

# CAEP Consortium Fiscal Reporting 25 Lassen-Modoc Adult Education Consortium

2019-20 Fiscal Year

## Certification

**Certified By**

Carol Growdon

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

## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Big Valley Joint Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Fort Sage Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Lassen CCD</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Lassen Co. Office of Education</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Lassen Union High</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Long Valley Charter</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Modoc Co. Office of Education</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Modoc Joint Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Shaffer Union Elementary</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Surprise Valley Joint Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Westwood Unified</a>	Submitted	Submitted	Submitted	Submitted

## Big Valley Joint Unified

**Big Valley Joint 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	\$1,000	\$0	100%	\$9,686	10.32%	\$8,686
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$400	0%	\$400
3000 - Employee Benefits	\$211	\$0	100%	\$1,536	13.74%	\$1,325
4000 - Supplies and Materials	\$753	\$0	100%	\$19,160	3.93%	\$18,407
5000 - Other Operating Expenses and Services	\$15,179	\$0	100%	\$18,979	79.98%	\$3,800
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,100	0%	\$1,100
<b>Totals</b>	<b>\$17,143</b>	<b>\$0</b>	<b>100%</b>	<b>\$50,861</b>	<b>33.71%</b>	<b>\$33,718</b>

### Summary of Activities:

Adult Education Teacher Stipend and benefit expenditures. Also Supplies have been purchased for the Adult Education and construction classes. Other Operating costs for EMT program and Adult Ed Program.

**Status**  
**Submitted**

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### Big Valley Joint 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	\$3,686	\$0	100%	\$9,686	38.05%	\$6,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$400	0%	\$400
3000 - Employee Benefits	\$781	\$0	100%	\$1,536	50.85%	\$755
4000 - Supplies and Materials	\$9,832	\$0	100%	\$19,160	51.32%	\$9,328
5000 - Other Operating Expenses and Services	\$16,505	\$0	100%	\$18,979	86.96%	\$2,474
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,100	0%	\$1,100
<b>Totals</b>	<b>\$30,804</b>	<b>\$0</b>	<b>100%</b>	<b>\$50,861</b>	<b>60.57%</b>	<b>\$20,057</b>

**Summary of Activities:**

Adult Education Teacher Stipends and Parent Education salaries and benefit expenditures. Also Supplies have been purchased for the Adult Education, Parent Education and Construction classes. Other Operating costs for Parent Education, EMT program.

**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**

Paula Silva, Superintendent/Principal  
Dianne Parady, Chief Business Official

**Big Valley Joint 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	\$4,686	\$0	100%	\$9,686	48.38%	\$5,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$400	0%	\$400
3000 - Employee Benefits	\$1,000	\$0	100%	\$1,536	65.1%	\$536
4000 - Supplies and Materials	\$14,641	\$0	100%	\$19,160	76.41%	\$4,519
5000 - Other Operating Expenses and Services	\$18,979	\$0	100%	\$18,979	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%	\$1,100	0%	\$1,100
<b>Totals</b>	<b>\$39,306</b>	<b>\$0</b>	<b>100%</b>	<b>\$50,861</b>	<b>77.28%</b>	<b>\$11,555</b>

### Summary of Activities:

Adult Education Teacher Stipends and benefit expenditures. Also Supplies have been purchased for the Adult Education and Parent Education Other Operating costs for Parent Education.

**Status  
Submitted**

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### Big Valley Joint 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	\$9,686	\$0	100%	\$9,686	100%	\$0
2000 - Non-Instructional Salaries	\$400	\$0	100%	\$400	100%	\$0
3000 - Employee Benefits	\$1,536	\$0	100%	\$1,536	100%	\$0
4000 - Supplies and Materials	\$16,576	\$0	100%	\$19,160	86.51%	\$2,584
5000 - Other Operating Expenses and Services	\$18,979	\$0	100%	\$18,979	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,100	\$0	100%	\$1,100	100%	\$0
<b>Totals</b>	<b>\$48,277</b>	<b>\$0</b>	<b>100%</b>	<b>\$50,861</b>	<b>94.92%</b>	<b>\$2,584</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:**

Adult Education and Construction Teacher Stipends and benefit expenditures. Data entry stipend and benefits and Also Supplies have been purchased for the Adult Education, Parent Education, and Construction programs. Other Operating costs for Parent Education and Adult Ed. Indirect Costs were applied. All minigrants have been expended (17/18, 18/19 and 19/20).

**Status  
Submitted**

**Fort Sage Unified**

**Fort Sage 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	\$2,000	\$0	100%	\$23,000	8.7%	\$21,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$434	\$0	100%	\$4,995	8.69%	\$4,561
4000 - Supplies and Materials	\$0	\$0	100%	\$11,482	0%	\$11,482
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$467	0%	\$467
6000 - Capital Outlay	\$0	\$0	100%	\$7,850	0%	\$7,850
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$122	\$0	100%	\$2,125	5.74%	\$2,003
<b>Totals</b>	<b>\$2,556</b>	<b>\$0</b>	<b>100%</b>	<b>\$49,919</b>	<b>5.12%</b>	<b>\$47,363</b>

### Summary of Activities:

Expenditures only in salaries, benefits and indirect costs in quarter 1. Salary and benefit costs applied to Adult Education instructor stipend.

