

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

2020-21 Fiscal Year

## Certification

**Certified By**

Ute Maschke  
Grant Manager

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

## Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Grossmont Union High</a>	Submitted	Submitted	Not Submitted	Not Submitted
<a href="#">Grossmont-Cuyamaca CCD</a>	Submitted	Submitted	Not Submitted	Not Submitted
<a href="#">Mountain Empire Unified</a>	Submitted	Submitted	Not Submitted	Not 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	\$440,393	\$452,067	97.42%	\$3,013,782	14.61%	\$2,573,389
2000 - Non-Instructional Salaries	\$372,265	\$380,218	97.91%	\$1,520,870	24.48%	\$1,148,605
3000 - Employee Benefits	\$261,232	\$279,176	93.57%	\$1,861,174	14.04%	\$1,599,942
4000 - Supplies and Materials	\$27,836	\$28,721	96.92%	\$220,929	12.6%	\$193,093
5000 - Other Operating Expenses and Services	\$16,092	\$16,584	97.04%	\$207,294	7.76%	\$191,202
6000 - Capital Outlay	\$0	\$0	100%	\$527,101	0%	\$527,101
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$317,939	0%	\$317,939
<b>Totals</b>	<b>\$1,117,818</b>	<b>\$1,156,765</b>	<b>96.63%</b>	<b>\$7,669,089</b>	<b>14.58%</b>	<b>\$6,551,271</b>

### Corrective Action Plan

All object codes are within target. There is a slight drop in Object Code 3000 due to the 2% decrease to both PERS and STRS. Budget development was completed before final STRS and PERS numbers posted. If teacher hours increase and we seem to recover from COVID low class sizes, we may see 1 to 2 teachers become H&W eligible. We would be able to use the excess funds set aside in the 3000 Object Code to cover that expense. Overall, operational costs are significantly less due to campus closures and our Q1 budget reflects that we did not anticipate large Q1 operational expenses.

### Summary of Activities:

All CAEP classes are in session despite lower enrollment numbers. At this time of COVID restrictions with fewer students in the classroom, GUHSD feels confident we are successfully meeting the needs of the teachers and the students. Our PPE expenses have been offset by the District's assistance, which has helped in reducing our PPE expenses within the 4000 Object Code.

**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	\$1,204,780	\$1,265,788	95.18%	\$3,013,782	39.98%	\$1,809,002
2000 - Non-Instructional Salaries	\$703,652	\$897,313	78.42%	\$1,520,870	46.27%	\$817,218
3000 - Employee Benefits	\$699,964	\$856,140	81.76%	\$1,861,174	37.61%	\$1,161,210
4000 - Supplies and Materials	\$56,665	\$110,465	51.3%	\$220,929	25.65%	\$164,264
5000 - Other Operating Expenses and Services	\$30,165	\$103,647	29.1%	\$207,294	14.55%	\$177,129
6000 - Capital Outlay	\$0	\$0	100%	\$527,101	0%	\$527,101
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$317,939	0%	\$317,939
<b>Totals</b>	<b>\$2,695,226</b>	<b>\$3,233,353</b>	<b>83.36%</b>	<b>\$7,669,089</b>	<b>35.14%</b>	<b>\$4,973,863</b>

### Summary of Activities:

Due to COVID, teacher hrs & assignments reduced slightly due to lower enrollment & time-efficient PD opportunities. 4000 Object Code is within budget but could be viewed as slightly high considering classes have been cut back. Health Occupations Center has remained open entire school year. Cost to run medical program during COVID restrictions has doubled the Materials and Supplies needed for program. Disposables & adjusting procedures on shared equipment has been costly for medical program and as we prepare to re-open CTE job skills classes. Services provided within 5000 object code have been greatly reduced due to lack of students on campus; concerned with budget cuts and unknown COVID expenses, facility expenses such as utilities were moved out of CAEP at the beginning of the year. As our COVID response settles, utility costs will be moved back based on available funds. Lastly, COVID Relief funds reduced the financial impact of COVID PPE expenses and COVID leave.

**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

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	\$1,204,780	\$2,019,234	59.67%	\$3,013,782	39.98%	\$1,809,002
2000 - Non-Instructional Salaries	\$703,652	\$1,140,653	61.69%	\$1,520,870	46.27%	\$817,218
3000 - Employee Benefits	\$699,964	\$1,340,045	52.23%	\$1,861,174	37.61%	\$1,161,210
4000 - Supplies and Materials	\$56,665	\$187,790	30.17%	\$220,929	25.65%	\$164,264
5000 - Other Operating Expenses and Services	\$30,165	\$155,471	19.4%	\$207,294	14.55%	\$177,129
6000 - Capital Outlay	\$0	\$395,326	0%	\$527,101	0%	\$527,101
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$317,939	0%	\$317,939
<b>Totals</b>	<b>\$2,695,226</b>	<b>\$5,238,518</b>	<b>51.45%</b>	<b>\$7,669,089</b>	<b>35.14%</b>	<b>\$4,973,863</b>

