

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 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
Upper Lake 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	\$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	\$341	268.13%	\$2,275	40.22%	\$1,360
5000 - Other Operating Expenses and Services	\$0	\$1,103	0%	\$7,350	0%	\$7,350
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
Totals	\$18,541	\$25,037	74.05%	\$166,915	11.11%	\$148,374

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	\$683	493.04%	\$2,275	147.91%	⚠ -\$1,090
5000 - Other Operating Expenses and Services	\$335	\$2,205	15.19%	\$7,350	4.56%	\$7,015
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
Totals	\$43,104	\$50,075	86.08%	\$166,915	25.82%	\$123,811

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	\$1,024	712.09%	\$2,275	320.44%	⚠ -\$5,015
5000 - Other Operating Expenses and Services	\$3,835	\$3,308	115.95%	\$7,350	52.18%	\$3,515
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
Totals	\$78,382	\$75,112	104.35%	\$166,915	46.96%	\$88,533

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	\$64,780	\$58,207	111.29%	\$97,011	66.78%	\$32,231
2000 - Non-Instructional Salaries	\$18,857	\$16,823	112.09%	\$28,038	67.26%	\$9,181
3000 - Employee Benefits	\$15,979	\$14,337	111.45%	\$23,895	66.87%	\$7,916
4000 - Supplies and Materials	\$7,290	\$1,365	534.07%	\$2,275	320.44%	⚠ -\$5,015
5000 - Other Operating Expenses and Services	\$4,410	\$4,410	100%	\$7,350	60%	\$2,940
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,003	\$5,008	119.88%	\$8,346	71.93%	\$2,343
Totals	\$117,319	\$100,149	117.14%	\$166,915	70.29%	\$49,596

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

Guidance: Yes

Summary of Activities:

We spent less in Q4 than in prior quarters for the 4000 category because it was only in Q4 that our business manager transferred over revenue from student book purchases that had been mistakenly placed in a different account. 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 and High School Equivalency 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	\$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
Totals	\$3,030	\$2,950	102.72%	\$37,773	8.02%	\$34,743

**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	\$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
Totals	\$15,248	\$2,953	516.36%	\$37,773	40.37%	\$22,525

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
Totals	\$27,830	\$3,287	846.67%	\$37,773	73.68%	\$9,943

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**

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
Totals	\$37,773	\$3,287	1,149.16%	\$37,773	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:

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**

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	\$4,426	136.99%	\$36,882	16.44%	\$30,819
2000 - Non-Instructional Salaries	\$0	\$18	0%	\$148	0%	\$148
3000 - Employee Benefits	\$2,699	\$1,773	152.26%	\$14,772	18.27%	\$12,073
4000 - Supplies and Materials	\$0	\$4,880	0%	\$19,521	0%	\$19,521
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$666	0%	\$666
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$438	\$413	106.1%	\$2,752	15.92%	\$2,314
Totals	\$9,200	\$11,509	79.94%	\$74,741	12.31%	\$65,541

Corrective Action Plan

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

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	\$16,610	\$13,278	125.1%	\$36,882	45.04%	\$20,272
2000 - Non-Instructional Salaries	\$0	\$53	0%	\$148	0%	\$148
3000 - Employee Benefits	\$6,987	\$5,318	131.39%	\$14,772	47.3%	\$7,785
4000 - Supplies and Materials	\$923	\$9,761	9.46%	\$19,521	4.73%	\$18,598
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$666	0%	\$666
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,226	\$1,073	114.23%	\$2,752	44.55%	\$1,526
Totals	\$25,746	\$29,483	87.33%	\$74,741	34.45%	\$48,995

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	\$22,129	123.09%	\$36,882	73.85%	\$9,643
2000 - Non-Instructional Salaries	\$0	\$89	0%	\$148	0%	\$148
3000 - Employee Benefits	\$10,950	\$8,863	123.54%	\$14,772	74.13%	\$3,822
4000 - Supplies and Materials	\$1,709	\$14,641	11.67%	\$19,521	8.75%	\$17,812
5000 - Other Operating Expenses and Services	\$0	\$666	0%	\$666	0%	\$666
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,995	\$1,761	113.27%	\$2,752	72.49%	\$757
Totals	\$41,893	\$48,149	87.01%	\$74,741	56.05%	\$32,848

