

CAEP Consortium Fiscal Reporting 38 Southern Alameda County Consortium (Ohlone CCD)

2019-20 Fiscal Year

Certification

Certified By

Heidi McFadden
principal

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
Fremont Unified	Submitted	Submitted	Submitted	Submitted
New Haven Unified	Submitted	Submitted	Submitted	Submitted
Newark Unified	Submitted	Submitted	Submitted	Submitted
Ohlone CCD	Submitted	Submitted	Submitted	Submitted

Fremont Unified

Fremont 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	\$306,307	\$358,324	85.48%	\$1,433,296	21.37%	\$1,126,989
2000 - Non-Instructional Salaries	\$256,704	\$260,133	98.68%	\$1,040,532	24.67%	\$783,828
3000 - Employee Benefits	\$145,664	\$158,311	92.01%	\$633,244	23%	\$487,580
4000 - Supplies and Materials	\$7,346	\$4,705	156.14%	\$31,366	23.42%	\$24,020
5000 - Other Operating Expenses and Services	\$77,415	\$61,196	126.5%	\$244,782	31.63%	\$167,367
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$115,030	0%	\$115,030
Totals	\$793,436	\$842,668	94.16%	\$3,498,250	22.68%	\$2,704,814

Summary of Activities:

Expenditures fall within expected percentages. The expense in the 5000's are high at the beginning of the year, as nearly all software renewals, which fall in this category, are paid at the start of the fiscal year.

Status
Submitted

Fremont 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	\$562,914	\$716,648	78.55%	\$1,433,296	39.27%	\$870,382
2000 - Non-Instructional Salaries	\$509,084	\$520,266	97.85%	\$1,040,532	48.93%	\$531,448
3000 - Employee Benefits	\$275,191	\$316,622	86.91%	\$633,244	43.46%	\$358,053
4000 - Supplies and Materials	\$10,336	\$9,410	109.84%	\$31,366	32.95%	\$21,030
5000 - Other Operating Expenses and Services	\$174,904	\$122,391	142.91%	\$244,782	71.45%	\$69,878
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$115,030	0%	\$115,030
Totals	\$1,532,429	\$1,685,337	90.93%	\$3,498,250	43.81%	\$1,965,821

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

Heidi McFadden, principal

Donna Upchurch, Account Clerk

Fremont 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	\$974,330	\$1,074,972	90.64%	\$1,433,296	67.98%	\$458,966
2000 - Non-Instructional Salaries	\$790,860	\$780,399	101.34%	\$1,040,532	76.01%	\$249,672
3000 - Employee Benefits	\$437,381	\$474,933	92.09%	\$633,244	69.07%	\$195,863
4000 - Supplies and Materials	\$10,336	\$14,115	73.23%	\$31,366	32.95%	\$21,030
5000 - Other Operating Expenses and Services	\$229,689	\$183,587	125.11%	\$244,782	93.83%	\$15,093
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$115,030	0%	\$115,030
Totals	\$2,442,596	\$2,528,005	96.62%	\$3,498,250	69.82%	\$1,055,654

Status
Submitted

Fremont 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	\$1,360,138	\$1,433,296	94.9%	\$1,433,296	94.9%	\$73,158
2000 - Non-Instructional Salaries	\$1,037,455	\$1,040,532	99.7%	\$1,040,532	99.7%	\$3,077
3000 - Employee Benefits	\$589,965	\$633,244	93.17%	\$633,244	93.17%	\$43,279
4000 - Supplies and Materials	\$10,336	\$18,820	54.92%	\$31,366	32.95%	\$21,030
5000 - Other Operating Expenses and Services	\$246,007	\$244,782	100.5%	\$244,782	100.5%	ⓘ -\$1,225
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$115,030	0%	\$115,030	0%	\$115,030
Totals	\$3,243,901	\$3,485,704	93.06%	\$3,498,250	92.73%	\$254,349

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

Guidance: Yes

Summary of Activities:

Due to COVID-19 and shelter-in-place, we needed to make some overall adjustments to our budget projections. Expenditures fell below the projected amounts due to mid-year readjustments. Materials and supplies expenses decreased, and there was a slight increase to other operating expenses and services. The 2020-2021 budget will be adjusted to account for changes due to the move to online instruction.

