

# CAEP Consortium Fiscal Reporting

## 30 Mendocino-Lake CCD

2020-21 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

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

### Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Anderson Valley Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Fort Bragg Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Kelseyville Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Lake Co. Office of Education</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Mendocino Co. Office of Education</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Mendocino-Lake CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Ukiah Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Upper Lake Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Willits Unified</a>	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	\$17,282	\$15,722	109.92%	\$104,811	16.49%	\$87,529
2000 - Non-Instructional Salaries	\$2,233	\$2,259	98.84%	\$15,061	14.83%	\$12,828
3000 - Employee Benefits	\$3,543	\$3,464	102.28%	\$23,094	15.34%	\$19,551
4000 - Supplies and Materials	\$1,193	\$367	324.98%	\$3,671	32.5%	\$2,478
5000 - Other Operating Expenses and Services	\$0	\$75	0%	\$500	0%	\$500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,338	0%	\$7,338
<b>Totals</b>	\$24,251	\$21,887	110.8%	\$154,475	15.7%	\$130,224

**Summary of Activities:**

Teacher salaries for Parent Education and Citizenship classes, and class assistant salaries for ESL 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**

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**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	\$32,793	\$31,443	104.29%	\$104,811	31.29%	\$72,018
2000 - Non-Instructional Salaries	\$5,705	\$4,518	126.26%	\$15,061	37.88%	\$9,356
3000 - Employee Benefits	\$6,442	\$6,928	92.98%	\$23,094	27.89%	\$16,652
4000 - Supplies and Materials	\$1,300	\$734	177.06%	\$3,671	35.41%	\$2,371
5000 - Other Operating Expenses and Services	\$0	\$150	0%	\$500	0%	\$500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,338	0%	\$7,338
<b>Totals</b>	<b>\$46,240</b>	<b>\$43,774</b>	<b>105.63%</b>	<b>\$154,475</b>	<b>29.93%</b>	<b>\$108,235</b>

**Corrective Action Plan**

Indirect will be charged by district at end of fiscal year.

**Summary of Activities:**

Teacher salaries for Parent Education and Citizenship classes, and class assistant salaries for ESL 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: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$47,479	\$47,165	100.67%	\$104,811	45.3%	\$57,332
2000 - Non-Instructional Salaries	\$8,012	\$6,777	118.22%	\$15,061	53.2%	\$7,049
3000 - Employee Benefits	\$9,320	\$10,392	89.68%	\$23,094	40.36%	\$13,774
4000 - Supplies and Materials	\$1,400	\$1,101	127.12%	\$3,671	38.14%	\$2,271
5000 - Other Operating Expenses and Services	\$96	\$225	42.67%	\$500	19.2%	\$404
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,338	0%	\$7,338
<b>Totals</b>	<b>\$66,307</b>	<b>\$65,661</b>	<b>100.98%</b>	<b>\$154,475</b>	<b>42.92%</b>	<b>\$88,168</b>

**Corrective Action Plan**

Indirect will be charged by district at end of fiscal year.

**Summary of Activities:**

Teacher salaries for Parent Education and Citizenship classes, and class assistant salaries for ESL 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	\$63,487	\$62,887	100.95%	\$104,811	60.57%	\$41,324
2000 - Non-Instructional Salaries	\$10,513	\$9,037	116.34%	\$15,061	69.8%	\$4,548
3000 - Employee Benefits	\$12,214	\$13,856	88.15%	\$23,094	52.89%	\$10,880
4000 - Supplies and Materials	\$1,512	\$2,203	68.65%	\$3,671	41.19%	\$2,159
5000 - Other Operating Expenses and Services	\$360	\$300	120%	\$500	72%	\$140
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,139	\$4,403	94.01%	\$7,338	56.41%	\$3,199
<b>Totals</b>	<b>\$92,225</b>	<b>\$92,685</b>	<b>99.5%</b>	<b>\$154,475</b>	<b>59.7%</b>	<b>\$62,250</b>

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

Guidance: Yes

**Corrective Action Plan**

No expenditures below target.

