784	\$2,250	79.29%	\$3,000	59.47%	\$1,216
7000 - Other Outgo	\$23,470	\$11,250	208.62%	\$15,000	156.47%	⚠ -\$8,470
Indirect Costs	\$13,562	\$22,269	60.9%	\$29,692	45.68%	\$16,130
<b>Totals</b>	<b>\$284,811</b>	<b>\$467,591</b>	<b>60.91%</b>	<b>\$623,455</b>	<b>45.68%</b>	<b>\$338,644</b>

Status  
Submitted

Gavilan Joint 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	\$106,466	\$237,771	44.78%	\$237,771	44.78%	\$131,305
2000 - Non-Instructional Salaries	\$65,658	\$120,758	54.37%	\$120,758	54.37%	\$55,100
3000 - Employee Benefits	\$51,345	\$94,147	54.54%	\$94,147	54.54%	\$42,802
4000 - Supplies and Materials	\$4,921	\$10,500	46.87%	\$10,500	46.87%	\$5,579
5000 - Other Operating Expenses and Services	\$17,605	\$112,587	15.64%	\$112,587	15.64%	\$94,982
6000 - Capital Outlay	\$1,784	\$3,000	59.47%	\$3,000	59.47%	\$1,216
7000 - Other Outgo	\$23,470	\$15,000	156.47%	\$15,000	156.47%	⚠ -\$8,470
Indirect Costs	\$13,562	\$29,692	45.68%	\$29,692	45.68%	\$16,130
<b>Totals</b>	<b>\$284,811</b>	<b>\$623,455</b>	<b>45.68%</b>	<b>\$623,455</b>	<b>45.68%</b>	<b>\$338,644</b>

**Corrective Action Plan**

The total amount for parking passes and books increased. Books and parking passes are provided for incentives for students to make the transition from Lifeskills and community-based courses to on-campus academic ESL courses. The number of students increased. As such, the costs associated with these incentives increased beyond what was budgeted.

**Status**  
**Unsubmitted**

**Gilroy Unified**

**Gilroy 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	\$37,981	\$33,611	113%	\$134,444	28.25%	\$96,463
2000 - Non-Instructional Salaries	\$9,725	\$8,714	111.6%	\$34,857	27.9%	\$25,132
3000 - Employee Benefits	\$10,361	\$10,916	94.91%	\$43,665	23.73%	\$33,304
4000 - Supplies and Materials	\$295	\$22,952	1.29%	\$91,807	0.32%	\$91,512
5000 - Other Operating Expenses and Services	\$601	\$1,933	31.09%	\$7,733	7.77%	\$7,132
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$15,000	0%	\$15,000
<b>Totals</b>	<b>\$58,963</b>	<b>\$78,127</b>	<b>75.47%</b>	<b>\$327,506</b>	<b>18%</b>	<b>\$268,543</b>

### Corrective Action Plan

Slow purchasing beginning will pick up by 3rd and 4th quarter

### Summary of Activities:

Start of year with regular on-going expenditures, primarily in salary/benefits

Status  
Submitted

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### Gilroy 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	\$79,486	\$67,222	118.24%	\$134,444	59.12%	\$54,958
2000 - Non-Instructional Salaries	\$20,644	\$17,429	118.45%	\$34,857	59.22%	\$14,213
3000 - Employee Benefits	\$22,839	\$21,833	104.61%	\$43,665	52.31%	\$20,826
4000 - Supplies and Materials	\$992	\$45,904	2.16%	\$91,807	1.08%	\$90,815
5000 - Other Operating Expenses and Services	\$1,909	\$3,867	49.37%	\$7,733	24.69%	\$5,824
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,294	\$0	100%	\$15,000	21.96%	\$11,706
<b>Totals</b>	<b>\$129,164</b>	<b>\$156,253</b>	<b>82.66%</b>	<b>\$327,506</b>	<b>39.44%</b>	<b>\$198,342</b>

### Summary of Activities:

Continued Admin salary, classes for Diploma (3 pt time teachers), HSE (1 pt time teacher), Child Care (2 hourly pt time), .5 salary for office support and office and classroom supplies.

