

CAEP Consortium Fiscal Reporting 30 Mendocino-Lake CCD

2018-19 Fiscal Year

Certification

Certified By

Joe Atherton
Director of Fiscal Services

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

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

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Anderson Valley Unified	Submitted	Submitted	Submitted	Submitted
Fort Bragg Unified	Submitted	Submitted	Submitted	Submitted
Kelseyville Unified	Submitted	Submitted	Submitted	Submitted
Lake Co. Office of Education	Submitted	Submitted	Submitted	Submitted
Mendocino Co. Office of Education	Submitted	Submitted	Submitted	Submitted
Mendocino-Lake CCD	Submitted	Submitted	Submitted	Submitted
Ukiah Unified	Submitted	Submitted	Submitted	Submitted
Willits Unified	Submitted	Submitted	Submitted	Submitted

Anderson Valley Unified

Anderson Valley 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	\$14,383	\$16,053	89.6%	\$107,018	13.44%	\$92,635
2000 - Non-Instructional Salaries	\$2,522	\$3,286	76.76%	\$21,904	11.51%	\$19,382
3000 - Employee Benefits	\$3,650	\$4,449	82.04%	\$29,659	12.31%	\$26,009
4000 - Supplies and Materials	\$444	\$1,040	42.68%	\$6,936	6.4%	\$6,492
5000 - Other Operating Expenses and Services	\$0	\$647	0%	\$4,313	0%	\$4,313
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$8,470	0%	\$8,470
Totals	\$20,999	\$25,475	82.43%	\$178,300	11.78%	\$157,301

Corrective Action Plan

Supplies and materials expenses are expected to be far greater in Q3 and Q4.

Summary of Activities:

Teacher salaries for Basic Skills, Parent Education, Computers and Citizenship. Administration, programmatic coordination and support, diagnostic testing, curriculum and materials, outreach services, childcare for these programs, plus ESL and High School Equivalency.

Status
Submitted

Anderson Valley 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	\$30,374	\$32,105	94.61%	\$107,018	28.38%	\$76,644
2000 - Non-Instructional Salaries	\$6,627	\$6,571	100.85%	\$21,904	30.25%	\$15,277
3000 - Employee Benefits	\$6,184	\$8,898	69.5%	\$29,659	20.85%	\$23,475
4000 - Supplies and Materials	\$1,552	\$2,081	74.59%	\$6,936	22.38%	\$5,384
5000 - Other Operating Expenses and Services	\$400	\$1,294	30.91%	\$4,313	9.27%	\$3,913
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$8,470	0%	\$8,470
Totals	\$45,137	\$50,949	88.59%	\$178,300	25.32%	\$133,163

Corrective Action Plan

We anticipate greater 5000 operating expense spending before the end of the school year.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Noor Dawood

Maggie Von Vogt, Coordinator

Anderson Valley 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	\$46,275	\$48,158	96.09%	\$107,018	43.24%	\$60,743
2000 - Non-Instructional Salaries	\$10,223	\$9,857	103.72%	\$21,904	46.67%	\$11,681
3000 - Employee Benefits	\$9,334	\$13,347	69.94%	\$29,659	31.47%	\$20,325
4000 - Supplies and Materials	\$3,995	\$3,121	128%	\$6,936	57.6%	\$2,941
5000 - Other Operating Expenses and Services	\$1,190	\$1,941	61.31%	\$4,313	27.59%	\$3,123
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$8,470	0%	\$8,470
Totals	\$71,017	\$76,424	92.93%	\$178,300	39.83%	\$107,283

Summary of Activities:

Teacher salaries for Basic Skills, Parent Education, Computers and Citizenship. Administration, programmatic coordination and support, diagnostic testing, curriculum and materials, outreach services, childcare for these programs, plus ESL and High School Equivalency.