**Status**  
**Submitted**

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### Fort Sage 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	\$8,000	\$0	100%	\$23,000	34.78%	\$15,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,737	\$0	100%	\$4,995	34.77%	\$3,258
4000 - Supplies and Materials	\$4,847	\$0	100%	\$11,482	42.21%	\$6,635
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$467	0%	\$467
6000 - Capital Outlay	\$5,530	\$0	100%	\$7,850	70.45%	\$2,320
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$431	\$0	100%	\$2,125	20.28%	\$1,694
<b>Totals</b>	<b>\$20,545</b>	<b>\$0</b>	<b>100%</b>	<b>\$49,919</b>	<b>41.16%</b>	<b>\$29,374</b>

**Summary of Activities:**

Adult Education Teacher Stipend and Benefits for Welding and Auto Shop night classes. Supplies have been purchased for the Adult Education classes including metal, plasma cutter fluid, laptops for instruction, and fittings for Welding. A lift (equipment) and hydraulic fluid for lift have been purchased for Auto Shop.

**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**

Dr. Chris Bonn, Superintendent  
Heather Von Ins, Chief Business Officer

**Fort Sage 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	\$14,000	\$0	100%	\$23,000	60.87%	\$9,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,356	\$0	100%	\$4,995	47.17%	\$2,639
4000 - Supplies and Materials	\$6,367	\$0	100%	\$11,482	55.45%	\$5,115
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$467	0%	\$467
6000 - Capital Outlay	\$5,530	\$0	100%	\$7,850	70.45%	\$2,320
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$507	\$0	100%	\$2,125	23.86%	\$1,618
<b>Totals</b>	<b>\$28,760</b>	<b>\$0</b>	<b>100%</b>	<b>\$49,919</b>	<b>57.61%</b>	<b>\$21,159</b>

### Summary of Activities:

Salary Stipend for Adult Ed. instructor, benefits for salary paid (STRS/M/C/W/C/SUI), Supplies including: USB Flash Drives for student use, Metal for Welding, and Auto Supplies including valve stems, seals, lights, etc.

**Status**  
**Submitted**

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### Fort Sage 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	\$20,000	\$0	100%	\$23,000	86.96%	\$3,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$4,344	\$0	100%	\$4,995	86.97%	\$651
4000 - Supplies and Materials	\$6,480	\$0	100%	\$11,482	56.44%	\$5,002
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$467	0%	\$467
6000 - Capital Outlay	\$5,530	\$0	100%	\$7,850	70.45%	\$2,320
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,125	\$0	100%	\$2,125	100%	\$0
<b>Totals</b>	<b>\$38,479</b>	<b>\$0</b>	<b>100%</b>	<b>\$49,919</b>	<b>77.08%</b>	<b>\$11,440</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:**

Salary stipend for Adult Ed. Instructor plus fixed costs (STRS, M/C, W/C, SUI). Auto parts for auto class.

**Status  
Submitted**

**Lassen CCD**

Lassen 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	\$640	\$7,095	9.02%	\$47,300	1.35%	\$46,660
2000 - Non-Instructional Salaries	\$37,012	\$41,117	90.02%	\$274,116	13.5%	\$237,104
3000 - Employee Benefits	\$20,629	\$18,279	112.86%	\$121,859	16.93%	\$101,230
4000 - Supplies and Materials	\$4,715	\$12,753	36.97%	\$85,021	5.55%	\$80,306
5000 - Other Operating Expenses and Services	\$10,051	\$20,847	48.21%	\$138,980	7.23%	\$128,929
6000 - Capital Outlay	\$277	\$4,800	5.77%	\$54,000	0.51%	\$53,723
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$15,000	0%	\$15,000
<b>Totals</b>	<b>\$73,324</b>	<b>\$104,891</b>	<b>69.9%</b>	<b>\$736,276</b>	<b>9.96%</b>	<b>\$662,952</b>

### Corrective Action Plan

We hired a new Coordinator of Special Grants that started in October.

Status  
Submitted

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### Lassen 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	\$3,226	\$11,825	27.28%	\$47,300	6.82%	\$44,074
2000 - Non-Instructional Salaries	\$92,131	\$68,529	134.44%	\$274,116	33.61%	\$181,985
3000 - Employee Benefits	\$55,282	\$30,465	181.46%	\$121,859	45.37%	\$66,577
4000 - Supplies and Materials	\$10,712	\$21,255	50.4%	\$85,021	12.6%	\$74,309
5000 - Other Operating Expenses and Services	\$38,161	\$34,745	109.83%	\$138,980	27.46%	\$100,819
6000 - Capital Outlay	\$34,637	\$8,000	432.96%	\$54,000	64.14%	\$19,363
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$3,750	0%	\$15,000	0%	\$15,000
<b>Totals</b>	<b>\$234,149</b>	<b>\$178,569</b>	<b>131.13%</b>	<b>\$736,276</b>	<b>31.8%</b>	<b>\$502,127</b>

**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**

Terry Bartley, Lassen College Comptroller  
 Susan Rentfrow, Accountant III  
 Carol Growdon  
 Roxanna Haynes, Dean of Instruction

**Lassen 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	\$3,412	\$11,825	28.85%	\$47,300	7.21%	\$43,888
2000 - Non-Instructional Salaries	\$143,838	\$68,529	209.89%	\$274,116	52.47%	\$130,278
3000 - Employee Benefits	\$84,770	\$30,465	278.26%	\$121,859	69.56%	\$37,089
4000 - Supplies and Materials	\$14,327	\$21,255	67.4%	\$85,021	16.85%	\$70,694
5000 - Other Operating Expenses and Services	\$47,306	\$34,745	136.15%	\$138,980	34.04%	\$91,674
6000 - Capital Outlay	\$34,637	\$8,000	432.96%	\$54,000	64.14%	\$19,363
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$3,750	0%	\$15,000	0%	\$15,000
<b>Totals</b>	<b>\$328,290</b>	<b>\$178,569</b>	<b>183.84%</b>	<b>\$736,276</b>	<b>44.59%</b>	<b>\$407,986</b>

### Summary of Activities:

Continued distance learning for HiSET courses during campus closure. Transitions counselor continues to work with students.

