

CAEP Consortium Fiscal Reporting

18 Gavilan Regional Adult Career and Education Services

2020-21 Fiscal Year

Certification

Certified By

Rebecca Soto

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

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Gavilan Joint CCD	Submitted	Submitted	Submitted	Submitted
Gilroy Unified	Submitted	Submitted	Submitted	Submitted
Morgan Hill Unified	Submitted	Submitted	Submitted	Submitted
San Benito High	Submitted	Submitted	Submitted	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	\$27,456	\$61,450	44.68%	\$245,800	11.17%	\$218,344
2000 - Non-Instructional Salaries	\$35,147	\$42,921	81.89%	\$171,683	20.47%	\$136,536
3000 - Employee Benefits	\$22,149	\$29,988	73.86%	\$119,952	18.46%	\$97,803
4000 - Supplies and Materials	\$59	\$2,200	2.68%	\$9,500	0.62%	\$9,441
5000 - Other Operating Expenses and Services	\$842	\$8,250	10.21%	\$36,200	2.33%	\$35,358
6000 - Capital Outlay	\$0	\$0	100%	\$26,396	0%	\$26,396
7000 - Other Outgo	\$0	\$0	100%	\$35,000	0%	\$35,000
Indirect Costs	\$0	\$8,481	0%	\$33,923	0%	\$33,923
Totals	\$85,653	\$153,290	55.88%	\$678,454	12.62%	\$592,801

Corrective Action Plan

Some areas are underspent due to shifting online. Additional supports such as books will be provided to support students. Also, other monies will be used to support new program development.

Status
Submitted

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	\$67,547	\$122,900	54.96%	\$245,800	27.48%	\$178,253
2000 - Non-Instructional Salaries	\$83,082	\$85,842	96.79%	\$171,683	48.39%	\$88,601
3000 - Employee Benefits	\$45,913	\$59,976	76.55%	\$119,952	38.28%	\$74,039
4000 - Supplies and Materials	\$159	\$4,400	3.61%	\$9,500	1.67%	\$9,341
5000 - Other Operating Expenses and Services	\$1,270	\$16,500	7.7%	\$36,200	3.51%	\$34,930
6000 - Capital Outlay	\$5,450	\$0	100%	\$26,396	20.65%	\$20,946
7000 - Other Outgo	\$10,291	\$17,500	58.81%	\$35,000	29.4%	\$24,709
Indirect Costs	\$0	\$16,962	0%	\$33,923	0%	\$33,923
Totals	\$213,712	\$324,079	65.94%	\$678,454	31.5%	\$464,742

Summary of Activities:

Adjusted expenditures due to shift online

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

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	\$141,705	\$184,350	76.87%	\$245,800	57.65%	\$104,095
2000 - Non-Instructional Salaries	\$157,354	\$128,762	122.21%	\$171,683	91.65%	\$14,329
3000 - Employee Benefits	\$92,592	\$89,964	102.92%	\$119,952	77.19%	\$27,360
4000 - Supplies and Materials	\$1,272	\$6,600	19.27%	\$9,500	13.39%	\$8,228
5000 - Other Operating Expenses and Services	\$12,381	\$26,350	46.99%	\$36,200	34.2%	\$23,819
6000 - Capital Outlay	\$8,540	\$0	100%	\$26,396	32.35%	\$17,856
7000 - Other Outgo	\$30,282	\$17,500	173.04%	\$35,000	86.52%	\$4,718
Indirect Costs	\$0	\$25,442	0%	\$33,923	0%	\$33,923
Totals	\$444,126	\$478,969	92.73%	\$678,454	65.46%	\$234,328