Status
Submitted

Anderson Valley 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	\$65,584	\$64,211	102.14%	\$107,018	61.28%	\$41,434
2000 - Non-Instructional Salaries	\$14,574	\$13,142	110.89%	\$21,904	66.54%	\$7,330
3000 - Employee Benefits	\$13,057	\$17,795	73.37%	\$29,659	44.02%	\$16,602
4000 - Supplies and Materials	\$9,021	\$4,162	216.77%	\$6,936	130.06%	⚠ -\$2,085
5000 - Other Operating Expenses and Services	\$8,025	\$2,588	310.11%	\$4,313	186.07%	⚠ -\$3,712
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,003	\$8,470	70.87%	\$8,470	70.87%	\$2,467
Totals	\$116,264	\$110,368	105.34%	\$178,300	65.21%	\$62,036

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 for ESL Reading and Writing, Parent Education and Citizenship classes. Administration, data entry, programmatic coordination and support, diagnostic testing, curriculum and materials, outreach services, childcare for these programs. These services are also provided for our three ESL classes, High School Equivalency class and Computers class, hosted at our site and offered in conjunction with Mendocino College.

Status
Submitted

Fort Bragg Unified

Fort Bragg 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	\$2,733	\$0	100%	\$23,553	11.6%	\$20,820
2000 - Non-Instructional Salaries	\$782	\$221	354.17%	\$5,937	13.17%	\$5,155
3000 - Employee Benefits	\$274	\$123	223.13%	\$3,857	7.1%	\$3,583
4000 - Supplies and Materials	\$0	\$0	100%	\$1,491	0%	\$1,491
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	\$170	\$174	97.59%	\$1,742	9.76%	\$1,572
Totals	\$3,959	\$518	764.58%	\$36,580	10.82%	\$32,621

**Status
Submitted**

Fort Bragg 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	\$12,415	\$11,777	105.42%	\$23,553	52.71%	\$11,138
2000 - Non-Instructional Salaries	\$2,703	\$2,969	91.06%	\$5,937	45.53%	\$3,234
3000 - Employee Benefits	\$1,712	\$1,929	88.77%	\$3,857	44.39%	\$2,145
4000 - Supplies and Materials	\$0	\$969	0%	\$1,491	0%	\$1,491
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	\$841	\$784	107.28%	\$1,742	48.28%	\$901
Totals	\$17,671	\$18,427	95.9%	\$36,580	48.31%	\$18,909

Summary of Activities:

Salaries and Benefits for Teachers and Classified Admin and Asst for support the Adult Education Program.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Coni Belli
Arlissa Tupper, Budget Analyst
Gabriel Madrigal, Outreach Support Specialist

Fort Bragg 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	\$18,412	\$21,198	86.86%	\$23,553	78.17%	\$5,141
2000 - Non-Instructional Salaries	\$4,369	\$4,639	94.18%	\$5,937	73.59%	\$1,568
3000 - Employee Benefits	\$2,673	\$3,287	81.32%	\$3,857	69.3%	\$1,184
4000 - Supplies and Materials	\$193	\$1,416	13.63%	\$1,491	12.94%	\$1,298
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	\$1,282	\$1,481	86.58%	\$1,742	73.59%	\$460
Totals	\$26,929	\$32,021	84.1%	\$36,580	73.62%	\$9,651

Corrective Action Plan

No Corrective Action Needed. We utilized one time monies.

Summary of Activities:

To support ESL, HS Diploma instruction.

Status
Submitted

Fort Bragg 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	\$24,626	\$23,553	104.56%	\$23,553	104.56%	 -\$1,073
2000 - Non-Instructional Salaries	\$5,937	\$5,937	100%	\$5,937	100%	\$0
3000 - Employee Benefits	\$3,857	\$3,857	100%	\$3,857	100%	\$0
4000 - Supplies and Materials	\$418	\$1,491	28.03%	\$1,491	28.03%	\$1,073
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	\$1,742	\$1,742	100%	\$1,742	100%	\$0
Totals	\$36,580	\$36,580	100%	\$36,580	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:

Salaries and Benefits for Teachers and Classified Admin and Asst for support the Adult Education Program.