**Status**  
**Submitted**

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Lassen 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	\$3,529	\$11,825	29.84%	\$47,300	7.46%	\$43,771
2000 - Non-Instructional Salaries	\$180,361	\$68,529	263.19%	\$274,116	65.8%	\$93,755
3000 - Employee Benefits	\$111,474	\$30,465	365.91%	\$121,859	91.48%	\$10,385
4000 - Supplies and Materials	\$14,327	\$21,255	67.4%	\$85,021	16.85%	\$70,694
5000 - Other Operating Expenses and Services	\$47,306	\$34,745	136.15%	\$138,980	34.04%	\$91,674
6000 - Capital Outlay	\$34,637	\$8,000	432.96%	\$54,000	64.14%	\$19,363
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$7,500	0%	\$15,000	0%	\$15,000
<b>Totals</b>	<b>\$391,634</b>	<b>\$182,319</b>	<b>214.81%</b>	<b>\$736,276</b>	<b>53.19%</b>	<b>\$344,642</b>

**Status**  
Unsubmitted

### Lassen Co. Office of Education

Lassen 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	\$9,125	\$0	100%	\$53,011	17.21%	\$43,886
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,962	\$0	100%	\$11,396	17.22%	\$9,434
4000 - Supplies and Materials	\$3,602	\$0	100%	\$20,408	17.65%	\$16,806
5000 - Other Operating Expenses and Services	\$19,384	\$0	100%	\$29,227	66.32%	\$9,843
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$5,240	0%	\$5,240
<b>Totals</b>	<b>\$34,073</b>	<b>\$0</b>	<b>100%</b>	<b>\$119,282</b>	<b>28.57%</b>	<b>\$85,209</b>

### Summary of Activities:

Direct instruction, assessment and coordination of programs to support High School Diploma completion, computer literacy instruction, vocational culinary skills program, GED, Anger management, parenting, and job skills.

**Status**  
**Submitted**

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### Lassen 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	\$23,189	\$0	100%	\$53,011	43.74%	\$29,822
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$4,985	\$0	100%	\$11,396	43.74%	\$6,411
4000 - Supplies and Materials	\$4,128	\$0	100%	\$20,408	20.23%	\$16,280
5000 - Other Operating Expenses and Services	\$19,914	\$0	100%	\$29,227	68.14%	\$9,313
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$5,240	0%	\$5,240
<b>Totals</b>	<b>\$52,216</b>	<b>\$0</b>	<b>100%</b>	<b>\$119,282</b>	<b>43.78%</b>	<b>\$67,066</b>

**Summary of Activities:**

Direct instruction, assessment and coordination of programs to support High School Diploma completion, computer literacy instruction, Anger management, parenting, and job skills.

**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**

Patricia Gunderson

**Lassen Co. Office of Education 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	\$36,877	\$0	100%	\$53,011	69.56%	\$16,134
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$7,927	\$0	100%	\$11,396	69.56%	\$3,469
4000 - Supplies and Materials	\$5,958	\$0	100%	\$20,408	29.19%	\$14,450
5000 - Other Operating Expenses and Services	\$23,014	\$0	100%	\$29,227	78.74%	\$6,213
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$5,240	0%	\$5,240
<b>Totals</b>	<b>\$73,776</b>	<b>\$0</b>	<b>100%</b>	<b>\$119,282</b>	<b>61.85%</b>	<b>\$45,506</b>

### Summary of Activities:

Direct instruction, assessment and coordination of programs to support High School Diploma completion, computer literacy instruction, Anger management, parenting, and job skills.

**Status**  
**Submitted**

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### Lassen 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	\$53,010	\$0	100%	\$53,011	100%	\$1
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$11,395	\$0	100%	\$11,396	99.99%	\$1
4000 - Supplies and Materials	\$6,746	\$0	100%	\$20,408	33.06%	\$13,662
5000 - Other Operating Expenses and Services	\$23,414	\$0	100%	\$29,227	80.11%	\$5,813
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,240	\$0	100%	\$5,240	100%	\$0
<b>Totals</b>	<b>\$99,805</b>	<b>\$0</b>	<b>100%</b>	<b>\$119,282</b>	<b>83.67%</b>	<b>\$19,477</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:**

Direct instruction, assessment and coordination of programs to support High School Diploma completion, computer literacy instruction, Anger management, parenting, and job skills.

**Status**  
**Submitted**

**Lassen Union High**

Lassen 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	\$4,007	\$3,600	111.31%	\$36,000	11.13%	\$31,993
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$500	0%	\$500
3000 - Employee Benefits	\$306	\$550	55.64%	\$5,500	5.56%	\$5,194
4000 - Supplies and Materials	\$935	\$4,359	21.45%	\$17,434	5.36%	\$16,499
5000 - Other Operating Expenses and Services	\$6,982	\$7,500	93.09%	\$30,000	23.27%	\$23,018
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%	\$3,977	0%	\$3,977
<b>Totals</b>	<b>\$12,230</b>	<b>\$16,009</b>	<b>76.4%</b>	<b>\$108,411</b>	<b>11.28%</b>	<b>\$96,181</b>

### Corrective Action Plan

Career Tech classes started late in August, only a month and a half salaries. Careers- Construction Trades- wood supply order not made until October, so it is not reflected in these expenditures.

