

# CAEP Consortium Fiscal Reporting 36 Napa Valley Adult Education Consortium

2019-20 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="#">Calistoga Joint Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Napa Co. Office of Education</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Napa Valley CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Napa Valley Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">St. Helena Unified School District</a>	Submitted	Submitted	Submitted	Submitted

## Calistoga Joint Unified

**Calistoga Joint 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	\$4,341	\$4,341	99.99%	\$28,942	15%	\$24,601
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$909	\$909	100.03%	\$6,058	15%	\$5,149
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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>	\$5,250	\$5,250	100%	\$35,000	15%	\$29,750

**Summary of Activities:**

Calistoga is currently partnering with Napa Valley Adult Education to offer two programs in Calistoga: 1) Construction housed at Calistoga High School; 2) English in the Workplace in partnership with UpValley Family Resource Center located adjacent to the Calistoga Elementary School Campus.

**Status  
Submitted**

**Calistoga Joint 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	\$4,341	\$8,683	50%	\$28,942	15%	\$24,601
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$909	\$1,817	50.02%	\$6,058	15%	\$5,149
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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>	\$5,250	\$10,500	50%	\$35,000	15%	\$29,750

**Corrective Action Plan**

Calistoga is currently partnering with Napa Valley Adult Education to offer two programs in Calistoga: 1) Construction housed at Calistoga High School; 2) English in the Workplace in partnership with UpValley Family Resource Center located adjacent to the Calistoga Elementary School Campus.

**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**

Maureen Hester, Director of Business Services

**Calistoga Joint 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	\$14,471	\$13,024	111.11%	\$28,942	50%	\$14,471
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$3,029	\$2,726	111.11%	\$6,058	50%	\$3,029
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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>	\$17,500	\$15,750	111.11%	\$35,000	50%	\$17,500

**Status**  
Submitted

---

**Calistoga Joint 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	\$28,942	\$17,365	166.67%	\$28,942	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$6,058	\$3,635	166.67%	\$6,058	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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>	<b>\$35,000</b>	<b>\$21,000</b>	<b>166.67%</b>	<b>\$35,000</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

Status  
Submitted

## Napa Co. Office of Education

Napa 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	\$18,061	\$0	100%	\$72,244	25%	\$54,183
3000 - Employee Benefits	\$3,983	\$0	100%	\$25,214	15.8%	\$21,231
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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>	\$22,044	\$0	100%	\$97,458	22.62%	\$75,414

**Summary of Activities:**

Funds are currently being used to cover salary of the Napa Valley Adult Education Consortium Transition Specialist.

**Status  
Submitted**

---

**Napa 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	\$18,061	\$0	100%	\$72,244	25%	\$54,183
3000 - Employee Benefits	\$3,983	\$0	100%	\$25,214	15.8%	\$21,231
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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>	\$22,044	\$0	100%	\$97,458	22.62%	\$75,414

**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**

Kelly Bucy Napa County Office of Education, Director of Fiscal Services

**Napa 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	\$54,183	\$0	100%	\$72,244	75%	\$18,061
3000 - Employee Benefits	\$15,145	\$0	100%	\$25,214	60.07%	\$10,069
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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>	\$69,328	\$0	100%	\$97,458	71.14%	\$28,130

**Status**  
Submitted

---

**Napa 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	\$72,244	\$0	100%	\$72,244	100%	\$0
3000 - Employee Benefits	\$25,214	\$0	100%	\$25,214	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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>	\$97,458	\$0	100%	\$97,458	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

## 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	\$200	\$6,000	3.33%	\$40,000	0.5%	\$39,800
2000 - Non-Instructional Salaries	\$6,224	\$36,250	17.17%	\$145,000	4.29%	\$138,776
3000 - Employee Benefits	\$2,868	\$9,750	29.42%	\$65,000	4.41%	\$62,132
4000 - Supplies and Materials	\$17	\$5,000	0.34%	\$50,000	0.03%	\$49,983
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$100,000	0%	\$100,000
6000 - Capital Outlay	\$0	\$50,196	0%	\$334,640	0%	\$334,640
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$9,309</b>	<b>\$107,196</b>	<b>8.68%</b>	<b>\$734,640</b>	<b>1.27%</b>	<b>\$725,331</b>

**Corrective Action Plan**

Activities lower than expected in first quarter due to summer break - activities will increase for the remainder of the fiscal year.

