

# CAEP Consortium Fiscal Reporting 30 Mendocino-Lake CCD

2019-20 Fiscal Year

## Certification

**Certified By**

Euline Olinger  
Director

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

## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Anderson Valley Unified</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Fort Bragg Unified</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Kelseyville Unified</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Lake Co. Office of Education</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Mendocino Co. Office of Education</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Mendocino-Lake CCD</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Ukiah Unified</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Upper Lake Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Willits Unified</a>	Submitted	Submitted	Submitted	Not 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	\$11,297	\$14,552	77.63%	\$97,011	11.65%	\$85,714
2000 - Non-Instructional Salaries	\$3,411	\$4,206	81.1%	\$28,038	12.17%	\$24,627
3000 - Employee Benefits	\$2,918	\$3,584	81.41%	\$23,895	12.21%	\$20,977
4000 - Supplies and Materials	\$915	\$1,061	86.23%	\$7,074	12.93%	\$6,159
5000 - Other Operating Expenses and Services	\$0	\$383	0%	\$2,551	0%	\$2,551
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,252	0%	\$8,346	0%	\$8,346
<b>Totals</b>	<b>\$18,541</b>	<b>\$25,037</b>	<b>74.05%</b>	<b>\$166,915</b>	<b>11.11%</b>	<b>\$148,374</b>

### Corrective Action Plan

Expenses will be more concentrated in Q3 and Q4.

### 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**

### 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	\$26,155	\$29,103	89.87%	\$97,011	26.96%	\$70,856
2000 - Non-Instructional Salaries	\$7,351	\$8,411	87.39%	\$28,038	26.22%	\$20,687
3000 - Employee Benefits	\$5,898	\$7,169	82.28%	\$23,895	24.68%	\$17,997
4000 - Supplies and Materials	\$3,365	\$2,122	158.56%	\$7,074	47.57%	\$3,709
5000 - Other Operating Expenses and Services	\$335	\$765	43.77%	\$2,551	13.13%	\$2,216
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,504	0%	\$8,346	0%	\$8,346
<b>Totals</b>	<b>\$43,104</b>	<b>\$50,075</b>	<b>86.08%</b>	<b>\$166,915</b>	<b>25.82%</b>	<b>\$123,811</b>

### Corrective Action Plan

Some expenses -- like supplies and indirect and conference fees -- are heavily weighted towards the end of the fiscal year.

### 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**

### Allocation Year Closeout: 2017-18

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

#### 2017-18 Reverted Funds:

\$0

#### 2017-18 Status

Closed

#### Submitting Authority

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	\$45,467	\$43,655	104.15%	\$97,011	46.87%	\$51,544
2000 - Non-Instructional Salaries	\$11,803	\$12,617	93.55%	\$28,038	42.1%	\$16,235
3000 - Employee Benefits	\$9,987	\$10,753	92.88%	\$23,895	41.8%	\$13,908
4000 - Supplies and Materials	\$7,290	\$3,183	229.01%	\$7,074	103.05%	⚠ -\$216
5000 - Other Operating Expenses and Services	\$3,835	\$1,148	334.07%	\$2,551	150.33%	⚠ -\$1,284
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$3,756	0%	\$8,346	0%	\$8,346
<b>Totals</b>	<b>\$78,382</b>	<b>\$75,112</b>	<b>104.35%</b>	<b>\$166,915</b>	<b>46.96%</b>	<b>\$88,533</b>

#### 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

### 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	\$45,467	\$58,207	78.11%	\$97,011	46.87%	\$51,544
2000 - Non-Instructional Salaries	\$11,803	\$16,823	70.16%	\$28,038	42.1%	\$16,235
3000 - Employee Benefits	\$9,987	\$14,337	69.66%	\$23,895	41.8%	\$13,908
4000 - Supplies and Materials	\$7,290	\$4,244	171.76%	\$7,074	103.05%	⚠ -\$216
5000 - Other Operating Expenses and Services	\$3,835	\$1,531	250.56%	\$2,551	150.33%	⚠ -\$1,284
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,008	0%	\$8,346	0%	\$8,346
<b>Totals</b>	<b>\$78,382</b>	<b>\$100,149</b>	<b>78.27%</b>	<b>\$166,915</b>	<b>46.96%</b>	<b>\$88,533</b>

