

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

2020-21 Fiscal Year

## Certification

**Certified By**

Mitch Rosin

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

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## Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Big Valley Joint Unified</a>	Submitted	Submitted	Submitted	Not 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	Not Submitted
<a href="#">Lassen Union High</a>	Submitted	Submitted	Submitted	Not 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	\$1,039	\$923	112.57%	\$7,100	14.63%	\$6,061
2000 - Non-Instructional Salaries	\$0	\$52	0%	\$400	0%	\$400
3000 - Employee Benefits	\$218	\$234	93.16%	\$1,800	12.11%	\$1,582
4000 - Supplies and Materials	\$0	\$0	100%	\$5,023	0%	\$5,023
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$11,679	0%	\$11,679
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$900	0%	\$900
<b>Totals</b>	<b>\$1,257</b>	<b>\$1,209</b>	<b>103.97%</b>	<b>\$26,902</b>	<b>4.67%</b>	<b>\$25,645</b>

**Corrective Action Plan**

With Distance Learning happening for part of the quarter, expenditures are lower at this time.

**Summary of Activities:**

Adult Education quarterly Stipend and benefit expenditures.

**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	\$2,038	\$1,846	110.4%	\$7,100	28.7%	\$5,062
2000 - Non-Instructional Salaries	\$0	\$104	0%	\$400	0%	\$400
3000 - Employee Benefits	\$430	\$468	91.88%	\$1,800	23.89%	\$1,370
4000 - Supplies and Materials	\$0	\$1,256	0%	\$5,023	0%	\$5,023
5000 - Other Operating Expenses and Services	\$0	\$11,679	0%	\$11,679	0%	\$11,679
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$900	0%	\$900
<b>Totals</b>	<b>\$2,468</b>	<b>\$15,353</b>	<b>16.08%</b>	<b>\$26,902</b>	<b>9.17%</b>	<b>\$24,434</b>

**Corrective Action Plan**

With going in and out of Regular session and Distance Learning, Expenditures have been lower than anticipated.

**Summary of Activities:**

Quarterly Adult Ed Stipend and fixed costs.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$3,038	\$2,769	109.71%	\$7,100	42.79%	\$4,062
2000 - Non-Instructional Salaries	\$0	\$156	0%	\$400	0%	\$400
3000 - Employee Benefits	\$640	\$702	91.17%	\$1,800	35.56%	\$1,160
4000 - Supplies and Materials	\$2,000	\$2,512	79.63%	\$5,023	39.82%	\$3,023
5000 - Other Operating Expenses and Services	\$0	\$11,679	0%	\$11,679	0%	\$11,679
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$900	0%	\$900
<b>Totals</b>	<b>\$5,678</b>	<b>\$17,818</b>	<b>31.87%</b>	<b>\$26,902</b>	<b>21.11%</b>	<b>\$21,224</b>

**Corrective Action Plan**

With going in and out of Regular session and Distance Learning, Expenditures have been lower than anticipated.

**Summary of Activities:**

Quarterly Adult Ed Stipend and fixed costs and Adult Ed Supplies.

**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	\$4,039	\$7,100	56.89%	\$7,100	56.89%	\$3,061
2000 - Non-Instructional Salaries	\$400	\$400	100%	\$400	100%	\$0
3000 - Employee Benefits	\$976	\$1,800	54.22%	\$1,800	54.22%	\$824
4000 - Supplies and Materials	\$5,000	\$5,023	99.54%	\$5,023	99.54%	\$23
5000 - Other Operating Expenses and Services	\$11,679	\$11,679	100%	\$11,679	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$600	\$0	100%	\$900	66.67%	\$300
<b>Totals</b>	<b>\$22,694</b>	<b>\$26,002</b>	<b>87.28%</b>	<b>\$26,902</b>	<b>84.36%</b>	<b>\$4,208</b>

**Summary of Activities:**

Quarterly Adult Ed Stipend & fixed costs, Data Entry Stipend & fixed costs and Adult Ed Supplies and applied Indirect Costs.

**Status**  
**Unsubmitted**

**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	\$2,000	100%	\$20,000	10%	\$18,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$417	\$688	60.6%	\$6,881	6.06%	\$6,464
4000 - Supplies and Materials	\$3,672	\$700	524.57%	\$7,000	52.46%	\$3,328
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$1,532	0%	\$1,532
6000 - Capital Outlay	\$0	\$1,450	0%	\$14,500	0%	\$14,500
7000 - Other Outgo	\$0	\$154	0%	\$1,543	0%	\$1,543
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$6,089</b>	<b>\$4,992</b>	<b>121.97%</b>	<b>\$51,456</b>	<b>11.83%</b>	<b>\$45,367</b>

**Corrective Action Plan**

School was in session beginning August 31, so this report reflects only one month of activity.

