

# CAEP Consortium Fiscal Reporting 36 Napa Valley Adult Education Consortium

2020-21 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

| Member Agency                                      | 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                | \$7,216                        | \$0          | 100%                       | \$28,864        | 25%                          | \$21,648         |
| 2000 - Non-Instructional Salaries            | \$0                            | \$0          | 100%                       | \$0             | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$1,510                        | \$0          | 100%                       | \$6,038         | 25.01%                       | \$4,528          |
| 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>\$8,726</b>                 | <b>\$0</b>   | <b>100%</b>                | <b>\$34,902</b> | <b>25%</b>                   | <b>\$26,176</b>  |

**Summary of Activities:**

Salaries and benefits for staff teaching ESL and HSD programs provided by Napa Valley Adult Ed.

**Status  
Submitted**

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**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                | \$14,432                       | \$0          | 100%                       | \$28,864        | 50%                          | \$14,432         |
| 2000 - Non-Instructional Salaries            | \$0                            | \$0          | 100%                       | \$0             | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$3,019                        | \$0          | 100%                       | \$6,038         | 50%                          | \$3,019          |
| 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>\$17,451</b>                | <b>\$0</b>   | <b>100%</b>                | <b>\$34,902</b> | <b>50%</b>                   | <b>\$17,451</b>  |

**Summary of Activities:**

Salaries and benefits for staff teaching ESL and HSD programs provided by Napa Valley Adult Ed.

**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**

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                | \$21,648                       | \$0          | 100%                       | \$28,864       | 75%                          | \$7,216          |
| 2000 - Non-Instructional Salaries            | \$0                            | \$0          | 100%                       | \$0            | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$4,528                        | \$0          | 100%                       | \$6,038        | 74.99%                       | \$1,510          |
| 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>                                | \$26,176                       | \$0          | 100%                       | \$34,902       | 75%                          | \$8,726          |

**Summary of Activities:**

Salaries and benefits for staff teaching ESL and HSD programs provided by Napa Valley Adult Ed.

**Status**  
**Submitted**

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**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                | \$28,864                       | \$0          | 100%                       | \$28,864        | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$0                            | \$0          | 100%                       | \$0             | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$6,038                        | \$0          | 100%                       | \$6,038         | 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>\$34,902</b>                | <b>\$0</b>   | <b>100%</b>                | <b>\$34,902</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            | \$48,718                       | \$24,359     | 200%                       | \$97,435       | 50%                          | \$48,717         |
| 3000 - Employee Benefits                     | \$0                            | \$0          | 100%                       | \$0            | 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>                                | \$48,718                       | \$24,359     | 200%                       | \$97,435       | 50%                          | \$48,717         |

**Summary of Activities:**

Salary for Transition Specialist for NVAEC.

**Status**  
**Submitted**

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**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            | \$48,718                       | \$48,718        | 100%                       | \$97,435        | 50%                          | \$48,717         |
| 3000 - Employee Benefits                     | \$0                            | \$0             | 100%                       | \$0             | 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>\$48,718</b>                | <b>\$48,718</b> | <b>100%</b>                | <b>\$97,435</b> | <b>50%</b>                   | <b>\$48,717</b>  |

**Summary of Activities:**

Salary for Transition Specialist for NVAEC.

**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**

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            | \$73,076                       | \$73,076     | 100%                       | \$97,435       | 75%                          | \$24,359         |
| 3000 - Employee Benefits                     | \$0                            | \$0          | 100%                       | \$0            | 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>                                | \$73,076                       | \$73,076     | 100%                       | \$97,435       | 75%                          | \$24,359         |