Status  
Unsubmitted

### 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	\$1,325	\$901	147.1%	\$26,054	5.09%	\$24,729
2000 - Non-Instructional Salaries	\$646	\$542	119.19%	\$4,743	13.62%	\$4,097
3000 - Employee Benefits	\$628	\$1,184	53.05%	\$5,035	12.47%	\$4,407
4000 - Supplies and Materials	\$302	\$0	100%	\$325	92.92%	\$23
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	\$129	\$323	39.91%	\$1,616	7.98%	\$1,487
<b>Totals</b>	<b>\$3,030</b>	<b>\$2,950</b>	<b>102.72%</b>	<b>\$37,773</b>	<b>8.02%</b>	<b>\$34,743</b>

**Status**  
**Submitted**

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**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	\$9,667	\$901	1,073.22%	\$26,054	37.1%	\$16,387
2000 - Non-Instructional Salaries	\$2,365	\$542	436.35%	\$4,743	49.86%	\$2,378
3000 - Employee Benefits	\$2,262	\$1,184	191.09%	\$5,035	44.93%	\$2,773
4000 - Supplies and Materials	\$302	\$3	9,292.31%	\$325	92.92%	\$23
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	\$652	\$323	201.73%	\$1,616	40.35%	\$964
<b>Totals</b>	<b>\$15,248</b>	<b>\$2,953</b>	<b>516.36%</b>	<b>\$37,773</b>	<b>40.37%</b>	<b>\$22,525</b>

**Summary of Activities:**

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

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

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

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Coni Belli, Principal- Alternative Education  
 Arlissa Tupper, Budget Analyst  
 Anne Harvey, Out reach & 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	\$18,565	\$1,125	1,649.84%	\$26,054	71.26%	\$7,489
2000 - Non-Instructional Salaries	\$3,890	\$568	685.16%	\$4,743	82.02%	\$853
3000 - Employee Benefits	\$3,883	\$1,187	327.2%	\$5,035	77.12%	\$1,152
4000 - Supplies and Materials	\$302	\$3	9,292.31%	\$325	92.92%	\$23
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	\$1,190	\$404	294.55%	\$1,616	73.64%	\$426
<b>Totals</b>	<b>\$27,830</b>	<b>\$3,287</b>	<b>846.67%</b>	<b>\$37,773</b>	<b>73.68%</b>	<b>\$9,943</b>

### Summary of Activities:

Staff transitioned to distance learning for the HSD and the ESL/Citizenship classes. One teacher stopped classes once schools were shut down in March. Actual expenditures below projected amounts due to the shut down. There wasn't a need for childcare, so less of budget expended for that service. Funds spent on salaries, benefits, supplies and outreach person.

**Status  
Submitted**

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### 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	\$26,077	\$1,125	2,317.42%	\$26,054	100.09%	ⓘ -\$23
2000 - Non-Instructional Salaries	\$4,743	\$568	835.4%	\$4,743	100%	\$0
3000 - Employee Benefits	\$5,035	\$1,187	424.27%	\$5,035	100%	\$0
4000 - Supplies and Materials	\$302	\$3	9,292.31%	\$325	92.92%	\$23
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	\$1,616	\$404	400%	\$1,616	100%	\$0
<b>Totals</b>	<b>\$37,773</b>	<b>\$3,287</b>	<b>1,149.16%</b>	<b>\$37,773</b>	<b>100%</b>	<b>\$0</b>

Status  
Unsubmitted

## 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	\$6,063	\$5,052	120%	\$42,103	14.4%	\$36,040
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,699	\$1,506	179.22%	\$12,550	21.51%	\$9,851
4000 - Supplies and Materials	\$0	\$4,132	0%	\$16,529	0%	\$16,529
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	\$438	\$534	82.05%	\$3,559	12.31%	\$3,121
<b>Totals</b>	<b>\$9,200</b>	<b>\$11,224</b>	<b>81.96%</b>	<b>\$74,741</b>	<b>12.31%</b>	<b>\$65,541</b>

### Corrective Action Plan

Expenditures will catch up in the 3rd quarter with the purchase of text books and graduation materials.

