

# CAEP Consortium Fiscal Reporting 20 San Diego East Region Adult Education

2019-20 Fiscal Year

## Certification

**Certified By**

Ute Maschke  
Grant Manager

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="#">Grossmont Union High</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Grossmont-Cuyamaca CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Mountain Empire Unified</a>	Submitted	Submitted	Submitted	Submitted

## Grossmont Union High

Grossmont 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	\$459,452	\$0	100%	\$2,818,630	16.3%	\$2,359,178
2000 - Non-Instructional Salaries	\$387,940	\$0	100%	\$1,571,420	24.69%	\$1,183,480
3000 - Employee Benefits	\$266,966	\$0	100%	\$1,762,979	15.14%	\$1,496,013
4000 - Supplies and Materials	\$27,647	\$0	100%	\$386,052	7.16%	\$358,405
5000 - Other Operating Expenses and Services	\$38,335	\$0	100%	\$164,955	23.24%	\$126,620
6000 - Capital Outlay	\$675	\$0	100%	\$236,101	0.29%	\$235,426
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$347,211	0%	\$347,211
<b>Totals</b>	<b>\$1,181,015</b>	<b>\$0</b>	<b>100%</b>	<b>\$7,287,348</b>	<b>16.21%</b>	<b>\$6,106,333</b>

**Status**  
**Submitted**

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**Grossmont 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	\$1,357,338	\$0	100%	\$2,818,630	48.16%	\$1,461,292
2000 - Non-Instructional Salaries	\$773,857	\$15,714	4,924.57%	\$1,571,420	49.25%	\$797,563
3000 - Employee Benefits	\$753,972	\$0	100%	\$1,762,979	42.77%	\$1,009,007
4000 - Supplies and Materials	\$66,334	\$3,861	1,718.27%	\$386,052	17.18%	\$319,718
5000 - Other Operating Expenses and Services	\$82,895	\$1,650	5,025.31%	\$164,955	50.25%	\$82,060
6000 - Capital Outlay	\$675	\$0	100%	\$236,101	0.29%	\$235,426
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$347,211	0%	\$347,211
<b>Totals</b>	<b>\$3,035,071</b>	<b>\$21,224</b>	<b>14,300%</b>	<b>\$7,287,348</b>	<b>41.65%</b>	<b>\$4,252,277</b>

### Summary of Activities:

Q2 ACTIVITY ON TARGET. INSTRUCTIONAL SALARIES CAME IN HIGHER THAN LAST YEAR DUE TO PAY RAISES FOR PROFESSIONAL DEVELOPMENT AND NEWLY AWARDED PREP TIME. PROFESSIONAL DEVELOPMENT OPPORTUNITIES HAVE BEEN INCREASED. CLASSIFIED SALARIES CAME IN HIGHER THAN LAST YEAR DUE TO 3.5% PAY RAISE. PROCESSING OF PO'S IS DELAYED AND AFFECTS REPORTED NUMBERS. CAPITAL OUTLAY COULD BE SPENT IN 2020 AS CONSTRUCTION TOWARD STUDENT SUPPORT CENTER WILL BEGIN BEFORE END OF YEAR. EXPANSION OF IET COURSE OFFERINGS (INTRO TO MEDICAL) AND INTRODUCTION OF PROGRAM-OVERARCHING OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT, INCLUDING CANVAS TRAINING AND STRATEGIC PLAN WROK GROUPS

**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

Jennifer Wilson, Accounting Technician  
Kim Bellaart Grossmont Adult Education  
Theresa Kemper, Superintendent

**Grossmont 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	\$2,105,551	\$28,186	7,470.12%	\$2,818,630	74.7%	\$713,079
2000 - Non-Instructional Salaries	\$1,173,706	\$15,714	7,469.08%	\$1,571,420	74.69%	\$397,714
3000 - Employee Benefits	\$1,220,901	\$17,630	6,925.22%	\$1,762,979	69.25%	\$542,078
4000 - Supplies and Materials	\$117,606	\$3,861	3,046.38%	\$386,052	30.46%	\$268,446
5000 - Other Operating Expenses and Services	\$116,223	\$1,650	7,045.74%	\$164,955	70.46%	\$48,732
6000 - Capital Outlay	\$675	\$0	100%	\$236,101	0.29%	\$235,426
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$347,211	0%	\$347,211
<b>Totals</b>	<b>\$4,734,662</b>	<b>\$67,040</b>	<b>7,062.41%</b>	<b>\$7,287,348</b>	<b>64.97%</b>	<b>\$2,552,686</b>