**Summary of Activities:**

1000: Instructor Salary Stipend at \$2,000/month for September. 3000: Benefits (fixed costs) for instructor stipend. 4000: AllData annual subscription for Auto Shop repairs; Welding helmets.

**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	\$12,000	\$6,000	200%	\$20,000	60%	\$8,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,502	\$2,064	121.2%	\$6,881	36.36%	\$4,379
4000 - Supplies and Materials	\$4,181	\$1,750	238.91%	\$7,000	59.73%	\$2,819
5000 - Other Operating Expenses and Services	\$0	\$506	0%	\$1,532	0%	\$1,532
6000 - Capital Outlay	\$6,762	\$4,350	155.45%	\$14,500	46.63%	\$7,738
7000 - Other Outgo	\$0	\$463	0%	\$1,543	0%	\$1,543
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$25,445</b>	<b>\$15,133</b>	<b>168.15%</b>	<b>\$51,456</b>	<b>49.45%</b>	<b>\$26,011</b>

**Summary of Activities:**

1000: \$2,000 per month salary stipend for Adult Ed. instructor and 3000: Fixed costs for stipend. 4000: Cyberweld welding supplies: Guage, Clamp, Grinding Wheels. 6000: Atlas Copco Air Compressor for Auto Shop.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Heather Von Ins, Chief Business Officer  
Dr. Keith Tomes, Superintendent

**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	\$6,000	233.33%	\$20,000	70%	\$6,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,919	\$2,064	141.4%	\$6,881	42.42%	\$3,962
4000 - Supplies and Materials	\$4,181	\$1,750	238.91%	\$7,000	59.73%	\$2,819
5000 - Other Operating Expenses and Services	\$0	\$506	0%	\$1,532	0%	\$1,532
6000 - Capital Outlay	\$6,762	\$4,350	155.45%	\$14,500	46.63%	\$7,738
7000 - Other Outgo	\$0	\$463	0%	\$1,543	0%	\$1,543
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$27,862</b>	<b>\$15,133</b>	<b>184.12%</b>	<b>\$51,456</b>	<b>54.15%</b>	<b>\$23,594</b>

**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	\$6,000	333.33%	\$20,000	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$4,170	\$2,064	202.01%	\$6,881	60.6%	\$2,711
4000 - Supplies and Materials	\$4,181	\$1,750	238.91%	\$7,000	59.73%	\$2,819
5000 - Other Operating Expenses and Services	\$0	\$506	0%	\$1,532	0%	\$1,532
6000 - Capital Outlay	\$10,860	\$4,350	249.66%	\$14,500	74.9%	\$3,640
7000 - Other Outgo	\$0	\$463	0%	\$1,543	0%	\$1,543
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$39,211</b>	<b>\$15,133</b>	<b>259.11%</b>	<b>\$51,456</b>	<b>76.2%</b>	<b>\$12,245</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:**

Instructor salary and benefits were paid; refill gases were purchased for Auto Shop equipment; and welding vents were replaced. 1000: Salary for Adult Ed. Instructor \$2,000 per month x 3 months=\$6,000. 2000: None 3000: Fixed Costs (SUI, WC, MC, STRS) for Adult Ed. instructor stipend. 4000: Matheson Tri-Gas for Auto Shop (oxygen, acetaine refills). \$181.69 5000: None 6000: All Season Heating: Welding vents replacement. \$4,097.94. 7000: None

**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	\$0	\$0	100%	\$80,000	0%	\$80,000
2000 - Non-Instructional Salaries	\$38,927	\$50,000	77.85%	\$250,000	15.57%	\$211,073
3000 - Employee Benefits	\$22,574	\$22,500	100.33%	\$140,000	16.12%	\$117,426
4000 - Supplies and Materials	\$0	\$10,201	0%	\$68,006	0%	\$68,006
5000 - Other Operating Expenses and Services	\$27,669	\$22,167	124.82%	\$108,666	25.46%	\$80,997
6000 - Capital Outlay	\$0	\$3,750	0%	\$50,000	0%	\$50,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$17,084	0%	\$17,084
<b>Totals</b>	<b>\$89,170</b>	<b>\$108,617</b>	<b>82.1%</b>	<b>\$713,756</b>	<b>12.49%</b>	<b>\$624,586</b>

**Corrective Action Plan**

As we continue to navigate through distance learning and campus closure due to COVID-19, we will move forward with expenditures to meet our goals. We are also writing new non-credit courses that will assist us in meeting our goals.