**Status**  
**Unsubmitted**

**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	\$1,204,780	\$3,013,782	39.98%	\$3,013,782	39.98%	\$1,809,002
2000 - Non-Instructional Salaries	\$703,652	\$1,520,870	46.27%	\$1,520,870	46.27%	\$817,218
3000 - Employee Benefits	\$699,964	\$1,861,174	37.61%	\$1,861,174	37.61%	\$1,161,210
4000 - Supplies and Materials	\$56,665	\$220,929	25.65%	\$220,929	25.65%	\$164,264
5000 - Other Operating Expenses and Services	\$30,165	\$207,294	14.55%	\$207,294	14.55%	\$177,129
6000 - Capital Outlay	\$0	\$527,101	0%	\$527,101	0%	\$527,101
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$317,939	0%	\$317,939	0%	\$317,939
<b>Totals</b>	<b>\$2,695,226</b>	<b>\$7,669,089</b>	<b>35.14%</b>	<b>\$7,669,089</b>	<b>35.14%</b>	<b>\$4,973,863</b>

**Status**  
Unsubmitted

### 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	\$132,794	\$155,088	85.63%	\$620,350	21.41%	\$487,556
3000 - Employee Benefits	\$73,455	\$66,499	110.46%	\$265,994	27.62%	\$192,539
4000 - Supplies and Materials	\$9,347	\$9,000	103.86%	\$18,000	51.93%	\$8,653
5000 - Other Operating Expenses and Services	\$0	\$54,228	0%	\$187,527	0%	\$187,527
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$77,209	0%	\$308,837	0%	\$308,837
Indirect Costs	\$10,780	\$10,919	98.73%	\$54,594	19.75%	\$43,814
<b>Totals</b>	<b>\$226,376</b>	<b>\$372,942</b>	<b>60.7%</b>	<b>\$1,455,302</b>	<b>15.56%</b>	<b>\$1,228,926</b>

### Summary of Activities:

Transition and Business Engagement Services have moved successfully to remote/online only. Virtual forums, office hours, and career and college readiness workshops were offered on a weekly basis; our bi-annual career and education fair brought together 97 students and 6 employer panels. We increased our social media activities to stay connected and build community. Please note: GCCCD mistakenly reported on a MEUSD allocation of \$175,000. Only MEUSD should have this in their budget. In Q 4 of 2019/20, for GCCCD, in the 5000, \$115,973 should have been reported. Per agreement with TAP ( see email documentation September 28, 2020): "GCCCD will have to underreport by \$115,973 in the 5000 object code during 2020-21. This will allow them to put the \$115,973 back in their total available funds."

**Status**  
**Submitted**

### 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	\$283,494	\$310,175	91.4%	\$620,350	45.7%	\$336,856
3000 - Employee Benefits	\$135,854	\$132,997	102.15%	\$265,994	51.07%	\$130,140
4000 - Supplies and Materials	\$9,347	\$12,600	74.18%	\$18,000	51.93%	\$8,653
5000 - Other Operating Expenses and Services	\$0	\$93,149	0%	\$187,527	0%	\$187,527
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$77,209	0%	\$308,837	0%	\$308,837
Indirect Costs	\$24,755	\$21,838	113.36%	\$54,594	45.34%	\$29,839
<b>Totals</b>	<b>\$453,450</b>	<b>\$647,967</b>	<b>69.98%</b>	<b>\$1,455,302</b>	<b>31.16%</b>	<b>\$1,001,852</b>

### Summary of Activities:

Continuation of Professional Learning Series focused on equity (with guest speakers); expanded work with students transitioning to college under SB 554; program development for Mtn. Empire. We are also continuing virtual forums, office hours, and career and college readiness workshops. As noted in our Q1 report already, GCCCD mistakenly reported on a MEUSD allocation of \$175,000. Only MEUSD should have this in their budget. In Q 4 of 2019/20, for GCCCD, in the 5000, \$115,973 should have been reported. Per agreement with TAP ( see email documentation September 28, 2020): "GCCCD will have to underreport by \$175,000 in the 5000 object code during 2020-21. This will allow them to put the \$175,000 back in their total available funds."