**Status  
Submitted**

---

**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	\$2,059	\$12,000	17.16%	\$40,000	5.15%	\$37,941
2000 - Non-Instructional Salaries	\$97,998	\$36,250	270.34%	\$145,000	67.58%	\$47,002
3000 - Employee Benefits	\$44,003	\$16,250	270.79%	\$65,000	67.7%	\$20,997
4000 - Supplies and Materials	\$25,017	\$15,000	166.78%	\$50,000	50.03%	\$24,983
5000 - Other Operating Expenses and Services	\$27,343	\$25,000	109.37%	\$100,000	27.34%	\$72,657
6000 - Capital Outlay	\$70,533	\$100,392	70.26%	\$334,640	21.08%	\$264,107
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$266,953</b>	<b>\$204,892</b>	<b>130.29%</b>	<b>\$734,640</b>	<b>36.34%</b>	<b>\$467,687</b>

**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**

Robert Parker, Vice President of Administration

**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	\$2,099	\$18,000	11.66%	\$40,000	5.25%	\$37,901
2000 - Non-Instructional Salaries	\$113,272	\$36,250	312.47%	\$145,000	78.12%	\$31,728
3000 - Employee Benefits	\$49,531	\$19,500	254.01%	\$65,000	76.2%	\$15,469
4000 - Supplies and Materials	\$25,017	\$15,000	166.78%	\$50,000	50.03%	\$24,983
5000 - Other Operating Expenses and Services	\$50,810	\$50,000	101.62%	\$100,000	50.81%	\$49,190
6000 - Capital Outlay	\$70,533	\$150,588	46.84%	\$334,640	21.08%	\$264,107
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$311,262</b>	<b>\$289,338</b>	<b>107.58%</b>	<b>\$734,640</b>	<b>42.37%</b>	<b>\$423,378</b>

**Corrective Action Plan**

Instructional salary expenses will increase in future quarters.

**Status  
Submitted**

---

**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	\$5,239	\$24,000	21.83%	\$40,000	13.1%	\$34,761
2000 - Non-Instructional Salaries	\$128,305	\$36,250	353.94%	\$145,000	88.49%	\$16,695
3000 - Employee Benefits	\$55,453	\$19,500	284.37%	\$65,000	85.31%	\$9,547
4000 - Supplies and Materials	\$25,017	\$15,000	166.78%	\$50,000	50.03%	\$24,983
5000 - Other Operating Expenses and Services	\$50,810	\$50,000	101.62%	\$100,000	50.81%	\$49,190
6000 - Capital Outlay	\$307,101	\$200,784	152.95%	\$334,640	91.77%	\$27,539
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$571,925</b>	<b>\$345,534</b>	<b>165.52%</b>	<b>\$734,640</b>	<b>77.85%</b>	<b>\$162,715</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	\$207,172	\$233,486	88.73%	\$1,556,570	13.31%	\$1,349,398
2000 - Non-Instructional Salaries	\$162,815	\$112,802	144.34%	\$752,011	21.65%	\$589,196
3000 - Employee Benefits	\$108,398	\$84,552	128.2%	\$563,681	19.23%	\$455,283
4000 - Supplies and Materials	\$22,588	\$27,716	81.5%	\$184,771	12.22%	\$162,183
5000 - Other Operating Expenses and Services	\$35,504	\$38,020	93.38%	\$253,468	14.01%	\$217,964
6000 - Capital Outlay	\$0	\$2,250	0%	\$9,000	0%	\$9,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$27,397	\$24,896	110.04%	\$165,975	16.51%	\$138,578
<b>Totals</b>	<b>\$563,874</b>	<b>\$523,721</b>	<b>107.67%</b>	<b>\$3,485,476</b>	<b>16.18%</b>	<b>\$2,921,602</b>

**Status**  
**Submitted**

---

### 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	\$496,215	\$466,971	106.26%	\$1,556,570	31.88%	\$1,060,355
2000 - Non-Instructional Salaries	\$362,980	\$225,603	160.89%	\$752,011	48.27%	\$389,031
3000 - Employee Benefits	\$235,232	\$169,104	139.1%	\$563,681	41.73%	\$328,449
4000 - Supplies and Materials	\$34,496	\$55,431	62.23%	\$184,771	18.67%	\$150,275
5000 - Other Operating Expenses and Services	\$73,109	\$76,040	96.14%	\$253,468	28.84%	\$180,359
6000 - Capital Outlay	\$0	\$4,500	0%	\$9,000	0%	\$9,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$59,993	\$58,091	103.27%	\$165,975	36.15%	\$105,982
<b>Totals</b>	<b>\$1,262,025</b>	<b>\$1,055,742</b>	<b>119.54%</b>	<b>\$3,485,476</b>	<b>36.21%</b>	<b>\$2,223,451</b>