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	\$159,763	\$245,800	65%	\$245,800	65%	\$86,037
2000 - Non-Instructional Salaries	\$205,598	\$171,683	119.75%	\$171,683	119.75%	 \$33,915
3000 - Employee Benefits	\$101,420	\$119,952	84.55%	\$119,952	84.55%	\$18,532
4000 - Supplies and Materials	\$2,211	\$9,500	23.27%	\$9,500	23.27%	\$7,289
5000 - Other Operating Expenses and Services	\$18,635	\$36,200	51.48%	\$36,200	51.48%	\$17,565
6000 - Capital Outlay	\$8,540	\$26,396	32.35%	\$26,396	32.35%	\$17,856
7000 - Other Outgo	\$30,282	\$35,000	86.52%	\$35,000	86.52%	\$4,718
Indirect Costs	\$25,465	\$33,923	75.07%	\$33,923	75.07%	\$8,458
Totals	\$551,914	\$678,454	81.35%	\$678,454	81.35%	\$126,540

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

Guidance: Yes

Summary of Activities:

In order to further support our online courses, Gavilan increased the number of peer-mentor advisors. Other areas were under-spent due to a lack of in-person services.

Status
Submitted

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	\$31,179	\$33,245	93.79%	\$132,979	23.45%	\$101,800
2000 - Non-Instructional Salaries	\$6,654	\$7,683	86.61%	\$30,732	21.65%	\$24,078
3000 - Employee Benefits	\$8,067	\$11,360	71.01%	\$45,439	17.75%	\$37,372
4000 - Supplies and Materials	\$22,337	\$9,798	227.98%	\$97,976	22.8%	\$75,639
5000 - Other Operating Expenses and Services	\$575	\$2,723	21.12%	\$10,890	5.28%	\$10,315
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,417	0%	\$7,417
Totals	\$68,812	\$64,808	106.18%	\$325,433	21.14%	\$256,621

Summary of Activities:

A drop in Diploma program teacher pay and classroom expense as it pertains to distance learning and as we lost teachers due to retirement, resignation. Three new teachers have been hired in October and work is picking up and continuing.

Status
Submitted

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	\$65,920	\$33,245	198.29%	\$132,979	49.57%	\$67,059
2000 - Non-Instructional Salaries	\$13,308	\$7,683	173.21%	\$30,732	43.3%	\$17,424
3000 - Employee Benefits	\$18,961	\$11,360	166.91%	\$45,439	41.73%	\$26,478
4000 - Supplies and Materials	\$22,435	\$9,798	228.98%	\$97,976	22.9%	\$75,541
5000 - Other Operating Expenses and Services	\$1,208	\$2,723	44.37%	\$10,890	11.09%	\$9,682
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,417	0%	\$7,417
Totals	\$121,832	\$64,808	187.99%	\$325,433	37.44%	\$203,601

Summary of Activities:

With all online learning and less than 25% of staff going into the office, all others working from home, expenses have diminished, but work continues and we will have a healthy graduating class this May.

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

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	\$100,480	\$33,245	302.24%	\$132,979	75.56%	\$32,499
2000 - Non-Instructional Salaries	\$19,963	\$7,683	259.83%	\$30,732	64.96%	\$10,769
3000 - Employee Benefits	\$29,835	\$11,360	262.64%	\$45,439	65.66%	\$15,604
4000 - Supplies and Materials	\$23,876	\$9,798	243.69%	\$97,976	24.37%	\$74,100
5000 - Other Operating Expenses and Services	\$1,923	\$2,723	70.63%	\$10,890	17.66%	\$8,967
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,417	0%	\$7,417
Totals	\$176,077	\$64,808	271.69%	\$325,433	54.11%	\$149,356

Summary of Activities:

Continued with online classes and individual teacher to student work from home.