Status
Submitted

Kelseyville Unified

Kelseyville 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	\$5,744	\$7,469	76.9%	\$67,902	8.46%	\$62,158
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,510	\$2,532	99.13%	\$23,018	10.9%	\$20,508
4000 - Supplies and Materials	\$0	\$0	100%	\$2,000	0%	\$2,000
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$1,000	0%	\$1,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,562	0%	\$4,562
Totals	\$8,254	\$10,001	82.53%	\$98,482	8.38%	\$90,228

Corrective Action Plan

No payroll was generated for July. Expenditures will catch up to forecast since payroll will continue to be processed for the remaining months.

**Status
Submitted**

Kelseyville 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	\$21,136	\$22,408	94.32%	\$67,902	31.13%	\$46,766
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$7,820	\$7,596	102.95%	\$23,018	33.97%	\$15,198
4000 - Supplies and Materials	\$0	\$1,400	0%	\$2,000	0%	\$2,000
5000 - Other Operating Expenses and Services	\$0	\$500	0%	\$1,000	0%	\$1,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,332	\$0	100%	\$4,562	29.2%	\$3,230
Totals	\$30,288	\$31,904	94.94%	\$98,482	30.75%	\$68,194

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Joe Del Prete

Timothy Gill, Director, Student Support Services

Lynn Thomasson, District Business Manager

Kelseyville 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	\$35,829	\$44,815	79.95%	\$67,902	52.77%	\$32,073
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$12,967	\$15,192	85.35%	\$23,018	56.33%	\$10,051
4000 - Supplies and Materials	\$755	\$1,800	41.94%	\$2,000	37.75%	\$1,245
5000 - Other Operating Expenses and Services	\$0	\$1,000	0%	\$1,000	0%	\$1,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,053	\$0	100%	\$4,562	66.92%	\$1,509
Totals	\$52,604	\$62,807	83.75%	\$98,482	53.41%	\$45,878

Corrective Action Plan

Hi-set courses were not offered at the level that had been anticipated.

**Status
Submitted**

Kelseyville 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	\$49,993	\$67,902	73.63%	\$67,902	73.63%	\$17,909
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$18,053	\$23,018	78.43%	\$23,018	78.43%	\$4,965
4000 - Supplies and Materials	\$1,152	\$2,000	57.6%	\$2,000	57.6%	\$848
5000 - Other Operating Expenses and Services	\$163	\$1,000	16.3%	\$1,000	16.3%	\$837
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,866	\$4,562	84.74%	\$4,562	84.74%	\$696
Totals	\$73,227	\$98,482	74.36%	\$98,482	74.36%	\$25,255

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 director of student support services and the adult ed instructor will collaborate on a plan to address the issue of expenses being below target.

**Status
Submitted**

Lake Co. Office of Education

Lake 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	\$6,795	\$0	100%	\$87,826	7.74%	\$81,031
3000 - Employee Benefits	\$2,454	\$2,500	98.16%	\$10,000	24.54%	\$7,546
4000 - Supplies and Materials	\$0	\$8,049	0%	\$32,194	0%	\$32,194
5000 - Other Operating Expenses and Services	\$201	\$0	100%	\$2,920	6.88%	\$2,719
6000 - Capital Outlay	\$0	\$0	100%	\$99,305	0%	\$99,305
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$473	\$2,903	16.29%	\$11,612	4.07%	\$11,139
Totals	\$9,923	\$13,452	73.77%	\$243,857	4.07%	\$233,934

Corrective Action Plan

We are purchasing an Anatomage dissection table, and will be hiring a Program Assistant.

Summary of Activities:

Non-instructional salaries and employee benefits were likely paid out to our previous Program Assistant, who left in September. We will have more expenses in Q2.