**Summary of Activities:**

Teacher salaries for Parent Education and Citizenship classes, and class assistant salaries for ESL 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 two ESL classes, High School Equivalency class and citizenship 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	\$2,572	\$3,992	64.43%	\$26,612	9.66%	\$24,040
2000 - Non-Instructional Salaries	\$225	\$510	44.14%	\$3,398	6.62%	\$3,173
3000 - Employee Benefits	\$1,045	\$821	127.27%	\$5,474	19.09%	\$4,429
4000 - Supplies and Materials	\$0	\$25	0%	\$490	0%	\$490
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	\$202	\$270	74.86%	\$1,799	11.23%	\$1,597
<b>Totals</b>	<b>\$4,044</b>	<b>\$5,617</b>	<b>72%</b>	<b>\$37,773</b>	<b>10.71%</b>	<b>\$33,729</b>

**Corrective Action Plan**

Expenditures will catch up in second quarter for salaries & benefits, due to timing of supplemental payrolls.

**Summary of Activities:**

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

**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	\$13,497	\$10,645	126.79%	\$26,612	50.72%	\$13,115
2000 - Non-Instructional Salaries	\$563	\$1,359	41.42%	\$3,398	16.57%	\$2,835
3000 - Employee Benefits	\$3,106	\$2,190	141.85%	\$5,474	56.74%	\$2,368
4000 - Supplies and Materials	\$0	\$245	0%	\$490	0%	\$490
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	\$758	\$720	105.34%	\$1,799	42.13%	\$1,041
<b>Totals</b>	<b>\$17,924</b>	<b>\$15,158</b>	<b>118.25%</b>	<b>\$37,773</b>	<b>47.45%</b>	<b>\$19,849</b>

**Summary of Activities:**

Teacher salaries for ESL Reading and Writing and Citizenship classes. Administration, data entry, programmatic coordination and support, diagnostic testing, and outreach services. These services are also provided for our three ESL classes, High School Equivalency class and Computer class, hosted at our site and online.

**Status  
Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Coni Belli, Principal- Alternative Education  
Arlissa Tupper, Budget Analyst

**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	\$20,214	\$19,959	101.28%	\$26,612	75.96%	\$6,398
2000 - Non-Instructional Salaries	\$980	\$2,549	38.45%	\$3,398	28.84%	\$2,418
3000 - Employee Benefits	\$4,877	\$4,106	118.79%	\$5,474	89.09%	\$597
4000 - Supplies and Materials	\$0	\$441	0%	\$490	0%	\$490
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	\$1,149	\$1,349	85.16%	\$1,799	63.87%	\$650
<b>Totals</b>	<b>\$27,220</b>	<b>\$28,403</b>	<b>95.83%</b>	<b>\$37,773</b>	<b>72.06%</b>	<b>\$10,553</b>

**Summary of Activities:**

Teacher salaries for ESL Reading and Writing and Citizenship classes. Administration, data entry, programmatic coordination and support, diagnostic testing, and outreach services. These services are also provided for our three ESL classes, High School Equivalency class and Computer class, hosted at our site and online.

**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	\$28,525	\$26,612	107.19%	\$26,612	107.19%	-\$1,913
2000 - Non-Instructional Salaries	\$1,401	\$3,398	41.23%	\$3,398	41.23%	\$1,997
3000 - Employee Benefits	\$5,857	\$5,474	107%	\$5,474	107%	-\$383
4000 - Supplies and Materials	\$191	\$490	38.98%	\$490	38.98%	\$299
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	\$1,799	\$1,799	100%	\$1,799	100%	\$0
<b>Totals</b>	<b>\$37,773</b>	<b>\$37,773</b>	<b>100%</b>	<b>\$37,773</b>	<b>100%</b>	<b>\$0</b>

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

**Summary of Activities:**

Summary of Activities Continued Staff transition of distance learning for the HSD and the ESL/Citizenship classes. 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	\$6,033	\$10,135	59.53%	\$40,539	14.88%	\$34,506
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,527	\$4,750	53.2%	\$19,000	13.3%	\$16,473
4000 - Supplies and Materials	\$0	\$409	0%	\$2,727	0%	\$2,727
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	\$428	\$791	54.13%	\$3,163	13.53%	\$2,735
<b>Totals</b>	<b>\$8,988</b>	<b>\$16,085</b>	<b>55.88%</b>	<b>\$66,429</b>	<b>13.53%</b>	<b>\$57,441</b>

**Corrective Action Plan**

The district will be purchasing supplies in the coming months.

