

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	Certified	Uncertified

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Big Valley Joint Unified	Submitted	Submitted	Submitted	Submitted
Fort Sage Unified	Submitted	Submitted	Submitted	Submitted
Lassen CCD	Submitted	Submitted	Submitted	Not Submitted
Lassen Co. Office of Education	Submitted	Submitted	Submitted	Submitted
Lassen Union High	Submitted	Submitted	Submitted	Submitted
Long Valley Charter	Submitted	Submitted	Submitted	Submitted
Modoc Co. Office of Education	Submitted	Submitted	Submitted	Submitted
Modoc Joint Unified	Submitted	Submitted	Submitted	Submitted
Shaffer Union Elementary	Submitted	Submitted	Submitted	Submitted
Surprise Valley Joint Unified	Submitted	Submitted	Submitted	Submitted
Westwood Unified	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
Totals	\$17,143	\$0	100%	\$50,861	33.71%	\$33,718

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

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
Totals	\$30,804	\$0	100%	\$50,861	60.57%	\$20,057

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
Totals	\$39,306	\$0	100%	\$50,861	77.28%	\$11,555

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**

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
Totals	\$48,277	\$0	100%	\$50,861	94.92%	\$2,584

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
Totals	\$2,556	\$0	100%	\$49,919	5.12%	\$47,363

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

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
Totals	\$20,545	\$0	100%	\$49,919	41.16%	\$29,374

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
Totals	\$28,760	\$0	100%	\$49,919	57.61%	\$21,159

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

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
Totals	\$38,479	\$0	100%	\$49,919	77.08%	\$11,440

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
Totals	\$73,324	\$104,891	69.9%	\$736,276	9.96%	\$662,952

Corrective Action Plan

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

Status
Submitted

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
Totals	\$234,149	\$178,569	131.13%	\$736,276	31.8%	\$502,127

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
Totals	\$328,290	\$178,569	183.84%	\$736,276	44.59%	\$407,986

Summary of Activities:

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

Status
Submitted

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
Totals	\$391,634	\$182,319	214.81%	\$736,276	53.19%	\$344,642

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
Totals	\$34,073	\$0	100%	\$119,282	28.57%	\$85,209

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

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
Totals	\$52,216	\$0	100%	\$119,282	43.78%	\$67,066

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
Totals	\$73,776	\$0	100%	\$119,282	61.85%	\$45,506

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 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
Totals	\$99,805	\$0	100%	\$119,282	83.67%	\$19,477

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
Totals	\$12,230	\$16,009	76.4%	\$108,411	11.28%	\$96,181

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

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
Totals	\$37,448	\$29,759	125.84%	\$108,411	34.54%	\$70,963

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 students 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
Totals	\$59,634	\$29,759	200.39%	\$108,411	55.01%	\$48,777

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
Totals	\$84,030	\$33,886	247.98%	\$108,411	77.51%	\$24,381

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
Totals	\$9,990	\$0	100%	\$40,000	24.98%	\$30,010

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

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
Totals	\$23,889	\$0	100%	\$40,000	59.72%	\$16,111

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
Totals	\$40,000	\$0	100%	\$40,000	100%	\$0

Status
Submitted

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
Totals	\$40,000	\$0	100%	\$40,000	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:

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
Totals	\$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**

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
Totals	\$22,393	\$24,362	91.92%	\$97,448	22.98%	\$75,055

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
Totals	\$45,947	\$24,362	188.6%	\$97,448	47.15%	\$51,501

Status
Submitted

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
Totals	\$88,369	\$24,362	362.73%	\$97,448	90.68%	\$9,079

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
Totals	\$24,744	\$14,507	170.56%	\$59,287	41.74%	\$34,543

Summary of Activities:

Purchased Scotchman turret ironworker in capital outlay.

Status
Submitted

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
Totals	\$31,488	\$14,507	217.05%	\$59,287	53.11%	\$27,799

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
Totals	\$36,425	\$14,507	251.08%	\$59,287	61.44%	\$22,862

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

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
Totals	\$48,629	\$14,507	335.2%	\$59,287	82.02%	\$10,658

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
Totals	\$7,177	\$15,564	46.11%	\$63,755	11.26%	\$56,578

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

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
Totals	\$18,795	\$15,564	120.76%	\$63,755	29.48%	\$44,960

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
Totals	\$29,483	\$15,564	189.43%	\$63,755	46.24%	\$34,272

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

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
Totals	\$40,046	\$15,564	257.3%	\$63,755	62.81%	\$23,709

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
Totals	\$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

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
Totals	\$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

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
Totals	\$6,570	\$5,340	123.03%	\$22,421	29.3%	\$15,851

Corrective Action Plan

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

Summary of Activities:

CAD classes have occurred.

**Status
Submitted**

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
Totals	\$9,205	\$5,340	172.37%	\$22,421	41.06%	\$13,216

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
Totals	\$23,449	\$19,341	121.24%	\$81,231	28.87%	\$57,782

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**

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
Totals	\$41,989	\$19,341	217.1%	\$81,231	51.69%	\$39,242

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
Totals	\$53,108	\$19,341	274.59%	\$81,231	65.38%	\$28,123

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
Totals	\$64,141	\$19,341	331.64%	\$81,231	78.96%	\$17,090

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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