**Summary of Activities:**

HiSET classes ongoing, Transition Counselor meeting with students and Consortium Coordinator working with members.

**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	\$0	\$0	100%	\$80,000	0%	\$80,000
2000 - Non-Instructional Salaries	\$95,936	\$112,500	85.28%	\$250,000	38.37%	\$154,064
3000 - Employee Benefits	\$39,121	\$57,500	68.04%	\$140,000	27.94%	\$100,879
4000 - Supplies and Materials	\$951	\$20,402	4.66%	\$68,006	1.4%	\$67,055
5000 - Other Operating Expenses and Services	\$53,013	\$36,833	143.93%	\$108,666	48.79%	\$55,653
6000 - Capital Outlay	\$0	\$7,500	0%	\$50,000	0%	\$50,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$17,084	0%	\$17,084
<b>Totals</b>	<b>\$189,021</b>	<b>\$234,735</b>	<b>80.53%</b>	<b>\$713,756</b>	<b>26.48%</b>	<b>\$524,735</b>

**Corrective Action Plan**

We are continuing to work on expending our funds to meet our goals. The Chancellor's office just approved the curriculum for a noncredit/CTE IT Specialist 5 course series to be offered starting in March. We are also researching a new position for Director of Noncredit to increase our noncredit offerings.

**Summary of Activities:**

HiSET courses ongoing, payroll for transition counselor, consortium coordinator.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$692	\$20,000	3.46%	\$80,000	0.87%	\$79,308
2000 - Non-Instructional Salaries	\$144,701	\$172,500	83.88%	\$250,000	57.88%	\$105,299
3000 - Employee Benefits	\$64,116	\$90,000	71.24%	\$140,000	45.8%	\$75,884
4000 - Supplies and Materials	\$951	\$30,603	3.11%	\$68,006	1.4%	\$67,055
5000 - Other Operating Expenses and Services	\$57,813	\$66,500	86.94%	\$108,666	53.2%	\$50,853
6000 - Capital Outlay	\$0	\$22,500	0%	\$50,000	0%	\$50,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$17,084	0%	\$17,084
<b>Totals</b>	<b>\$268,273</b>	<b>\$402,102</b>	<b>66.72%</b>	<b>\$713,756</b>	<b>37.59%</b>	<b>\$445,483</b>

**Corrective Action Plan**

LCCD is continuing to add non-credit courses, and is planning on hiring a non-credit coordinator to work on increasing non-credit classes and programs.

**Summary of Activities:**

LCCD created a new IT Professional Certificate non-credit online course series. First cohort started in March with 35 students, this is a 5 class series that ends in June. HiSET courses continue and has 15 students enrolled. CARS classes in the jail has 10 students enrolled. LMAEC Transitions Counselor received approval to resume site visits to member schools and visited the LC Jail and the TEACH program in Alturas. The LMAEC Lead continues to work with the consortium.

**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	\$11,757	\$32,000	36.74%	\$80,000	14.7%	\$68,243
2000 - Non-Instructional Salaries	\$189,054	\$230,000	82.2%	\$250,000	75.62%	\$60,946
3000 - Employee Benefits	\$90,242	\$120,000	75.2%	\$140,000	64.46%	\$49,758
4000 - Supplies and Materials	\$952	\$40,804	2.33%	\$68,006	1.4%	\$67,054
5000 - Other Operating Expenses and Services	\$62,554	\$88,666	70.55%	\$108,666	57.57%	\$46,112
6000 - Capital Outlay	\$0	\$30,000	0%	\$50,000	0%	\$50,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$17,084	\$17,084	100%	\$17,084	100%	\$0
<b>Totals</b>	<b>\$371,643</b>	<b>\$558,554</b>	<b>66.54%</b>	<b>\$713,756</b>	<b>52.07%</b>	<b>\$342,113</b>

**Corrective Action Plan**

LCCD is hiring a Director of Continuing Education to focus on facilitating new non-credit curriculum and increasing non-credit courses. Purchase equipment to assist with distance learning.

**Summary of Activities:**

During Quarter 4 LCCD continued with the two cohorts for the IT Professional Certificate non-credit online course series. Basic Skills classes and CARS classes were also ongoing.