**Status**  
**Submitted**

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### 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	\$16,610	\$15,157	109.59%	\$42,103	39.45%	\$25,493
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$6,987	\$4,518	154.65%	\$12,550	55.67%	\$5,563
4000 - Supplies and Materials	\$923	\$8,265	11.17%	\$16,529	5.58%	\$15,606
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	\$1,226	\$1,388	88.33%	\$3,559	34.45%	\$2,333
<b>Totals</b>	<b>\$25,746</b>	<b>\$29,328</b>	<b>87.79%</b>	<b>\$74,741</b>	<b>34.45%</b>	<b>\$48,995</b>

**Summary of Activities:**

Adult Ed teacher's salary and benefits. Classroom books & supplies.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

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

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

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	\$27,239	\$25,262	107.83%	\$42,103	64.7%	\$14,864
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$10,950	\$7,530	145.42%	\$12,550	87.25%	\$1,600
4000 - Supplies and Materials	\$1,709	\$12,397	13.79%	\$16,529	10.34%	\$14,820
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	\$1,995	\$2,278	87.59%	\$3,559	56.06%	\$1,564
<b>Totals</b>	<b>\$41,893</b>	<b>\$47,466</b>	<b>88.26%</b>	<b>\$74,741</b>	<b>56.05%</b>	<b>\$32,848</b>

### Summary of Activities:

Adult ed teacher's salary, teacher's benefits, books, and supplies.

Status  
Submitted

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### 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	\$27,239	\$42,103	64.7%	\$42,103	64.7%	\$14,864
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$10,950	\$12,550	87.25%	\$12,550	87.25%	\$1,600
4000 - Supplies and Materials	\$1,709	\$16,529	10.34%	\$16,529	10.34%	\$14,820
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	\$1,995	\$3,559	56.06%	\$3,559	56.06%	\$1,564
<b>Totals</b>	<b>\$41,893</b>	<b>\$74,741</b>	<b>56.05%</b>	<b>\$74,741</b>	<b>56.05%</b>	<b>\$32,848</b>

**Status**  
Unsubmitted

### 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	\$5,647	\$0	100%	\$72,430	7.8%	\$66,783
3000 - Employee Benefits	\$3,084	\$0	100%	\$29,288	10.53%	\$26,204
4000 - Supplies and Materials	\$2,892	\$0	100%	\$36,170	8%	\$33,278
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$37,942	0%	\$37,942
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$581	\$0	100%	\$8,791	6.61%	\$8,210
<b>Totals</b>	<b>\$12,204</b>	<b>\$0</b>	<b>100%</b>	<b>\$184,621</b>	<b>6.61%</b>	<b>\$172,417</b>

**Status  
Submitted**

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**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	\$20,781	\$0	100%	\$72,430	28.69%	\$51,649
3000 - Employee Benefits	\$8,313	\$0	100%	\$29,288	28.38%	\$20,975
4000 - Supplies and Materials	\$4,794	\$0	100%	\$36,170	13.25%	\$31,376
5000 - Other Operating Expenses and Services	\$621	\$0	100%	\$37,942	1.64%	\$37,321
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,725	\$0	100%	\$8,791	19.62%	\$7,066
<b>Totals</b>	<b>\$36,234</b>	<b>\$0</b>	<b>100%</b>	<b>\$184,621</b>	<b>19.63%</b>	<b>\$148,387</b>

### Corrective Action Plan

In Q3 LCOE will restart its Certified Nursing Assistant (CNA) Program, which will add salaries and benefits for a CNA Instructor and Director of Nursing, plus CNA program supplies.

### Summary of Activities:

Salaries and benefits for Medical Assistant program instructors, salary and benefits for Adult Ed Program Assistant, salary and benefits for ESL tutor, medical class supplies, software for online certification test preparation, educational technology, HiSET testing, travel to MLACE meetings.