**Summary of Activities:**

Budget is supporting 3.5% pay raise equal to \$325k for certificated and classified staff, a 1% increase in pay for PD to equal to \$60K, an increase of \$195,000 increase in Prep Time hours, and a 10% to 20% increase in Professional Development depending on program. Materials and supply budget underused as school sites are well-supplied, and anticipate Q4 material and supply needs for facility will be low due to closure. COVID-19 closure: last day facilities were open--Friday, March 13. Plans to spend Capital Outlay funds for building new student support center are currently delayed.

**Status**  
**Submitted**

**Grossmont 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	\$3,095,054	\$28,186	10,980.7%	\$2,818,630	109.81%	ⓘ -\$276,424
2000 - Non-Instructional Salaries	\$1,571,361	\$15,714	9,999.62%	\$1,571,420	100%	\$59
3000 - Employee Benefits	\$1,734,153	\$17,630	9,836.49%	\$1,762,979	98.36%	\$28,826
4000 - Supplies and Materials	\$155,254	\$3,861	4,021.58%	\$386,052	40.22%	\$230,798
5000 - Other Operating Expenses and Services	\$160,831	\$1,650	9,749.99%	\$164,955	97.5%	\$4,124
6000 - Capital Outlay	\$675	\$2,361	28.59%	\$236,101	0.29%	\$235,426
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$333,919	\$3,472	9,617.18%	\$347,211	96.17%	\$13,292
<b>Totals</b>	<b>\$7,051,247</b>	<b>\$72,873</b>	<b>9,676.01%</b>	<b>\$7,287,348</b>	<b>96.76%</b>	<b>\$236,101</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:**

1000 object code for certificated salaries exceeded original budget due to new prep time concept, across the board certificated 3.5% raise, and transferring expense of CTE Medical Program Coordinator. Movement of the CTE Medical Project Coordinator was necessary due to the lack of spending in object code 4000. Object code 4000 for Materials and Supplies were not fully spent due to COVID closure.

**Status**  
**Submitted**

**Grossmont-Cuyamaca CCD**

**Grossmont-Cuyamaca 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	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$106,721	\$148,321	71.95%	\$593,285	17.99%	\$486,564
3000 - Employee Benefits	\$41,958	\$71,604	58.6%	\$286,417	14.65%	\$244,459
4000 - Supplies and Materials	\$637	\$4,493	14.18%	\$17,972	3.54%	\$17,335
5000 - Other Operating Expenses and Services	\$19,949	\$93,585	21.32%	\$795,828	2.51%	\$775,879
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,463	\$14,657	57.74%	\$58,627	14.44%	\$50,164
<b>Totals</b>	<b>\$177,728</b>	<b>\$332,660</b>	<b>53.43%</b>	<b>\$1,752,129</b>	<b>10.14%</b>	<b>\$1,574,401</b>

**Corrective Action Plan**

Q 2 will introduce some bigger projects: CTE module at MEUSD; work group stipends; industry tours

**Summary of Activities:**

introduction of Canvas and LMS coordinator; implementation of business roundtable and job board; roll-out of strategic plan implementation work groups

**Status**  
**Submitted**

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**Grossmont-Cuyamaca 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$248,202	\$296,643	83.67%	\$593,285	41.84%	\$345,083
3000 - Employee Benefits	\$98,580	\$143,209	68.84%	\$286,417	34.42%	\$187,837
4000 - Supplies and Materials	\$6,731	\$4,493	149.81%	\$17,972	37.45%	\$11,241
5000 - Other Operating Expenses and Services	\$34,459	\$305,988	11.26%	\$795,828	4.33%	\$761,369
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$19,404	\$29,314	66.19%	\$58,627	33.1%	\$39,223
<b>Totals</b>	<b>\$407,376</b>	<b>\$779,645</b>	<b>52.25%</b>	<b>\$1,752,129</b>	<b>23.25%</b>	<b>\$1,344,753</b>