**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	\$9,307	\$9,143	101.79%	\$53,785	17.3%	\$44,478
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,921	\$1,898	101.21%	\$11,165	17.21%	\$9,244
4000 - Supplies and Materials	\$0	\$3,234	0%	\$19,023	0%	\$19,023
5000 - Other Operating Expenses and Services	\$10,000	\$11,109	90.02%	\$65,346	15.3%	\$55,346
6000 - Capital Outlay	\$0	\$505	0%	\$2,973	0%	\$2,973
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,089	0%	\$6,406	0%	\$6,406
<b>Totals</b>	<b>\$21,228</b>	<b>\$26,979</b>	<b>78.68%</b>	<b>\$158,698</b>	<b>13.38%</b>	<b>\$137,470</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	\$23,267	\$23,665	98.32%	\$53,785	43.26%	\$30,518
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$4,802	\$4,913	97.75%	\$11,165	43.01%	\$6,363
4000 - Supplies and Materials	\$15,124	\$8,370	180.69%	\$19,023	79.5%	\$3,899
5000 - Other Operating Expenses and Services	\$10,000	\$28,752	34.78%	\$65,346	15.3%	\$55,346
6000 - Capital Outlay	\$1,107	\$1,308	84.63%	\$2,973	37.24%	\$1,866
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,819	0%	\$6,406	0%	\$6,406
<b>Totals</b>	<b>\$54,300</b>	<b>\$69,827</b>	<b>77.76%</b>	<b>\$158,698</b>	<b>34.22%</b>	<b>\$104,398</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**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$37,227	\$37,650	98.88%	\$53,785	69.21%	\$16,558
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$7,684	\$7,816	98.32%	\$11,165	68.82%	\$3,481
4000 - Supplies and Materials	\$17,019	\$13,316	127.81%	\$19,023	89.47%	\$2,004
5000 - Other Operating Expenses and Services	\$20,000	\$45,742	43.72%	\$65,346	30.61%	\$45,346
6000 - Capital Outlay	\$1,107	\$2,081	53.19%	\$2,973	37.24%	\$1,866
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,484	0%	\$6,406	0%	\$6,406
<b>Totals</b>	<b>\$83,037</b>	<b>\$111,089</b>	<b>74.75%</b>	<b>\$158,698</b>	<b>52.32%</b>	<b>\$75,661</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 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	\$53,687	\$53,785	99.82%	\$53,785	99.82%	\$98
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$11,081	\$11,165	99.25%	\$11,165	99.25%	\$84
4000 - Supplies and Materials	\$17,687	\$19,023	92.98%	\$19,023	92.98%	\$1,336
5000 - Other Operating Expenses and Services	\$45,675	\$65,346	69.9%	\$65,346	69.9%	\$19,671
6000 - Capital Outlay	\$1,107	\$2,973	37.24%	\$2,973	37.24%	\$1,866
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,406	\$6,406	100%	\$6,406	100%	\$0
<b>Totals</b>	<b>\$135,643</b>	<b>\$158,698</b>	<b>85.47%</b>	<b>\$158,698</b>	<b>85.47%</b>	<b>\$23,055</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**  
**Unsubmitted**

**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	\$3,027	\$3,531	85.73%	\$35,309	8.57%	\$32,282
2000 - Non-Instructional Salaries	\$0	\$25	0%	\$500	0%	\$500
3000 - Employee Benefits	\$156	\$453	34.48%	\$4,525	3.45%	\$4,369
4000 - Supplies and Materials	\$73	\$2,450	2.98%	\$24,500	0.3%	\$24,427
5000 - Other Operating Expenses and Services	\$4,082	\$3,444	118.52%	\$13,777	29.63%	\$9,695
6000 - Capital Outlay	\$0	\$0	100%	\$12,000	0%	\$12,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,711	0%	\$3,711
<b>Totals</b>	<b>\$7,338</b>	<b>\$9,903</b>	<b>74.1%</b>	<b>\$94,322</b>	<b>7.78%</b>	<b>\$86,984</b>

### Corrective Action Plan

COVID-19 delayed the start date of some programs.

### Summary of Activities:

Diploma Gold- 21 enrolled, classes currently offered 2 nights a week. Classes on the Rancheria will begin Friday October 16th. Several students are very close to earning their diploma. Wood/Construction- 12 enrolled, classes offered Tuesday and Thursday. Welding- Fires have affected the start of Welding. Currently 3 enrolled, with hopes of more starting October 8th. Many students are also firefighters and unable to attend during the season. Business/Computers- 4 enrolled, 2 returning. Job skills, interviewing, using Microsoft Office for communication platform and resume building. Efficiency and updates to Microsoft Office 2019, online safety. Students have expressed that their supervisors are happy with the increased knowledge.