**Summary of Activities:**

Salary for Transition Specialist

**Status**  
**Submitted**

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**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            | \$97,435                       | \$97,435     | 100%                       | \$97,435       | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$0                            | \$0          | 100%                       | \$0            | 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>                                | \$97,435                       | \$97,435     | 100%                       | \$97,435       | 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                | \$0                            | \$1,050         | 0%                         | \$21,000         | 0%                           | \$21,000         |
| 2000 - Non-Instructional Salaries            | \$7,045                        | \$5,500         | 128.09%                    | \$110,000        | 6.4%                         | \$102,955        |
| 3000 - Employee Benefits                     | \$3,338                        | \$2,838         | 117.64%                    | \$56,750         | 5.88%                        | \$53,412         |
| 4000 - Supplies and Materials                | \$0                            | \$1,500         | 0%                         | \$30,000         | 0%                           | \$30,000         |
| 5000 - Other Operating Expenses and Services | \$0                            | \$3,225         | 0%                         | \$64,500         | 0%                           | \$64,500         |
| 6000 - Capital Outlay                        | \$0                            | \$4,394         | 0%                         | \$87,875         | 0%                           | \$87,875         |
| 7000 - Other Outgo                           | \$0                            | \$0             | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$4,500         | 0%                         | \$18,000         | 0%                           | \$18,000         |
| <b>Totals</b>                                | <b>\$10,383</b>                | <b>\$23,006</b> | <b>45.13%</b>              | <b>\$388,125</b> | <b>2.68%</b>                 | <b>\$377,742</b> |

### Corrective Action Plan

Supply, other operating and capital outlay purchases delayed until quarters 3 and 4.

**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                | \$965                          | \$5,250          | 18.38%                     | \$21,000         | 4.6%                         | \$20,035         |
| 2000 - Non-Instructional Salaries            | \$17,848                       | \$27,500         | 64.9%                      | \$110,000        | 16.23%                       | \$92,152         |
| 3000 - Employee Benefits                     | \$11,075                       | \$14,188         | 78.06%                     | \$56,750         | 19.52%                       | \$45,675         |
| 4000 - Supplies and Materials                | \$103                          | \$7,500          | 1.37%                      | \$30,000         | 0.34%                        | \$29,897         |
| 5000 - Other Operating Expenses and Services | \$0                            | \$16,125         | 0%                         | \$64,500         | 0%                           | \$64,500         |
| 6000 - Capital Outlay                        | \$5,150                        | \$21,969         | 23.44%                     | \$87,875         | 5.86%                        | \$82,725         |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$9,000          | 0%                         | \$18,000         | 0%                           | \$18,000         |
| <b>Totals</b>                                | <b>\$35,141</b>                | <b>\$101,531</b> | <b>34.61%</b>              | <b>\$388,125</b> | <b>9.05%</b>                 | <b>\$352,984</b> |

**Corrective Action Plan**

Certain activities shifted to Q3 and Q4 - expenditures will increase in Q3.

**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**

Eresa Puch, Controller

**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                | \$1,638                        | \$7,350          | 22.29%                     | \$21,000         | 7.8%                         | \$19,362         |
| 2000 - Non-Instructional Salaries            | \$35,131                       | \$38,500         | 91.25%                     | \$110,000        | 31.94%                       | \$74,869         |
| 3000 - Employee Benefits                     | \$22,107                       | \$19,863         | 111.3%                     | \$56,750         | 38.96%                       | \$34,643         |
| 4000 - Supplies and Materials                | \$1,778                        | \$10,500         | 16.93%                     | \$30,000         | 5.93%                        | \$28,222         |
| 5000 - Other Operating Expenses and Services | \$0                            | \$22,575         | 0%                         | \$64,500         | 0%                           | \$64,500         |
| 6000 - Capital Outlay                        | \$5,150                        | \$30,756         | 16.74%                     | \$87,875         | 5.86%                        | \$82,725         |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$13,500         | 0%                         | \$18,000         | 0%                           | \$18,000         |
| <b>Totals</b>                                | <b>\$65,804</b>                | <b>\$143,044</b> | <b>46%</b>                 | <b>\$388,125</b> | <b>16.95%</b>                | <b>\$322,321</b> |