**Corrective Action Plan**

Q3 will show a strong investment in professional learning activities. The consortium partnered with AVID Higher Ed, hosted a week of professional learning open to all members (participants get paid PD rate or stipend ). In addition, the consortium facilitated two weeks of "intersessions" to introduce ESL and ABE students to career pathways. Additional workshop facilitators and curriculum writing were needed for the success of both, PL week and intersessions.

**Summary of Activities:**

Development of Train-the-trainer modules for Canvas Rollout and initial training (hired LMS coordinator). Students participate in strategic plan work groups and receive stipend for their work; transition specialists migrated all documentation and case management into student retention management system. Engagement with students grow - more than 200 additional students are now working with transition services. 97 have been working directly with business engagement coordinator (resume and job development). Consortium offered industry tour for students and teachers. Consortium manager represented and presented on the consortium's work at three conferences. Consortium hosted career and education fair.

**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**

Sue Fisher, Contracts Analyst

Cynthia Nagura, Director, Community & Workforce Partnerships  
 Melanie Kotic, Special Projects Accountant  
 Sahar Abushaban, Interim Vice Chancellor-Business Services

**Grossmont-Cuyamaca 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$384,001	\$444,964	86.3%	\$593,285	64.72%	\$209,284
3000 - Employee Benefits	\$156,534	\$214,813	72.87%	\$286,417	54.65%	\$129,883
4000 - Supplies and Materials	\$8,373	\$4,493	186.36%	\$17,972	46.59%	\$9,599
5000 - Other Operating Expenses and Services	\$67,844	\$635,480	10.68%	\$795,828	8.52%	\$727,984
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$30,837	\$43,970	70.13%	\$58,627	52.6%	\$27,790
<b>Totals</b>	<b>\$647,589</b>	<b>\$1,343,719</b>	<b>48.19%</b>	<b>\$1,752,129</b>	<b>36.96%</b>	<b>\$1,104,540</b>

**Corrective Action Plan**

We are planning to support consortium-wide projects in Q 4 - construction of student center (GUHSD) and opening of MS Office program at MEUSD.

**Summary of Activities:**

Canvas roll-out to 54% of GAE classes; further integration of student retention and success services through platform (allowing for automated reach-out and follow-up); implementation of professional learning days (starting with a week of PD workshops that included AVID and LGBTQ+ training); implementation of special social media campaign in response to health crisis

**Status  
Submitted**

**Grossmont-Cuyamaca 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$540,752	\$593,285	91.15%	\$593,285	91.15%	\$52,533
3000 - Employee Benefits	\$219,297	\$286,417	76.57%	\$286,417	76.57%	\$67,120
4000 - Supplies and Materials	\$8,726	\$4,493	194.21%	\$17,972	48.55%	\$9,246
5000 - Other Operating Expenses and Services	\$290,973	\$785,569	37.04%	\$795,828	36.56%	\$504,855
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$44,237	\$58,627	75.45%	\$58,627	75.45%	\$14,390
<b>Totals</b>	<b>\$1,103,985</b>	<b>\$1,728,391</b>	<b>63.87%</b>	<b>\$1,752,129</b>	<b>63.01%</b>	<b>\$648,144</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**

In 2019/2020, we had planned for a grand opening of our new (physical) student center, a consortium-wide initiative supported by the three members. Due to the pandemic, building and construction plans were put on hold. The consortium is currently working with a group of architects to revise plans and work toward a “blended” student center – with virtual and in-person point of access and services.