**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	\$15,370	\$17,655	87.06%	\$35,309	43.53%	\$19,939
2000 - Non-Instructional Salaries	\$0	\$175	0%	\$500	0%	\$500
3000 - Employee Benefits	\$1,923	\$2,263	84.99%	\$4,525	42.5%	\$2,602
4000 - Supplies and Materials	\$1,731	\$9,800	17.66%	\$24,500	7.07%	\$22,769
5000 - Other Operating Expenses and Services	\$4,082	\$6,889	59.26%	\$13,777	29.63%	\$9,695
6000 - Capital Outlay	\$0	\$6,000	0%	\$12,000	0%	\$12,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,711	0%	\$3,711
<b>Totals</b>	<b>\$23,106</b>	<b>\$42,781</b>	<b>54.01%</b>	<b>\$94,322</b>	<b>24.5%</b>	<b>\$71,216</b>

**Corrective Action Plan**

COVID closures from mid-November through December reduced planned spending. Normal, in-person learning is expected to resume January 4th, 2020. Note: Expenditures in 5000 category were lower in Quarter 2 than in Quarter 1 due to a correction, NOVA would not accept a lower amount, once additional expenses are paid, this issue will be corrected at Quarter 3.

**Summary of Activities:**

CTE classes were negatively impacted by COVID closures mid-November through December. Prior to closures, the Computer/Business class was held 2x weekly, Construction Trades 2x weekly, and Welding 1x weekly. Diploma Gold continued to operate during the closures, either virtually or in small groups. Diploma Gold meets at least 3x weekly depending on student and course load.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$24,700	\$28,247	87.44%	\$35,309	69.95%	\$10,609
2000 - Non-Instructional Salaries	\$99	\$325	30.46%	\$500	19.8%	\$401
3000 - Employee Benefits	\$3,108	\$3,620	85.86%	\$4,525	68.69%	\$1,417
4000 - Supplies and Materials	\$8,435	\$17,150	49.18%	\$24,500	34.43%	\$16,065
5000 - Other Operating Expenses and Services	\$8,524	\$10,333	82.49%	\$13,777	61.87%	\$5,253
6000 - Capital Outlay	\$0	\$9,000	0%	\$12,000	0%	\$12,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,711	0%	\$3,711
<b>Totals</b>	<b>\$44,866</b>	<b>\$68,675</b>	<b>65.33%</b>	<b>\$94,322</b>	<b>47.57%</b>	<b>\$49,456</b>

#### Summary of Activities:

Diploma Gold - We have graduated 5 students and 6 more that are close and should finish this school year. The Rancheria is going well with 5 regular students. We will run through the summer on Wednesday nights only 5:30 - 8:30. Covid shields have been added to the classroom to give students confidence in the safety of coming to class. Computer class will be adding an advanced class this summer starting in July. Numbers are small but attendance is steady and students are reporting that the knowledge they are acquiring is helping improve their job performance. Woodshop - Adam says students are continuing to work on and finish up projects.

**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	\$34,832	\$35,309	98.65%	\$35,309	98.65%	\$477
2000 - Non-Instructional Salaries	\$99	\$500	19.8%	\$500	19.8%	\$401
3000 - Employee Benefits	\$4,418	\$4,525	97.64%	\$4,525	97.64%	\$107
4000 - Supplies and Materials	\$24,492	\$24,500	99.97%	\$24,500	99.97%	\$8
5000 - Other Operating Expenses and Services	\$8,623	\$13,777	62.59%	\$13,777	62.59%	\$5,154
6000 - Capital Outlay	\$0	\$12,000	0%	\$12,000	0%	\$12,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,308	\$3,711	89.14%	\$3,711	89.14%	\$403
<b>Totals</b>	<b>\$75,772</b>	<b>\$94,322</b>	<b>80.33%</b>	<b>\$94,322</b>	<b>80.33%</b>	<b>\$18,550</b>

**Summary of Activities:**

Careers/CTE Business/Computers and Woodshop ran year long programs. Diploma Gold successfully graduated a number of students. Enrollments are strong for a summer program in both Diploma Gold and Business/Computers.

**Status**  
**Unsubmitted**

**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	\$0	100%	\$123,329	0%	\$123,329
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	\$0	100%	\$123,329	0%	\$123,329

**Corrective Action Plan**

Due to COVID, services were not provided in the first quarter.

**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	\$0	\$40,699	0%	\$123,329	0%	\$123,329
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	\$40,699	0%	\$123,329	0%	\$123,329

**Corrective Action Plan**

The contracting agency did not submit a bill by December 31. They submitted one in January so expenses will be shown on the 3rd quarter report.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$27,686	\$40,699	68.03%	\$123,329	22.45%	\$95,643
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>	\$27,686	\$40,699	68.03%	\$123,329	22.45%	\$95,643

**Corrective Action Plan**

We contract with an outside agency to provide services and they did not submit a bill in the 3rd qtr. The bill that was paid was for services provided in the 2nd quarter.