**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**

Greg Camacho-Light, Administrator of Alternative Educational Programs

### Gilroy 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	\$116,345	\$100,833	115.38%	\$134,444	86.54%	\$18,099
2000 - Non-Instructional Salaries	\$29,775	\$26,143	113.89%	\$34,857	85.42%	\$5,082
3000 - Employee Benefits	\$34,430	\$32,749	105.13%	\$43,665	78.85%	\$9,235
4000 - Supplies and Materials	\$29,884	\$68,855	43.4%	\$91,807	32.55%	\$61,923
5000 - Other Operating Expenses and Services	\$2,886	\$5,800	49.76%	\$7,733	37.32%	\$4,847
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,137	\$0	100%	\$15,000	47.58%	\$7,863
<b>Totals</b>	<b>\$220,457</b>	<b>\$234,380</b>	<b>94.06%</b>	<b>\$327,506</b>	<b>67.31%</b>	<b>\$107,049</b>

### Summary of Activities:

Ongoing expenditures of Salary + Benefits and hourly + benefits. Office and classrooms supplies with CoVid19 impact in March.

**Status  
Submitted**

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### Gilroy 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	\$116,345	\$134,444	86.54%	\$134,444	86.54%	\$18,099
2000 - Non-Instructional Salaries	\$29,775	\$34,857	85.42%	\$34,857	85.42%	\$5,082
3000 - Employee Benefits	\$34,430	\$43,665	78.85%	\$43,665	78.85%	\$9,235
4000 - Supplies and Materials	\$29,884	\$91,807	32.55%	\$91,807	32.55%	\$61,923
5000 - Other Operating Expenses and Services	\$2,886	\$7,733	37.32%	\$7,733	37.32%	\$4,847
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,137	\$15,000	47.58%	\$15,000	47.58%	\$7,863
<b>Totals</b>	<b>\$220,457</b>	<b>\$327,506</b>	<b>67.31%</b>	<b>\$327,506</b>	<b>67.31%</b>	<b>\$107,049</b>

**Status**  
**Unsubmitted**

### Morgan Hill Unified

Morgan Hill 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	\$43,425	\$64,278	67.56%	\$257,111	16.89%	\$213,686
2000 - Non-Instructional Salaries	\$24,283	\$30,488	79.65%	\$121,952	19.91%	\$97,669
3000 - Employee Benefits	\$22,568	\$29,054	77.68%	\$116,217	19.42%	\$93,649
4000 - Supplies and Materials	\$1,005	\$29,354	3.42%	\$117,415	0.86%	\$116,410
5000 - Other Operating Expenses and Services	\$1,827	\$8,126	22.48%	\$32,505	5.62%	\$30,678
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$32,259	0%	\$32,259
<b>Totals</b>	\$93,108	\$161,300	57.72%	\$677,459	13.74%	\$584,351

### Corrective Action Plan

We are working on hiring teachers and employees for open positions. We anticipate higher spending in Q2. Indirect costs will all be paid in Q4.

**Status**  
**Submitted**

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### Morgan Hill 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	\$106,242	\$64,278	165.29%	\$257,111	41.32%	\$150,869
2000 - Non-Instructional Salaries	\$51,125	\$30,488	167.69%	\$121,952	41.92%	\$70,827
3000 - Employee Benefits	\$49,259	\$29,054	169.54%	\$116,217	42.39%	\$66,958
4000 - Supplies and Materials	\$1,363	\$29,354	4.64%	\$117,415	1.16%	\$116,052
5000 - Other Operating Expenses and Services	\$3,013	\$8,126	37.08%	\$32,505	9.27%	\$29,492
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$32,259	0%	\$32,259
<b>Totals</b>	<b>\$211,002</b>	<b>\$161,300</b>	<b>130.81%</b>	<b>\$677,459</b>	<b>31.15%</b>	<b>\$466,457</b>

### Summary of Activities:

Funds were used to hire teachers, pay salaries, and send administration to the CAEP conference. Indirect costs will be submitted in Q4.

**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**

Shannon Lane

### Morgan Hill 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	\$167,064	\$64,278	259.91%	\$257,111	64.98%	\$90,047
2000 - Non-Instructional Salaries	\$77,997	\$30,488	255.83%	\$121,952	63.96%	\$43,955
3000 - Employee Benefits	\$75,974	\$29,054	261.49%	\$116,217	65.37%	\$40,243
4000 - Supplies and Materials	\$1,953	\$29,354	6.65%	\$117,415	1.66%	\$115,462
5000 - Other Operating Expenses and Services	\$3,876	\$8,126	47.7%	\$32,505	11.92%	\$28,629
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$32,259	0%	\$32,259
<b>Totals</b>	<b>\$326,864</b>	<b>\$161,300</b>	<b>202.64%</b>	<b>\$677,459</b>	<b>48.25%</b>	<b>\$350,595</b>

### Summary of Activities:

Salaries, supplies, services, benefits. We had originally budgeted for conferences but due to COVID 19 all conferences were canceled.