**Status**  
**Submitted**

### Allocation Year Closeout: 2017-18

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

#### 2017-18 Reverted Funds:

\$0

#### 2017-18 Status

Closed

#### Submitting Authority

Denise Shannon, Assistant Director of Fiscal Services

Cynthia Lenners

Beth Hampson, Education Specialist

Bill Roderick, Senior Director Student Services

Lori LaBrie

### 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	\$38,423	\$0	100%	\$72,430	53.05%	\$34,007
3000 - Employee Benefits	\$13,951	\$0	100%	\$29,288	47.63%	\$15,337
4000 - Supplies and Materials	\$14,553	\$0	100%	\$36,170	40.24%	\$21,617
5000 - Other Operating Expenses and Services	\$1,768	\$0	100%	\$37,942	4.66%	\$36,174
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,435	\$0	100%	\$8,791	39.07%	\$5,356
<b>Totals</b>	<b>\$72,130</b>	<b>\$0</b>	<b>100%</b>	<b>\$184,621</b>	<b>39.07%</b>	<b>\$112,491</b>

### Corrective Action Plan

CNA Program was paused due to COVID-19 concerns, which lead to less instructor pay/benefits as well as a temporary pause on the purchase of class-related supplies. Radio and newspaper advertising that took place in Q3 was not invoiced/payed for in this quarter, which was anticipated.

### Summary of Activities:

CNA Program, MA Program, HiSET testing at the Lake County Jail, outreach/recruitment/marketing for Fall 2020 CNA and MA Programs.

**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	\$60,796	\$0	100%	\$72,430	83.94%	\$11,634
3000 - Employee Benefits	\$20,237	\$0	100%	\$29,288	69.1%	\$9,051
4000 - Supplies and Materials	\$22,825	\$0	100%	\$36,170	63.1%	\$13,345
5000 - Other Operating Expenses and Services	\$6,271	\$0	100%	\$37,942	16.53%	\$31,671
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,506	\$0	100%	\$8,791	62.63%	\$3,285
<b>Totals</b>	<b>\$115,635</b>	<b>\$0</b>	<b>100%</b>	<b>\$184,621</b>	<b>62.63%</b>	<b>\$68,986</b>

**Status**  
Unsubmitted

### 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	\$456	\$0	100%	\$2,279	20.01%	\$1,823
2000 - Non-Instructional Salaries	\$1,367	\$0	100%	\$6,837	19.99%	\$5,470
3000 - Employee Benefits	\$228	\$0	100%	\$1,140	20%	\$912
4000 - Supplies and Materials	\$90	\$0	100%	\$598	15.05%	\$508
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	\$114	\$0	100%	\$541	21.07%	\$427
<b>Totals</b>	<b>\$2,255</b>	<b>\$0</b>	<b>100%</b>	<b>\$11,395</b>	<b>19.79%</b>	<b>\$9,140</b>

### Summary of Activities:

In the first quarter, we are starting recruitment activities to fill our Fall Dental Assistant Course and 19/20 Medical Assistant Course which start in August.

**Status**  
**Submitted**

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### 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	\$798	\$0	100%	\$2,279	35.02%	\$1,481
2000 - Non-Instructional Salaries	\$2,393	\$0	100%	\$6,837	35%	\$4,444
3000 - Employee Benefits	\$399	\$0	100%	\$1,140	35%	\$741
4000 - Supplies and Materials	\$598	\$0	100%	\$598	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	\$228	\$0	100%	\$541	42.14%	\$313
<b>Totals</b>	<b>\$4,416</b>	<b>\$0</b>	<b>100%</b>	<b>\$11,395</b>	<b>38.75%</b>	<b>\$6,979</b>

**Summary of Activities:**

Wrapping up 2019 fall Dental Course. Preparing for the 2020 Phlebotomy course. Medical Assistant course progressing as planned.