**Summary of Activities:**

The Adult Education programs provided High School Equivalency preparation, Adult Basic Education and High School Diploma classes. Additionally, CTE classes in Microsoft, Floral Design and Graphic Design were offered. Approximately 25 students were served during this period.

**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	\$56,392	\$41,932	134.48%	\$123,329	45.72%	\$66,937
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>\$56,392</b>	<b>\$41,932</b>	<b>134.48%</b>	<b>\$123,329</b>	<b>45.72%</b>	<b>\$66,937</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**

The agency we contract with provided a lower level of services than what was originally planned.

**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	\$0	100%	\$13,200	0%	\$13,200
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$407	0%	\$407
4000 - Supplies and Materials	\$0	\$0	100%	\$25,375	0%	\$25,375
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	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%	\$1,676	0%	\$1,676
<b>Totals</b>	\$0	\$0	100%	\$40,658	0%	\$40,658

**Corrective Action Plan**

No expenditures occurred during the first quarter, but there was \$2,363.87 of supplies encumbered as of 9/30/20.

**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	\$4,620	97.4%	\$13,200	34.09%	\$8,700
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$139	\$142	97.58%	\$407	34.15%	\$268
4000 - Supplies and Materials	\$4,993	\$7,613	65.59%	\$25,375	19.68%	\$20,382
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	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%	\$1,676	0%	\$1,676
<b>Totals</b>	<b>\$9,632</b>	<b>\$12,375</b>	<b>77.83%</b>	<b>\$40,658</b>	<b>23.69%</b>	<b>\$31,026</b>

**Corrective Action Plan**

\$2,670 of supplies were encumbered but not received and paid for by the end of this reporting period.

**Summary of Activities:**

Teacher salaries, mandated benefits, and supplies were purchased for Adult Education Welding, Fabrication, and Woodworking courses.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Tom O'Malley, Superintendent  
Elizabeth Guzman, Business Manager

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	\$8,844	97.52%	\$13,200	65.34%	\$4,575
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$266	\$273	97.55%	\$407	65.36%	\$141
4000 - Supplies and Materials	\$10,620	\$11,419	93%	\$25,375	41.85%	\$14,755
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	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%	\$1,676	0%	\$1,676
<b>Totals</b>	\$19,511	\$20,535	95.01%	\$40,658	47.99%	\$21,147

**Summary of Activities:**

Teacher salaries, mandated benefits, and supplies purchased for Adult Education Welding, Fabrication, and Woodworking courses. \$2,125 of supplies are encumbered but not received and paid for by the end of this reporting period.

**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	\$13,200	99.43%	\$13,200	99.43%	\$75
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$404	\$407	99.26%	\$407	99.26%	\$3
4000 - Supplies and Materials	\$16,658	\$25,375	65.65%	\$25,375	65.65%	\$8,717
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,298	\$1,676	77.45%	\$1,676	77.45%	\$378
<b>Totals</b>	<b>\$31,485</b>	<b>\$40,658</b>	<b>77.44%</b>	<b>\$40,658</b>	<b>77.44%</b>	<b>\$9,173</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, and supplies has been spent on 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	\$4,000	\$5,000	80%	\$20,000	20%	\$16,000
2000 - Non-Instructional Salaries	\$2,200	\$3,650	60.27%	\$14,600	15.07%	\$12,400
3000 - Employee Benefits	\$937	\$1,255	74.66%	\$5,020	18.67%	\$4,083
4000 - Supplies and Materials	\$0	\$0	100%	\$9,030	0%	\$9,030
5000 - Other Operating Expenses and Services	\$250	\$475	52.63%	\$4,750	5.26%	\$4,500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,600	0%	\$1,600
<b>Totals</b>	<b>\$7,387</b>	<b>\$10,380</b>	<b>71.17%</b>	<b>\$55,000</b>	<b>13.43%</b>	<b>\$47,613</b>

**Corrective Action Plan**

Due to Distance Learning for a portion of the quarter, expenditures are lower.

**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**

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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	\$10,000	\$10,000	100%	\$20,000	50%	\$10,000
2000 - Non-Instructional Salaries	\$5,905	\$7,300	80.89%	\$14,600	40.45%	\$8,695
3000 - Employee Benefits	\$937	\$2,510	37.33%	\$5,020	18.67%	\$4,083
4000 - Supplies and Materials	\$0	\$2,258	0%	\$9,030	0%	\$9,030
5000 - Other Operating Expenses and Services	\$1,000	\$1,663	60.15%	\$4,750	21.05%	\$3,750
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,600	0%	\$1,600
<b>Totals</b>	<b>\$17,842</b>	<b>\$23,730</b>	<b>75.19%</b>	<b>\$55,000</b>	<b>32.44%</b>	<b>\$37,158</b>

**Corrective Action Plan**

Due to being in session and distance learning, expenditures are lower than anticipated.