**Summary of Activities:**

Teacher salaries for ESL Reading and Writing and Citizenship classes. Administration, data entry, programmatic coordination and support, diagnostic testing, and outreach services. These services are also provided for our three ESL classes, High School Equivalency class and Computers class, hosted at our site and online.

**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	\$15,964	\$20,270	78.76%	\$40,539	39.38%	\$24,575
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$6,519	\$9,500	68.62%	\$19,000	34.31%	\$12,481
4000 - Supplies and Materials	\$0	\$954	0%	\$2,727	0%	\$2,727
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	\$1,124	\$1,582	71.07%	\$3,163	35.54%	\$2,039
<b>Totals</b>	<b>\$23,607</b>	<b>\$32,805</b>	<b>71.96%</b>	<b>\$66,429</b>	<b>35.54%</b>	<b>\$42,822</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: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Joe Del Prete  
 Timothy Gill, Director, Student Support Services  
 Lynn Thomasson, District Business Manager  
 Christopher Perry Kelseyville Unified School District, Fiscal Assistant

**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	\$25,406	\$30,404	83.56%	\$40,539	62.67%	\$15,133
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$10,397	\$14,250	72.96%	\$19,000	54.72%	\$8,603
4000 - Supplies and Materials	\$0	\$1,773	0%	\$2,727	0%	\$2,727
5000 - Other Operating Expenses and Services	\$0	\$750	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	\$1,790	\$2,372	75.46%	\$3,163	56.59%	\$1,373
<b>Totals</b>	<b>\$37,593</b>	<b>\$49,549</b>	<b>75.87%</b>	<b>\$66,429</b>	<b>56.59%</b>	<b>\$28,836</b>

**Summary of Activities:**

Teacher salaries for ESL reading and writing and citizenship classes, administration, data entry, programmatic coordination and support, diagnostic testing, and outreach services. These services are also provided for the district's three ESL classes, Hi School Equivalency class and Computers class, hosted at out site and online.

**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	\$35,904	\$40,539	88.57%	\$40,539	88.57%	\$4,635
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$14,522	\$19,000	76.43%	\$19,000	76.43%	\$4,478
4000 - Supplies and Materials	\$447	\$2,727	16.39%	\$2,727	16.39%	\$2,280
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	\$2,544	\$3,163	80.43%	\$3,163	80.43%	\$619
<b>Totals</b>	<b>\$53,417</b>	<b>\$66,429</b>	<b>80.41%</b>	<b>\$66,429</b>	<b>80.41%</b>	<b>\$13,012</b>

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

Guidance: Yes

**Summary of Activities:**

Teacher salaries for ESL Reading and Writing and Citizenship classes. Administration, data entry, programmatic coordination and support, diagnostic testing, and outreach services. These services are also provided for our three ESL classes, High School Equivalency class and Computers class, hosted at our site and online.

**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	\$14,285	\$22,500	63.49%	\$90,000	15.87%	\$75,715
3000 - Employee Benefits	\$4,579	\$7,500	61.05%	\$30,000	15.26%	\$25,421
4000 - Supplies and Materials	\$3,674	\$5,309	69.21%	\$21,234	17.3%	\$17,560
5000 - Other Operating Expenses and Services	\$2,470	\$4,050	60.99%	\$16,200	15.25%	\$13,730
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,250	\$1,950	64.1%	\$7,800	16.03%	\$6,550
<b>Totals</b>	<b>\$26,258</b>	<b>\$41,309</b>	<b>63.57%</b>	<b>\$165,234</b>	<b>15.89%</b>	<b>\$138,976</b>

### Summary of Activities:

MA class has been going well with students on campus and we are gearing up for externships. Our CNA program has been on hold since mid September due a COVID-19 outbreak at the facility we coordinate with. We expect to be back on track by mid November and start our second semester class mid February. Our HiSET program is still on hold as we are only serving the county jail and due to COVID, it is on lock down.