**Status  
Submitted**

**Allocation Year Closeout: 2017-18**

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

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

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	\$1,787	\$0	100%	\$2,279	78.41%	\$492
2000 - Non-Instructional Salaries	\$4,615	\$0	100%	\$6,837	67.5%	\$2,222
3000 - Employee Benefits	\$770	\$0	100%	\$1,140	67.54%	\$370
4000 - Supplies and Materials	\$598	\$0	100%	\$598	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	\$384	\$0	100%	\$541	70.98%	\$157
<b>Totals</b>	<b>\$8,154</b>	<b>\$0</b>	<b>100%</b>	<b>\$11,395</b>	<b>71.56%</b>	<b>\$3,241</b>

### Summary of Activities:

Continuing to operate Medical Assistant and Phlebotomy course at this time. Transitioning services to distance learning, via paper packets, online texts and Zoom interactions, training and lecture.

**Status**  
**Submitted**

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**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	\$1,787	\$0	100%	\$2,279	78.41%	\$492
2000 - Non-Instructional Salaries	\$4,615	\$0	100%	\$6,837	67.5%	\$2,222
3000 - Employee Benefits	\$770	\$0	100%	\$1,140	67.54%	\$370
4000 - Supplies and Materials	\$598	\$0	100%	\$598	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	\$384	\$5	7,097.97%	\$541	70.98%	\$157
<b>Totals</b>	<b>\$8,154</b>	<b>\$5</b>	<b>150,720.89%</b>	<b>\$11,395</b>	<b>71.56%</b>	<b>\$3,241</b>

**Status**  
Unsubmitted

## 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	\$825	\$0	100%	\$7,250	11.38%	\$6,425
2000 - Non-Instructional Salaries	\$9,282	\$0	100%	\$124,137	7.48%	\$114,855
3000 - Employee Benefits	\$1,029	\$0	100%	\$46,847	2.2%	\$45,818
4000 - Supplies and Materials	\$1,232	\$0	100%	\$25,287	4.87%	\$24,055
5000 - Other Operating Expenses and Services	\$48,065	\$0	100%	\$677,229	7.1%	\$629,164
6000 - Capital Outlay	\$1,644	\$0	100%	\$5,182	31.73%	\$3,538
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$35,369	0%	\$35,369
<b>Totals</b>	<b>\$62,077</b>	<b>\$0</b>	<b>100%</b>	<b>\$921,301</b>	<b>6.74%</b>	<b>\$859,224</b>

**Status**  
**Submitted**

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**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	\$1,400	\$0	100%	\$7,250	19.31%	\$5,850
2000 - Non-Instructional Salaries	\$36,547	\$0	100%	\$124,137	29.44%	\$87,590
3000 - Employee Benefits	\$4,720	\$0	100%	\$46,847	10.08%	\$42,127
4000 - Supplies and Materials	\$5,702	\$0	100%	\$25,287	22.55%	\$19,585
5000 - Other Operating Expenses and Services	\$81,599	\$0	100%	\$677,229	12.05%	\$595,630
6000 - Capital Outlay	\$1,644	\$0	100%	\$5,182	31.73%	\$3,538
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,942	\$0	100%	\$35,369	28.11%	\$25,427
<b>Totals</b>	<b>\$141,554</b>	<b>\$0</b>	<b>100%</b>	<b>\$921,301</b>	<b>15.36%</b>	<b>\$779,747</b>

### Corrective Action Plan

We hired a new Director and in Q2 therefore our expenditures are lower than expected in this the first two Quarters. We have recently hired tutors and support services and are utilizing funding better in order to serve the targeted areas.

Status

Submitted

### Allocation Year Closeout: 2017-18

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

#### 2017-18 Reverted Funds:

\$0

#### 2017-18 Status

Closed

#### Submitting Authority

Debra Polak

Joe Atherton, Director of Fiscal Services

Christy Smith, Principal Ukiah Adult School

Amanda Xu

Ms. Euline Olinger Ed. D, Director

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,687	\$0	100%	\$7,250	64.65%	\$2,563
2000 - Non-Instructional Salaries	\$120,107	\$0	100%	\$124,137	96.75%	\$4,030
3000 - Employee Benefits	\$29,714	\$0	100%	\$46,847	63.43%	\$17,133
4000 - Supplies and Materials	\$14,498	\$0	100%	\$25,287	57.33%	\$10,789
5000 - Other Operating Expenses and Services	\$130,025	\$0	100%	\$677,229	19.2%	\$547,204
6000 - Capital Outlay	\$4,771	\$0	100%	\$5,182	92.07%	\$411
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,942	\$0	100%	\$35,369	28.11%	\$25,427
<b>Totals</b>	<b>\$313,744</b>	<b>\$0</b>	<b>100%</b>	<b>\$921,301</b>	<b>34.05%</b>	<b>\$607,557</b>

### Corrective Action Plan

In Quarter 3: We paid tutors and instructors of HSE. Due to COVID-19 and SIP, we have consortium Zoom meetings instead of face-to-face meetings so, our expenses for meetings, travel expense, conferences were very minimal or unused.