Status
Submitted

Lake 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	\$7,231	\$0	100%	\$87,826	8.23%	\$80,595
3000 - Employee Benefits	\$2,503	\$2,500	100.12%	\$10,000	25.03%	\$7,497
4000 - Supplies and Materials	\$10,214	\$8,049	126.91%	\$32,194	31.73%	\$21,980
5000 - Other Operating Expenses and Services	\$1,073	\$0	100%	\$2,920	36.75%	\$1,847
6000 - Capital Outlay	\$88,767	\$0	100%	\$99,305	89.39%	\$10,538
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,489	\$2,903	189.08%	\$11,612	47.27%	\$6,123
Totals	\$115,277	\$13,452	856.98%	\$243,857	47.27%	\$128,580

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Denise Shannon, Assistant Director of Fiscal Services

Cynthia Lenner

Beth Hampson, Education Specialist

Lake 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	\$13,560	\$0	100%	\$87,826	15.44%	\$74,266
3000 - Employee Benefits	\$5,541	\$2,500	221.64%	\$10,000	55.41%	\$4,459
4000 - Supplies and Materials	\$10,214	\$8,049	126.91%	\$32,194	31.73%	\$21,980
5000 - Other Operating Expenses and Services	\$1,158	\$0	100%	\$2,920	39.66%	\$1,762
6000 - Capital Outlay	\$88,767	\$0	100%	\$99,305	89.39%	\$10,538
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,962	\$2,903	205.37%	\$11,612	51.34%	\$5,650
Totals	\$125,202	\$13,452	930.77%	\$243,857	51.34%	\$118,655

**Status
Submitted**

Lake 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	\$29,144	\$0	100%	\$87,826	33.18%	\$58,682
3000 - Employee Benefits	\$8,339	\$2,500	333.56%	\$10,000	83.39%	\$1,661
4000 - Supplies and Materials	\$19,007	\$8,049	236.16%	\$32,194	59.04%	\$13,187
5000 - Other Operating Expenses and Services	\$2,823	\$0	100%	\$2,920	96.68%	\$97
6000 - Capital Outlay	\$88,767	\$0	100%	\$99,305	89.39%	\$10,538
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,404	\$2,903	255.05%	\$11,612	63.76%	\$4,208
Totals	\$155,484	\$13,452	1,155.89%	\$243,857	63.76%	\$88,373

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

Guidance: Yes

Summary of Activities:

Non-Instructional Salaries for: Medical Assistant (MA) Program instructors, Certified Nursing Assistant (CNA) Continuing Education instructor, Program Assistant. Employee benefits. MA Program mileage for instructors visiting clinical externship sites. MA Program and HiSET supplies and materials. MA Program services. Indirects.

**Status
Submitted**

Mendocino Co. Office of Education

Mendocino 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	\$538	\$462	116.56%	\$3,077	17.48%	\$2,539
2000 - Non-Instructional Salaries	\$1,843	\$0	100%	\$7,360	25.04%	\$5,517
3000 - Employee Benefits	\$683	\$0	100%	\$2,720	25.11%	\$2,037
4000 - Supplies and Materials	\$0	\$0	100%	\$284	0%	\$284
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	\$153	\$101	152.24%	\$670	22.84%	\$517
Totals	\$3,217	\$562	572.37%	\$14,111	22.8%	\$10,894

Summary of Activities:

Continuance of supporting the development of externship locations for Medical Assistant, Dental Assistant, and Phlebotomy Students. MCOE also has new Medical Assistant and Phlebotomy instructors that will be receiving ongoing professional development, along with our dental instructor.

