# CAEP Consortium Fiscal Reporting 36 Napa Valley Adult Education Consortium

2021-22 Fiscal Year

#### Certification

#### Certified By

Elena Toscano Project Manager

Quarter 1 Status Quarter 2 Status Quarter 3 Status Quarter 4 Status Certified Uncertified Uncertified

#### **Fiscal Report Submittal Status**

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Calistoga Joint Unified	Submitted	Not Submitted	Not Submitted	Not Submitted
Napa Co. Office of Education	Submitted	Not Submitted	Not Submitted	Not Submitted
Napa Valley CCD	Submitted	Not Submitted	Not Submitted	Not Submitted
Napa Valley Unified	Submitted	Not Submitted	Not Submitted	Not Submitted
St. Helena Unified School District	Submitted	Not Submitted	Not Submitted	Not Submitted

# Calistoga Joint Unified

### Calistoga Joint Unified Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,469	\$0	100%	\$17,877	25%	\$13,408
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$927	\$0	100%	\$3,709	24.99%	\$2,782
4000 - Supplies and Materials	\$3,250	\$0	100%	\$13,000	25%	\$9,750
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	\$433	\$0	100%	\$1,730	25.03%	\$1,297
Totals	\$9,079	\$0	100%	\$36,316	25%	\$27,237

Status Submitted

Calistoga Joint Unified Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,469	\$0	100%	\$17,877	25%	\$13,408
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$927	\$0	100%	\$3,709	24.99%	\$2,782
4000 - Supplies and Materials	\$3,250	\$0	100%	\$13,000	25%	\$9,750
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	\$433	\$0	100%	\$1,730	25.03%	\$1,297
Totals	\$9,079	\$0	100%	\$36,316	25%	\$27,237

Calistoga Joint Unified Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,469	\$0	100%	\$17,877	25%	\$13,408
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$927	\$0	100%	\$3,709	24.99%	\$2,782
4000 - Supplies and Materials	\$3,250	\$0	100%	\$13,000	25%	\$9,750
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	\$433	\$0	100%	\$1,730	25.03%	\$1,297
Totals	\$9,079	\$0	100%	\$36,316	25%	\$27,237

Calistoga Joint Unified Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,469	\$0	100%	\$17,877	25%	\$13,408
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$927	\$0	100%	\$3,709	24.99%	\$2,782
4000 - Supplies and Materials	\$3,250	\$0	100%	\$13,000	25%	\$9,750
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	\$433	\$0	100%	\$1,730	25.03%	\$1,297
Totals	\$9,079	\$0	100%	\$36,316	25%	\$27,237

# Napa Co. Office of Education

Napa Co. Office of Education Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YT D) Expenditure	YT D 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	\$12,218	\$0	100%	\$80,706	15.14%	\$68,488
3000 - Employee Benefits	\$2,687	\$0	100%	\$15,372	17.48%	\$12,685
4000 - Supplies and Materials	\$0	\$0	100%	\$1,500	0%	\$1,500
5000 - Other Operating Expenses and Services	\$78	\$0	100%	\$8,500	0.92%	\$8,422
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,680	\$0	100%	\$5,304	31.67%	\$3,624
Totals	\$16,663	\$0	100%	\$111,382	14.96%	\$94,719

#### Corrective Action Plan

Coleen Petersen's FTE is budgeted at the needed FTE for the remainder of the year to fully expense the budget.

Status

Submitted

Napa Co. Office of Education Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YT D) Expenditure	YT D 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	\$12,218	\$0	100%	\$80,706	15.14%	\$68,488
3000 - Employee Benefits	\$2,687	\$0	100%	\$15,372	17.48%	\$12,685
4000 - Supplies and Materials	\$0	\$0	100%	\$1,500	0%	\$1,500
5000 - Other Operating Expenses and Services	\$78	\$0	100%	\$8,500	0.92%	\$8,422
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,680	\$0	100%	\$5,304	31.67%	\$3,624
Totals	\$16,663	\$0	100%	\$111,382	14.96%	\$94,719

Napa Co. Office of Education Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YT D) Expenditure	YT D 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	\$12,218	\$0	100%	\$80,706	15.14%	\$68,488
3000 - Employee Benefits	\$2,687	\$0	100%	\$15,372	17.48%	\$12,685
4000 - Supplies and Materials	\$0	\$0	100%	\$1,500	0%	\$1,500
5000 - Other Operating Expenses and Services	\$78	\$0	100%	\$8,500	0.92%	\$8,422
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,680	\$0	100%	\$5,304	31.67%	\$3,624
Totals	\$16,663	\$0	100%	\$111,382	14.96%	\$94,719