### Summary of Activities:

Diploma Gold- 20 students enrolled, 5 at the Rancheria. An adjustment to the required credits was made from 200 to 180, students are excited about the change. We have added a new Career Skills class which included interviewing and transitions into the work world. New curriculum. Computers- 10 students enrolled for Microsoft Office Certification, keyboard, and other office skills. 3 students have succeeded in getting a job and several more have gained confidence in current job. One now has interest in a IT career. Construction/Welding- 10 students enrolled in each, some taking both. Safety training and planning of projects is complete. Projects include sheds, planters, kitchen cabinet, hospital break room items, and projects for Lassen Land and Trails. All students have gained knowledge on assembly and finishing of woodwork and honed skills with various equipment. Instructors will be attending training on new equipment like the plasma cutter and pipe bender.

**Status**  
**Submitted**

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### Lassen 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	\$15,824	\$10,800	146.52%	\$36,000	43.96%	\$20,176
2000 - Non-Instructional Salaries	\$37	\$500	7.4%	\$500	7.4%	\$463
3000 - Employee Benefits	\$1,911	\$1,650	115.82%	\$5,500	34.75%	\$3,589
4000 - Supplies and Materials	\$2,201	\$4,359	50.5%	\$17,434	12.62%	\$15,233
5000 - Other Operating Expenses and Services	\$8,435	\$7,500	112.47%	\$30,000	28.12%	\$21,565
6000 - Capital Outlay	\$9,040	\$4,950	182.63%	\$15,000	60.27%	\$5,960
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,977	0%	\$3,977
<b>Totals</b>	<b>\$37,448</b>	<b>\$29,759</b>	<b>125.84%</b>	<b>\$108,411</b>	<b>34.54%</b>	<b>\$70,963</b>

### Summary of Activities:

Computer Op/Business, 6 students attend classes 2x weekly, 5 attend intermittently. The focus is Microsoft Office & business/ job seeking skills, resume writing, interviewing, Smartphone tutorials, data security. 1 student is seeking secretarial work & another was promoted to a management position. Wood shop/construction trades, 8 students. Building a shed, & furniture making/restoration. The welding class, 11 students, have used the new equipment (plasma cutter and pipe bender) to fabricate a variety of projects, including a flat bed trailer. The Pro Dev funds provide CTE credentialing classes & a mentor for the Computer Ops/Business teacher & behavior health oversight/consulting for licensing purposes. Diploma Gold (20 students) average attendance at the Monday/ Wednesday class is 8-10, 5 at the Rancheria campus. The lower credit requirement & the addition of a writing/careers reading component has been well received. We have had 1 graduate & 3 others close to completion.

**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

Mrs. Cori Shields, CBO

Morgan Nugent, Superintendent/Principal

### Lassen 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	\$28,851	\$10,800	267.14%	\$36,000	80.14%	\$7,149
2000 - Non-Instructional Salaries	\$111	\$500	22.2%	\$500	22.2%	\$389
3000 - Employee Benefits	\$3,630	\$1,650	220%	\$5,500	66%	\$1,870
4000 - Supplies and Materials	\$4,024	\$4,359	92.33%	\$17,434	23.08%	\$13,410
5000 - Other Operating Expenses and Services	\$13,978	\$7,500	186.37%	\$30,000	46.59%	\$16,022
6000 - Capital Outlay	\$9,040	\$4,950	182.63%	\$15,000	60.27%	\$5,960
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,977	0%	\$3,977
<b>Totals</b>	<b>\$59,634</b>	<b>\$29,759</b>	<b>200.39%</b>	<b>\$108,411</b>	<b>55.01%</b>	<b>\$48,777</b>

#### Summary of Activities:

Q3 highlights - Diploma Gold had 3 students complete all requirements for graduation. Each created a resume and cover letter and participate in a mock interview. They were given a flash drive with documents to update as they apply for employment /job advancement. With the stay at home order the Diploma Gold staff is working hard to continue to provide an education. We are providing laptops and will be purchasing myfi for students that need Internet. The instructor has trained in Microsoft Teams to provide student access to the instructor. Even though the regular graduation will not happen we are hoping to have some type of celebration when the order is lifted. CTE WoodShop/Construction: 11 enrolled, 7 active each week prior to COVID-19 closure. Projects include home improvement, kitchen table and island, coffee tables, window frames. Items for business, a new shed, shoe cubby box for yoga studio, farrier box. CTE Computer/Office: is continuing classes remotely.

**Status  
Submitted**

### Lassen 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	\$35,105	\$10,800	325.05%	\$36,000	97.51%	\$895
2000 - Non-Instructional Salaries	\$269	\$500	53.8%	\$500	53.8%	\$231
3000 - Employee Benefits	\$4,630	\$1,650	280.61%	\$5,500	84.18%	\$870
4000 - Supplies and Materials	\$13,134	\$4,359	301.34%	\$17,434	75.34%	\$4,300
5000 - Other Operating Expenses and Services	\$17,875	\$7,500	238.33%	\$30,000	59.58%	\$12,125
6000 - Capital Outlay	\$9,040	\$5,100	177.25%	\$15,000	60.27%	\$5,960
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,977	\$3,977	100%	\$3,977	100%	\$0
<b>Totals</b>	<b>\$84,030</b>	<b>\$33,886</b>	<b>247.98%</b>	<b>\$108,411</b>	<b>77.51%</b>	<b>\$24,381</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:**

QUARTER 4 ACTIVITIES: COVID-19 changed the traditional way LUHSD approached Adult Ed, many activities still took place. Diploma Gold continued classes through virtual/distance learning. Hot Spots were purchased for students needing connections to the internet, laptops/tablets were checked out to those needing devices. Graduation was held virtually for those students earning their diplomas. CTE Business/Computer classes were also delivered virtually/distance learning. CTE Wood/Construction and Welding could not be held on campus or virtually, though teachers were available through email or phone to assist students who were able to work on projects from home.