**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	\$33,719	\$45,000	74.93%	\$90,000	37.47%	\$56,281
3000 - Employee Benefits	\$10,550	\$15,000	70.33%	\$30,000	35.17%	\$19,450
4000 - Supplies and Materials	\$5,232	\$10,617	49.28%	\$21,234	24.64%	\$16,002
5000 - Other Operating Expenses and Services	\$3,162	\$8,100	39.04%	\$16,200	19.52%	\$13,038
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,633	\$3,900	67.51%	\$7,800	33.76%	\$5,167
<b>Totals</b>	<b>\$55,296</b>	<b>\$82,617</b>	<b>66.93%</b>	<b>\$165,234</b>	<b>33.47%</b>	<b>\$109,938</b>

**Summary of Activities:**

MA class has been going well with students on campus and externships starting February 1. With COVID related changes to clinical sites, getting externship requirements handled has been a long process . Our Fall CNA program started back mid November and will graduate early February! Our second semester CNA program will start February 10. We did lose a few students due to the change in the LVN prerequisites and a couple due to COVID reasons. Our numbers are lower than normal but the group is excited to start. Our HiSET program is still on hold as we are only serving the county jail and due to COVID, it is on lock down.

**Status  
Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Denise Shannon, Assistant Director of Fiscal Services  
 Cynthia Lenners  
 Beth Hampson, Education Specialist  
 Bill Roderick, Senior Director Student Services  
 Lori LaBrie, Ed 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	\$54,958	\$67,500	81.42%	\$90,000	61.06%	\$35,042
3000 - Employee Benefits	\$16,394	\$22,500	72.86%	\$30,000	54.65%	\$13,606
4000 - Supplies and Materials	\$7,548	\$15,926	47.4%	\$21,234	35.55%	\$13,686
5000 - Other Operating Expenses and Services	\$4,280	\$12,150	35.23%	\$16,200	26.42%	\$11,920
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,159	\$5,850	71.09%	\$7,800	53.32%	\$3,641
<b>Totals</b>	<b>\$87,339</b>	<b>\$123,926</b>	<b>70.48%</b>	<b>\$165,234</b>	<b>52.86%</b>	<b>\$77,895</b>

#### Summary of Activities:

The Medical Assistant (MA) program continued, with traditional classroom instruction supplemented by skills-based learning through clinical externships that started in early February. Students were placed in clinical externships with three healthcare partners, Adventist Health, Sutter Health, and Tribal Health. All students were placed in clinical settings that fit their interests, with supervision provided by Certified Medical Assistants as well as doctors and nurses. Our Fall Certified Nursing Assistant (CNA) Program finished on February 1, with 10 students completing the program. The Spring CNA Program did not start as planned in early February, as our instructor retired early and unexpectedly and was unavailable to teach the class. Our HiSET program is still on hold as the Lake County Jail's educational programs are still on pause due to COVID-19. In March, recruitment began in earnest for MA and CNA Programs starting in Fall 2021.

**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	\$77,633	\$90,000	86.26%	\$90,000	86.26%	\$12,367
3000 - Employee Benefits	\$22,645	\$30,000	75.48%	\$30,000	75.48%	\$7,355
4000 - Supplies and Materials	\$11,327	\$21,234	53.34%	\$21,234	53.34%	\$9,907
5000 - Other Operating Expenses and Services	\$9,893	\$16,200	61.07%	\$16,200	61.07%	\$6,307
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,075	\$7,800	77.88%	\$7,800	77.88%	\$1,725
<b>Totals</b>	<b>\$127,573</b>	<b>\$165,234</b>	<b>77.21%</b>	<b>\$165,234</b>	<b>77.21%</b>	<b>\$37,661</b>

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

Guidance: Yes

**Summary of Activities:**

The LCOE Medical Assistant (MA) Program for 2020-21 finished successfully in late May, with nine graduates. All students completed their clinical externships in medical facilities---including Adventist Health, Sutter Health, and Tribal Health---prior to program completion. For the first time in several years, 100% of graduates passed the NCCT Medical Assistant national certification exam on their first try. The Spring 2021 Certified Nursing Assistant (CNA) Program continued, with five students participating and an anticipated program completion date of July 17, 2021. Program outreach and recruitment for the Fall 2021 CNA Program and 2021-22 MA Program continued, with marketing by multiple means, including a social media campaign featuring innovative and appealing short videos of program graduates telling their stories of success. HiSET testing in the Lake County Jail remained on pause due to health and safety returns in the facility related to COVID-19.