**Status
Submitted**

Mendocino 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	\$538	\$923	58.28%	\$3,077	17.48%	\$2,539
2000 - Non-Instructional Salaries	\$3,686	\$2,208	166.94%	\$7,360	50.08%	\$3,674
3000 - Employee Benefits	\$1,365	\$0	100%	\$2,720	50.18%	\$1,355
4000 - Supplies and Materials	\$284	\$85	333.33%	\$284	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	\$294	\$201	146.27%	\$670	43.88%	\$376
Totals	\$6,167	\$3,417	180.46%	\$14,111	43.7%	\$7,944

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Jesse Damian

Tami Mee

Mendocino 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	\$538	\$1,385	38.85%	\$3,077	17.48%	\$2,539
2000 - Non-Instructional Salaries	\$3,686	\$3,312	111.29%	\$7,360	50.08%	\$3,674
3000 - Employee Benefits	\$1,365	\$0	100%	\$2,720	50.18%	\$1,355
4000 - Supplies and Materials	\$284	\$128	222.22%	\$284	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	\$294	\$302	97.51%	\$670	43.88%	\$376
Totals	\$6,167	\$5,126	120.31%	\$14,111	43.7%	\$7,944

**Status
Submitted**

Mendocino 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	\$3,077	\$3,077	100%	\$3,077	100%	\$0
2000 - Non-Instructional Salaries	\$7,360	\$7,360	100%	\$7,360	100%	\$0
3000 - Employee Benefits	\$2,720	\$0	100%	\$2,720	100%	\$0
4000 - Supplies and Materials	\$284	\$284	100%	\$284	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	\$670	\$670	100%	\$670	100%	\$0
Totals	\$14,111	\$11,391	123.88%	\$14,111	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:

Non-instructional salaries for externship coordination, instructional salaries for first year Phlebotomy instructor.
Supplies and materials for new materials in MA course, and indirect.

Status
Submitted

Mendocino-Lake CCD

Mendocino-Lake 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	\$7,641	\$6,844	111.65%	\$6,844	111.65%	 -\$797
2000 - Non-Instructional Salaries	\$10,517	\$35,695	29.46%	\$237,964	4.42%	\$227,447
3000 - Employee Benefits	\$3,997	\$11,247	35.54%	\$74,981	5.33%	\$70,984
4000 - Supplies and Materials	\$1,620	\$1,583	102.32%	\$10,555	15.35%	\$8,935
5000 - Other Operating Expenses and Services	\$12,775	\$56,442	22.63%	\$474,059	2.69%	\$461,284
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$29,717	0%	\$29,717
Totals	\$36,550	\$111,811	32.69%	\$834,120	4.38%	\$797,570

Corrective Action Plan

Budget for next quarter will have increased spending on curriculum development and C2C summit.

Summary of Activities:

.5 Director and Admin Asst personnel time and travel in support of all consortium activities. Advertising in local paper, radio, social media, ongoing website support and development, outreach and support efforts for member agencies, continued development of pathway maps and supporting information. Professional Development: webinars, Director's onboarding, data & accountability training and strategic planning. Recruitment of new outreach & support specialists and purchase of computer to support position. HiSet proctor at multiple sites

Status
Submitted

Mendocino-Lake 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	\$8,441	\$6,844	123.33%	\$6,844	123.33%	 -\$1,597
2000 - Non-Instructional Salaries	\$23,742	\$71,389	33.26%	\$237,964	9.98%	\$214,222
3000 - Employee Benefits	\$8,272	\$22,494	36.77%	\$74,981	11.03%	\$66,709
4000 - Supplies and Materials	\$3,264	\$3,167	103.08%	\$10,555	30.92%	\$7,291
5000 - Other Operating Expenses and Services	\$62,747	\$112,883	55.59%	\$474,059	13.24%	\$411,312
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,983	\$0	100%	\$29,717	6.67%	\$27,734
Totals	\$108,449	\$216,777	50.03%	\$834,120	13%	\$725,671

Corrective Action Plan

Expenses will be shifted from a certificated counseling position to 3 classified outreach/support positions. The full time Director's position remains unfilled. Currently the consortium is paying for an interim 1/2 time director and the remaining funds will be allocated to member agencies through the one time proposal process.