### Summary of Activities:

In spite of COVID-19, we have continued to operate our ML ACE admin office and support consortium agencies with: outreach specialists, tutors, instructional aides, student workers and funded supplies and materials to transition to remote instruction and services.

**Status**  
**Submitted**

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### 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	\$4,687	\$0	100%	\$7,250	64.65%	\$2,563
2000 - Non-Instructional Salaries	\$120,107	\$0	100%	\$124,137	96.75%	\$4,030
3000 - Employee Benefits	\$29,714	\$0	100%	\$46,847	63.43%	\$17,133
4000 - Supplies and Materials	\$14,498	\$0	100%	\$25,287	57.33%	\$10,789
5000 - Other Operating Expenses and Services	\$130,025	\$0	100%	\$677,229	19.2%	\$547,204
6000 - Capital Outlay	\$4,771	\$0	100%	\$5,182	92.07%	\$411
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,942	\$0	100%	\$35,369	28.11%	\$25,427
<b>Totals</b>	<b>\$313,744</b>	<b>\$0</b>	<b>100%</b>	<b>\$921,301</b>	<b>34.05%</b>	<b>\$607,557</b>

**Status**  
Unsubmitted

## 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	\$60,581	\$0	100%	\$306,516	19.76%	\$245,935
2000 - Non-Instructional Salaries	\$32,588	\$0	100%	\$143,747	22.67%	\$111,159
3000 - Employee Benefits	\$34,211	\$0	100%	\$156,350	21.88%	\$122,139
4000 - Supplies and Materials	\$3,609	\$0	100%	\$188,436	1.92%	\$184,827
5000 - Other Operating Expenses and Services	\$19,687	\$0	100%	\$121,080	16.26%	\$101,393
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,323	\$0	100%	\$36,154	20.26%	\$28,831
<b>Totals</b>	<b>\$157,999</b>	<b>\$0</b>	<b>100%</b>	<b>\$952,283</b>	<b>16.59%</b>	<b>\$794,284</b>

### Summary of Activities:

Funds support administration, instruction and support services for ESL, HSD/HSE, AWD, Corrections and LVN programs. Non program specific activities supported by these funds include professional development, child care and PearsonVue Testing.

**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	\$191,919	\$0	100%	\$306,516	62.61%	\$114,597
2000 - Non-Instructional Salaries	\$91,202	\$0	100%	\$143,747	63.45%	\$52,545
3000 - Employee Benefits	\$98,481	\$0	100%	\$156,350	62.99%	\$57,869
4000 - Supplies and Materials	\$5,271	\$0	100%	\$188,436	2.8%	\$183,165
5000 - Other Operating Expenses and Services	\$55,363	\$0	100%	\$121,080	45.72%	\$65,717
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$22,666	\$0	100%	\$36,154	62.69%	\$13,488
<b>Totals</b>	<b>\$464,902</b>	<b>\$0</b>	<b>100%</b>	<b>\$952,283</b>	<b>48.82%</b>	<b>\$487,381</b>

### Summary of Activities:

Funds support administration, instruction and support services for ESL/Citizenship, HSD/HSE, AWD, Corrections and LVN programs. Non program specific activities supported by these funds include professional development, child care and PearsonVue Testing.