**Corrective Action Plan**

Additional expenditures planned for Q4

**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                | \$3,203                        | \$7,350          | 43.58%                     | \$21,000         | 15.25%                       | \$17,797         |
| 2000 - Non-Instructional Salaries            | \$109,732                      | \$38,500         | 285.02%                    | \$110,000        | 99.76%                       | \$268            |
| 3000 - Employee Benefits                     | \$56,004                       | \$19,863         | 281.96%                    | \$56,750         | 98.69%                       | \$746            |
| 4000 - Supplies and Materials                | \$1,778                        | \$10,500         | 16.93%                     | \$30,000         | 5.93%                        | \$28,222         |
| 5000 - Other Operating Expenses and Services | \$48,158                       | \$22,575         | 213.32%                    | \$64,500         | 74.66%                       | \$16,342         |
| 6000 - Capital Outlay                        | \$5,882                        | \$30,756         | 19.12%                     | \$87,875         | 6.69%                        | \$81,993         |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$11,000                       | \$18,000         | 61.11%                     | \$18,000         | 61.11%                       | \$7,000          |
| <b>Totals</b>                                | <b>\$235,757</b>               | <b>\$147,544</b> | <b>159.79%</b>             | <b>\$388,125</b> | <b>60.74%</b>                | <b>\$152,368</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                | \$217,258                      | \$201,699        | 107.71%                    | \$1,344,660        | 16.16%                       | \$1,127,402        |
| 2000 - Non-Instructional Salaries            | \$165,990                      | \$106,655        | 155.63%                    | \$711,036          | 23.34%                       | \$545,046          |
| 3000 - Employee Benefits                     | \$112,853                      | \$78,165         | 144.38%                    | \$521,100          | 21.66%                       | \$408,247          |
| 4000 - Supplies and Materials                | \$4,184                        | \$32,792         | 12.76%                     | \$218,615          | 1.91%                        | \$214,431          |
| 5000 - Other Operating Expenses and Services | \$61,196                       | \$48,262         | 126.8%                     | \$321,749          | 19.02%                       | \$260,553          |
| 6000 - Capital Outlay                        | \$0                            | \$6,000          | 0%                         | \$40,000           | 0%                           | \$40,000           |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$22,041           | 0%                           | \$22,041           |
| Indirect Costs                               | \$0                            | \$23,844         | 0%                         | \$158,960          | 0%                           | \$158,960          |
| <b>Totals</b>                                | <b>\$561,481</b>               | <b>\$497,418</b> | <b>112.88%</b>             | <b>\$3,338,161</b> | <b>16.82%</b>                | <b>\$2,776,680</b> |

**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                | \$217,258                      | \$403,398        | 53.86%                     | \$1,344,660        | 16.16%                       | \$1,127,402        |
| 2000 - Non-Instructional Salaries            | \$165,990                      | \$213,311        | 77.82%                     | \$711,036          | 23.34%                       | \$545,046          |
| 3000 - Employee Benefits                     | \$112,853                      | \$156,330        | 72.19%                     | \$521,100          | 21.66%                       | \$408,247          |
| 4000 - Supplies and Materials                | \$4,184                        | \$65,585         | 6.38%                      | \$218,615          | 1.91%                        | \$214,431          |
| 5000 - Other Operating Expenses and Services | \$61,196                       | \$96,525         | 63.4%                      | \$321,749          | 19.02%                       | \$260,553          |
| 6000 - Capital Outlay                        | \$0                            | \$12,000         | 0%                         | \$40,000           | 0%                           | \$40,000           |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$22,041           | 0%                           | \$22,041           |
| Indirect Costs                               | \$0                            | \$47,688         | 0%                         | \$158,960          | 0%                           | \$158,960          |
| <b>Totals</b>                                | <b>\$561,481</b>               | <b>\$994,836</b> | <b>56.44%</b>              | <b>\$3,338,161</b> | <b>16.82%</b>                | <b>\$2,776,680</b> |

**Corrective Action Plan**

Anticipate and have planned for greater spending in spring semester.

**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**

Evelyn Yee, Budget Assistant

**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                | \$812,787                      | \$605,097    | 134.32%                    | \$1,344,660    | 60.45%                       | \$531,873        |
| 2000 - Non-Instructional Salaries            | \$502,730                      | \$319,966    | 157.12%                    | \$711,036      | 70.7%                        | \$208,306        |
| 3000 - Employee Benefits                     | \$367,778                      | \$234,495    | 156.84%                    | \$521,100      | 70.58%                       | \$153,322        |
| 4000 - Supplies and Materials                | \$37,002                       | \$98,377     | 37.61%                     | \$218,615      | 16.93%                       | \$181,613        |
| 5000 - Other Operating Expenses and Services | \$124,580                      | \$144,787    | 86.04%                     | \$321,749      | 38.72%                       | \$197,169        |
| 6000 - Capital Outlay                        | \$0                            | \$18,000     | 0%                         | \$40,000       | 0%                           | \$40,000         |
| 7000 - Other Outgo                           | \$0                            | \$0          | 100%                       | \$22,041       | 0%                           | \$22,041         |
| Indirect Costs                               | \$92,069                       | \$71,532     | 128.71%                    | \$158,960      | 57.92%                       | \$66,891         |
| <b>Totals</b>                                | \$1,936,946                    | \$1,492,254  | 129.8%                     | \$3,338,161    | 58.02%                       | \$1,401,215      |