**Status**  
**Submitted**

**Long Valley Charter**

**Long Valley Charter 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	\$7,504	\$0	100%	\$26,468	28.35%	\$18,964
2000 - Non-Instructional Salaries	\$193	\$0	100%	\$231	83.55%	\$38
3000 - Employee Benefits	\$1,043	\$0	100%	\$5,054	20.64%	\$4,011
4000 - Supplies and Materials	\$0	\$0	100%	\$2,607	0%	\$2,607
5000 - Other Operating Expenses and Services	\$1,250	\$0	100%	\$4,500	27.78%	\$3,250
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,140	0%	\$1,140
<b>Totals</b>	<b>\$9,990</b>	<b>\$0</b>	<b>100%</b>	<b>\$40,000</b>	<b>24.98%</b>	<b>\$30,010</b>

### Summary of Activities:

Long Valley staff meets with adult education students twice each week to assist students in their courses leading to a high school diploma.

**Status**  
**Submitted**

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### Long Valley Charter 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	\$16,850	\$0	100%	\$26,468	63.66%	\$9,618
2000 - Non-Instructional Salaries	\$231	\$0	100%	\$231	100%	\$0
3000 - Employee Benefits	\$3,638	\$0	100%	\$5,054	71.98%	\$1,416
4000 - Supplies and Materials	\$0	\$0	100%	\$2,607	0%	\$2,607
5000 - Other Operating Expenses and Services	\$3,170	\$0	100%	\$4,500	70.44%	\$1,330
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,140	0%	\$1,140
<b>Totals</b>	<b>\$23,889</b>	<b>\$0</b>	<b>100%</b>	<b>\$40,000</b>	<b>59.72%</b>	<b>\$16,111</b>

### Summary of Activities:

Teachers met students to support progress in independent study activities leading in the high school diploma program; weekly tutoring in core subjects.

**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**

Carol Growdon

Mrs. Sherri Morgan, Executive Director

### Long Valley Charter 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	\$26,468	\$0	100%	\$26,468	100%	\$0
2000 - Non-Instructional Salaries	\$231	\$0	100%	\$231	100%	\$0
3000 - Employee Benefits	\$5,054	\$0	100%	\$5,054	100%	\$0
4000 - Supplies and Materials	\$2,607	\$0	100%	\$2,607	100%	\$0
5000 - Other Operating Expenses and Services	\$4,500	\$0	100%	\$4,500	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,140	\$0	100%	\$1,140	100%	\$0
<b>Totals</b>	<b>\$40,000</b>	<b>\$0</b>	<b>100%</b>	<b>\$40,000</b>	<b>100%</b>	<b>\$0</b>

**Status  
Submitted**

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**Long Valley Charter 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	\$26,468	\$0	100%	\$26,468	100%	\$0
2000 - Non-Instructional Salaries	\$231	\$0	100%	\$231	100%	\$0
3000 - Employee Benefits	\$5,054	\$0	100%	\$5,054	100%	\$0
4000 - Supplies and Materials	\$2,607	\$0	100%	\$2,607	100%	\$0
5000 - Other Operating Expenses and Services	\$4,500	\$0	100%	\$4,500	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,140	\$0	100%	\$1,140	100%	\$0
<b>Totals</b>	<b>\$40,000</b>	<b>\$0</b>	<b>100%</b>	<b>\$40,000</b>	<b>100%</b>	<b>\$0</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:**

Completed twice weekly instruction and tutoring for students earning credits leading to high school diplomas.

**Status  
Submitted**

**Modoc Co. Office of Education**

Modoc 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$24,362	0%	\$97,448	0%	\$97,448
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
<b>Totals</b>	\$0	\$24,362	0%	\$97,448	0%	\$97,448

### Corrective Action Plan

TEACH has just started their program. There will be more expenses in Quarter 2.

**Status**  
**Submitted**

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### Modoc 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$22,393	\$24,362	91.92%	\$97,448	22.98%	\$75,055
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
<b>Totals</b>	<b>\$22,393</b>	<b>\$24,362</b>	<b>91.92%</b>	<b>\$97,448</b>	<b>22.98%</b>	<b>\$75,055</b>

**Corrective Action Plan**

The program did not begin until after the 1st Quarter, so expenditures will be lower in the first two quarters.

**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**

Mike Martin  
Leslie Corder, Director of Fiscal Services

**Modoc Co. Office of Education 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	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$45,947	\$24,362	188.6%	\$97,448	47.15%	\$51,501
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
<b>Totals</b>	<b>\$45,947</b>	<b>\$24,362</b>	<b>188.6%</b>	<b>\$97,448</b>	<b>47.15%</b>	<b>\$51,501</b>

**Status  
Submitted**

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**Modoc 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$88,369	\$24,362	362.73%	\$97,448	90.68%	\$9,079
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
<b>Totals</b>	<b>\$88,369</b>	<b>\$24,362</b>	<b>362.73%</b>	<b>\$97,448</b>	<b>90.68%</b>	<b>\$9,079</b>

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

Guidance: Yes

Status  
Submitted

## Modoc Joint Unified

Modoc Joint 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	\$3,281	0%	\$13,125	0%	\$13,125
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$662	0%	\$2,649	0%	\$2,649
4000 - Supplies and Materials	\$0	\$4,150	0%	\$16,600	0%	\$16,600
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$24,744	\$6,414	385.8%	\$25,655	96.45%	\$911
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,258	0%	\$1,258
<b>Totals</b>	<b>\$24,744</b>	<b>\$14,507</b>	<b>170.56%</b>	<b>\$59,287</b>	<b>41.74%</b>	<b>\$34,543</b>

**Summary of Activities:**

Purchased Scotchman turret ironworker in capital outlay.

