

# CAEP Consortium Fiscal Reporting 29 Marin County Adult Education Block Grant Consortium

2020-21 Fiscal Year

## Certification

**Certified By**

Katheryn Horton  
Director of Workforce Programs

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

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

## Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Marin CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Marin Co. Office of Education</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Novato Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">San Rafael City High</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Shoreline Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Tamalpais Union High</a>	Submitted	Submitted	Submitted	Submitted

## Marin CCD

**Marin 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	\$1,628	\$12,593	12.93%	\$74,074	2.2%	\$72,446
2000 - Non-Instructional Salaries	\$0	\$5,958	0%	\$35,047	0%	\$35,047
3000 - Employee Benefits	\$475	\$2,746	17.3%	\$34,322	1.38%	\$33,847
4000 - Supplies and Materials	\$0	\$0	100%	\$10,000	0%	\$10,000
5000 - Other Operating Expenses and Services	\$17,335	\$0	100%	\$108,667	15.95%	\$91,332
6000 - Capital Outlay	\$0	\$0	100%	\$11,051	0%	\$11,051
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$19,438</b>	<b>\$21,296</b>	<b>91.27%</b>	<b>\$273,161</b>	<b>7.12%</b>	<b>\$253,723</b>

### Corrective Action Plan

As of today's date, 11/13/2020, 27% of the Project Budget is expended, accounting for late submission of faculty timecards and anticipated Q2 expenses. To remedy late timecard submissions, monthly email reminders are now in place.

### Summary of Activities:

CTE Transition Counseling for MAEP adult schools; Education 2 Career- Construction Skills Cohort #5 began.

**Status**  
**Submitted**

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### Marin 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	\$20,553	\$25,926	79.28%	\$74,074	27.75%	\$53,521
2000 - Non-Instructional Salaries	\$0	\$12,266	0%	\$35,047	0%	\$35,047
3000 - Employee Benefits	\$3,722	\$5,492	67.78%	\$34,322	10.84%	\$30,600
4000 - Supplies and Materials	\$2,054	\$0	100%	\$10,000	20.54%	\$7,946
5000 - Other Operating Expenses and Services	\$43,335	\$0	100%	\$108,667	39.88%	\$65,332
6000 - Capital Outlay	\$3,997	\$0	100%	\$11,051	36.17%	\$7,054
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$73,661</b>	<b>\$43,684</b>	<b>168.62%</b>	<b>\$273,161</b>	<b>26.97%</b>	<b>\$199,500</b>

**Corrective Action Plan**

Expenditures scheduled for an instructional salary and benefits did not occur as anticipated. The planned expenditures will be reviewed internally and/or with the consortium for reallocation to another area of growth or need.

**Summary of Activities:**

To date: Fall 2020 Education 2 Career cohort completed, planning underway for Spring 2021 and Summer 2021 cohorts; Ongoing CTE Transitions Counseling for MAEP Adult Ed Schools; Fall ESL Tutor assignments completed.

**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**

College of Marin Katheryn Horton, Director of Workforce Programs  
Kathleen Antokhin, Program Coordinator- Workforce Projects

**Marin 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	\$40,941	\$42,222	96.97%	\$74,074	55.27%	\$33,133
2000 - Non-Instructional Salaries	\$12,206	\$23,832	51.22%	\$35,047	34.83%	\$22,841
3000 - Employee Benefits	\$13,374	\$17,504	76.4%	\$34,322	38.97%	\$20,948
4000 - Supplies and Materials	\$2,323	\$5,000	46.46%	\$10,000	23.23%	\$7,677
5000 - Other Operating Expenses and Services	\$43,335	\$0	100%	\$108,667	39.88%	\$65,332
6000 - Capital Outlay	\$9,532	\$0	100%	\$11,051	86.25%	\$1,519
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$121,711</b>	<b>\$88,558</b>	<b>137.44%</b>	<b>\$273,161</b>	<b>44.56%</b>	<b>\$151,450</b>

**Corrective Action Plan**

Salaries and benefits less than originally anticipated total due to reallocation of funding to noncredit course instruction, supplies and materials. Total end-of-year expenditure expected to be 14-15% of budget total.