Status
Submitted

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	\$147,299	\$33,245	443.07%	\$132,979	110.77%	 -\$14,320
2000 - Non-Instructional Salaries	\$27,318	\$7,683	355.56%	\$30,732	88.89%	\$3,414
3000 - Employee Benefits	\$58,300	\$11,360	513.22%	\$45,439	128.3%	 -\$12,861
4000 - Supplies and Materials	\$24,334	\$68,583	35.48%	\$97,976	24.84%	\$73,642
5000 - Other Operating Expenses and Services	\$4,708	\$2,723	172.93%	\$10,890	43.23%	\$6,182
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,996	\$7,417	121.29%	\$7,417	121.29%	 -\$1,579
Totals	\$270,955	\$131,010	206.82%	\$325,433	83.26%	\$54,478

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

Guidance: Yes

Summary of Activities:

Continued work online for diploma program with support staff (secretary, admin) in office but teachers (4) working from home. Enrollment picked up 4th quarter and more teacher hours were used.

Status

Submitted

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	\$45,876	\$70,260	65.29%	\$281,039	16.32%	\$235,163
2000 - Non-Instructional Salaries	\$25,137	\$27,229	92.32%	\$108,916	23.08%	\$83,779
3000 - Employee Benefits	\$23,545	\$29,881	78.8%	\$119,524	19.7%	\$95,979
4000 - Supplies and Materials	\$25	\$14,250	0.18%	\$57,000	0.04%	\$56,975
5000 - Other Operating Expenses and Services	\$1,264	\$30,085	4.2%	\$120,341	1.05%	\$119,077
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$34,341	0%	\$34,341
Totals	\$95,847	\$171,705	55.82%	\$721,161	13.29%	\$625,314

Corrective Action Plan

Due to COVID-19, we are low in enrollment so we are also low for hiring. We are projecting enrollment to increase due to being open for in-person learning but there is no way to guarantee enrollment. We will be spending more on curriculum and supplies in Q2.

Summary of Activities:

Q1 was spent on salaries for certificated and classified employees, benefits, WASC membership, and maintenance agreements.

Status
Submitted

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	\$115,973	\$70,260	165.06%	\$281,039	41.27%	\$165,066
2000 - Non-Instructional Salaries	\$53,385	\$27,229	196.06%	\$108,916	49.01%	\$55,531
3000 - Employee Benefits	\$51,979	\$29,881	173.95%	\$119,524	43.49%	\$67,545
4000 - Supplies and Materials	\$1,235	\$14,250	8.67%	\$57,000	2.17%	\$55,765
5000 - Other Operating Expenses and Services	\$1,295	\$30,085	4.3%	\$120,341	1.08%	\$119,046
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$34,341	0%	\$34,341
Totals	\$223,867	\$171,705	130.38%	\$721,161	31.04%	\$497,294

Summary of Activities:

This total covers salaries, benefits, and basic contracts that support school and office functions.

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

Shannon Lane, Principal

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	\$179,270	\$70,260	255.15%	\$281,039	63.79%	\$101,769
2000 - Non-Instructional Salaries	\$78,310	\$27,229	287.6%	\$108,916	71.9%	\$30,606
3000 - Employee Benefits	\$77,844	\$29,881	260.51%	\$119,524	65.13%	\$41,680
4000 - Supplies and Materials	\$1,300	\$14,250	9.12%	\$57,000	2.28%	\$55,700
5000 - Other Operating Expenses and Services	\$3,673	\$30,085	12.21%	\$120,341	3.05%	\$116,668
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$34,341	0%	\$34,341
Totals	\$340,397	\$171,705	198.25%	\$721,161	47.2%	\$380,764

Summary of Activities:

Salaries for staff, purchasing of books, supplies, copier services, a conference, and the WASC Mid-Year Accreditation visit.