Summary of Activities:

3 new hires, Outreach and Support Specialists for Anderson Valley, Round Valley and Ft. Bragg. More funds shifted to the one time proposal allocations and will be used for Professional Development, purchase of a vehicle for AWD program and personnel time for data entry.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Debra Polak

Judy Harwood

Joe Atherton, Director of Fiscal Services

Christy Smith, Principal Ukiah Adult School

Amanda Xu

Mendocino-Lake 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	\$8,441	\$6,844	123.33%	\$6,844	123.33%	 -\$1,597
2000 - Non-Instructional Salaries	\$41,702	\$107,084	38.94%	\$237,964	17.52%	\$196,262
3000 - Employee Benefits	\$8,546	\$33,741	25.33%	\$74,981	11.4%	\$66,435
4000 - Supplies and Materials	\$4,194	\$4,750	88.3%	\$10,555	39.73%	\$6,361
5000 - Other Operating Expenses and Services	\$115,905	\$169,325	68.45%	\$474,059	24.45%	\$358,154
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,983	\$0	100%	\$29,717	6.67%	\$27,734
Totals	\$180,771	\$321,744	56.18%	\$834,120	21.67%	\$653,349

Corrective Action Plan




Mendocino College recently added new outreach specialists that started during the Q3. Also we are looking to hire a new CAEP Director. Mendocino College will be at the Expenditure target by 12/31/19.

Summary of Activities:

Mendocino College has been working on increasing the ESL and other programs to the rural areas of the consortium.

Status
Submitted

Mendocino-Lake 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	\$10,609	\$6,844	155.01%	\$6,844	155.01%	 -\$3,765
2000 - Non-Instructional Salaries	\$59,067	\$142,778	41.37%	\$237,964	24.82%	\$178,897
3000 - Employee Benefits	\$10,608	\$44,989	23.58%	\$74,981	14.15%	\$64,373
4000 - Supplies and Materials	\$11,621	\$6,333	183.5%	\$10,555	110.1%	 -\$1,066
5000 - Other Operating Expenses and Services	\$250,043	\$284,435	87.91%	\$474,059	52.75%	\$224,016
6000 - Capital Outlay	\$2,562	\$0	100%	\$0	100%	 -\$2,562
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,171	\$17,830	51.44%	\$29,717	30.86%	\$20,546
Totals	\$353,681	\$503,210	70.29%	\$834,120	42.4%	\$480,439

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

Guidance: Yes

Corrective Action Plan

Our expenses are down because we have several vacancies that we have been recruiting for. We are in the process of hiring a Director and two out reach specialists.

Summary of Activities:

Expenses used to support ESL, High School Equivalency Prep, and Beginning Computers at adult school locations, ongoing marketing and outreach efforts, admin. assistant position, curriculum development and professional development.

**Status
Submitted**

Ukiah Unified

Ukiah 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	\$52,735	\$64,377	81.92%	\$292,624	18.02%	\$239,889
2000 - Non-Instructional Salaries	\$30,536	\$30,548	99.96%	\$127,284	23.99%	\$96,748
3000 - Employee Benefits	\$28,954	\$32,792	88.3%	\$136,634	21.19%	\$107,680
4000 - Supplies and Materials	\$3,882	\$9,632	40.3%	\$192,645	2.02%	\$188,763
5000 - Other Operating Expenses and Services	\$52,035	\$55,151	94.35%	\$157,575	33.02%	\$105,540
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,407	\$11,335	74.17%	\$45,338	18.54%	\$36,931
Totals	\$176,549	\$203,836	86.61%	\$952,100	18.54%	\$775,551

Corrective Action Plan

Materials and Supplies will be spent at a higher % at Q2

Summary of Activities:

Program offerings in ESL, HSE/HSD, AWD, and Vocational Nursing at main campus, County Correctional Facility, Ukiah Valley Association for Habilitation and Round Valley. Budget supports administration, instructional and support staff, curriculum, materials, professional development, contract services and technology for all programs. Additional expenses for the main campus includes utilities and general operational costs.