**Summary of Activities:**

Education 2 Career Construction Skills: 3+ cohorts, supplies, materials, contractual services and equipment; non-credit vocational Hospitality: instructional salary, materials and online certification exams; CTE Outreach transitions counseling for Marin adult schools and COM; ESL student tutors; ESL Summer Bridge Program (forthcoming); administrative activities.

**Status**  
**Submitted**

**Marin 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	\$51,709	\$74,074	69.81%	\$74,074	69.81%	\$22,365
2000 - Non-Instructional Salaries	\$26,354	\$35,047	75.2%	\$35,047	75.2%	\$8,693
3000 - Employee Benefits	\$21,178	\$34,322	61.7%	\$34,322	61.7%	\$13,144
4000 - Supplies and Materials	\$18,725	\$10,000	187.25%	\$10,000	187.25%	-\$8,725
5000 - Other Operating Expenses and Services	\$96,327	\$0	100%	\$108,667	88.64%	\$12,340
6000 - Capital Outlay	\$16,386	\$0	100%	\$11,051	148.28%	-\$5,335
7000 - Other Outgo	\$5,439	\$0	100%	\$0	100%	-\$5,439
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	\$236,118	\$153,443	153.88%	\$273,161	86.44%	\$37,043

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

**Summary of Activities:**

3 Short Term CTE- Construction Skills training courses, 5 hospitality short-term training courses, two non-credit ESL student support tutors, 153 hours Adult Ed CTE Transitions Counseling.

**Status**  
Submitted

**Marin Co. Office of Education**

Marin 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	\$2,500	0%	\$10,000	0%	\$10,000
2000 - Non-Instructional Salaries	\$14,402	\$35,000	41.15%	\$140,000	10.29%	\$125,598
3000 - Employee Benefits	\$5,701	\$13,000	43.85%	\$52,000	10.96%	\$46,299
4000 - Supplies and Materials	\$0	\$2,000	0%	\$8,000	0%	\$8,000
5000 - Other Operating Expenses and Services	\$0	\$30,219	0%	\$100,730	0%	\$100,730
6000 - Capital Outlay	\$0	\$2,000	0%	\$8,000	0%	\$8,000
7000 - Other Outgo	\$0	\$858	0%	\$3,430	0%	\$3,430
Indirect Costs	\$1,667	\$1,667	100.01%	\$6,667	25%	\$5,000
<b>Totals</b>	<b>\$21,770</b>	<b>\$87,243</b>	<b>24.95%</b>	<b>\$328,827</b>	<b>6.62%</b>	<b>\$307,057</b>

**Corrective Action Plan**

Remote learning classes are under development for parents in areas such as ESL, Google classroom and other technology support. In the new year, adult education classes supporting parents in K12 success will be offered in our largest districts with CAEP support, contracting with community partners and agencies providing the series of classes. In addition, parents in all of our alternative education programs are receiving individualized support, tech training, and referral to appropriate supports. services.

**Status  
Submitted**

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**Marin 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	\$5,000	0%	\$10,000	0%	\$10,000
2000 - Non-Instructional Salaries	\$27,443	\$70,000	39.2%	\$140,000	19.6%	\$112,557
3000 - Employee Benefits	\$11,402	\$26,000	43.85%	\$52,000	21.93%	\$40,598
4000 - Supplies and Materials	\$0	\$4,000	0%	\$8,000	0%	\$8,000
5000 - Other Operating Expenses and Services	\$40,000	\$60,438	66.18%	\$100,730	39.71%	\$60,730
6000 - Capital Outlay	\$0	\$4,000	0%	\$8,000	0%	\$8,000
7000 - Other Outgo	\$0	\$1,715	0%	\$3,430	0%	\$3,430
Indirect Costs	\$1,667	\$3,334	50.01%	\$6,667	25%	\$5,000
<b>Totals</b>	<b>\$80,512</b>	<b>\$174,487</b>	<b>46.14%</b>	<b>\$328,827</b>	<b>24.48%</b>	<b>\$248,315</b>

**Corrective Action Plan**

Program start up in spring and summer will result in significant use of unspent funds. Parent engagement and support will be essential as schools reopen to in-person learning.

