

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 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
Grossmont Union High	Submitted	Submitted	Submitted	Submitted
Grossmont-Cuyamaca CCD	Submitted	Submitted	Submitted	Submitted
Mountain Empire Unified	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	\$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%	\$1,008,842	0%	\$1,008,842
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$317,939	0%	\$317,939
Totals	\$1,117,818	\$1,156,765	96.63%	\$8,150,830	13.71%	\$7,033,012

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

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%	\$1,008,842	0%	\$1,008,842
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$317,939	0%	\$317,939
Totals	\$2,695,226	\$3,233,353	83.36%	\$8,150,830	33.07%	\$5,455,604

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	\$1,909,750	\$2,019,234	94.58%	\$3,013,782	63.37%	\$1,104,032
2000 - Non-Instructional Salaries	\$1,053,214	\$1,140,653	92.33%	\$1,520,870	69.25%	\$467,656
3000 - Employee Benefits	\$1,147,352	\$1,340,045	85.62%	\$1,861,174	61.65%	\$713,822
4000 - Supplies and Materials	\$81,586	\$187,790	43.45%	\$220,929	36.93%	\$139,343
5000 - Other Operating Expenses and Services	\$48,150	\$155,471	30.97%	\$207,294	23.23%	\$159,144
6000 - Capital Outlay	\$0	\$756,632	0%	\$1,008,842	0%	\$1,008,842
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$317,939	0%	\$317,939
Totals	\$4,240,052	\$5,599,823	75.72%	\$8,150,830	52.02%	\$3,910,778

Summary of Activities:

\$1 million is being set aside for a facility remodel at the Foothills campus. Classes cancelled due to low enrollment caused by COVID. Had a great increase in PD opportunities but not all opportunities utilized by teachers as anticipated. COVID relief funds greatly assisted with technology improvements needed for distance learning. IT Technician was moved to COVID relief funds. Account clerk position vacated in January and not filled due to COVID's impact on office workload. Facility needs greatly reduced due to COVID social distancing; classes not being held face to face on most campuses. Restricted funds such as WIOA and CALWorks have less spending due to COVID; hence, new expenses for dealing with COVID and special populations have been more easily placed in more restrictive pots of money.

**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	\$3,051,899	\$3,013,782	101.26%	\$3,013,782	101.26%	⬆️ -\$38,117
2000 - Non-Instructional Salaries	\$1,429,858	\$1,520,870	94.02%	\$1,520,870	94.02%	\$91,012
3000 - Employee Benefits	\$1,715,682	\$1,861,174	92.18%	\$1,861,174	92.18%	\$145,492
4000 - Supplies and Materials	\$127,653	\$220,929	57.78%	\$220,929	57.78%	\$93,276
5000 - Other Operating Expenses and Services	\$469,799	\$207,294	226.63%	\$207,294	226.63%	⬆️ -\$262,505
6000 - Capital Outlay	\$1,016,729	\$1,008,842	100.78%	\$1,008,842	100.78%	⬆️ -\$7,887
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$339,210	\$317,939	106.69%	\$317,939	106.69%	⬆️ -\$21,271
Totals	\$8,150,830	\$8,150,830	100%	\$8,150,830	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:

2000 Object Code Decrease: Did not replace two classified positions. 3000 Object Code Decrease: Two classified employees not replaced. Teacher benefit costs were down slightly due to a higher than anticipated amount of retirements due to COVID; older employees more likely earned H&W. 4000 Object Code Decrease: 20.21 COVID response reduced facility operational costs within the 4000 object code. Such costs within the 4000 object code would have been bathroom supplies, paper, pencils, etc. 5000 Object Code Increase: The 5000 object code covered our utility costs for 20.21. These expenses are considered atypical for CAEP because these expenses have been historically covered by our earned revenue accounts. Seeing that our revenue was depleted this year due to COVID, our utility costs were shifted to CAEP for 20.21.