**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. Q2 3000's doesn't match due to STRS credit that was applied, should be caught up in Q3.

**Status  
Submitted**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Dianne Parady, Chief Business Official  
Joshua Blackburn



**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	\$16,000	\$15,000	106.67%	\$20,000	80%	\$4,000
2000 - Non-Instructional Salaries	\$9,355	\$10,950	85.43%	\$14,600	64.08%	\$5,245
3000 - Employee Benefits	\$2,276	\$3,765	60.45%	\$5,020	45.34%	\$2,744
4000 - Supplies and Materials	\$572	\$6,773	8.45%	\$9,030	6.33%	\$8,458
5000 - Other Operating Expenses and Services	\$1,750	\$2,850	61.4%	\$4,750	36.84%	\$3,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,600	0%	\$1,600
<b>Totals</b>	<b>\$29,953</b>	<b>\$39,338</b>	<b>76.14%</b>	<b>\$55,000</b>	<b>54.46%</b>	<b>\$25,047</b>

**Corrective Action Plan**

The District is returning 19/20 Carryover funds of \$23,709.00 to the Adult Ed Consortia.

**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**

**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	\$20,000	\$20,000	100%	\$20,000	100%	\$0
2000 - Non-Instructional Salaries	\$11,885	\$14,600	81.4%	\$14,600	81.4%	\$2,715
3000 - Employee Benefits	\$3,299	\$5,020	65.72%	\$5,020	65.72%	\$1,721
4000 - Supplies and Materials	\$572	\$9,030	6.33%	\$9,030	6.33%	\$8,458
5000 - Other Operating Expenses and Services	\$2,250	\$4,750	47.37%	\$4,750	47.37%	\$2,500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,600	\$1,600	100%	\$1,600	100%	\$0
<b>Totals</b>	<b>\$39,606</b>	<b>\$55,000</b>	<b>72.01%</b>	<b>\$55,000</b>	<b>72.01%</b>	<b>\$15,394</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. Q2 3000's doesn't match due to STRS credit that was applied, should be caught up in Q4.

**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	\$0	100%	\$5,800	0%	\$5,800
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$70	\$0	100%	\$7,850	0.89%	\$7,780
5000 - Other Operating Expenses and Services	\$11	\$0	100%	\$19,566	0.06%	\$19,555
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>\$81</b>	<b>\$0</b>	<b>100%</b>	<b>\$33,216</b>	<b>0.24%</b>	<b>\$33,135</b>

**Corrective Action Plan**

COVID has impacted the district. It is anticipated that when classes begin the needs will increase.

**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	\$0	100%	\$5,800	0%	\$5,800
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$1,507	\$0	100%	\$7,850	19.2%	\$6,343
5000 - Other Operating Expenses and Services	\$11	\$0	100%	\$19,566	0.06%	\$19,555
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>\$1,518</b>	<b>\$0</b>	<b>100%</b>	<b>\$33,216</b>	<b>4.57%</b>	<b>\$31,698</b>

**Corrective Action Plan**

Due to COVID-19 pandemic, the District has postponed their classes.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$0	\$2,900	0%	\$5,800	0%	\$5,800
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$1,876	\$0	100%	\$7,850	23.9%	\$5,974
5000 - Other Operating Expenses and Services	\$11	\$0	100%	\$19,566	0.06%	\$19,555
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>\$1,887</b>	<b>\$2,900</b>	<b>65.07%</b>	<b>\$33,216</b>	<b>5.68%</b>	<b>\$31,329</b>

**Corrective Action Plan**

Most expenditures will occur fourth quarter due to COVID.

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	\$3,152	\$2,900	108.69%	\$5,800	54.34%	\$2,648
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$4,489	\$0	100%	\$7,850	57.18%	\$3,361
5000 - Other Operating Expenses and Services	\$11	\$0	100%	\$19,566	0.06%	\$19,555
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>\$7,652</b>	<b>\$2,900</b>	<b>263.86%</b>	<b>\$33,216</b>	<b>23.04%</b>	<b>\$25,564</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 has slowed the class participants. One welding class was held and supplies were ordered. However, due to COVID, the supplies will not arrive until late August.