**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**

Ken Lippi

**Marin 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	\$7,500	0%	\$10,000	0%	\$10,000
2000 - Non-Instructional Salaries	\$43,267	\$105,000	41.21%	\$140,000	30.91%	\$96,733
3000 - Employee Benefits	\$17,771	\$39,000	45.57%	\$52,000	34.18%	\$34,229
4000 - Supplies and Materials	\$0	\$6,000	0%	\$8,000	0%	\$8,000
5000 - Other Operating Expenses and Services	\$40,832	\$90,657	45.04%	\$100,730	40.54%	\$59,898
6000 - Capital Outlay	\$0	\$6,000	0%	\$8,000	0%	\$8,000
7000 - Other Outgo	\$0	\$2,573	0%	\$3,430	0%	\$3,430
Indirect Costs	\$1,667	\$5,000	33.34%	\$6,667	25%	\$5,000
<b>Totals</b>	<b>\$103,537</b>	<b>\$261,730</b>	<b>39.56%</b>	<b>\$328,827</b>	<b>31.49%</b>	<b>\$225,290</b>

**Corrective Action Plan**

Additional expenditures will be reported in the 4th Quarter for existing and expanding program.,

**Summary of Activities:**

Activities during this period included extensive parent support and engagement for more that 100 families in MCOE alternative education programs especially challenged during the COVI-19 pandemic, and, in support of Marin's Community School students who are 18 and over. Planning also occurred during this period for a paraeducator training for adult students wishing to enter the field of education as classified employees and classroom instructional aids.

**Status  
Submitted**

**Marin 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	\$3,476	\$10,000	34.76%	\$10,000	34.76%	\$6,524
2000 - Non-Instructional Salaries	\$59,342	\$140,000	42.39%	\$140,000	42.39%	\$80,658
3000 - Employee Benefits	\$25,284	\$52,000	48.62%	\$52,000	48.62%	\$26,716
4000 - Supplies and Materials	\$0	\$8,000	0%	\$8,000	0%	\$8,000
5000 - Other Operating Expenses and Services	\$41,045	\$100,730	40.75%	\$100,730	40.75%	\$59,685
6000 - Capital Outlay	\$0	\$8,000	0%	\$8,000	0%	\$8,000
7000 - Other Outgo	\$0	\$3,430	0%	\$3,430	0%	\$3,430
Indirect Costs	\$1,667	\$6,667	25%	\$6,667	25%	\$5,000
<b>Totals</b>	<b>\$130,814</b>	<b>\$328,827</b>	<b>39.78%</b>	<b>\$328,827</b>	<b>39.78%</b>	<b>\$198,013</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**

Programs were scaled back due to pandemic related school closures and the suspension of some of the other programs planned for 2020-21. As in-person learning has begun, expanded support services will be provided to parents in the MCOE Alternative Education Programs, which serve students from Marin County school districts. In addition, as protocols allow, we are resuming in-person HiSet testing for young adults.

**Summary of Activities:**

Activities included intensive support for parents and guardians of students who were severely impacted by the COVID-19. supports included technical support to insure effective distance learning was possible for students. Parent/guardian supports also included connecting them with supports and resources dealing with the most basis needs: housing; food; health care. In June, a class was held for adults interested in becoming Pareducators in Marin's schools. we also provided support for the San Rafael City School Adult Education Program for Newcomer Students.