**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	\$132,794	\$156,000	85.12%	\$624,000	21.28%	\$491,206
3000 - Employee Benefits	\$73,455	\$67,750	108.42%	\$271,000	27.11%	\$197,545
4000 - Supplies and Materials	\$9,347	\$5,000	186.94%	\$10,000	93.47%	\$653
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$32,561	0%	\$32,561
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,780	\$7,200	149.72%	\$36,000	29.94%	\$25,220
Totals	\$226,376	\$235,950	95.94%	\$973,561	23.25%	\$747,185

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	\$312,000	90.86%	\$624,000	45.43%	\$340,506
3000 - Employee Benefits	\$135,854	\$135,500	100.26%	\$271,000	50.13%	\$135,146
4000 - Supplies and Materials	\$9,347	\$7,000	133.53%	\$10,000	93.47%	\$653
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$32,561	0%	\$32,561
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$24,755	\$14,400	171.91%	\$36,000	68.76%	\$11,245
Totals	\$453,450	\$468,900	96.71%	\$973,561	46.58%	\$520,111

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	\$443,062	\$468,000	94.67%	\$624,000	71%	\$180,938
3000 - Employee Benefits	\$200,652	\$203,250	98.72%	\$271,000	74.04%	\$70,348
4000 - Supplies and Materials	\$9,446	\$8,000	118.08%	\$10,000	94.46%	\$554
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$32,561	0%	\$32,561
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$35,667	\$25,200	141.54%	\$36,000	99.08%	\$333
Totals	\$688,827	\$704,450	97.78%	\$973,561	70.75%	\$284,734

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. Hosted Education and Career Fair for about 150 students. 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**

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	\$624,415	\$624,000	100.07%	\$624,000	100.07%	⤴ -\$415
3000 - Employee Benefits	\$271,240	\$271,000	100.09%	\$271,000	100.09%	⤴ -\$240
4000 - Supplies and Materials	\$9,446	\$10,000	94.46%	\$10,000	94.46%	\$554
5000 - Other Operating Expenses and Services	\$0	\$32,561	0%	\$32,561	0%	\$32,561
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$51,091	\$36,000	141.92%	\$36,000	141.92%	⤴ -\$15,091
Totals	\$956,192	\$973,561	98.22%	\$973,561	98.22%	\$17,369

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

Summary of Activities:

Completion of professional learning series focused on equity. Full implementation of SB 554 program (College Path Acceleration Program); development of new business partnership that will enable consortium to offer class B truck driving with tanker endorsement (using a donated truck). Leading regional program mapping initiative. 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, \$169,040 should have been reported. Per agreement with TAP (see email documentation September 29, 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." Because of not reporting in the 5000 and because no indirect was reported for the MEUSD allocation of \$175,000, indirect costs show higher than 5% in this Q4 report. The actual indirect charge is 4.76%.

**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	\$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
Totals	\$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**

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
Totals	\$81,708	\$0	100%	\$429,269	19.03%	\$347,561

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

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	\$18,143	\$0	100%	\$165,000	11%	\$146,857
2000 - Non-Instructional Salaries	\$21,778	\$0	100%	\$70,000	31.11%	\$48,222
3000 - Employee Benefits	\$17,799	\$0	100%	\$35,250	50.49%	\$17,451
4000 - Supplies and Materials	\$117,120	\$0	100%	\$85,000	137.79%	 \$32,120
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
Totals	\$203,840	\$0	100%	\$429,269	47.49%	\$225,429

Status
Submitted

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	\$29,752	\$0	100%	\$165,000	18.03%	\$135,248
2000 - Non-Instructional Salaries	\$29,944	\$0	100%	\$70,000	42.78%	\$40,056
3000 - Employee Benefits	\$25,293	\$0	100%	\$35,250	71.75%	\$9,957
4000 - Supplies and Materials	\$190,029	\$0	100%	\$85,000	223.56%	⤴ -\$105,029
5000 - Other Operating Expenses and Services	\$64,837	\$0	100%	\$46,600	139.14%	⤴ -\$18,237
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
Totals	\$339,855	\$0	100%	\$429,269	79.17%	\$89,414

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

Guidance: Yes

Summary of Activities:

During the 2020/21, 10 students received instructional time to obtain their high school diploma. Five students graduated and two students plan to return in 21/22. Along with working with a certified teacher, the students had access to transitional services and the opportunity to be dually enrolled in college courses for free under SB 554. A welding shop on district property was revitalized and brought up to code to provide adults with the opportunity to gain welding skills to advance their career or seek a new career path. An instructor was hired, courses were developed and two spring courses were implemented. An adult education coordinator was hired to administer testing, recruit potential students in both the HSD program and welding program, and collaborate with all stakeholders to build awareness of adult education opportunities in east county.

Status
Submitted



California
Community
Colleges