**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	\$114	\$0	100%	\$2,279	5%	\$2,165
2000 - Non-Instructional Salaries	\$1,709	\$1,709	99.99%	\$6,837	25%	\$5,128
3000 - Employee Benefits	\$57	\$228	25%	\$1,140	5%	\$1,083
4000 - Supplies and Materials	\$0	\$120	0%	\$598	0%	\$598
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	\$135	\$135	99.82%	\$541	24.95%	\$406
<b>Totals</b>	<b>\$2,015</b>	<b>\$2,192</b>	<b>91.92%</b>	<b>\$11,395</b>	<b>17.68%</b>	<b>\$9,380</b>

**Summary of Activities:**

Slow start for Q1. Late start with courses due to COVID.

**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	\$570	\$456	125.05%	\$2,279	25.01%	\$1,709
2000 - Non-Instructional Salaries	\$3,410	\$1,709	199.5%	\$6,837	49.88%	\$3,427
3000 - Employee Benefits	\$285	\$228	125%	\$1,140	25%	\$855
4000 - Supplies and Materials	\$120	\$120	100.33%	\$598	20.07%	\$478
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	\$270	\$135	199.63%	\$541	49.91%	\$271
<b>Totals</b>	<b>\$4,655</b>	<b>\$2,648</b>	<b>175.8%</b>	<b>\$11,395</b>	<b>40.85%</b>	<b>\$6,740</b>

**Summary of Activities:**

MA course going well, prepping for the start of Spring 2021 Dental and the 2021 Phlebotomy Course

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$1,425	\$912	156.32%	\$2,279	62.53%	\$854
2000 - Non-Instructional Salaries	\$5,124	\$1,709	299.78%	\$6,837	74.95%	\$1,713
3000 - Employee Benefits	\$713	\$456	156.36%	\$1,140	62.54%	\$427
4000 - Supplies and Materials	\$598	\$179	333.33%	\$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	\$405	\$135	299.45%	\$541	74.86%	\$136
<b>Totals</b>	<b>\$8,265</b>	<b>\$3,392</b>	<b>243.7%</b>	<b>\$11,395</b>	<b>72.53%</b>	<b>\$3,130</b>

### Summary of Activities:

Preparing to finish the 20/21 Medical Assistant Course, Spring 2021 Dental Course and January 2021 Phlebotomy cohort.

**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	\$2,279	\$912	250%	\$2,279	100%	\$0
2000 - Non-Instructional Salaries	\$6,837	\$1,709	400%	\$6,837	100%	\$0
3000 - Employee Benefits	\$1,140	\$456	250%	\$1,140	100%	\$0
4000 - Supplies and Materials	\$598	\$179	333.33%	\$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	\$135	400%	\$541	100%	\$0
<b>Totals</b>	<b>\$11,395</b>	<b>\$3,392</b>	<b>335.99%</b>	<b>\$11,395</b>	<b>100%</b>	<b>\$0</b>

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

Guidance: Yes

**Summary of Activities:**

Finished up Medical Assistant Course, the spring 2021 Dental Assistant Course and first cohort of the Phlebotomy program.

**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	\$0	\$3,750	0%	\$25,000	0%	\$25,000
2000 - Non-Instructional Salaries	\$63,624	\$63,593	100.05%	\$423,955	15.01%	\$360,331
3000 - Employee Benefits	\$24,876	\$24,000	103.65%	\$160,000	15.55%	\$135,124
4000 - Supplies and Materials	\$0	\$5,441	0%	\$36,273	0%	\$36,273
5000 - Other Operating Expenses and Services	\$11,328	\$36,443	31.08%	\$242,956	4.66%	\$231,628
6000 - Capital Outlay	\$0	\$1,500	0%	\$10,000	0%	\$10,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,090	0%	\$33,934	0%	\$33,934
<b>Totals</b>	<b>\$99,828</b>	<b>\$139,818</b>	<b>71.4%</b>	<b>\$932,118</b>	<b>10.71%</b>	<b>\$832,290</b>

**Corrective Action Plan**

1000--budgeted cost for curriculum development and pathway mapping be be completed in 2021. 4000--budgeted cost will be used and expended by the 4th Quarter.

**Summary of Activities:**

2000-budget expended for salaries of director, staff and tutors. 3000-budget expended for benefits for personnel. 5000--budget expended for administrative costs and materials.