**Status
Submitted**

New Haven Unified

New Haven 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	\$85,798	\$33,602	255.34%	\$224,013	38.3%	\$138,215
2000 - Non-Instructional Salaries	\$24,622	\$23,250	105.9%	\$155,000	15.89%	\$130,378
3000 - Employee Benefits	\$33,874	\$25,107	134.92%	\$167,381	20.24%	\$133,507
4000 - Supplies and Materials	\$285	\$573	49.78%	\$3,817	7.47%	\$3,532
5000 - Other Operating Expenses and Services	\$1,267	\$450	281.56%	\$3,000	42.23%	\$1,733
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,855	\$0	100%	\$25,591	15.06%	\$21,736
Totals	\$149,701	\$82,982	180.4%	\$578,802	25.86%	\$429,101

Summary of Activities:

Most expenditures were for summer school

Status
Submitted

New Haven 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	\$87,642	\$60,484	144.9%	\$224,013	39.12%	\$136,371
2000 - Non-Instructional Salaries	\$69,305	\$41,850	165.6%	\$155,000	44.71%	\$85,695
3000 - Employee Benefits	\$73,082	\$45,193	161.71%	\$167,381	43.66%	\$94,299
4000 - Supplies and Materials	\$1,942	\$1,031	188.44%	\$3,817	50.88%	\$1,875
5000 - Other Operating Expenses and Services	\$1,651	\$810	203.83%	\$3,000	55.03%	\$1,349
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$12,311	\$0	100%	\$25,591	48.11%	\$13,280
Totals	\$245,933	\$149,367	164.65%	\$578,802	42.49%	\$332,869

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

Michaelene McKelvey, Coordinator, EL Services

Grace Kim, Director

New Haven 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	\$96,543	\$62,724	153.92%	\$224,013	43.1%	\$127,470
2000 - Non-Instructional Salaries	\$90,722	\$43,400	209.04%	\$155,000	58.53%	\$64,278
3000 - Employee Benefits	\$109,798	\$46,867	234.28%	\$167,381	65.6%	\$57,583
4000 - Supplies and Materials	\$3,662	\$1,069	342.64%	\$3,817	95.94%	\$155
5000 - Other Operating Expenses and Services	\$1,690	\$840	201.19%	\$3,000	56.33%	\$1,310
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$12,988	\$0	100%	\$25,591	50.75%	\$12,603
Totals	\$315,403	\$154,899	203.62%	\$578,802	54.49%	\$263,399

Summary of Activities:

Status
Submitted

New Haven 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	\$111,504	\$67,204	165.92%	\$224,013	49.78%	\$112,509
2000 - Non-Instructional Salaries	\$124,054	\$46,500	266.78%	\$155,000	80.03%	\$30,946
3000 - Employee Benefits	\$133,861	\$50,214	266.58%	\$167,381	79.97%	\$33,520
4000 - Supplies and Materials	\$4,862	\$1,145	424.59%	\$3,817	127.38%	⚠ -\$1,045
5000 - Other Operating Expenses and Services	\$1,690	\$900	187.78%	\$3,000	56.33%	\$1,310
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,799	\$0	100%	\$25,591	73.46%	\$6,792
Totals	\$394,770	\$165,963	237.87%	\$578,802	68.2%	\$184,032

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

Guidance: Yes

Summary of Activities:

Expenditures fall below budgeted projections due to shelter in place during COVID.