**Status  
Submitted**

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**Modoc Joint 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	\$4,500	\$3,281	137.14%	\$13,125	34.29%	\$8,625
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$395	\$662	59.65%	\$2,649	14.91%	\$2,254
4000 - Supplies and Materials	\$1,849	\$4,150	44.55%	\$16,600	11.14%	\$14,751
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$24,744	\$6,414	385.8%	\$25,655	96.45%	\$911
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,258	0%	\$1,258
<b>Totals</b>	<b>\$31,488</b>	<b>\$14,507</b>	<b>217.05%</b>	<b>\$59,287</b>	<b>53.11%</b>	<b>\$27,799</b>

**Summary of Activities:**

Teacher salaries, employee benefits, and supplies for Adult Education Welding, Fabrication, and Woodworking courses. Supplies spent on ink for printing adult education class materials, welding gas regulators, and welding torch holders. Capital outlay for scotchman turret ironwork that was purchased during 1st quarter.

**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**

Tom O'Malley, Superintendent  
Elizabeth Guzman, Business Manager

**Modoc Joint 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	\$8,625	\$3,281	262.86%	\$13,125	65.71%	\$4,500
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$522	\$662	78.82%	\$2,649	19.71%	\$2,127
4000 - Supplies and Materials	\$2,534	\$4,150	61.06%	\$16,600	15.27%	\$14,066
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$24,744	\$6,414	385.8%	\$25,655	96.45%	\$911
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,258	0%	\$1,258
<b>Totals</b>	<b>\$36,425</b>	<b>\$14,507</b>	<b>251.08%</b>	<b>\$59,287</b>	<b>61.44%</b>	<b>\$22,862</b>

### Summary of Activities:

Teacher salaries, benefits, supplies, and capital outlay has been spent for Adult Education Welding and Woodworking courses. Third quarter target of 45% spent was met.

**Status**  
**Submitted**

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### Modoc Joint 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	\$13,125	\$3,281	400%	\$13,125	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$661	\$662	99.81%	\$2,649	24.95%	\$1,988
4000 - Supplies and Materials	\$9,097	\$4,150	219.2%	\$16,600	54.8%	\$7,503
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$24,744	\$6,414	385.8%	\$25,655	96.45%	\$911
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,002	\$0	100%	\$1,258	79.65%	\$256
<b>Totals</b>	<b>\$48,629</b>	<b>\$14,507</b>	<b>335.2%</b>	<b>\$59,287</b>	<b>82.02%</b>	<b>\$10,658</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:**

Teacher salaries, benefits, supplies, and capital outlay has been spent for Adult Education Welding and Woodworking courses.

**Status  
Submitted**

**Shaffer Union Elementary**

**Shaffer Union Elementary 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	\$3,000	\$4,500	66.67%	\$18,000	16.67%	\$15,000
2000 - Non-Instructional Salaries	\$2,001	\$3,264	61.31%	\$13,055	15.33%	\$11,054
3000 - Employee Benefits	\$762	\$724	105.28%	\$2,895	26.32%	\$2,133
4000 - Supplies and Materials	\$914	\$6,451	14.17%	\$25,805	3.54%	\$24,891
5000 - Other Operating Expenses and Services	\$500	\$625	80%	\$2,500	20%	\$2,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,500	0%	\$1,500
<b>Totals</b>	<b>\$7,177</b>	<b>\$15,564</b>	<b>46.11%</b>	<b>\$63,755</b>	<b>11.26%</b>	<b>\$56,578</b>

**Corrective Action Plan**

Expenses will even out throughout the course of the year.

**Summary of Activities:**

Salaries and Benefits for Adult Ed Teacher, Instructional Support Staff, Data Collection Staff, Technology Support Staff and Babysitter for the Adult ESL and Citizenship Programs. Also, operating costs for the program and Adult Ed Supplies purchased.

**Status**  
**Submitted**

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**Shaffer Union Elementary 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	\$9,000	\$4,500	200%	\$18,000	50%	\$9,000
2000 - Non-Instructional Salaries	\$6,423	\$3,264	196.8%	\$13,055	49.2%	\$6,632
3000 - Employee Benefits	\$762	\$724	105.28%	\$2,895	26.32%	\$2,133
4000 - Supplies and Materials	\$1,360	\$6,451	21.08%	\$25,805	5.27%	\$24,445
5000 - Other Operating Expenses and Services	\$1,250	\$625	200%	\$2,500	50%	\$1,250
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,500	0%	\$1,500
<b>Totals</b>	<b>\$18,795</b>	<b>\$15,564</b>	<b>120.76%</b>	<b>\$63,755</b>	<b>29.48%</b>	<b>\$44,960</b>

**Summary of Activities:**

Salaries and Benefits for Adult Ed Teacher, Instructional Support Staff, Data Collection Staff, Technology Support Staff and Babysitter for the Adult ESL and Citizenship Programs. Also, operating costs for the program and Adult Ed Supplies purchased.