**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	\$0	\$7,500	0%	\$25,000	0%	\$25,000
2000 - Non-Instructional Salaries	\$78,279	\$127,187	61.55%	\$423,955	18.46%	\$345,676
3000 - Employee Benefits	\$30,356	\$48,000	63.24%	\$160,000	18.97%	\$129,644
4000 - Supplies and Materials	\$449	\$10,882	4.13%	\$36,273	1.24%	\$35,824
5000 - Other Operating Expenses and Services	\$65,413	\$72,887	89.75%	\$242,956	26.92%	\$177,543
6000 - Capital Outlay	\$0	\$3,000	0%	\$10,000	0%	\$10,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,434	\$10,180	23.91%	\$33,934	7.17%	\$31,500
<b>Totals</b>	<b>\$176,931</b>	<b>\$279,635</b>	<b>63.27%</b>	<b>\$932,118</b>	<b>18.98%</b>	<b>\$755,187</b>

**Corrective Action Plan**

1000-- The curriculum development and pathway mapping for non-credit construction program is not completed yet.  
 4000--Not much expended for supplies since admin office is still working remotely.

**Summary of Activities:**

2000--Majority of our expenses spent on director's salary, admin assistant, outreach specialists salaries. 3000--These are benefits paid to personnel in 2000 category. 4000--Not much expended for supplies since admin office is still working remotely. 5000--set aside funds for one-time consortium-wide expenses for computers, kindles for AWD programs, professional development, CTE credentialed training

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Debra Polak  
 Joe Atherton, Director of Fiscal Services  
 Christy Smith, Principal Ukiah Adult School  
 Amanda Xu  
 Ms. Euline Olinger Ed. D, Director



**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	\$0	\$11,250	0%	\$25,000	0%	\$25,000
2000 - Non-Instructional Salaries	\$112,851	\$190,780	59.15%	\$423,955	26.62%	\$311,104
3000 - Employee Benefits	\$45,101	\$72,000	62.64%	\$160,000	28.19%	\$114,899
4000 - Supplies and Materials	\$449	\$16,323	2.75%	\$36,273	1.24%	\$35,824
5000 - Other Operating Expenses and Services	\$77,610	\$109,330	70.99%	\$242,956	31.94%	\$165,346
6000 - Capital Outlay	\$0	\$4,500	0%	\$10,000	0%	\$10,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,434	\$15,270	15.94%	\$33,934	7.17%	\$31,500
<b>Totals</b>	<b>\$238,445</b>	<b>\$419,453</b>	<b>56.85%</b>	<b>\$932,118</b>	<b>25.58%</b>	<b>\$693,673</b>

**Corrective Action Plan**

1000--We have not spent the curriculum development funds for this year. The instructor we hired is working on uploading the curriculum proposal in 21/22. 4000--We have not spend as much in supplies because we have been working remotely for 20/21.

**Summary of Activities:**

2000--Salaries for administrators, admin assistant, outreach specialists, tutors 3000-benefits 4000-supplies 5000--funding consortium for IT supplies, marketing supplies, professional development, new hybrid curriculum, etc.

**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	\$0	\$15,000	0%	\$25,000	0%	\$25,000
2000 - Non-Instructional Salaries	\$151,763	\$254,373	59.66%	\$423,955	35.8%	\$272,192
3000 - Employee Benefits	\$60,498	\$96,000	63.02%	\$160,000	37.81%	\$99,502
4000 - Supplies and Materials	\$5,091	\$21,764	23.39%	\$36,273	14.04%	\$31,182
5000 - Other Operating Expenses and Services	\$180,059	\$187,275	96.15%	\$242,956	74.11%	\$62,897
6000 - Capital Outlay	\$0	\$6,000	0%	\$10,000	0%	\$10,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$12,507	\$33,934	36.86%	\$33,934	36.86%	\$21,427
<b>Totals</b>	<b>\$409,918</b>	<b>\$614,346</b>	<b>66.72%</b>	<b>\$932,118</b>	<b>43.98%</b>	<b>\$522,200</b>

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

Guidance: Yes

**Corrective Action Plan**

1000--We still have outstanding work to be done in curriculum development by faculty 2000--In the last quarter of 2021, we have lost two STNCs positions. We have not replaced them for this quarter. However, for 21/22, we will be hiring a full-time shared admin assistant and outreach specialists for consortium programs.

