

CAEP Consortium Fiscal Reporting 24 Lake Tahoe Adult Education Consortium

2019-20 Fiscal Year

Certification

Certified By

Frank Gerdeman
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

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Alpine County Unified	Submitted	Submitted	Submitted	Submitted
El Dorado Co. Office of Education	Submitted	Submitted	Submitted	Submitted
Lake Tahoe CCD	Submitted	Submitted	Submitted	Submitted

Alpine County Unified

Alpine County 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$6,000	\$0	100%	\$10,000	60%	\$4,000
3000 - Employee Benefits	\$1,800	\$0	100%	\$3,000	60%	\$1,200
4000 - Supplies and Materials	\$8,500	\$0	100%	\$15,873	53.55%	\$7,373
5000 - Other Operating Expenses and Services	\$1,500	\$0	100%	\$5,000	30%	\$3,500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$17,800	\$0	100%	\$33,873	52.55%	\$16,073

Summary of Activities:

Begin preparing for small scale CTE focused course work for adults in collaboration with the consortium (ADVANCE) as well as established regular shuttle runs form Alpine County to Lake Tahoe Community College for CAEP and WIOA title I eligible participants.

**Status
Submitted**

Alpine County 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$7,875	\$2,000	393.75%	\$10,000	78.75%	\$2,125
3000 - Employee Benefits	\$2,100	\$600	350%	\$3,000	70%	\$900
4000 - Supplies and Materials	\$11,350	\$2,381	476.7%	\$15,873	71.51%	\$4,523
5000 - Other Operating Expenses and Services	\$5,000	\$0	100%	\$5,000	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$26,325	\$4,981	528.51%	\$33,873	77.72%	\$7,548

Summary of Activities:

Continued working towards expanding CTE related opportunities for our rural community as well as support services to increase access to post-secondary education and training at LTCC.

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

KLAUS LEITENBAUER CPA, BUSINESS MANAGER

Frank Gerdeman, Director

Matthew Strahl Alpine County Unified School District, Superintendent

Alpine County 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$7,875	\$3,500	225%	\$10,000	78.75%	\$2,125
3000 - Employee Benefits	\$2,100	\$1,050	200%	\$3,000	70%	\$900
4000 - Supplies and Materials	\$11,350	\$7,937	143.01%	\$15,873	71.51%	\$4,523
5000 - Other Operating Expenses and Services	\$5,000	\$0	100%	\$5,000	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$26,325	\$12,487	210.83%	\$33,873	77.72%	\$7,548

Summary of Activities:

No expenditures due to COVID-19 shut down in mid-March but additional supplies and materials will be purchased during quarter 4.

**Status
Submitted**

Alpine County 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$7,875	\$10,000	78.75%	\$10,000	78.75%	\$2,125
3000 - Employee Benefits	\$2,100	\$3,000	70%	\$3,000	70%	\$900
4000 - Supplies and Materials	\$11,350	\$15,873	71.51%	\$15,873	71.51%	\$4,523
5000 - Other Operating Expenses and Services	\$5,000	\$0	100%	\$5,000	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$26,325	\$28,873	91.18%	\$33,873	77.72%	\$7,548

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

Guidance: Yes

Summary of Activities:

NO expenditures for the 4th quarter due to impact of COVID-19 and shutdown. Activities will resume in early 20-21

**Status
Submitted**

El Dorado Co. Office of Education

El Dorado Co. Office of Education 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	\$8,849	\$9,545	92.71%	\$47,725	18.54%	\$38,876
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$894	\$1,194	74.87%	\$5,970	14.97%	\$5,076
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$146	\$690	21.17%	\$3,448	4.23%	\$3,302
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$494	\$571	86.45%	\$2,857	17.29%	\$2,363
Totals	\$10,383	\$12,000	86.53%	\$60,000	17.31%	\$49,617

Corrective Action Plan

We have more expenditures that we are coding to an unrestricted resource and we will re-classify some of those expenditures for Q2.

Summary of Activities:

Teachers salaries and benefits.

Status
Submitted

El Dorado Co. Office of Education 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	\$17,699	\$23,863	74.17%	\$47,725	37.09%	\$30,026
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,793	\$2,985	60.07%	\$5,970	30.03%	\$4,177
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$274	\$1,724	15.89%	\$3,448	7.95%	\$3,174
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$988	\$1,429	69.16%	\$2,857	34.58%	\$1,869
Totals	\$20,754	\$30,000	69.18%	\$60,000	34.59%	\$39,246

Summary of Activities:

Teachers salaries and benefits.

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

Robbie Montalbano
Gary Sutherland, Principal
Sarah Cason, Accountant
Cole Ames, Accountant

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$26,548	\$35,794	74.17%	\$47,725	55.63%	\$21,177
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,692	\$4,478	60.12%	\$5,970	45.09%	\$3,278
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$648	\$2,586	25.06%	\$3,448	18.79%	\$2,800
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,494	\$2,143	69.72%	\$2,857	52.29%	\$1,363
Totals	\$31,382	\$45,000	69.74%	\$60,000	52.3%	\$28,618

**Status
Submitted**

El Dorado Co. Office of Education 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	\$47,725	\$47,725	100%	\$47,725	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$5,970	\$5,970	100%	\$5,970	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$3,448	\$3,448	100%	\$3,448	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,857	\$2,857	100%	\$2,857	100%	\$0
Totals	\$60,000	\$60,000	100%	\$60,000	100%	\$0