Status
Submitted

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	\$232,919	\$70,260	331.51%	\$281,039	82.88%	\$48,120
2000 - Non-Instructional Salaries	\$102,548	\$27,229	376.61%	\$108,916	94.15%	\$6,368
3000 - Employee Benefits	\$101,799	\$29,881	340.68%	\$119,524	85.17%	\$17,725
4000 - Supplies and Materials	\$43,659	\$14,250	306.38%	\$57,000	76.59%	\$13,341
5000 - Other Operating Expenses and Services	\$17,611	\$30,085	58.54%	\$120,341	14.63%	\$102,730
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$24,927	\$34,341	72.59%	\$34,341	72.59%	\$9,414
Totals	\$523,463	\$206,046	254.05%	\$721,161	72.59%	\$197,698

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

Guidance: Yes

Summary of Activities:

Even though we were working in a school year with COVID-19, we were able to get some good teaching and learning done. In addition to salaries, textbooks, and supplies, this year we also budgeted for security cameras and computers that were originally budgeted for 19-20 but were postponed due to COVID-19. We were only able to receive 1/2 the order of computers and had to push part of the order to 21-22 due to lack of computer parts as a result of COVID-19.

Status
Submitted

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	\$5,557	\$12,625	44.02%	\$50,500	11%	\$44,943
2000 - Non-Instructional Salaries	\$6,064	\$6,250	97.02%	\$25,000	24.26%	\$18,936
3000 - Employee Benefits	\$3,689	\$8,698	42.41%	\$34,791	10.6%	\$31,102
4000 - Supplies and Materials	\$0	\$2,000	0%	\$8,000	0%	\$8,000
5000 - Other Operating Expenses and Services	\$2	\$0	100%	\$0	100%	 \$2
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$6,225	0%	\$6,225
Totals	\$15,312	\$29,573	51.78%	\$124,516	12.3%	\$109,204

Corrective Action Plan

Due to COVID-19 we are currently distance learning

Status
Submitted

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	\$9,854	\$12,625	78.05%	\$50,500	19.51%	\$40,646
2000 - Non-Instructional Salaries	\$10,997	\$6,250	175.95%	\$25,000	43.99%	\$14,003
3000 - Employee Benefits	\$6,527	\$8,698	75.04%	\$34,791	18.76%	\$28,264
4000 - Supplies and Materials	\$0	\$2,000	0%	\$8,000	0%	\$8,000
5000 - Other Operating Expenses and Services	\$8	\$0	100%	\$0	100%	 \$8
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$6,225	0%	\$6,225
Totals	\$27,386	\$29,573	92.61%	\$124,516	21.99%	\$97,130

Corrective Action Plan

Due to COVID and distance learning, expenditures are below average

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

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	\$11,603	\$12,625	91.9%	\$50,500	22.98%	\$38,897
2000 - Non-Instructional Salaries	\$12,690	\$6,250	203.04%	\$25,000	50.76%	\$12,310
3000 - Employee Benefits	\$7,518	\$8,698	86.44%	\$34,791	21.61%	\$27,273
4000 - Supplies and Materials	\$0	\$2,000	0%	\$8,000	0%	\$8,000
5000 - Other Operating Expenses and Services	\$10	\$0	100%	\$0	100%	 \$10
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$6,225	0%	\$6,225
Totals	\$31,821	\$29,573	107.6%	\$124,516	25.56%	\$92,695

Corrective Action Plan

Due to COVID our expenditures have fallen below the targeted budget

Status
Submitted

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	\$17,329	\$12,625	137.26%	\$50,500	34.31%	\$33,171
2000 - Non-Instructional Salaries	\$18,261	\$6,250	292.18%	\$25,000	73.04%	\$6,739
3000 - Employee Benefits	\$10,702	\$8,698	123.04%	\$34,791	30.76%	\$24,089
4000 - Supplies and Materials	\$509	\$2,000	25.45%	\$8,000	6.36%	\$7,491
5000 - Other Operating Expenses and Services	\$19	\$0	100%	\$0	100%	⌂ -\$19
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,225	\$6,225	100%	\$6,225	100%	\$0
Totals	\$53,045	\$35,798	148.18%	\$124,516	42.6%	\$71,471

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

Guidance: Yes

Corrective Action Plan

Now that we are back to face to face instruction we will be able to increase our expenditures

Status
Submitted



California
Community
Colleges



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