**Summary of Activities:**

1000--We still have outstanding work to be in curriculum development by faculty 2000--the last quarter of 2021, we have lost two STNCs positions. We have not replaced them for this quarter. 3000--We had less students enrolled, so we had less tutors/personnel therefore less benefits paid 4000--we had increased our expenditures for supplies for books, etc. 5000--we continued running our program and one-time funds were allocated to members when they needed books, curriculum, credentialing fees, etc.

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	\$94,318	\$81,325	115.98%	\$325,300	28.99%	\$230,982
2000 - Non-Instructional Salaries	\$43,319	\$35,815	120.95%	\$143,259	30.24%	\$99,940
3000 - Employee Benefits	\$47,016	\$44,839	104.86%	\$179,356	26.21%	\$132,340
4000 - Supplies and Materials	\$1,898	\$8,175	23.22%	\$163,504	1.16%	\$161,606
5000 - Other Operating Expenses and Services	\$28,722	\$26,212	109.58%	\$104,847	27.39%	\$76,125
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,192	\$8,145	112.85%	\$32,580	28.21%	\$23,388
<b>Totals</b>	<b>\$224,465</b>	<b>\$204,511</b>	<b>109.76%</b>	<b>\$948,846</b>	<b>23.66%</b>	<b>\$724,381</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 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	\$198,951	\$162,650	122.32%	\$325,300	61.16%	\$126,349
2000 - Non-Instructional Salaries	\$68,092	\$71,630	95.06%	\$143,259	47.53%	\$75,167
3000 - Employee Benefits	\$85,579	\$89,678	95.43%	\$179,356	47.71%	\$93,777
4000 - Supplies and Materials	\$3,848	\$24,526	15.69%	\$163,504	2.35%	\$159,656
5000 - Other Operating Expenses and Services	\$39,477	\$52,424	75.3%	\$104,847	37.65%	\$65,370
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,273	\$16,290	56.92%	\$32,580	28.46%	\$23,307
<b>Totals</b>	<b>\$405,220</b>	<b>\$417,197</b>	<b>97.13%</b>	<b>\$948,846</b>	<b>42.71%</b>	<b>\$543,626</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 and PearsonVue Testing.

**Status  
Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$213,991	\$243,975	87.71%	\$325,300	65.78%	\$111,309
2000 - Non-Instructional Salaries	\$105,692	\$107,444	98.37%	\$143,259	73.78%	\$37,567
3000 - Employee Benefits	\$132,548	\$134,517	98.54%	\$179,356	73.9%	\$46,808
4000 - Supplies and Materials	\$6,060	\$40,876	14.83%	\$163,504	3.71%	\$157,444
5000 - Other Operating Expenses and Services	\$60,461	\$78,635	76.89%	\$104,847	57.67%	\$44,386
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$22,150	\$24,435	90.65%	\$32,580	67.99%	\$10,430
<b>Totals</b>	<b>\$540,902</b>	<b>\$629,883</b>	<b>85.87%</b>	<b>\$948,846</b>	<b>57.01%</b>	<b>\$407,944</b>

**Status  
Submitted**

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**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	\$325,300	\$325,300	100%	\$325,300	100%	\$0
2000 - Non-Instructional Salaries	\$143,259	\$143,259	100%	\$143,259	100%	\$0
3000 - Employee Benefits	\$179,346	\$179,356	99.99%	\$179,356	99.99%	\$10
4000 - Supplies and Materials	\$10,257	\$49,051	20.91%	\$163,504	6.27%	\$153,247
5000 - Other Operating Expenses and Services	\$104,847	\$104,847	100%	\$104,847	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$32,580	\$32,580	100%	\$32,580	100%	\$0
<b>Totals</b>	<b>\$795,589</b>	<b>\$834,393</b>	<b>95.35%</b>	<b>\$948,846</b>	<b>83.85%</b>	<b>\$153,257</b>

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

Guidance: Yes

**Summary of Activities:**

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 and PearsonVue Testing.