**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	\$0	\$0	100%	\$500	0%	\$500
2000 - Non-Instructional Salaries	\$2,610	\$2,900	90%	\$14,500	18%	\$11,890
3000 - Employee Benefits	\$2,042	\$2,250	90.76%	\$9,000	22.69%	\$6,958
4000 - Supplies and Materials	\$650	\$941	69.11%	\$9,405	6.91%	\$8,755
5000 - Other Operating Expenses and Services	\$0	\$1,800	0%	\$12,000	0%	\$12,000
6000 - Capital Outlay	\$0	\$0	100%	\$7,000	0%	\$7,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$2,175	0%	\$2,175
<b>Totals</b>	<b>\$5,302</b>	<b>\$7,891</b>	<b>67.19%</b>	<b>\$54,580</b>	<b>9.71%</b>	<b>\$49,278</b>

**Corrective Action Plan**

COVID has greatly affected our ability to provide Adult Education classes. We are hoping to begin offering classes in the 3rd quarter both in person and online.

**Summary of Activities:**

To date we have paid for our Adobe subscription and our administrative assistant wages.

**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	\$0	\$0	100%	\$500	0%	\$500
2000 - Non-Instructional Salaries	\$6,720	\$7,250	92.69%	\$14,500	46.34%	\$7,780
3000 - Employee Benefits	\$4,252	\$4,500	94.49%	\$9,000	47.24%	\$4,748
4000 - Supplies and Materials	\$650	\$3,762	17.28%	\$9,405	6.91%	\$8,755
5000 - Other Operating Expenses and Services	\$0	\$5,400	0%	\$12,000	0%	\$12,000
6000 - Capital Outlay	\$0	\$4,200	0%	\$7,000	0%	\$7,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$2,175	0%	\$2,175
<b>Totals</b>	<b>\$11,622</b>	<b>\$25,112</b>	<b>46.28%</b>	<b>\$54,580</b>	<b>21.29%</b>	<b>\$42,958</b>

**Corrective Action Plan**

Because of COVID restrictions (Closed Campus) we have been unable to offer Adult Education classes. We are hoping to be able to offer classes during the final quarter.

**Summary of Activities:**

To date, we have paid for our Adobe subscription and our administrative and financial staff salaries.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Michael Altenburg  
Krissy House, Chief Business Official



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%	\$500	0%	\$500
2000 - Non-Instructional Salaries	\$9,330	\$10,150	91.92%	\$14,500	64.34%	\$5,170
3000 - Employee Benefits	\$6,297	\$6,750	93.29%	\$9,000	69.97%	\$2,703
4000 - Supplies and Materials	\$650	\$6,584	9.87%	\$9,405	6.91%	\$8,755
5000 - Other Operating Expenses and Services	\$0	\$8,400	0%	\$12,000	0%	\$12,000
6000 - Capital Outlay	\$0	\$5,600	0%	\$7,000	0%	\$7,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$2,175	0%	\$2,175
<b>Totals</b>	<b>\$16,277</b>	<b>\$37,484</b>	<b>43.42%</b>	<b>\$54,580</b>	<b>29.82%</b>	<b>\$38,303</b>

**Corrective Action Plan**

With the lifting of COVID 19 restrictions and the return to in-person learning on our campus we are now able to once again offer Adult Education courses. We will be offering CPR and to classes for the ServeSafe Management certification.

**Summary of Activities:**

To date we have paid for our Adobe subscription and costs associated with the administrative and financial aspects of the program.

**Status  
Submitted**

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**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	\$500	\$500	100%	\$500	100%	\$0
2000 - Non-Instructional Salaries	\$14,130	\$14,500	97.45%	\$14,500	97.45%	\$370
3000 - Employee Benefits	\$8,848	\$9,000	98.31%	\$9,000	98.31%	\$152
4000 - Supplies and Materials	\$650	\$9,405	6.91%	\$9,405	6.91%	\$8,755
5000 - Other Operating Expenses and Services	\$1,434	\$12,000	11.95%	\$12,000	11.95%	\$10,566
6000 - Capital Outlay	\$0	\$7,000	0%	\$7,000	0%	\$7,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,018	\$2,175	46.8%	\$2,175	46.8%	\$1,157
<b>Totals</b>	<b>\$26,580</b>	<b>\$54,580</b>	<b>48.7%</b>	<b>\$54,580</b>	<b>48.7%</b>	<b>\$28,000</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**

With the lifting of COVID 19 restrictions we hope to return to holding in person classes on campus.

**Summary of Activities:**

With the lifting of COVID restrictions we were able to hold 2 Food Safety Net classes where attendees received their managers certificate for food service required in the restaurant industry to hold the managers position. We were also able to hold a CPR class where attendees received their CPR card which satisfies the requirement for employment.

Status

Submitted



California Community Colleges



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