**Status**  
**Submitted**

**Novato Unified**

**Novato 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	\$46,639	\$45,081	103.46%	\$180,322	25.86%	\$133,683
2000 - Non-Instructional Salaries	\$4,924	\$1,275	386.2%	\$5,100	96.55%	\$176
3000 - Employee Benefits	\$9,499	\$8,762	108.41%	\$35,047	27.1%	\$25,548
4000 - Supplies and Materials	\$389	\$500	77.8%	\$2,000	19.45%	\$1,611
5000 - Other Operating Expenses and Services	\$5,369	\$959	560%	\$3,835	140%	 -\$1,534
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,780	0%	\$7,118	0%	\$7,118
Indirect Costs	\$0	\$1,244	0%	\$4,974	0%	\$4,974
<b>Totals</b>	<b>\$66,820</b>	<b>\$59,599</b>	<b>112.12%</b>	<b>\$238,396</b>	<b>28.03%</b>	<b>\$171,576</b>

**Summary of Activities:**

Due to COVID, Novato Adult School has been operating under a distance learning model. Programs, staff and students were transitioned from onsite to online resulting in a need to recreate entire systems and protocols. Teachers and the support staff have successfully registered 100+ students, using a "drive-in" registration process. Tech Literacy and Equity student outreach has mitigated some student attrition; however, internet and device access continues to have impact.

**Status  
Submitted**

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**Novato 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	\$60,354	\$45,081	133.88%	\$180,322	33.47%	\$119,968
2000 - Non-Instructional Salaries	\$5,911	\$1,275	463.61%	\$5,100	115.9%	 -\$811
3000 - Employee Benefits	\$12,143	\$8,762	138.59%	\$35,047	34.65%	\$22,904
4000 - Supplies and Materials	\$530	\$500	106%	\$2,000	26.5%	\$1,470
5000 - Other Operating Expenses and Services	\$5,369	\$959	560%	\$3,835	140%	 -\$1,534
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,780	0%	\$7,118	0%	\$7,118
Indirect Costs	\$0	\$1,244	0%	\$4,974	0%	\$4,974
<b>Totals</b>	<b>\$84,307</b>	<b>\$59,599</b>	<b>141.46%</b>	<b>\$238,396</b>	<b>35.36%</b>	<b>\$154,089</b>

**Summary of Activities:**

Due to COVID, Novato Adult School has been operating under a distance learning model. Programs, staff, and students were transitioned from onsite to online learning resulting in a need to recreate entire systems and protocols. Teachers and the support staff successfully registered 100+ students using a "drive-in" registration process. Tech Literacy and Equity student outreach have mitigated some student attrition; however, internet and device access continue to have an impact on the program.

**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**

Kessa Early  
Jennifer Marsh Russell, Assistant Principal

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$93,171	\$45,081	206.68%	\$180,322	51.67%	\$87,151
2000 - Non-Instructional Salaries	\$7,233	\$1,275	567.29%	\$5,100	141.82%	-\$2,133
3000 - Employee Benefits	\$19,177	\$8,762	218.87%	\$35,047	54.72%	\$15,870
4000 - Supplies and Materials	\$680	\$500	136%	\$2,000	34%	\$1,320
5000 - Other Operating Expenses and Services	\$8,755	\$959	913.17%	\$3,835	228.29%	-\$4,920
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,780	0%	\$7,118	0%	\$7,118
Indirect Costs	\$0	\$1,244	0%	\$4,974	0%	\$4,974
<b>Totals</b>	\$129,016	\$59,599	216.47%	\$238,396	54.12%	\$109,380

**Status**  
Submitted

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**Novato 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	\$127,287	\$45,081	282.35%	\$180,322	70.59%	\$53,035
2000 - Non-Instructional Salaries	\$7,839	\$1,275	614.82%	\$5,100	153.71%	-\$2,739
3000 - Employee Benefits	\$26,215	\$8,762	299.2%	\$35,047	74.8%	\$8,832
4000 - Supplies and Materials	\$2,073	\$500	414.6%	\$2,000	103.65%	-\$73
5000 - Other Operating Expenses and Services	\$9,224	\$959	962.09%	\$3,835	240.52%	-\$5,389
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$3,677	\$1,780	206.63%	\$7,118	51.66%	\$3,441
Indirect Costs	\$0	\$1,244	0%	\$4,974	0%	\$4,974
<b>Totals</b>	\$176,315	\$59,599	295.84%	\$238,396	73.96%	\$62,081

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

Guidance: Yes

**Summary of Activities:**

Due to COVID - 19 our teachers taught remote for a portion of the year, we shut down classes for two months, and then started back up in March doing in person, remote and or a hybrid.