**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	\$3,292	\$3,292	100.02%	\$13,166	25%	\$9,874
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$4,693	0%	\$4,693
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$3,292</b>	<b>\$3,292</b>	<b>100.02%</b>	<b>\$17,859</b>	<b>18.43%</b>	<b>\$14,567</b>

**Summary of Activities:**

Certificated Staffing Expenses for High School Diploma instruction. Purchase of

**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	\$7,222	\$6,583	109.71%	\$13,166	54.85%	\$5,944
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$0	\$4,693	0%	\$4,693	0%	\$4,693
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$7,222</b>	<b>\$11,276</b>	<b>64.05%</b>	<b>\$17,859</b>	<b>40.44%</b>	<b>\$10,637</b>

**Summary of Activities:**

Only Personnel costs were incurred this quarter.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

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	\$13,166	\$9,875	133.33%	\$13,166	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$0	\$4,693	0%	\$4,693	0%	\$4,693
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	\$13,166	\$14,568	90.38%	\$17,859	73.72%	\$4,693

**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	\$13,166	\$13,166	100%	\$13,166	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$0	100%	\$0	100%	\$0
4000 - Supplies and Materials	\$4,693	\$4,693	100%	\$4,693	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	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	\$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

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	\$3,749	\$950	394.63%	\$19,000	19.73%	\$15,251
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$751	\$214	350.44%	\$4,286	17.52%	\$3,535
4000 - Supplies and Materials	\$1,673	\$260	644.58%	\$5,191	32.23%	\$3,518
5000 - Other Operating Expenses and Services	\$0	\$500	0%	\$5,000	0%	\$5,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,673	0%	\$1,673
<b>Totals</b>	<b>\$6,173</b>	<b>\$1,924</b>	<b>320.87%</b>	<b>\$35,150</b>	<b>17.56%</b>	<b>\$28,977</b>

**Summary of Activities:**

Teacher and counselor salary and benefits for diploma program. Textbooks.

**Status  
Submitted**

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**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	\$7,064	\$8,550	82.62%	\$19,000	37.18%	\$11,936
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,590	\$1,929	82.44%	\$4,286	37.1%	\$2,696
4000 - Supplies and Materials	\$2,448	\$2,336	104.8%	\$5,191	47.16%	\$2,743
5000 - Other Operating Expenses and Services	\$0	\$2,000	0%	\$5,000	0%	\$5,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,673	0%	\$1,673
<b>Totals</b>	<b>\$11,102</b>	<b>\$14,815</b>	<b>74.94%</b>	<b>\$35,150</b>	<b>31.58%</b>	<b>\$24,048</b>

**Summary of Activities:**

Teacher salary and benefits for diploma program textbooks and technology supplies for diploma program.

**Status**  
**Submitted**

**Allocation Year Closeout: 2018-19**

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

**2018-19 Reverted Funds:**

\$0

**2018-19 Status**

Closed

**Submitting Authority**

Nikki Agenbroad, Director of Fiscal Services  
Marian Lohne, Principal

**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	\$9,784	\$16,150	60.58%	\$19,000	51.49%	\$9,216
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,194	\$3,643	60.22%	\$4,286	51.19%	\$2,092
4000 - Supplies and Materials	\$2,684	\$4,412	60.83%	\$5,191	51.7%	\$2,507
5000 - Other Operating Expenses and Services	\$0	\$3,500	0%	\$5,000	0%	\$5,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$1,673	0%	\$1,673
<b>Totals</b>	<b>\$14,662</b>	<b>\$27,705</b>	<b>52.92%</b>	<b>\$35,150</b>	<b>41.71%</b>	<b>\$20,488</b>

**Corrective Action Plan**

Software subscription and indirect cost, along with additional salaries and benefits, will be booked in Q4.

**Summary of Activities:**

Teacher and counselor salaries and benefits for diploma 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	\$15,538	\$19,000	81.78%	\$19,000	81.78%	\$3,462
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$3,254	\$4,286	75.92%	\$4,286	75.92%	\$1,032
4000 - Supplies and Materials	\$2,684	\$5,191	51.7%	\$5,191	51.7%	\$2,507
5000 - Other Operating Expenses and Services	\$0	\$3,500	0%	\$5,000	0%	\$5,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,074	\$1,673	64.2%	\$1,673	64.2%	\$599
<b>Totals</b>	<b>\$22,550</b>	<b>\$33,650</b>	<b>67.01%</b>	<b>\$35,150</b>	<b>64.15%</b>	<b>\$12,600</b>

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

Guidance: Yes

**Summary of Activities:**

Teacher and counselor salaries and benefits and supplies for diploma program.

**Status**  
**Submitted**



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