**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**

Jeff Baker, Superintendent/Principal  
Dianne Parady, Chief Business Official

**Shaffer Union Elementary 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	\$14,000	\$4,500	311.11%	\$18,000	77.78%	\$4,000
2000 - Non-Instructional Salaries	\$10,255	\$3,264	314.21%	\$13,055	78.55%	\$2,800
3000 - Employee Benefits	\$1,868	\$724	258.1%	\$2,895	64.53%	\$1,027
4000 - Supplies and Materials	\$1,360	\$6,451	21.08%	\$25,805	5.27%	\$24,445
5000 - Other Operating Expenses and Services	\$2,000	\$625	320%	\$2,500	80%	\$500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,500	0%	\$1,500
<b>Totals</b>	<b>\$29,483</b>	<b>\$15,564</b>	<b>189.43%</b>	<b>\$63,755</b>	<b>46.24%</b>	<b>\$34,272</b>

### Summary of Activities:

Salaries and Benefits for Adult Ed Teacher, Instructional Support Staff, Data Collection Staff, Technology Support Staff and Babysitter for the Adult ESL and Citizenship Programs. Also, operating costs for the program.

**Status**  
**Submitted**

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### Shaffer Union Elementary 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	\$18,000	\$4,500	400%	\$18,000	100%	\$0
2000 - Non-Instructional Salaries	\$13,055	\$3,264	400%	\$13,055	100%	\$0
3000 - Employee Benefits	\$2,895	\$724	400%	\$2,895	100%	\$0
4000 - Supplies and Materials	\$2,096	\$6,451	32.49%	\$25,805	8.12%	\$23,709
5000 - Other Operating Expenses and Services	\$2,500	\$625	400%	\$2,500	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,500	\$0	100%	\$1,500	100%	\$0
<b>Totals</b>	<b>\$40,046</b>	<b>\$15,564</b>	<b>257.3%</b>	<b>\$63,755</b>	<b>62.81%</b>	<b>\$23,709</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:**

Salaries and Benefits for Adult Ed Teacher, Instructional Support Staff, Data Collection Staff, Technology Support Staff and Babysitter for the Adult ESL and Citizenship Programs. Supporting supplies for Adult Ed Program and operating costs for the program.

**Status  
Submitted**

**Surprise Valley Joint Unified**

Surprise Valley Joint 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	\$1,288	0%	\$5,150	0%	\$5,150
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$313	0%	\$1,253	0%	\$1,253
4000 - Supplies and Materials	\$0	\$2,237	0%	\$8,948	0%	\$8,948
5000 - Other Operating Expenses and Services	\$0	\$1,503	0%	\$6,010	0%	\$6,010
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,060	0%	\$1,060
<b>Totals</b>	\$0	\$5,340	0%	\$22,421	0%	\$22,421

### Corrective Action Plan

Classes have been held; but not yet paid. Supplies are being purchased as well.

### Summary of Activities:

CTE classes have been held promoting adult education.

**Status**  
Submitted

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### Surprise Valley Joint 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	\$1,288	0%	\$5,150	0%	\$5,150
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$313	0%	\$1,253	0%	\$1,253
4000 - Supplies and Materials	\$0	\$2,237	0%	\$8,948	0%	\$8,948
5000 - Other Operating Expenses and Services	\$0	\$1,503	0%	\$6,010	0%	\$6,010
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,060	0%	\$1,060
<b>Totals</b>	\$0	\$5,340	0%	\$22,421	0%	\$22,421

**Corrective Action Plan**

Encumbrances have occurred; not actual expenses by end of December. There were classes held, but no stipends paid at this time. Expenses will occur next quarter

**Summary of Activities:**

CTE classes have been held promoting adult education. More classes to be held soon.

**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**

BillieJo Young, Business

Audra Evans

**Surprise Valley Joint 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	\$4,750	\$1,288	368.93%	\$5,150	92.23%	\$400
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$233	\$313	74.38%	\$1,253	18.6%	\$1,020
4000 - Supplies and Materials	\$1,587	\$2,237	70.94%	\$8,948	17.74%	\$7,361
5000 - Other Operating Expenses and Services	\$0	\$1,503	0%	\$6,010	0%	\$6,010
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,060	0%	\$1,060
<b>Totals</b>	<b>\$6,570</b>	<b>\$5,340</b>	<b>123.03%</b>	<b>\$22,421</b>	<b>29.3%</b>	<b>\$15,851</b>

**Corrective Action Plan**

Due to the COVID-19 pandemic, scheduled classes had to be cancelled.

**Summary of Activities:**

CAD classes have occurred.

**Status  
Submitted**

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**Surprise Valley Joint 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	\$4,750	\$1,288	368.93%	\$5,150	92.23%	\$400
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$233	\$313	74.38%	\$1,253	18.6%	\$1,020
4000 - Supplies and Materials	\$1,587	\$2,237	70.94%	\$8,948	17.74%	\$7,361
5000 - Other Operating Expenses and Services	\$2,635	\$1,503	175.37%	\$6,010	43.84%	\$3,375
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,060	0%	\$1,060
<b>Totals</b>	<b>\$9,205</b>	<b>\$5,340</b>	<b>172.37%</b>	<b>\$22,421</b>	<b>41.06%</b>	<b>\$13,216</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**

COVID-19 has interrupted services.