**Status**  
**Submitted**

**San Rafael City High**

**San Rafael City 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	\$22,362	\$17,520	127.64%	\$70,080	31.91%	\$47,718
2000 - Non-Instructional Salaries	\$11,220	\$28,460	39.42%	\$113,838	9.86%	\$102,618
3000 - Employee Benefits	\$8,674	\$8,059	107.63%	\$32,237	26.91%	\$23,563
4000 - Supplies and Materials	\$19,504	\$3,100	629.16%	\$12,400	157.29%	 -\$7,104
5000 - Other Operating Expenses and Services	\$0	\$50	0%	\$200	0%	\$200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,287	0%	\$5,147	0%	\$5,147
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	\$61,760	\$58,476	105.62%	\$233,902	26.4%	\$172,142

**Summary of Activities:**

HSD program for aged out Newcomer high school seniors. 90 students enrolled for Q1 and Q2 fall semester. 10 graduates in Q1, anticipating 10 graduates in Q2.

**Status  
Submitted**

**San Rafael City 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	\$48,355	\$17,520	276%	\$70,080	69%	\$21,725
2000 - Non-Instructional Salaries	\$23,225	\$28,460	81.61%	\$113,838	20.4%	\$90,613
3000 - Employee Benefits	\$18,543	\$8,059	230.08%	\$32,237	57.52%	\$13,694
4000 - Supplies and Materials	\$20,087	\$3,100	647.97%	\$12,400	161.99%	-\$7,687
5000 - Other Operating Expenses and Services	\$0	\$50	0%	\$200	0%	\$200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,287	0%	\$5,147	0%	\$5,147
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	\$110,210	\$58,476	188.47%	\$233,902	47.12%	\$123,692

**Summary of Activities:**

HSD completion for aged out Newcomer ELL students from San Rafael High School and Terra Linda High School. Instruction migrated to Zoom with the use of Google Classroom tools in order to continue classes following COVID protocols. Twenty (20) students earned their HSD in November, 2020. New students were enrolled during the quarter as space became available.

**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**

Kathy Takemoto, Program Outreach & Support Coordinator  
 Tyler Graff San Rafael City Schools, Director of Secondary Education  
 Victoria Martin, Principal

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$74,899	\$17,520	427.51%	\$70,080	106.88%	⤴ -\$4,819
2000 - Non-Instructional Salaries	\$35,275	\$28,460	123.95%	\$113,838	30.99%	\$78,563
3000 - Employee Benefits	\$28,521	\$8,059	353.89%	\$32,237	88.47%	\$3,716
4000 - Supplies and Materials	\$20,087	\$3,100	647.97%	\$12,400	161.99%	⤴ -\$7,687
5000 - Other Operating Expenses and Services	\$1,660	\$50	3,320%	\$200	830%	⤴ -\$1,460
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,287	0%	\$5,147	0%	\$5,147
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	\$160,442	\$58,476	274.37%	\$233,902	68.59%	\$73,460

**Summary of Activities:**

High school diploma completion for aged out Newcomer students. End of year transition planning for expected graduates with college and career discussions and planning. Current waiting list of 45 students.