Summary of Activities:

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

**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	\$36,882	\$36,882	100%	\$36,882	100%	\$0
2000 - Non-Instructional Salaries	\$148	\$148	100%	\$148	100%	\$0
3000 - Employee Benefits	\$14,772	\$14,772	100%	\$14,772	100%	\$0
4000 - Supplies and Materials	\$2,578	\$19,521	13.21%	\$19,521	13.21%	\$16,943
5000 - Other Operating Expenses and Services	\$666	\$666	100%	\$666	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,752	\$2,752	100%	\$2,752	100%	\$0
Totals	\$57,798	\$74,741	77.33%	\$74,741	77.33%	\$16,943

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

Guidance: Yes

Summary of Activities:

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

**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	\$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
Totals	\$12,204	\$0	100%	\$184,621	6.61%	\$172,417

**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	\$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
Totals	\$36,234	\$0	100%	\$184,621	19.63%	\$148,387

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
Totals	\$72,130	\$0	100%	\$184,621	39.07%	\$112,491

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
Totals	\$115,635	\$0	100%	\$184,621	62.63%	\$68,986

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

Guidance: Yes

Summary of Activities:

The LCOE Medical Assistant (MA) Program for 2019-20 finished successfully in late May. Students completed their clinical externships in medical facilities prior to complications related to COVID-19 and completed academic program components primarily via distance learning. All eight students enrolled in the program graduated successfully; six out of those eight passed the national certification exam on the first try (a 75% first-time passage rate; far higher than average). The Certified Nursing Assistant (CNA) Program was paused from mid-March to mid-May due to COVID-19. It restarted on May 27, with all thirteen students moving toward program completion (the program completed in the next fiscal year). Program outreach and recruitment for the Fall 2020 CNA Program and 2020-21 MA Program continued, with ads in the local newspaper and on local radio. HiSET testing in the Lake County Jail was paused due to COVID-19 in mid-March and did not resume in the fourth quarter.

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	\$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
Totals	\$2,255	\$0	100%	\$11,395	19.79%	\$9,140

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

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
Totals	\$4,416	\$0	100%	\$11,395	38.75%	\$6,979

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
Totals	\$8,154	\$0	100%	\$11,395	71.56%	\$3,241

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

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	\$2,279	\$0	100%	\$2,279	100%	\$0
2000 - Non-Instructional Salaries	\$6,837	\$0	100%	\$6,837	100%	\$0
3000 - Employee Benefits	\$1,140	\$0	100%	\$1,140	100%	\$0
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	\$541	\$5	10,000%	\$541	100%	\$0
Totals	\$11,395	\$5	210,628.47%	\$11,395	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:

The year ended a bit hectically with COVID, and transitioning to online learning, then finally in person to finish up the year. The year ended with 7 Dental Assistant students, 12 Medical Assistant students, and 17 Phlebotomy students.

**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	\$825	\$1,688	48.89%	\$11,250	7.33%	\$10,425
2000 - Non-Instructional Salaries	\$9,282	\$50,459	18.39%	\$168,198	5.52%	\$158,916
3000 - Employee Benefits	\$1,029	\$8,880	11.59%	\$59,199	1.74%	\$58,170
4000 - Supplies and Materials	\$1,232	\$3,793	32.48%	\$25,287	4.87%	\$24,055
5000 - Other Operating Expenses and Services	\$48,065	\$92,453	51.99%	\$616,354	7.8%	\$568,289
6000 - Capital Outlay	\$1,644	\$847	194.19%	\$5,644	29.13%	\$4,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,305	0%	\$35,369	0%	\$35,369
Totals	\$62,077	\$163,425	37.99%	\$921,301	6.74%	\$859,224