Napa Co. Office of Education Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YT D) Expenditure	YT D 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	\$12,218	\$0	100%	\$80,706	15.14%	\$68,488
3000 - Employee Benefits	\$2,687	\$0	100%	\$15,372	17.48%	\$12,685
4000 - Supplies and Materials	\$0	\$0	100%	\$1,500	0%	\$1,500
5000 - Other Operating Expenses and Services	\$78	\$0	100%	\$8,500	0.92%	\$8,422
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,680	\$0	100%	\$5,304	31.67%	\$3,624
Totals	\$16,663	\$0	100%	\$111,382	14.96%	\$94,719

## Napa Valley CCD

Napa Valley CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$216	\$0	100%	\$100,000	0.22%	\$99,784
2000 - Non-Instructional Salaries	\$19,002	\$0	100%	\$100,000	19%	\$80,998
3000 - Employee Benefits	\$9,972	\$0	100%	\$50,000	19.94%	\$40,028
4000 - Supplies and Materials	\$443	\$0	100%	\$45,000	0.98%	\$44,557
5000 - Other Operating Expenses and Services	\$9,951	\$0	100%	\$31,200	31.89%	\$21,249
6000 - Capital Outlay	\$0	\$0	100%	\$33,707	0%	\$33,707
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,979	\$0	100%	\$17,000	11.64%	\$15,021
Totals	\$41,563	\$0	100%	\$376,907	11.03%	\$335,344

#### Corrective Action Plan

Increased funds will be expended during Q2 and Q3.

#### **Summary of Activities:**

Funds will be provided for non-credit instructional and non-instructional salaries as well as additional materials as needs arise.

Status Submitted

Napa Valley CCD Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$216	\$0	100%	\$100,000	0.22%	\$99,784
2000 - Non-Instructional Salaries	\$19,002	\$0	100%	\$100,000	19%	\$80,998
3000 - Employee Benefits	\$9,972	\$0	100%	\$50,000	19.94%	\$40,028
4000 - Supplies and Materials	\$443	\$0	100%	\$45,000	0.98%	\$44,557
5000 - Other Operating Expenses and Services	\$9,951	\$0	100%	\$31,200	31.89%	\$21,249
6000 - Capital Outlay	\$0	\$0	100%	\$33,707	0%	\$33,707
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,979	\$0	100%	\$17,000	11.64%	\$15,021
Totals	\$41,563	\$0	100%	\$376,907	11.03%	\$335,344

Napa Valley CCD Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$216	\$0	100%	\$100,000	0.22%	\$99,784
2000 - Non-Instructional Salaries	\$19,002	\$0	100%	\$100,000	19%	\$80,998
3000 - Employee Benefits	\$9,972	\$0	100%	\$50,000	19.94%	\$40,028
4000 - Supplies and Materials	\$443	\$0	100%	\$45,000	0.98%	\$44,557
5000 - Other Operating Expenses and Services	\$9,951	\$0	100%	\$31,200	31.89%	\$21,249
6000 - Capital Outlay	\$0	\$0	100%	\$33,707	0%	\$33,707
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,979	\$0	100%	\$17,000	11.64%	\$15,021
Totals	\$41,563	\$0	100%	\$376,907	11.03%	\$335,344

Napa Valley CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$216	\$0	100%	\$100,000	0.22%	\$99,784
2000 - Non-Instructional Salaries	\$19,002	\$0	100%	\$100,000	19%	\$80,998
3000 - Employee Benefits	\$9,972	\$0	100%	\$50,000	19.94%	\$40,028
4000 - Supplies and Materials	\$443	\$0	100%	\$45,000	0.98%	\$44,557
5000 - Other Operating Expenses and Services	\$9,951	\$0	100%	\$31,200	31.89%	\$21,249
6000 - Capital Outlay	\$0	\$0	100%	\$33,707	0%	\$33,707
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,979	\$0	100%	\$17,000	11.64%	\$15,021
Totals	\$41,563	\$0	100%	\$376,907	11.03%	\$335,344

# Napa Valley Unified

Napa Valley Unified Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$209,311	\$0	100%	\$1,061,342	19.72%	\$852,031
2000 - Non-Instructional Salaries	\$175,369	\$0	100%	\$809,596	21.66%	\$634,227
3000 - Employee Benefits	\$117,153	\$0	100%	\$601,293	19.48%	\$484,140
4000 - Supplies and Materials	\$17,511	\$0	100%	\$190,698	9.18%	\$173,187
5000 - Other Operating Expenses and Services	\$82,006	\$0	100%	\$361,830	22.66%	\$279,824
6000 - Capital Outlay	\$35,567	\$0	100%	\$151,700	23.45%	\$116,133
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,507	\$0	100%	\$158,823	18.58%	\$129,316
Totals	\$666,424	\$0	100%	\$3,335,282	19.98%	\$2,668,858

