

# CAEP Consortium Fiscal Reporting 36 Napa Valley Adult Education Consortium

2018-19 Fiscal Year

## Certification

### Certified By

Elena Toscano  
Project Manager

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
<a href="#">Napa Valley CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Napa Valley Unified</a>	Submitted	Submitted	Submitted	Submitted

## Napa Valley CCD

Napa Valley 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	\$25,000	0%	\$100,000	0%	\$100,000
2000 - Non-Instructional Salaries	\$16,601	\$25,000	66.4%	\$100,000	16.6%	\$83,399
3000 - Employee Benefits	\$6,999	\$14,866	47.08%	\$59,465	11.77%	\$52,466
4000 - Supplies and Materials	\$9	\$20,000	0.05%	\$80,000	0.01%	\$79,991
5000 - Other Operating Expenses and Services	\$0	\$45,000	0%	\$180,000	0%	\$180,000
6000 - Capital Outlay	\$0	\$50,000	0%	\$200,000	0%	\$200,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$23,609</b>	<b>\$179,866</b>	<b>13.13%</b>	<b>\$719,465</b>	<b>3.28%</b>	<b>\$695,856</b>

### Corrective Action Plan

Increased activity in Quarters 2 through 4 will address underspending in Q1

### Summary of Activities:

Meeting with partners providing services to adults with disabilities were conducted in Q1.

**Status**  
**Submitted**

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### Napa Valley 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	\$50,717	\$25,000	202.87%	\$100,000	50.72%	\$49,283
2000 - Non-Instructional Salaries	\$53,145	\$25,000	212.58%	\$100,000	53.15%	\$46,855
3000 - Employee Benefits	\$30,459	\$14,866	204.89%	\$59,465	51.22%	\$29,006
4000 - Supplies and Materials	\$9	\$20,000	0.05%	\$80,000	0.01%	\$79,991
5000 - Other Operating Expenses and Services	\$24,676	\$45,000	54.84%	\$180,000	13.71%	\$155,324
6000 - Capital Outlay	\$51,131	\$50,000	102.26%	\$200,000	25.57%	\$148,869
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$210,137</b>	<b>\$179,866</b>	<b>116.83%</b>	<b>\$719,465</b>	<b>29.21%</b>	<b>\$509,328</b>

**Status**  
**Submitted**

### Allocation Year Closeout: 2016-17

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

**2016-17 Reverted Funds:**

\$0

**2016-17 Status**

Closed

**Submitting Authority**

Robert Parker, Vice President of Administration

Dianna Chiabotti, Dean

**Napa Valley 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	\$50,717	\$25,000	202.87%	\$100,000	50.72%	\$49,283
2000 - Non-Instructional Salaries	\$53,145	\$25,000	212.58%	\$100,000	53.15%	\$46,855
3000 - Employee Benefits	\$30,459	\$14,866	204.89%	\$59,465	51.22%	\$29,006
4000 - Supplies and Materials	\$9	\$20,000	0.05%	\$80,000	0.01%	\$79,991
5000 - Other Operating Expenses and Services	\$24,676	\$45,000	54.84%	\$180,000	13.71%	\$155,324
6000 - Capital Outlay	\$51,131	\$50,000	102.26%	\$200,000	25.57%	\$148,869
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$210,137</b>	<b>\$179,866</b>	<b>116.83%</b>	<b>\$719,465</b>	<b>29.21%</b>	<b>\$509,328</b>

**Status**  
**Submitted**

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**Napa Valley 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	\$50,717	\$25,000	202.87%	\$100,000	50.72%	\$49,283
2000 - Non-Instructional Salaries	\$53,145	\$25,000	212.58%	\$100,000	53.15%	\$46,855
3000 - Employee Benefits	\$30,459	\$14,866	204.89%	\$59,465	51.22%	\$29,006
4000 - Supplies and Materials	\$9	\$20,000	0.05%	\$80,000	0.01%	\$79,991
5000 - Other Operating Expenses and Services	\$24,676	\$45,000	54.84%	\$180,000	13.71%	\$155,324
6000 - Capital Outlay	\$51,131	\$50,000	102.26%	\$200,000	25.57%	\$148,869
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$210,137</b>	<b>\$179,866</b>	<b>116.83%</b>	<b>\$719,465</b>	<b>29.21%</b>	<b>\$509,328</b>