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	\$1,400	\$3,375	41.48%	\$11,250	12.44%	\$9,850
2000 - Non-Instructional Salaries	\$36,547	\$75,689	48.29%	\$168,198	21.73%	\$131,651
3000 - Employee Benefits	\$4,720	\$17,760	26.58%	\$59,199	7.97%	\$54,479
4000 - Supplies and Materials	\$5,702	\$7,586	75.16%	\$25,287	22.55%	\$19,585
5000 - Other Operating Expenses and Services	\$81,599	\$184,906	44.13%	\$616,354	13.24%	\$534,755
6000 - Capital Outlay	\$1,644	\$1,693	97.09%	\$5,644	29.13%	\$4,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,942	\$10,611	93.7%	\$35,369	28.11%	\$25,427
Totals	\$141,554	\$301,620	46.93%	\$921,301	15.36%	\$779,747

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	\$5,063	92.58%	\$11,250	41.66%	\$6,563
2000 - Non-Instructional Salaries	\$120,107	\$100,919	119.01%	\$168,198	71.41%	\$48,091
3000 - Employee Benefits	\$29,714	\$26,640	111.54%	\$59,199	50.19%	\$29,485
4000 - Supplies and Materials	\$14,498	\$11,379	127.41%	\$25,287	57.33%	\$10,789
5000 - Other Operating Expenses and Services	\$130,025	\$277,359	46.88%	\$616,354	21.1%	\$486,329
6000 - Capital Outlay	\$4,771	\$2,540	187.85%	\$5,644	84.53%	\$873
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,942	\$15,916	62.47%	\$35,369	28.11%	\$25,427
Totals	\$313,744	\$439,815	71.34%	\$921,301	34.05%	\$607,557

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**

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	\$4,862	\$6,750	72.03%	\$11,250	43.22%	\$6,388
2000 - Non-Instructional Salaries	\$145,672	\$168,198	86.61%	\$168,198	86.61%	\$22,526
3000 - Employee Benefits	\$39,721	\$35,519	111.83%	\$59,199	67.1%	\$19,478
4000 - Supplies and Materials	\$14,963	\$15,172	98.62%	\$25,287	59.17%	\$10,324
5000 - Other Operating Expenses and Services	\$201,161	\$369,812	54.4%	\$616,354	32.64%	\$415,193
6000 - Capital Outlay	\$4,811	\$3,386	142.07%	\$5,644	85.24%	\$833
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,855	\$21,221	88.85%	\$35,369	53.31%	\$16,514
Totals	\$430,045	\$620,060	69.36%	\$921,301	46.68%	\$491,256

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

Guidance: Yes

Corrective Action Plan

we did not have a full-time consortium director until after the second half of the fiscal year and due to Covid-19 some of the services slowed down.

Summary of Activities:

1000--We are on target in supporting our faculty who worked on curriculum development for our non-credit construction and computer application curricula. 2000--We have utilized these funds to pay classified admin assistant, director, tutors, and helped fund tutors for basic skills/HSE classes. 3000--This is our employee benefit expenditures. 4000--We have used our CAEP funds to provide supplies for our outreach in many locations. 5000--These funds were used to pay for professional development and travel expenses before COVID and admin cost. However, after COVID, we are not used our travel expenses, professional development. We also have more than 50% of the projected budget as carryover because we did not have a full-time consortium director until after the second half of the fiscal year.

**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	\$60,581	\$0	100%	\$344,534	17.58%	\$283,953
2000 - Non-Instructional Salaries	\$32,588	\$0	100%	\$135,461	24.06%	\$102,873
3000 - Employee Benefits	\$34,211	\$0	100%	\$160,028	21.38%	\$125,817
4000 - Supplies and Materials	\$3,609	\$0	100%	\$164,061	2.2%	\$160,452
5000 - Other Operating Expenses and Services	\$19,687	\$0	100%	\$109,668	17.95%	\$89,981
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,323	\$0	100%	\$38,531	19.01%	\$31,208
Totals	\$157,999	\$0	100%	\$952,283	16.59%	\$794,284