**Status**  
**Submitted**

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Morgan Hill 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	\$167,064	\$64,278	259.91%	\$257,111	64.98%	\$90,047
2000 - Non-Instructional Salaries	\$77,997	\$30,488	255.83%	\$121,952	63.96%	\$43,955
3000 - Employee Benefits	\$75,974	\$29,054	261.49%	\$116,217	65.37%	\$40,243
4000 - Supplies and Materials	\$1,953	\$29,354	6.65%	\$117,415	1.66%	\$115,462
5000 - Other Operating Expenses and Services	\$3,876	\$8,126	47.7%	\$32,505	11.92%	\$28,629
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$32,259	0%	\$32,259	0%	\$32,259
<b>Totals</b>	<b>\$326,864</b>	<b>\$193,559</b>	<b>168.87%</b>	<b>\$677,459</b>	<b>48.25%</b>	<b>\$350,595</b>

**Status**  
**Unsubmitted**

## San Benito High

### San Benito 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	\$3,178	\$8,353	38.05%	\$33,412	9.51%	\$30,234
2000 - Non-Instructional Salaries	\$5,586	\$4,456	125.37%	\$17,822	31.34%	\$12,236
3000 - Employee Benefits	\$3,948	\$6,449	61.22%	\$25,795	15.31%	\$21,847
4000 - Supplies and Materials	\$56	\$750	7.47%	\$3,000	1.87%	\$2,944
5000 - Other Operating Expenses and Services	\$325	\$1,052	30.89%	\$4,209	7.72%	\$3,884
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,212	0%	\$4,212
<b>Totals</b>	\$13,093	\$21,060	62.17%	\$88,450	14.8%	\$75,357

### Corrective Action Plan

We will determine if we need an additional Adult Ed teacher by next quarter. As of now, staffing is appropriate.

**Status**  
**Submitted**

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### San Benito 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	\$8,711	\$16,706	52.14%	\$33,412	26.07%	\$24,701
2000 - Non-Instructional Salaries	\$11,013	\$8,911	123.59%	\$17,822	61.79%	\$6,809
3000 - Employee Benefits	\$6,415	\$12,898	49.74%	\$25,795	24.87%	\$19,380
4000 - Supplies and Materials	\$109	\$1,500	7.27%	\$3,000	3.63%	\$2,891
5000 - Other Operating Expenses and Services	\$1,497	\$2,105	71.13%	\$4,209	35.57%	\$2,712
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,212	0%	\$4,212
<b>Totals</b>	<b>\$27,745</b>	<b>\$42,119</b>	<b>65.87%</b>	<b>\$88,450</b>	<b>31.37%</b>	<b>\$60,705</b>

### Summary of Activities:

Funds were used to, pay salaries.,

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**

Elaine Klauer

### San Benito 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	\$9,595	\$25,059	38.29%	\$33,412	28.72%	\$23,817
2000 - Non-Instructional Salaries	\$14,087	\$13,367	105.39%	\$17,822	79.04%	\$3,735
3000 - Employee Benefits	\$12,602	\$19,346	65.14%	\$25,795	48.85%	\$13,193
4000 - Supplies and Materials	\$109	\$2,250	4.84%	\$3,000	3.63%	\$2,891
5000 - Other Operating Expenses and Services	\$1,497	\$3,157	47.42%	\$4,209	35.57%	\$2,712
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,212	0%	\$4,212
<b>Totals</b>	<b>\$37,890</b>	<b>\$63,179</b>	<b>59.97%</b>	<b>\$88,450</b>	<b>42.84%</b>	<b>\$50,560</b>

### Corrective Action Plan

Salaries, supplies, services, benefits. We had originally budgeted for conferences but due to COVID 19 all conferences were canceled.

**Status**  
**Submitted**

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### San Benito 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	\$9,595	\$33,412	28.72%	\$33,412	28.72%	\$23,817
2000 - Non-Instructional Salaries	\$14,087	\$17,822	79.04%	\$17,822	79.04%	\$3,735
3000 - Employee Benefits	\$12,602	\$25,795	48.85%	\$25,795	48.85%	\$13,193
4000 - Supplies and Materials	\$109	\$3,000	3.63%	\$3,000	3.63%	\$2,891
5000 - Other Operating Expenses and Services	\$1,497	\$4,209	35.57%	\$4,209	35.57%	\$2,712
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,212	0%	\$4,212	0%	\$4,212
<b>Totals</b>	<b>\$37,890</b>	<b>\$88,450</b>	<b>42.84%</b>	<b>\$88,450</b>	<b>42.84%</b>	<b>\$50,560</b>

**Status**  
Unsubmitted



California  
Community  
Colleges



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