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

Guidance: Yes

Status  
Submitted

## Napa Valley Unified

Napa 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	\$179,565	\$0	100%	\$1,373,389	13.07%	\$1,193,824
2000 - Non-Instructional Salaries	\$118,814	\$0	100%	\$811,035	14.65%	\$692,221
3000 - Employee Benefits	\$81,570	\$0	100%	\$531,562	15.35%	\$449,992
4000 - Supplies and Materials	\$44,814	\$0	100%	\$319,223	14.04%	\$274,409
5000 - Other Operating Expenses and Services	\$53,154	\$0	100%	\$258,343	20.57%	\$205,189
6000 - Capital Outlay	\$0	\$0	100%	\$50,000	0%	\$50,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$121,940	0%	\$121,940
<b>Totals</b>	<b>\$477,917</b>	<b>\$0</b>	<b>100%</b>	<b>\$3,465,492</b>	<b>13.79%</b>	<b>\$2,987,575</b>

### Summary of Activities:

NVAE has a robust program on its home campus and at several different locations across the NVUSD boundaries. In order to support those programs we purchase a traditional range of classroom and office supplies, as well as curricular materials for both students and teachers. Additionally, during this last reporting period we purchased 40 replacement Think Pads for our ESL program and replaced a number of broken or outdated classroom projectors. NVAE had travel expenses related to training for ASAP, CASAS, and AEBG. The new principal traveled to Sacramento for the new leaders' orientation, and we incurred various other travel costs related to working with local and regional partners and professional organizations. Additionally, NVAE had subscription costs for ASAP system and APEX software.

**Status**  
**Submitted**

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### Napa 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	\$511,347	\$0	100%	\$1,373,389	37.23%	\$862,042
2000 - Non-Instructional Salaries	\$282,779	\$0	100%	\$811,035	34.87%	\$528,256
3000 - Employee Benefits	\$196,164	\$0	100%	\$531,562	36.9%	\$335,398
4000 - Supplies and Materials	\$46,904	\$0	100%	\$319,223	14.69%	\$272,319
5000 - Other Operating Expenses and Services	\$69,940	\$0	100%	\$258,343	27.07%	\$188,403
6000 - Capital Outlay	\$0	\$0	100%	\$50,000	0%	\$50,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$121,940	0%	\$121,940
<b>Totals</b>	<b>\$1,107,134</b>	<b>\$0</b>	<b>100%</b>	<b>\$3,465,492</b>	<b>31.95%</b>	<b>\$2,358,358</b>

**Status**  
**Submitted**

### Allocation Year Closeout: 2016-17

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

**2016-17 Reverted Funds:**

\$0

**2016-17 Status**

Closed

**Submitting Authority**

Rabinder Mangawala

### Napa 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	\$511,347	\$0	100%	\$1,373,389	37.23%	\$862,042
2000 - Non-Instructional Salaries	\$282,779	\$0	100%	\$811,035	34.87%	\$528,256
3000 - Employee Benefits	\$196,164	\$0	100%	\$531,562	36.9%	\$335,398
4000 - Supplies and Materials	\$46,904	\$0	100%	\$319,223	14.69%	\$272,319
5000 - Other Operating Expenses and Services	\$69,940	\$0	100%	\$258,343	27.07%	\$188,403
6000 - Capital Outlay	\$0	\$0	100%	\$50,000	0%	\$50,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$121,940	0%	\$121,940
<b>Totals</b>	<b>\$1,107,134</b>	<b>\$0</b>	<b>100%</b>	<b>\$3,465,492</b>	<b>31.95%</b>	<b>\$2,358,358</b>

**Status**  
**Submitted**

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**Napa 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	\$1,050,919	\$0	100%	\$1,373,389	76.52%	\$322,470
2000 - Non-Instructional Salaries	\$637,823	\$0	100%	\$811,035	78.64%	\$173,212
3000 - Employee Benefits	\$412,681	\$0	100%	\$531,562	77.64%	\$118,881
4000 - Supplies and Materials	\$142,119	\$0	100%	\$319,223	44.52%	\$177,104
5000 - Other Operating Expenses and Services	\$142,903	\$0	100%	\$258,343	55.32%	\$115,440
6000 - Capital Outlay	\$0	\$0	100%	\$50,000	0%	\$50,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$119,319	\$0	100%	\$121,940	97.85%	\$2,621
<b>Totals</b>	<b>\$2,505,764</b>	<b>\$0</b>	<b>100%</b>	<b>\$3,465,492</b>	<b>72.31%</b>	<b>\$959,728</b>

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

Guidance: Yes

Status  
Submitted



California  
Community  
Colleges



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