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%	\$344,534	55.7%	\$152,615
2000 - Non-Instructional Salaries	\$91,202	\$0	100%	\$135,461	67.33%	\$44,259
3000 - Employee Benefits	\$98,481	\$0	100%	\$160,028	61.54%	\$61,547
4000 - Supplies and Materials	\$5,271	\$0	100%	\$164,061	3.21%	\$158,790
5000 - Other Operating Expenses and Services	\$55,363	\$0	100%	\$109,668	50.48%	\$54,305
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$22,666	\$0	100%	\$38,531	58.83%	\$15,865
Totals	\$464,902	\$0	100%	\$952,283	48.82%	\$487,381

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%	\$344,534	82.35%	\$60,811
2000 - Non-Instructional Salaries	\$124,999	\$0	100%	\$135,461	92.28%	\$10,462
3000 - Employee Benefits	\$149,019	\$0	100%	\$160,028	93.12%	\$11,009
4000 - Supplies and Materials	\$8,741	\$0	100%	\$164,061	5.33%	\$155,320
5000 - Other Operating Expenses and Services	\$89,854	\$0	100%	\$109,668	81.93%	\$19,814
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,897	\$0	100%	\$38,531	82.78%	\$6,634
Totals	\$688,233	\$0	100%	\$952,283	72.27%	\$264,050

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	\$344,534	\$0	100%	\$344,534	100%	\$0
2000 - Non-Instructional Salaries	\$135,461	\$0	100%	\$135,461	100%	\$0
3000 - Employee Benefits	\$160,028	\$0	100%	\$160,028	100%	\$0
4000 - Supplies and Materials	\$10,739	\$0	100%	\$164,061	6.55%	\$153,322
5000 - Other Operating Expenses and Services	\$109,668	\$0	100%	\$109,668	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$38,531	\$0	100%	\$38,531	100%	\$0
Totals	\$798,961	\$0	100%	\$952,283	83.9%	\$153,322

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

Guidance: Yes

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. Excess expenditures in 1000, 3000 and indirect is reflective of increased instructional costs associated with COVID-19 activities in Q4. Increase expenditure in Indirect cost reflects 4.86% LEA approved rate charged on actual expenses.

**Status
Submitted**

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
Totals	\$4,126	\$6,565	62.85%	\$17,859	23.1%	\$13,733

Corrective Action Plan

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

Status
Submitted

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
Totals	\$10,648	\$10,652	99.96%	\$17,859	59.62%	\$7,211

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
Totals	\$15,341	\$13,880	110.52%	\$17,859	85.9%	\$2,518

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**

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	\$11,589	\$11,589	100%	\$11,589	100%	\$0
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	\$3,359	\$3,359	100%	\$3,359	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	\$226	\$226	100%	\$226	100%	\$0
Totals	\$17,859	\$17,859	100%	\$17,859	100%	\$0

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

Guidance: Yes

Summary of Activities:

Completed Report

**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
Totals	\$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
Totals	\$4,197	\$103	4,070.02%	\$32,762	12.81%	\$28,565

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
Totals	\$8,339	\$312	2,672.59%	\$32,762	25.45%	\$24,423

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

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	\$7,140	\$170	4,200%	\$17,000	42%	\$9,860
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,678	\$39	4,313.62%	\$3,890	43.14%	\$2,212
4000 - Supplies and Materials	\$1,540	\$73	2,106.13%	\$7,312	21.06%	\$5,772
5000 - Other Operating Expenses and Services	\$2,723	\$30	9,076.67%	\$3,000	90.77%	\$277
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$654	\$1,560	41.92%	\$1,560	41.92%	\$906
Totals	\$13,735	\$1,872	733.7%	\$32,762	41.92%	\$19,027

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

Guidance: Yes

Corrective Action Plan

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

Summary of Activities:

Teacher and counselor salary and benefits for diploma program. Software and technology for diploma program. Meet with community partners. Update and Improve curriculum.

Status
Submitted



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