**Status
Submitted**

Newark Unified

Newark 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	\$8,220	\$14,811	55.5%	\$59,244	13.87%	\$51,024
2000 - Non-Instructional Salaries	\$10,708	\$15,701	68.2%	\$62,805	17.05%	\$52,097
3000 - Employee Benefits	\$6,081	\$11,008	55.24%	\$44,033	13.81%	\$37,952
4000 - Supplies and Materials	\$6,656	\$2,809	236.93%	\$11,237	59.23%	\$4,581
5000 - Other Operating Expenses and Services	\$13,218	\$8,931	148%	\$35,725	37%	\$22,507
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,663	0%	\$10,652	0%	\$10,652
Totals	\$44,883	\$55,924	80.26%	\$223,696	20.06%	\$178,813

Summary of Activities:

Chromebook carts were purchased for CASAS testing and online coursework through APEX. We renewed licenses for ASAP, GED Academy, Rosetta Stone, and APEX. A teacher attended the CASAS conference. Some expenditures were for summer school.

Status
Submitted

Newark 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	\$33,212	\$29,622	112.12%	\$59,244	56.06%	\$26,032
2000 - Non-Instructional Salaries	\$22,997	\$31,403	73.23%	\$62,805	36.62%	\$39,808
3000 - Employee Benefits	\$16,154	\$22,017	73.37%	\$44,033	36.69%	\$27,879
4000 - Supplies and Materials	\$8,514	\$5,619	151.54%	\$11,237	75.77%	\$2,723
5000 - Other Operating Expenses and Services	\$21,615	\$17,863	121.01%	\$35,725	60.5%	\$14,110
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,326	0%	\$10,652	0%	\$10,652
Totals	\$102,492	\$111,848	91.64%	\$223,696	45.82%	\$121,204

Summary of Activities:

We purchased additional Chromebooks so we can have a 1:1 Chromebook to learner ration. We also ordered high school diplomas for our Diploma program. We renewed our software agreement with ASAP.

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

Julie Calderon

Newark 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	\$50,019	\$44,433	112.57%	\$59,244	84.43%	\$9,225
2000 - Non-Instructional Salaries	\$30,880	\$47,104	65.56%	\$62,805	49.17%	\$31,925
3000 - Employee Benefits	\$22,673	\$33,025	68.65%	\$44,033	51.49%	\$21,360
4000 - Supplies and Materials	\$8,514	\$8,428	101.02%	\$11,237	75.77%	\$2,723
5000 - Other Operating Expenses and Services	\$23,939	\$26,794	89.35%	\$35,725	67.01%	\$11,786
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$7,989	0%	\$10,652	0%	\$10,652
Totals	\$136,025	\$167,772	81.08%	\$223,696	60.81%	\$87,671

Summary of Activities:

After some needed budget revisions and transfers, we rectified some utilities bills and teacher benefits issues. We gave teachers more time to transition into distance learning

Status
Submitted

Newark 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	\$59,244	\$59,244	100%	\$59,244	100%	\$0
2000 - Non-Instructional Salaries	\$41,952	\$62,805	66.8%	\$62,805	66.8%	\$20,853
3000 - Employee Benefits	\$43,960	\$44,033	99.83%	\$44,033	99.83%	\$73
4000 - Supplies and Materials	\$8,606	\$11,237	76.59%	\$11,237	76.59%	\$2,631
5000 - Other Operating Expenses and Services	\$30,482	\$35,725	85.32%	\$35,725	85.32%	\$5,243
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,938	\$10,652	93.3%	\$10,652	93.3%	\$714
Totals	\$194,182	\$223,696	86.81%	\$223,696	86.81%	\$29,514

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

Guidance: Yes

Summary of Activities:

There were many adjustments to budgets as we transitioned quickly into distance learning due to COVID 19 . Materials and supplies were postponed. Utilities bills were adjusted.