**Status**  
**Submitted**

### Allocation Year Closeout: 2017-18

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

#### 2017-18 Reverted Funds:

\$0

#### 2017-18 Status

Closed

#### Submitting Authority

Christy Smith, Principal Ukiah Adult School

Scott Paulin Mr., Director of Alt Ed

Kristy Bryant, Director of Fiscal Services

Mr. Steve Berekman Ukiah Unified School District, CBO

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$283,723	\$0	100%	\$306,516	92.56%	\$22,793
2000 - Non-Instructional Salaries	\$124,999	\$0	100%	\$143,747	86.96%	\$18,748
3000 - Employee Benefits	\$149,019	\$0	100%	\$156,350	95.31%	\$7,331
4000 - Supplies and Materials	\$8,741	\$0	100%	\$188,436	4.64%	\$179,695
5000 - Other Operating Expenses and Services	\$89,854	\$0	100%	\$121,080	74.21%	\$31,226
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,897	\$0	100%	\$36,154	88.23%	\$4,257
<b>Totals</b>	<b>\$688,233</b>	<b>\$0</b>	<b>100%</b>	<b>\$952,283</b>	<b>72.27%</b>	<b>\$264,050</b>

### Summary of Activities:

Funds support administration, instruction and support services for ESL/Citizenship, HSD/HSE, AWD, Corrections and LVN programs. Non program specific activities supported by these funds include professional development, child care and PearsonVue Testing.

**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	\$283,723	\$0	100%	\$306,516	92.56%	\$22,793
2000 - Non-Instructional Salaries	\$124,999	\$0	100%	\$143,747	86.96%	\$18,748
3000 - Employee Benefits	\$149,019	\$0	100%	\$156,350	95.31%	\$7,331
4000 - Supplies and Materials	\$8,741	\$0	100%	\$188,436	4.64%	\$179,695
5000 - Other Operating Expenses and Services	\$89,854	\$0	100%	\$121,080	74.21%	\$31,226
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,897	\$0	100%	\$36,154	88.23%	\$4,257
<b>Totals</b>	<b>\$688,233</b>	<b>\$0</b>	<b>100%</b>	<b>\$952,283</b>	<b>72.27%</b>	<b>\$264,050</b>

**Status**  
Unsubmitted

## Upper Lake Unified

Upper Lake 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	\$3,586	\$4,587	78.18%	\$11,589	30.94%	\$8,003
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$671	0%	\$2,685	0%	\$2,685
4000 - Supplies and Materials	\$317	\$1,250	25.36%	\$3,359	9.44%	\$3,042
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	\$223	\$57	394.69%	\$226	98.67%	\$3
<b>Totals</b>	<b>\$4,126</b>	<b>\$6,565</b>	<b>62.85%</b>	<b>\$17,859</b>	<b>23.1%</b>	<b>\$13,733</b>

### Corrective Action Plan

Funds will be expensed later in the year to make up the difference towards the yearly target.

**Status**  
**Submitted**

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### Upper Lake 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	\$6,213	\$6,588	94.31%	\$11,589	53.61%	\$5,376
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,134	\$1,343	84.47%	\$2,685	42.23%	\$1,551
4000 - Supplies and Materials	\$3,075	\$2,609	117.86%	\$3,359	91.55%	\$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	\$226	\$113	200%	\$226	100%	\$0
<b>Totals</b>	<b>\$10,648</b>	<b>\$10,652</b>	<b>99.96%</b>	<b>\$17,859</b>	<b>59.62%</b>	<b>\$7,211</b>

### Summary of Activities:

Additional monies were allocated to the LEA and the budget needs to be adjusted to reflect actual numbers expended vs numbers budgeted. Other cells produce errors when using actual numbers. Adjustments were made. Removed the 5000 expenses. Not to be included in these reports.

**Status**  
**Submitted**

### Allocation Year Closeout: 2017-18

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

#### 2017-18 Reverted Funds:

\$0

#### 2017-18 Status

Closed

#### Submitting Authority

Michael Kauble Upper Lake Unified School District, Chief Business Official  
Jeff Sturr, Coordinator of Secondary Pupil Personnel Services

### Upper Lake 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	\$9,355	\$8,588	108.93%	\$11,589	80.72%	\$2,234
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,685	\$2,014	133.33%	\$2,685	100%	\$0
4000 - Supplies and Materials	\$3,075	\$3,109	98.91%	\$3,359	91.55%	\$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	\$226	\$170	133.33%	\$226	100%	\$0
<b>Totals</b>	<b>\$15,341</b>	<b>\$13,880</b>	<b>110.52%</b>	<b>\$17,859</b>	<b>85.9%</b>	<b>\$2,518</b>

### Summary of Activities:

Benefits have maxed out according to the budget we used at the beginning of the year. This is the total for the year. The district will cover the remainder.