**Summary of Activities:**

CAD and Welding Courses

**Status**  
**Submitted**

**Westwood Unified**

**Westwood 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	\$900	\$2,500	36%	\$10,000	9%	\$9,100
2000 - Non-Instructional Salaries	\$2,620	\$4,500	58.22%	\$18,000	14.56%	\$15,380
3000 - Employee Benefits	\$2,284	\$2,500	91.36%	\$10,000	22.84%	\$7,716
4000 - Supplies and Materials	\$77	\$2,411	3.19%	\$9,644	0.8%	\$9,567
5000 - Other Operating Expenses and Services	\$302	\$3,010	10.03%	\$12,038	2.51%	\$11,736
6000 - Capital Outlay	\$17,266	\$4,420	390.61%	\$17,681	97.65%	\$415
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,868	0%	\$3,868
<b>Totals</b>	<b>\$23,449</b>	<b>\$19,341</b>	<b>121.24%</b>	<b>\$81,231</b>	<b>28.87%</b>	<b>\$57,782</b>

### Summary of Activities:

In the first quarter we advertised for and started 2 courses. The Para Educator/Instructional Aid course was completed and our Photography Course continued on into the 2nd quarter . Minimal supplies were required for these courses. Technology upgrades were completed in our computer lab (20 new computers) and the photography lab (8 new computers). There was a small cost overrun due to the selection of a newer model CPU . These upgrades will allow us to accept more students into these very popular courses.

**Status  
Submitted**

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### Westwood 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	\$4,000	\$2,500	160%	\$10,000	40%	\$6,000
2000 - Non-Instructional Salaries	\$5,600	\$4,500	124.44%	\$18,000	31.11%	\$12,400
3000 - Employee Benefits	\$4,903	\$2,500	196.12%	\$10,000	49.03%	\$5,097
4000 - Supplies and Materials	\$6,847	\$2,411	283.99%	\$9,644	71%	\$2,797
5000 - Other Operating Expenses and Services	\$3,373	\$3,010	112.08%	\$12,038	28.02%	\$8,665
6000 - Capital Outlay	\$17,266	\$4,420	390.61%	\$17,681	97.65%	\$415
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,868	0%	\$3,868
<b>Totals</b>	<b>\$41,989</b>	<b>\$19,341</b>	<b>217.1%</b>	<b>\$81,231</b>	<b>51.69%</b>	<b>\$39,242</b>

**Summary of Activities:**

During the 2nd quarter we completed our Photography class and offered 6 new classes, 5 of which were completed in December. The 6th class was postponed due to a medical illness with the instructor. The offered classes were Baking /Culinary, Cyber Generations, Safe Serve Managers, Basic Woodworking, CPR/First Aid and Beginning Welding Class. Software was purchased for our Cyber Generations class and additional camera lenses were purchased for our Digital Photography class. Consumable supplies were purchased for Woodworking, Baking/Culinary and CPR/First Aid classes. CPR Manikins were purchased for the certification test at the end of the CPR/First Aid Class.

**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**

Michael Altenburg

Krissy House, Chief Business Official

**Westwood 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	\$4,000	\$2,500	160%	\$10,000	40%	\$6,000
2000 - Non-Instructional Salaries	\$13,292	\$4,500	295.38%	\$18,000	73.84%	\$4,708
3000 - Employee Benefits	\$7,712	\$2,500	308.48%	\$10,000	77.12%	\$2,288
4000 - Supplies and Materials	\$7,045	\$2,411	292.2%	\$9,644	73.05%	\$2,599
5000 - Other Operating Expenses and Services	\$3,793	\$3,010	126.03%	\$12,038	31.51%	\$8,245
6000 - Capital Outlay	\$17,266	\$4,420	390.61%	\$17,681	97.65%	\$415
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,868	0%	\$3,868
<b>Totals</b>	<b>\$53,108</b>	<b>\$19,341</b>	<b>274.59%</b>	<b>\$81,231</b>	<b>65.38%</b>	<b>\$28,123</b>

**Summary of Activities:**

For the 3rd quarter we were prepared to start a new Basic Woodworking course and had several other courses that would begin in April. Unfortunately these programs were cancelled due to COVID19. Reimbursements were issued for consumable purchased for the 2nd Quarter Culinary/Baking Class. Consumables were also purchased for the scheduled Basic woodworking Class that was cancelled. Cardstock was purchased to issue certificates of completion for the various classes offering them.

**Status  
Submitted**

**Westwood 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	\$4,000	\$2,500	160%	\$10,000	40%	\$6,000
2000 - Non-Instructional Salaries	\$17,688	\$4,500	393.07%	\$18,000	98.27%	\$312
3000 - Employee Benefits	\$9,946	\$2,500	397.84%	\$10,000	99.46%	\$54
4000 - Supplies and Materials	\$7,687	\$2,411	318.83%	\$9,644	79.71%	\$1,957
5000 - Other Operating Expenses and Services	\$4,500	\$3,010	149.53%	\$12,038	37.38%	\$7,538
6000 - Capital Outlay	\$17,266	\$4,420	390.61%	\$17,681	97.65%	\$415
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,054	\$0	100%	\$3,868	78.96%	\$814
<b>Totals</b>	<b>\$64,141</b>	<b>\$19,341</b>	<b>331.64%</b>	<b>\$81,231</b>	<b>78.96%</b>	<b>\$17,090</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:**

QUARTER 4 ACTIVITIES: COVID-19 we had several classes planned for Q4, but with the onset of COVID we were unable to offer in person learning. Teacher salaries, support staff, data collection staff, financial staff, benefits, supplies, and advertising expenses were spent for Adult Education courses.

**Status**  
**Submitted**



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