**Status
Submitted**

Ohlone CCD

Ohlone CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$3,220	0%	\$30,200	0%	\$30,200
2000 - Non-Instructional Salaries	\$6,828	\$4,000	170.7%	\$16,000	42.68%	\$9,172
3000 - Employee Benefits	\$3,377	\$2,422	139.44%	\$9,687	34.86%	\$6,310
4000 - Supplies and Materials	\$737	\$2,100	35.1%	\$7,000	10.53%	\$6,263
5000 - Other Operating Expenses and Services	\$0	\$8,597	0%	\$101,240	0%	\$101,240
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,052	0%	\$8,206	0%	\$8,206
Totals	\$10,942	\$22,390	48.87%	\$172,333	6.35%	\$161,391

Corrective Action Plan

As of the end of November, a significant increase in expenditures have been incurred. There is little activity in Quarter One because of the two months of summer.

Summary of Activities:

Classroom supplies. Tri-Cities Career Center counseling for adult schools.

Status
Submitted

Ohlone 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	\$2,338	\$4,660	50.17%	\$30,200	7.74%	\$27,862
2000 - Non-Instructional Salaries	\$6,828	\$4,000	170.7%	\$16,000	42.68%	\$9,172
3000 - Employee Benefits	\$4,013	\$2,422	165.71%	\$9,687	41.43%	\$5,674
4000 - Supplies and Materials	\$1,913	\$3,500	54.66%	\$7,000	27.33%	\$5,087
5000 - Other Operating Expenses and Services	\$3,443	\$11,665	29.51%	\$101,240	3.4%	\$97,797
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,052	0%	\$8,206	0%	\$8,206
Totals	\$18,535	\$28,299	65.5%	\$172,333	10.76%	\$153,798

Corrective Action Plan

Indirect costs are charged at the end of the fiscal year. Invoices for Career Center have not come in for Fall 2019.

Summary of Activities:

Textbooks for noncredit classes. Support for a noncredit coordinator. Support for activities of the Career Center.

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

Mark Lieu, Dean, Language, Communication and Academic Success

Ohlone 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	\$4,675	\$12,600	37.1%	\$30,200	15.48%	\$25,525
2000 - Non-Instructional Salaries	\$9,310	\$4,000	232.75%	\$16,000	58.19%	\$6,690
3000 - Employee Benefits	\$5,884	\$2,422	242.96%	\$9,687	60.74%	\$3,803
4000 - Supplies and Materials	\$2,947	\$5,600	52.63%	\$7,000	42.1%	\$4,053
5000 - Other Operating Expenses and Services	\$3,443	\$14,734	23.37%	\$101,240	3.4%	\$97,797
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,052	0%	\$8,206	0%	\$8,206
Totals	\$26,259	\$41,407	63.42%	\$172,333	15.24%	\$146,074

Corrective Action Plan

Because of COVID-19, planned expenditures through the end of the fiscal year are uncertain. Purchasing at the college has been suspended, and other personnel expenses are being reviewed.

Summary of Activities:

Textbooks for noncredit classes, reassigned time for noncredit program coordinator, consortium website redesign, career center support for adult school members

Status
Submitted

Ohlone 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	\$20,630	\$16,200	127.35%	\$30,200	68.31%	\$9,570
2000 - Non-Instructional Salaries	\$16,851	\$4,000	421.28%	\$16,000	105.32%	⚠ -\$851
3000 - Employee Benefits	\$15,015	\$2,422	620.01%	\$9,687	155%	⚠ -\$5,328
4000 - Supplies and Materials	\$5,661	\$7,000	80.87%	\$7,000	80.87%	\$1,339
5000 - Other Operating Expenses and Services	\$3,475	\$25,407	13.68%	\$101,240	3.43%	\$97,765
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,581	\$2,052	418.28%	\$8,206	104.57%	⚠ -\$375
Totals	\$70,213	\$57,081	123.01%	\$172,333	40.74%	\$102,120

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

Guidance: Yes

Corrective Action Plan

Significant programmatic changes occurred because of COVID. The District has readjusted its budgeting for 2020-2021 to account for changes due to the move to online instruction and changes to professional development.

Summary of Activities:

Coordination for consortium; career center services for consortium members; instructional supplies for noncredit courses; consortium web site update; fall summit

Status
Submitted



California
Community
Colleges