**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

Cynthia Nagura, Director, Community & Workforce Partnerships

Melanie Kotic, Special Projects Accountant

Sahar Abushaban, Interim Vice Chancellor-Business Services

Sally Cox, CEO

**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	\$283,494	\$465,263	60.93%	\$620,350	45.7%	\$336,856
3000 - Employee Benefits	\$135,854	\$199,496	68.1%	\$265,994	51.07%	\$130,140
4000 - Supplies and Materials	\$9,347	\$14,400	64.91%	\$18,000	51.93%	\$8,653
5000 - Other Operating Expenses and Services	\$0	\$138,438	0%	\$187,527	0%	\$187,527
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$77,209	0%	\$308,837	0%	\$308,837
Indirect Costs	\$24,755	\$38,216	64.78%	\$54,594	45.34%	\$29,839
<b>Totals</b>	<b>\$453,450</b>	<b>\$933,021</b>	<b>48.6%</b>	<b>\$1,455,302</b>	<b>31.16%</b>	<b>\$1,001,852</b>

**Status**  
**Unsubmitted**

**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	\$283,494	\$620,350	45.7%	\$620,350	45.7%	\$336,856
3000 - Employee Benefits	\$135,854	\$265,994	51.07%	\$265,994	51.07%	\$130,140
4000 - Supplies and Materials	\$9,347	\$18,000	51.93%	\$18,000	51.93%	\$8,653
5000 - Other Operating Expenses and Services	\$0	\$187,527	0%	\$187,527	0%	\$187,527
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$77,209	0%	\$308,837	0%	\$308,837
Indirect Costs	\$24,755	\$54,594	45.34%	\$54,594	45.34%	\$29,839
<b>Totals</b>	<b>\$453,450</b>	<b>\$1,223,674</b>	<b>37.06%</b>	<b>\$1,455,302</b>	<b>31.16%</b>	<b>\$1,001,852</b>

**Status**  
**Unsubmitted**

## 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	\$6,577	\$0	100%	\$165,000	3.99%	\$158,423
2000 - Non-Instructional Salaries	\$5,444	\$0	100%	\$70,000	7.78%	\$64,556
3000 - Employee Benefits	\$4,052	\$0	100%	\$35,250	11.5%	\$31,198
4000 - Supplies and Materials	\$0	\$0	100%	\$85,000	0%	\$85,000
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$46,600	0%	\$46,600
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,419	0%	\$12,419
<b>Totals</b>	\$16,073	\$0	100%	\$429,269	3.74%	\$413,196

### Corrective Action Plan

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 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	\$18,143	\$0	100%	\$165,000	11%	\$146,857
2000 - Non-Instructional Salaries	\$13,611	\$0	100%	\$70,000	19.44%	\$56,389
3000 - Employee Benefits	\$14,408	\$0	100%	\$35,250	40.87%	\$20,842
4000 - Supplies and Materials	\$6,546	\$0	100%	\$85,000	7.7%	\$78,454
5000 - Other Operating Expenses and Services	\$29,000	\$0	100%	\$46,600	62.23%	\$17,600
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,419	0%	\$12,419
<b>Totals</b>	<b>\$81,708</b>	<b>\$0</b>	<b>100%</b>	<b>\$429,269</b>	<b>19.03%</b>	<b>\$347,561</b>

**Corrective Action Plan**

The District continues to expand its Adult Education program and with the updates to the Adult Education, classroom equipment we expect to be on target.

**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**

Patrick Keeley Ed.D., Superintendent

Heather Westgaard, Director

Rustie Phillips

Gary Hobelman Mountain Empire Unified School District, Assistant Superintendent of Business

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$18,143	\$0	100%	\$165,000	11%	\$146,857
2000 - Non-Instructional Salaries	\$13,611	\$0	100%	\$70,000	19.44%	\$56,389
3000 - Employee Benefits	\$14,408	\$0	100%	\$35,250	40.87%	\$20,842
4000 - Supplies and Materials	\$6,546	\$0	100%	\$85,000	7.7%	\$78,454
5000 - Other Operating Expenses and Services	\$29,000	\$0	100%	\$46,600	62.23%	\$17,600
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,419	0%	\$12,419
<b>Totals</b>	<b>\$81,708</b>	<b>\$0</b>	<b>100%</b>	<b>\$429,269</b>	<b>19.03%</b>	<b>\$347,561</b>

**Status**  
**Unsubmitted**

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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	\$18,143	\$0	100%	\$165,000	11%	\$146,857
2000 - Non-Instructional Salaries	\$13,611	\$0	100%	\$70,000	19.44%	\$56,389
3000 - Employee Benefits	\$14,408	\$0	100%	\$35,250	40.87%	\$20,842
4000 - Supplies and Materials	\$6,546	\$0	100%	\$85,000	7.7%	\$78,454
5000 - Other Operating Expenses and Services	\$29,000	\$0	100%	\$46,600	62.23%	\$17,600
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,419	0%	\$12,419
<b>Totals</b>	<b>\$81,708</b>	<b>\$0</b>	<b>100%</b>	<b>\$429,269</b>	<b>19.03%</b>	<b>\$347,561</b>

**Status**  
Unsubmitted



California  
Community  
Colleges



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