**Status**  
**Submitted**

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### Upper Lake 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	\$11,450	\$11,589	98.8%	\$11,589	98.8%	\$139
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,685	\$2,685	100%	\$2,685	100%	\$0
4000 - Supplies and Materials	\$3,075	\$3,359	91.55%	\$3,359	91.55%	\$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	\$226	\$226	100%	\$226	100%	\$0
<b>Totals</b>	<b>\$17,436</b>	<b>\$17,859</b>	<b>97.63%</b>	<b>\$17,859</b>	<b>97.63%</b>	<b>\$423</b>

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

Guidance: Yes

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	\$0	100%	\$17,000	0%	\$17,000
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$3,890	0%	\$3,890
4000 - Supplies and Materials	\$0	\$0	100%	\$7,312	0%	\$7,312
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$3,000	0%	\$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%	\$1,560	0%	\$1,560
<b>Totals</b>	\$0	\$0	100%	\$32,762	0%	\$32,762

### Summary of Activities:

Funds support administration, instruction, guidance, and support services for High School Diploma Program. Program began operating for the year beginning in August 2019. The first salary expenditures related to this were booked beginning in October 2019 so will be included beginning with the Q2 expenditure report.

**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	\$2,958	\$0	100%	\$17,000	17.4%	\$14,042
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$695	\$0	100%	\$3,890	17.87%	\$3,195
4000 - Supplies and Materials	\$0	\$73	0%	\$7,312	0%	\$7,312
5000 - Other Operating Expenses and Services	\$544	\$30	1,813.33%	\$3,000	18.13%	\$2,456
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,560	0%	\$1,560
<b>Totals</b>	<b>\$4,197</b>	<b>\$103</b>	<b>4,070.02%</b>	<b>\$32,762</b>	<b>12.81%</b>	<b>\$28,565</b>

**Corrective Action Plan**

There will be additional expenditures for teacher and counselor salaries and benefits in quarters 3 & 4.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

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

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

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

**Willits Unified Q3 Report (1/1 - 3/31)**

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,692	\$170	2,760%	\$17,000	27.6%	\$12,308
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,103	\$39	2,835.48%	\$3,890	28.35%	\$2,787
4000 - Supplies and Materials	\$0	\$73	0%	\$7,312	0%	\$7,312
5000 - Other Operating Expenses and Services	\$2,544	\$30	8,480%	\$3,000	84.8%	\$456
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,560	0%	\$1,560
<b>Totals</b>	<b>\$8,339</b>	<b>\$312</b>	<b>2,672.59%</b>	<b>\$32,762</b>	<b>25.45%</b>	<b>\$24,423</b>

### Corrective Action Plan

Additional salaries and benefits along with supplies and indirect cost will be expended in Q4.

### Summary of Activities:

Salaries and benefits for diploma program teacher and counselor. Necessary software for operating the program.

**Status**  
**Submitted**

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### 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	\$4,692	\$170	2,760%	\$17,000	27.6%	\$12,308
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,103	\$39	2,835.48%	\$3,890	28.35%	\$2,787
4000 - Supplies and Materials	\$0	\$73	0%	\$7,312	0%	\$7,312
5000 - Other Operating Expenses and Services	\$2,544	\$30	8,480%	\$3,000	84.8%	\$456
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,560	0%	\$1,560	0%	\$1,560
<b>Totals</b>	<b>\$8,339</b>	<b>\$1,872</b>	<b>445.45%</b>	<b>\$32,762</b>	<b>25.45%</b>	<b>\$24,423</b>

**Corrective Action Plan**

Due to COVID-19 we did not use our allocation. We are running an outreach this summer to improve programming.

**Summary of Activities:**

Meet with community partners. Update and Improve curriculum.

**Status**  
Unsubmitted



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