**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**

Kay Vang, Executive Director, Fiscal Services

**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	\$761,566	\$700,457	108.72%	\$1,556,570	48.93%	\$795,004
2000 - Non-Instructional Salaries	\$551,204	\$338,405	162.88%	\$752,011	73.3%	\$200,807
3000 - Employee Benefits	\$357,422	\$253,656	140.91%	\$563,681	63.41%	\$206,259
4000 - Supplies and Materials	\$42,100	\$83,147	50.63%	\$184,771	22.78%	\$142,671
5000 - Other Operating Expenses and Services	\$113,973	\$114,061	99.92%	\$253,468	44.97%	\$139,495
6000 - Capital Outlay	\$0	\$6,750	0%	\$9,000	0%	\$9,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$90,986	\$82,988	109.64%	\$165,975	54.82%	\$74,989
<b>Totals</b>	<b>\$1,917,251</b>	<b>\$1,579,463</b>	<b>121.39%</b>	<b>\$3,485,476</b>	<b>55.01%</b>	<b>\$1,568,225</b>

**Status**  
**Submitted**

**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	\$1,067,923	\$933,942	114.35%	\$1,556,570	68.61%	\$488,647
2000 - Non-Instructional Salaries	\$746,846	\$451,207	165.52%	\$752,011	99.31%	\$5,165
3000 - Employee Benefits	\$491,781	\$338,209	145.41%	\$563,681	87.24%	\$71,900
4000 - Supplies and Materials	\$43,929	\$110,863	39.62%	\$184,771	23.77%	\$140,842
5000 - Other Operating Expenses and Services	\$187,112	\$152,081	123.03%	\$253,468	73.82%	\$66,356
6000 - Capital Outlay	\$8,616	\$8,820	97.69%	\$9,000	95.73%	\$384
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$126,866	\$124,481	101.92%	\$165,975	76.44%	\$39,109
<b>Totals</b>	<b>\$2,673,073</b>	<b>\$2,119,602</b>	<b>126.11%</b>	<b>\$3,485,476</b>	<b>76.69%</b>	<b>\$812,403</b>

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

Guidance: Yes

Status  
Submitted

### St. Helena Unified School District

St. Helena Unified School District 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	\$2,925	\$2,925	100%	\$19,500	15%	\$16,575
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$647	\$647	100.08%	\$4,310	15.01%	\$3,663
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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%	\$1,190	0%	\$1,190
<b>Totals</b>	<b>\$3,572</b>	<b>\$3,572</b>	<b>100.01%</b>	<b>\$25,000</b>	<b>14.29%</b>	<b>\$21,428</b>

### Summary of Activities:

Funds are being used in partnership with the Napa Valley Adult Education program to provide a High School Diploma class in St. Helena at the Upvalley Campus of Napa Valley College.

**Status**  
**Submitted**

---

### St. Helena Unified School District 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	\$2,925	\$5,850	50%	\$19,500	15%	\$16,575
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$647	\$1,293	50.04%	\$4,310	15.01%	\$3,663
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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%	\$1,190	0%	\$1,190
<b>Totals</b>	<b>\$3,572</b>	<b>\$7,143</b>	<b>50.01%</b>	<b>\$25,000</b>	<b>14.29%</b>	<b>\$21,428</b>

**Corrective Action Plan**

Will address with the consortium.

**Summary of Activities:**

Provided GED preparation class to adult learners.

**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**

Andrea Stubbs, CBO

**St. Helena Unified School District 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	\$9,750	\$8,775	111.11%	\$19,500	50%	\$9,750
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,155	\$1,940	111.11%	\$4,310	50%	\$2,155
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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%	\$1,190	0%	\$1,190
<b>Totals</b>	\$11,905	\$10,715	111.11%	\$25,000	47.62%	\$13,095

**Status**  
Submitted

---

**St. Helena Unified School District 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	\$19,500	\$11,700	166.67%	\$19,500	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$4,310	\$2,586	166.67%	\$4,310	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$0	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	\$1,190	\$0	100%	\$1,190	100%	\$0
<b>Totals</b>	<b>\$25,000</b>	<b>\$14,286</b>	<b>175%</b>	<b>\$25,000</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

Status  
Submitted



California Community Colleges



2020 © California Community Colleges  
NOVA Site Version: [4.22.1](#)