**Summary of Activities:**

Implementation of phase one of (remote) onboarding; implementation of Canvas LMS 97%; design of blueprint for system of professional learning with newly hired coordinator; initial design of HSD/HSD and welding programs for Mt. Empire and its tribal community. Carry-forward will be allocated to modified student center and additional digital skills training and remote learning and teaching equipment

**Status**  
**Submitted**

**Mountain Empire Unified**

**Mountain Empire 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	\$4,838	\$7,500	64.51%	\$30,000	16.13%	\$25,162
2000 - Non-Instructional Salaries	\$0	\$8,125	0%	\$32,500	0%	\$32,500
3000 - Employee Benefits	\$1,889	\$6,875	27.48%	\$27,500	6.87%	\$25,611
4000 - Supplies and Materials	\$2,767	\$0	100%	\$5,000	55.34%	\$2,233
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$13,267	0%	\$13,267
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$28,500	0%	\$114,000	0%	\$114,000
Indirect Costs	\$0	\$2,750	0%	\$11,000	0%	\$11,000
<b>Totals</b>	<b>\$9,494</b>	<b>\$53,750</b>	<b>17.66%</b>	<b>\$233,267</b>	<b>4.07%</b>	<b>\$223,773</b>

**Summary of Activities:**

Purchased additional materials needed to serve additional students and teacher salary

**Status  
Submitted**

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**Mountain Empire 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	\$4,838	\$7,500	64.51%	\$30,000	16.13%	\$25,162
2000 - Non-Instructional Salaries	\$0	\$8,125	0%	\$32,500	0%	\$32,500
3000 - Employee Benefits	\$1,898	\$6,875	27.61%	\$27,500	6.9%	\$25,602
4000 - Supplies and Materials	\$2,767	\$0	100%	\$5,000	55.34%	\$2,233
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$13,267	0%	\$13,267
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$28,500	0%	\$114,000	0%	\$114,000
Indirect Costs	\$0	\$2,750	0%	\$11,000	0%	\$11,000
<b>Totals</b>	<b>\$9,503</b>	<b>\$53,750</b>	<b>17.68%</b>	<b>\$233,267</b>	<b>4.07%</b>	<b>\$223,764</b>

**Corrective Action Plan**

The District is anticipating additional students and will need additional instructional materials as well additional allocation of teachers salary towards adult education

**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**

Patrick Keeley Ed.D., Superintendent  
Heather Westgaard Ms., Director

**Mountain Empire 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	\$16,995	\$7,500	226.6%	\$30,000	56.65%	\$13,005
2000 - Non-Instructional Salaries	\$0	\$8,125	0%	\$32,500	0%	\$32,500
3000 - Employee Benefits	\$6,662	\$6,875	96.9%	\$27,500	24.23%	\$20,838
4000 - Supplies and Materials	\$2,767	\$0	100%	\$5,000	55.34%	\$2,233
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$13,267	0%	\$13,267
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$28,500	0%	\$114,000	0%	\$114,000
Indirect Costs	\$0	\$2,750	0%	\$11,000	0%	\$11,000
<b>Totals</b>	\$26,424	\$53,750	49.16%	\$233,267	11.33%	\$206,843

### Summary of Activities:

The District is expanding its Adult Education program and has added spaces for additional students which will increase expenditures.

**Status**  
**Submitted**

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### Mountain Empire 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	\$24,862	\$7,500	331.49%	\$30,000	82.87%	\$5,138
2000 - Non-Instructional Salaries	\$0	\$8,125	0%	\$32,500	0%	\$32,500
3000 - Employee Benefits	\$9,636	\$6,875	140.16%	\$27,500	35.04%	\$17,864
4000 - Supplies and Materials	\$2,767	\$0	100%	\$5,000	55.34%	\$2,233
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$13,267	0%	\$13,267
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$28,500	0%	\$114,000	0%	\$114,000
Indirect Costs	\$0	\$2,750	0%	\$11,000	0%	\$11,000
<b>Totals</b>	<b>\$37,265</b>	<b>\$53,750</b>	<b>69.33%</b>	<b>\$233,267</b>	<b>15.98%</b>	<b>\$196,002</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**

Expenditures were unable to be completed as budgeted due to pandemic. The Adult Ed coordinator was finally hired and began the position as of July 1, 2020. The retrofit and upgrade of the welding shop for the CTE program will commence in the fall of 2020.

**Summary of Activities:**

Due to Covid-19 closures funds were not able to be expensed in a timely manner.

**Status**  
**Submitted**



California  
Community  
Colleges