**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                | \$1,061,317                    | \$806,796          | 131.55%                    | \$1,344,660        | 78.93%                       | \$283,343        |
| 2000 - Non-Instructional Salaries            | \$676,510                      | \$426,622          | 158.57%                    | \$711,036          | 95.14%                       | \$34,526         |
| 3000 - Employee Benefits                     | \$486,727                      | \$312,660          | 155.67%                    | \$521,100          | 93.4%                        | \$34,373         |
| 4000 - Supplies and Materials                | \$50,757                       | \$131,169          | 38.7%                      | \$218,615          | 23.22%                       | \$167,858        |
| 5000 - Other Operating Expenses and Services | \$196,310                      | \$193,049          | 101.69%                    | \$321,749          | 61.01%                       | \$125,439        |
| 6000 - Capital Outlay                        | \$14,749                       | \$24,000           | 61.45%                     | \$40,000           | 36.87%                       | \$25,251         |
| 7000 - Other Outgo                           | \$22,041                       | \$22,041           | 100%                       | \$22,041           | 100%                         | \$0              |
| Indirect Costs                               | \$122,518                      | \$95,376           | 128.46%                    | \$158,960          | 77.07%                       | \$36,442         |
| <b>Totals</b>                                | <b>\$2,630,929</b>             | <b>\$2,011,713</b> | <b>130.78%</b>             | <b>\$3,338,161</b> | <b>78.81%</b>                | <b>\$707,232</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                | \$4,944                        | \$0          | 100%                       | \$19,775        | 25%                          | \$14,831         |
| 2000 - Non-Instructional Salaries            | \$0                            | \$0          | 100%                       | \$0             | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$1,013                        | \$0          | 100%                       | \$4,050         | 25.01%                       | \$3,037          |
| 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%                       | \$1,188         | 0%                           | \$1,188          |
| <b>Totals</b>                                | <b>\$5,957</b>                 | <b>\$0</b>   | <b>100%</b>                | <b>\$25,013</b> | <b>23.82%</b>                | <b>\$19,056</b>  |

**Summary of Activities:**

Salaries and benefits for staff teaching ESL and HSD programs provided by Napa Valley Adult Ed.

**Status  
Submitted**

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**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                | \$9,888                        | \$0          | 100%                       | \$19,775       | 50%                          | \$9,887          |
| 2000 - Non-Instructional Salaries            | \$0                            | \$0          | 100%                       | \$0            | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$2,025                        | \$0          | 100%                       | \$4,050        | 50%                          | \$2,025          |
| 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%                       | \$1,188        | 0%                           | \$1,188          |
| <b>Totals</b>                                | \$11,913                       | \$0          | 100%                       | \$25,013       | 47.63%                       | \$13,100         |

**Summary of Activities:**

Salaries and benefits for staff teaching ESL and HSD programs provided by Napa Valley Adult Ed.

**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**

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                | \$14,831                       | \$0          | 100%                       | \$19,775       | 75%                          | \$4,944          |
| 2000 - Non-Instructional Salaries            | \$0                            | \$0          | 100%                       | \$0            | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$3,038                        | \$0          | 100%                       | \$4,050        | 75.01%                       | \$1,012          |
| 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%                       | \$1,188        | 0%                           | \$1,188          |
| <b>Totals</b>                                | \$17,869                       | \$0          | 100%                       | \$25,013       | 71.44%                       | \$7,144          |

**Summary of Activities:**

Salaries and benefits for staff teaching ESL and HSD programs provided by Napa Valley Adult Ed.

**Status  
Submitted**

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**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                | \$19,775                       | \$0          | 100%                       | \$19,775       | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$0                            | \$0          | 100%                       | \$0            | 100%                         | \$0              |
| 3000 - Employee Benefits                     | \$4,050                        | \$0          | 100%                       | \$4,050        | 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                               | \$1,188                        | \$0          | 100%                       | \$1,188        | 100%                         | \$0              |
| <b>Totals</b>                                | \$25,013                       | \$0          | 100%                       | \$25,013       | 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



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