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

Guidance: Yes

Status
Submitted

Lake Tahoe CCD

Lake Tahoe 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	\$13,762	\$12,000	114.68%	\$80,000	17.2%	\$66,238
2000 - Non-Instructional Salaries	\$63,549	\$45,191	140.62%	\$301,272	21.09%	\$237,723
3000 - Employee Benefits	\$41,580	\$26,245	158.43%	\$174,969	23.76%	\$133,389
4000 - Supplies and Materials	\$8,150	\$18,750	43.47%	\$125,000	6.52%	\$116,850
5000 - Other Operating Expenses and Services	\$50,189	\$48,104	104.33%	\$320,695	15.65%	\$270,506
6000 - Capital Outlay	\$27,393	\$6,000	456.55%	\$60,000	45.66%	\$32,607
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,300	0%	\$7,300
Totals	\$204,623	\$156,290	130.92%	\$1,069,236	19.14%	\$864,613

Summary of Activities:

The first quarter of this year saw us fully staffed for the first time in over a year. This required us to shift locations on campus which included opening new offices in recently remodeled space which not only better meets the needs of the team but also increased visibility and access on site. Transition navigation work and personal pathways planning services continue to expand as more adults learn of our programming. We registered our first official apprentice with the American Culinary Federation and began work on building our next apprenticeship programming - ski lift maintenance with several local ski areas as well as Ski California and the national Ski Area Association. The first concrete step in this new program was designing (for November 2019 delivery) a small-engine repair boot camp. In addition, we finalized planning on our first ever Tahoe Hospitality Summit set for October 3-4, 2019.

Status
Submitted

Lake Tahoe 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	\$36,839	\$24,000	153.5%	\$80,000	46.05%	\$43,161
2000 - Non-Instructional Salaries	\$119,503	\$90,382	132.22%	\$301,272	39.67%	\$181,769
3000 - Employee Benefits	\$78,613	\$52,491	149.77%	\$174,969	44.93%	\$96,356
4000 - Supplies and Materials	\$52,041	\$37,500	138.78%	\$125,000	41.63%	\$72,959
5000 - Other Operating Expenses and Services	\$72,081	\$96,209	74.92%	\$320,695	22.48%	\$248,614
6000 - Capital Outlay	\$48,148	\$15,000	320.99%	\$60,000	80.25%	\$11,852
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,300	0%	\$7,300
Totals	\$407,225	\$315,581	129.04%	\$1,069,236	38.09%	\$662,011

Summary of Activities:

On going program support and operations. Began working to expand reach of culinary apprenticeship, including movement toward State Approval from DIS as well as creation of Ski Lift maintenance apprenticeship program which will likely include a joint certificate between two Basin serving colleges. Through leveraged funding via WIOA Title I contract, expanded supportive services and training opportunities to the community and continue to enhance and refine transition navigation services and incubate new industry specific boot camps (including a new small-engine repair which will tie to multiple career pathways from automotive/diesel to lift maintenance).

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

Brad Deeds, Dean of Workforce Development and Instruction
Frank Gerdeman, Director

Lake Tahoe 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	\$56,278	\$52,000	108.23%	\$80,000	70.35%	\$23,722
2000 - Non-Instructional Salaries	\$180,046	\$195,827	91.94%	\$301,272	59.76%	\$121,226
3000 - Employee Benefits	\$116,393	\$113,730	102.34%	\$174,969	66.52%	\$58,576
4000 - Supplies and Materials	\$52,686	\$81,250	64.84%	\$125,000	42.15%	\$72,314
5000 - Other Operating Expenses and Services	\$165,158	\$144,313	114.44%	\$320,695	51.5%	\$155,537
6000 - Capital Outlay	\$50,474	\$30,000	168.25%	\$60,000	84.12%	\$9,526
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,300	0%	\$7,300
Totals	\$621,035	\$617,119	100.63%	\$1,069,236	58.08%	\$448,201

Summary of Activities:

Continued existing work including exploration of building a ski lift maintenance apprenticeship program in collaboration with multiple Tahoe Basin reports, continued building access and supports for culinary apprentices and made progress toward DAS approval of culinary apprenticeship. Added additional contracts for broader support of local/state-wide California Conservation Corps. As the quarter ended and we moved to remote working due to COVID-19, began looking for off-campus location for "emergency" one-on-one meetings with clients/students and increased focus on access to technology and support for critical activities such as filing UI claims, additional support for online course work - including basic skills labs, while working to ensure those without technology and/or reliable connectivity were still able to access services.

Status
Submitted

Lake Tahoe 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	\$72,276	\$80,000	90.35%	\$80,000	90.35%	\$7,724
2000 - Non-Instructional Salaries	\$262,482	\$301,272	87.12%	\$301,272	87.12%	\$38,790
3000 - Employee Benefits	\$165,797	\$174,969	94.76%	\$174,969	94.76%	\$9,172
4000 - Supplies and Materials	\$121,733	\$125,000	97.39%	\$125,000	97.39%	\$3,267
5000 - Other Operating Expenses and Services	\$165,158	\$192,417	85.83%	\$320,695	51.5%	\$155,537
6000 - Capital Outlay	\$50,474	\$60,000	84.12%	\$60,000	84.12%	\$9,526
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,300	\$0	100%	\$7,300	100%	\$0
Totals	\$845,220	\$933,658	90.53%	\$1,069,236	79.05%	\$224,016

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 providing extensive navigation and support services to various populations in our region - mostly via virtual platforms but were able to secure and open an off campus office in early May 2020 to provide access for those unable to connect virtually. This was critical not only for high school completion testing but also for clients who had been unable to complete critical support applications (like UI). Completed draft work on our Ski Lift Maintenance Apprenticeship guide/handbook and registered our culinary apprenticeship with CA DIR/DAS.

**Status
Submitted**



California
Community
Colleges



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