**Status
Submitted**

Ukiah 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	\$159,862	\$143,386	111.49%	\$292,624	54.63%	\$132,762
2000 - Non-Instructional Salaries	\$63,757	\$63,642	100.18%	\$127,284	50.09%	\$63,527
3000 - Employee Benefits	\$71,858	\$68,317	105.18%	\$136,634	52.59%	\$64,776
4000 - Supplies and Materials	\$17,245	\$98,249	17.55%	\$192,645	8.95%	\$175,400
5000 - Other Operating Expenses and Services	\$76,508	\$126,060	60.69%	\$157,575	48.55%	\$81,067
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$19,881	\$22,669	87.7%	\$45,338	43.85%	\$25,457
Totals	\$409,111	\$522,323	78.33%	\$952,100	42.97%	\$542,989

Corrective Action Plan

Due to a negotiated salary increase, our budget expenditures are shifting to salary and benefits. We will revise our budget and workplan to reflect this change. Additionally we have professional development activities in April and May that will be expended in Q4.

Summary of Activities:

Our Vocational Nursing program graduated the current cohort and will not have another cohort starting this year. Our high school diploma program continues to see an increase in participation and instructional services, specifically in the correctional facility. We added another section of ESL Literacy two days a week due to an increase in attendance last semester and student requests for more options. Our AWD program is maintaining its level of services as well.

Status

Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Penny Lauseng MBA, CFE, Chief Business Official

Kati Aguilar, Director of Fiscal Services

Christy Smith, Principal Ukiah Adult School

Scott Paulin, Director of Alt Ed

Ukiah 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	\$252,318	\$231,173	109.15%	\$292,624	86.23%	\$40,306
2000 - Non-Instructional Salaries	\$99,699	\$96,736	103.06%	\$127,284	78.33%	\$27,585
3000 - Employee Benefits	\$110,738	\$106,575	103.91%	\$136,634	81.05%	\$25,896
4000 - Supplies and Materials	\$20,679	\$154,116	13.42%	\$192,645	10.73%	\$171,966
5000 - Other Operating Expenses and Services	\$112,354	\$141,818	79.22%	\$157,575	71.3%	\$45,221
6000 - Capital Outlay	\$4,632	\$0	100%	\$0	100%	 -\$4,632
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,789	\$34,004	87.61%	\$45,338	65.7%	\$15,549
Totals	\$630,209	\$764,420	82.44%	\$952,100	66.19%	\$321,891

Corrective Action Plan

An unplanned, one time purchase of a vehicle was made using consortium approved funds and we supplemented the purchase using capital outlay funds. This expense was not included in our original budget workplan.

Summary of Activities:

The expenses above support the administration and instruction of programs in ESL, HSD/HSE, basic computers, vocational nursing, correctional facility, PearsonVue testing and adults with disabilities with a total active enrollment of 494 students at the end of this quarter.

Status
Submitted

Ukiah 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	\$307,062	\$292,624	104.93%	\$292,624	104.93%	 -\$14,438
2000 - Non-Instructional Salaries	\$134,613	\$127,284	105.76%	\$127,284	105.76%	 -\$7,329
3000 - Employee Benefits	\$143,309	\$136,634	104.89%	\$136,634	104.89%	 -\$6,675
4000 - Supplies and Materials	\$24,375	\$192,645	12.65%	\$192,645	12.65%	\$168,270
5000 - Other Operating Expenses and Services	\$143,697	\$157,575	91.19%	\$157,575	91.19%	\$13,878
6000 - Capital Outlay	\$4,632	\$0	100%	\$0	100%	 -\$4,632
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$37,653	\$45,338	83.05%	\$45,338	83.05%	\$7,685
Totals	\$795,341	\$952,100	83.54%	\$952,100	83.54%	\$156,759

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

Corrective Action Plan

Personnel costs increased mid year which caused us to exceed our budgeted costs in those object codes. We had reserved those funds in object 4000, thus that code was under spent.

Summary of Activities:

The expenses above support the administration and instruction of programs in ESL, HSD/HSE, basic computers, vocational nursing, correctional facility, PearsonVue testing and adults with disabilities with a total active enrollment of 494 students at the end of this quarter.