#### **Summary of Activities:**

4000-NVAE has had purchases in 3 main areas this fall. The first are purchases of textbooks, specifically consumable materials for our full range of ESL classes. The second is the purchasing of Chromebooks for our ESL and HS students. The third area of purchases are for tools and supplies for new short term trades classes which began this fall in electrical, welding, tiling, and plumbing. 5000-After many years of work, NVAE is leading our consortium in the use of Community Pro Suite. As a result we have various costs associated with the purchase and training on this software. Since NVAE does not have any shop space, we purchased two shipping containers to be used as CTE shops. Each container is divided into sections that house tools and equipment and are set up as a working shop with electrical and ventilation. Purchase student licenses for Burlington English to be used in our ESL classes. Lastly, NVAE hires a number of short term teachers as consultants to teach mainly CTE classes.

Status Submitted

Napa Valley Unified Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$209,311	\$0	100%	\$1,061,342	19.72%	\$852,031
2000 - Non-Instructional Salaries	\$175,369	\$0	100%	\$809,596	21.66%	\$634,227
3000 - Employee Benefits	\$117,153	\$0	100%	\$601,293	19.48%	\$484,140
4000 - Supplies and Materials	\$17,511	\$0	100%	\$190,698	9.18%	\$173,187
5000 - Other Operating Expenses and Services	\$82,006	\$0	100%	\$361,830	22.66%	\$279,824
6000 - Capital Outlay	\$35,567	\$0	100%	\$151,700	23.45%	\$116,133
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,507	\$0	100%	\$158,823	18.58%	\$129,316
Totals	\$666,424	\$0	100%	\$3,335,282	19.98%	\$2,668,858

Napa Valley Unified Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$209,311	\$0	100%	\$1,061,342	19.72%	\$852,031
2000 - Non-Instructional Salaries	\$175,369	\$0	100%	\$809,596	21.66%	\$634,227
3000 - Employee Benefits	\$117,153	\$0	100%	\$601,293	19.48%	\$484,140
4000 - Supplies and Materials	\$17,511	\$0	100%	\$190,698	9.18%	\$173,187
5000 - Other Operating Expenses and Services	\$82,006	\$0	100%	\$361,830	22.66%	\$279,824
6000 - Capital Outlay	\$35,567	\$0	100%	\$151,700	23.45%	\$116,133
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,507	\$0	100%	\$158,823	18.58%	\$129,316
Totals	\$666,424	\$0	100%	\$3,335,282	19.98%	\$2,668,858

Napa Valley Unified Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$209,311	\$0	100%	\$1,061,342	19.72%	\$852,031
2000 - Non-Instructional Salaries	\$175,369	\$0	100%	\$809,596	21.66%	\$634,227
3000 - Employee Benefits	\$117,153	\$0	100%	\$601,293	19.48%	\$484,140
4000 - Supplies and Materials	\$17,511	\$0	100%	\$190,698	9.18%	\$173,187
5000 - Other Operating Expenses and Services	\$82,006	\$0	100%	\$361,830	22.66%	\$279,824
6000 - Capital Outlay	\$35,567	\$0	100%	\$151,700	23.45%	\$116,133
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,507	\$0	100%	\$158,823	18.58%	\$129,316
Totals	\$666,424	\$0	100%	\$3,335,282	19.98%	\$2,668,858

#### St. Helena Unified School District

St. Helena Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,097	\$0	100%	\$16,388	25%	\$12,291
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$850	\$0	100%	\$3,400	25%	\$2,550
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$1,250	\$0	100%	\$5,000	25%	\$3,750
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$310	\$0	100%	\$1,239	25.02%	\$929
Totals	\$6,507	\$0	100%	\$26,027	25%	\$19,520

Status Submitted

St. Helena Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,097	\$0	100%	\$16,388	25%	\$12,291
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$850	\$0	100%	\$3,400	25%	\$2,550
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$1,250	\$0	100%	\$5,000	25%	\$3,750
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$310	\$0	100%	\$1,239	25.02%	\$929
Totals	\$6,507	\$0	100%	\$26,027	25%	\$19,520

St. Helena Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,097	\$0	100%	\$16,388	25%	\$12,291
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$850	\$0	100%	\$3,400	25%	\$2,550
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$1,250	\$0	100%	\$5,000	25%	\$3,750
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$310	\$0	100%	\$1,239	25.02%	\$929
Totals	\$6,507	\$0	100%	\$26,027	25%	\$19,520

St. Helena Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YT D) Expenditure	YT D Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$4,097	\$0	100%	\$16,388	25%	\$12,291
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$850	\$0	100%	\$3,400	25%	\$2,550
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$1,250	\$0	100%	\$5,000	25%	\$3,750
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$310	\$0	100%	\$1,239	25.02%	\$929
Totals	\$6,507	\$0	100%	\$26,027	25%	\$19,520

Status

Unsubmitted



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