**Status  
Submitted**

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**San Rafael City 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	\$107,483	\$17,520	613.49%	\$70,080	153.37%	⤴ -\$37,403
2000 - Non-Instructional Salaries	\$44,474	\$28,460	156.27%	\$113,838	39.07%	\$69,364
3000 - Employee Benefits	\$39,523	\$8,059	490.41%	\$32,237	122.6%	⤴ -\$7,286
4000 - Supplies and Materials	\$21,206	\$3,100	684.06%	\$12,400	171.02%	⤴ -\$8,806
5000 - Other Operating Expenses and Services	\$1,696	\$50	3,392%	\$200	848%	⤴ -\$1,496
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,287	0%	\$5,147	0%	\$5,147
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$214,382</b>	<b>\$58,476</b>	<b>366.62%</b>	<b>\$233,902</b>	<b>91.65%</b>	<b>\$19,520</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:**

San Rafael Adult School offered HSD for aged out Newcomer students from SRCS high schools. A total of 40 graduates attained a high school diploma through the adult school in 2020 - 21. Meetings with Adult School Transition Counselor to assist students ready to take classes, credit or non-credit, at College of Marin, were conducted in Spring, 2021.

**Status  
Submitted**

**Shoreline Unified**

**Shoreline 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	\$7,200	\$7,196	100.05%	\$28,785	25.01%	\$21,585
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,780	\$1,799	98.94%	\$7,196	24.74%	\$5,416
4000 - Supplies and Materials	\$2,280	\$2,279	100.03%	\$3,039	75.02%	\$759
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	\$980	\$980	100%	\$980	100%	\$0
<b>Totals</b>	\$12,240	\$12,255	99.88%	\$40,000	30.6%	\$27,760

**Summary of Activities:**

in partnership with our local public library, we are providing adult ESL classes in Point Reyes Station and Tomales.

**Status  
Submitted**

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**Shoreline 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	\$14,400	\$7,196	200.1%	\$28,785	50.03%	\$14,385
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$3,560	\$1,799	197.89%	\$7,196	49.47%	\$3,636
4000 - Supplies and Materials	\$3,039	\$2,583	117.65%	\$3,039	100%	\$0
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	\$980	\$980	100%	\$980	100%	\$0
<b>Totals</b>	<b>\$21,979</b>	<b>\$12,558</b>	<b>175.01%</b>	<b>\$40,000</b>	<b>54.95%</b>	<b>\$18,021</b>

**Summary of Activities:**

Virtual ESL 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**

Adam Jennings

**Shoreline 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	\$14,400	\$7,196	200.1%	\$28,785	50.03%	\$14,385
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$3,560	\$1,799	197.89%	\$7,196	49.47%	\$3,636
4000 - Supplies and Materials	\$3,039	\$2,887	105.26%	\$3,039	100%	\$0
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	\$980	\$980	100%	\$980	100%	\$0
<b>Totals</b>	\$21,979	\$12,862	170.88%	\$40,000	54.95%	\$18,021

**Summary of Activities:**

Quarter 3 and Quarter 4 data will be reported in Quarter 4 due to recent leadership changes at SUSD. -Kathleen Antokhin, Fiscal Reporter at College of Marin/Fiscal Agent.

**Status  
Submitted**

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**Shoreline 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	\$14,400	\$7,196	200.1%	\$28,785	50.03%	\$14,385
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$3,560	\$1,799	197.89%	\$7,196	49.47%	\$3,636
4000 - Supplies and Materials	\$3,039	\$3,039	100%	\$3,039	100%	\$0
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	\$980	\$980	100%	\$980	100%	\$0
<b>Totals</b>	\$21,979	\$13,014	168.88%	\$40,000	54.95%	\$18,021

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

Guidance: Yes

**Corrective Action Plan**

Funds will be carried-over for the 21-22 year and invested according to the 21-22 Budget and Workplan.

**Summary of Activities:**

20-21 Adult education funds were used to provide ESL classes in Pt. Reyes Station and Tomales. The classes were organized and managed by the Marin County Free Library, Pt. Reyes Station branch.