Status
Submitted

Willits Unified

Willits 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	\$4,125	0%	\$16,500	0%	\$16,500
2000 - Non-Instructional Salaries	\$0	\$250	0%	\$1,000	0%	\$1,000
3000 - Employee Benefits	\$0	\$922	0%	\$3,687	0%	\$3,687
4000 - Supplies and Materials	\$0	\$3,239	0%	\$8,097	0%	\$8,097
5000 - Other Operating Expenses and Services	\$0	\$2,000	0%	\$4,000	0%	\$4,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,751	0%	\$1,751
Totals	\$0	\$10,536	0%	\$35,035	0%	\$35,035

Corrective Action Plan

There was no activity in quarter one due the payroll periods. October will be the first pay date that includes salary and benefit expense for the 18/19 adult education program. Expenses will be reported for quarter two. Additionally, there are encumbrances in place for equipment but the invoices have not yet been paid in quarter one.

**Status
Submitted**

Willits 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	\$3,342	\$8,250	40.51%	\$16,500	20.25%	\$13,158
2000 - Non-Instructional Salaries	\$0	\$500	0%	\$1,000	0%	\$1,000
3000 - Employee Benefits	\$737	\$1,844	39.98%	\$3,687	19.99%	\$2,950
4000 - Supplies and Materials	\$2,772	\$5,668	48.91%	\$8,097	34.23%	\$5,325
5000 - Other Operating Expenses and Services	\$0	\$4,000	0%	\$4,000	0%	\$4,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,751	0%	\$1,751
Totals	\$6,851	\$20,261	33.81%	\$35,035	19.55%	\$28,184

Corrective Action Plan

The majority of expenses will take place in Q2-Q4 so we feel it appropriate that we have spent 1/3 of our YTD forecast. The program will continue operating for quarters 3 & 4 and will incur expenses during that time.

Summary of Activities:

Expenses in Q2 include teacher salary and benefits as well as classroom furniture for the adult ed program.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

DR Jeffrey Ritchley Ed.D.
Nikki Agenbroad, Director of Fiscal Services

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$6,083	\$12,375	49.16%	\$16,500	36.87%	\$10,417
2000 - Non-Instructional Salaries	\$0	\$750	0%	\$1,000	0%	\$1,000
3000 - Employee Benefits	\$1,342	\$2,765	48.53%	\$3,687	36.4%	\$2,345
4000 - Supplies and Materials	\$2,772	\$7,287	38.04%	\$8,097	34.23%	\$5,325
5000 - Other Operating Expenses and Services	\$0	\$4,000	0%	\$4,000	0%	\$4,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,751	0%	\$1,751
Totals	\$10,197	\$27,178	37.52%	\$35,035	29.11%	\$24,838

Corrective Action Plan

The majority of expenditures occur during Quarters 2-4.

Summary of Activities:

Adult Ed teacher and counselor salary and benefits.

Status
Submitted

Willits 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	\$9,649	\$16,500	58.48%	\$16,500	58.48%	\$6,851
2000 - Non-Instructional Salaries	\$0	\$1,000	0%	\$1,000	0%	\$1,000
3000 - Employee Benefits	\$2,129	\$3,687	57.74%	\$3,687	57.74%	\$1,558
4000 - Supplies and Materials	\$3,219	\$8,097	39.76%	\$8,097	39.76%	\$4,878
5000 - Other Operating Expenses and Services	\$2,523	\$4,000	63.08%	\$4,000	63.08%	\$1,477
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$876	\$1,751	50.03%	\$1,751	50.03%	\$875
Totals	\$18,396	\$35,035	52.51%	\$35,035	52.51%	\$16,639

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 District anticipates that expenditures will be higher in 2019/20 due to negotiated salary increases for certificated staff.

Summary of Activities:

Teacher and counselor salary and benefits for adult school diploma program. Equipment and software necessary to operate the diploma program.

Status
Submitted



California
Community
Colleges