**Status**  
**Submitted**

**Tamalpais Union High**

**Tamalpais 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	\$39,545	\$65,108	60.74%	\$217,027	18.22%	\$177,482
2000 - Non-Instructional Salaries	\$37,284	\$57,474	64.87%	\$191,581	19.46%	\$154,297
3000 - Employee Benefits	\$31,499	\$55,002	57.27%	\$183,339	17.18%	\$151,840
4000 - Supplies and Materials	\$11,389	\$11,747	96.95%	\$39,157	29.09%	\$27,768
5000 - Other Operating Expenses and Services	\$10,285	\$6,828	150.63%	\$22,760	45.19%	\$12,475
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$5,072	0%	\$34,905	0%	\$34,905
Indirect Costs	\$0	\$0	100%	\$20,015	0%	\$20,015
<b>Totals</b>	<b>\$130,002</b>	<b>\$201,231</b>	<b>64.6%</b>	<b>\$708,784</b>	<b>18.34%</b>	<b>\$578,782</b>

**Summary of Activities:**

Summer school. All ESL, GED and HSE classes started September 8 online.

**Status  
Submitted**

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**Tamalpais 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	\$100,154	\$130,216	76.91%	\$217,027	46.15%	\$116,873
2000 - Non-Instructional Salaries	\$79,237	\$114,949	68.93%	\$191,581	41.36%	\$112,344
3000 - Employee Benefits	\$72,637	\$110,003	66.03%	\$183,339	39.62%	\$110,702
4000 - Supplies and Materials	\$12,655	\$23,494	53.86%	\$39,157	32.32%	\$26,502
5000 - Other Operating Expenses and Services	\$15,921	\$13,656	116.59%	\$22,760	69.95%	\$6,839
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$10,143	0%	\$34,905	0%	\$34,905
Indirect Costs	\$0	\$10,008	0%	\$20,015	0%	\$20,015
<b>Totals</b>	<b>\$280,604</b>	<b>\$412,469</b>	<b>68.03%</b>	<b>\$708,784</b>	<b>39.59%</b>	<b>\$428,180</b>

**Summary of Activities:**

Increased PD training for instructors on online programs and equity. Holding ESL, GED and HSE class in distance learning setting for the quarter.

**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**

Jaemi Naish, Director

**Tamalpais 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	\$148,606	\$162,770	91.3%	\$217,027	68.47%	\$68,421
2000 - Non-Instructional Salaries	\$122,273	\$143,686	85.1%	\$191,581	63.82%	\$69,308
3000 - Employee Benefits	\$111,773	\$137,504	81.29%	\$183,339	60.97%	\$71,566
4000 - Supplies and Materials	\$13,057	\$29,368	44.46%	\$39,157	33.35%	\$26,100
5000 - Other Operating Expenses and Services	\$16,571	\$17,070	97.08%	\$22,760	72.81%	\$6,189
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$21,679	0%	\$34,905	0%	\$34,905
Indirect Costs	\$0	\$15,011	0%	\$20,015	0%	\$20,015
<b>Totals</b>	<b>\$412,280</b>	<b>\$527,088</b>	<b>78.22%</b>	<b>\$708,784</b>	<b>58.17%</b>	<b>\$296,504</b>

**Summary of Activities:**

ESL, GED, HSD and CTE classes preformed.

**Status  
Submitted**

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**Tamalpais 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	\$219,914	\$217,027	101.33%	\$217,027	101.33%	⬆ -\$2,887
2000 - Non-Instructional Salaries	\$175,359	\$191,581	91.53%	\$191,581	91.53%	\$16,222
3000 - Employee Benefits	\$162,017	\$183,339	88.37%	\$183,339	88.37%	\$21,322
4000 - Supplies and Materials	\$15,046	\$39,157	38.42%	\$39,157	38.42%	\$24,111
5000 - Other Operating Expenses and Services	\$20,187	\$22,760	88.7%	\$22,760	88.7%	\$2,573
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$34,905	\$34,905	100%	\$34,905	100%	\$0
Indirect Costs	\$31,233	\$20,015	156.05%	\$20,015	156.05%	⬆ -\$11,218
<b>Totals</b>	<b>\$658,661</b>	<b>\$708,784</b>	<b>92.93%</b>	<b>\$708,784</b>	<b>92.93%</b>	<b>\$50,123</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:**

Increased ESL, GED and HCA classes. Indirect cost for 17-18 year and 20-21 from TUHSD.

**Status  
Submitted**



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