

CAEP Consortium Fiscal Reporting 43 Rancho Santiago Adult Education Consortium

2019-20 Fiscal Year

Certification

Certified By

Chrissy Gascon

Executive Director, Adult Education Block Grant

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
Garden Grove Unified	Submitted	Submitted	Submitted	Submitted
Orange Unified	Submitted	Submitted	Submitted	Submitted
Rancho Santiago CCD	Submitted	Submitted	Submitted	Submitted

Garden Grove Unified

Garden Grove 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	\$60,934	\$71,051	85.76%	\$473,675	12.86%	\$412,741
2000 - Non-Instructional Salaries	\$59,920	\$57,504	104.2%	\$638,930	9.38%	\$579,010
3000 - Employee Benefits	\$49,274	\$64,620	76.25%	\$430,802	11.44%	\$381,528
4000 - Supplies and Materials	\$16,605	\$14,366	115.59%	\$119,716	13.87%	\$103,111
5000 - Other Operating Expenses and Services	\$3,448	\$4,027	85.62%	\$50,340	6.85%	\$46,892
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,509	\$10,281	92.49%	\$85,673	11.1%	\$76,164
Totals	\$199,690	\$221,849	90.01%	\$1,799,136	11.1%	\$1,599,446

Summary of Activities:

Expenditures associated with costs for Teacher on Special Assignment and other personnel, materials, and supplies needed to support instructional programs, acceleration of students in meeting academic goals, and transitions to career and community college.

**Status
Submitted**

Garden Grove 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	\$128,426	\$142,103	90.38%	\$473,675	27.11%	\$345,249
2000 - Non-Instructional Salaries	\$223,619	\$191,679	116.66%	\$638,930	35%	\$415,311
3000 - Employee Benefits	\$120,104	\$129,241	92.93%	\$430,802	27.88%	\$310,698
4000 - Supplies and Materials	\$30,937	\$35,915	86.14%	\$119,716	25.84%	\$88,779
5000 - Other Operating Expenses and Services	\$18,563	\$15,102	122.92%	\$50,340	36.88%	\$31,777
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$26,082	\$25,702	101.48%	\$85,673	30.44%	\$59,591
Totals	\$547,731	\$539,741	101.48%	\$1,799,136	30.44%	\$1,251,405

Summary of Activities:

Expenditures associated with ongoing costs for certificated and classified personnel, materials, supplies, conference attendance, and other services needed to support instructional programs, acceleration of students in meeting academic goals, and transitions to career and community college.

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

M'Liss Patterson, Director

Garden Grove 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	\$277,657	\$213,154	130.26%	\$473,675	58.62%	\$196,018
2000 - Non-Instructional Salaries	\$390,410	\$287,519	135.79%	\$638,930	61.1%	\$248,520
3000 - Employee Benefits	\$231,656	\$193,861	119.5%	\$430,802	53.77%	\$199,146
4000 - Supplies and Materials	\$46,800	\$53,872	86.87%	\$119,716	39.09%	\$72,916
5000 - Other Operating Expenses and Services	\$45,688	\$22,653	201.69%	\$50,340	90.76%	\$4,652
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$49,610	\$38,553	128.68%	\$85,673	57.91%	\$36,063
Totals	\$1,041,821	\$809,611	128.68%	\$1,799,136	57.91%	\$757,315

Summary of Activities:

Expenditures associated with ongoing costs for certificated and classified personnel, materials, supplies, conference attendance, and other services needed to support instructional programs, acceleration of students in meeting academic goals, and transitions to career and community college.

Status
Submitted

Garden Grove 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	\$384,116	\$284,205	135.15%	\$473,675	81.09%	\$89,559
2000 - Non-Instructional Salaries	\$622,371	\$383,358	162.35%	\$638,930	97.41%	\$16,559
3000 - Employee Benefits	\$346,282	\$258,481	133.97%	\$430,802	80.38%	\$84,520
4000 - Supplies and Materials	\$48,698	\$71,830	67.8%	\$119,716	40.68%	\$71,018
5000 - Other Operating Expenses and Services	\$46,538	\$30,204	154.08%	\$50,340	92.45%	\$3,802
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$72,400	\$51,404	140.85%	\$85,673	84.51%	\$13,273
Totals	\$1,520,405	\$1,079,482	140.85%	\$1,799,136	84.51%	\$278,731

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 associated with ongoing costs for certificated and classified personnel, materials, supplies, conference attendance, and other services needed to support instructional programs, acceleration of students in meeting academic goals, and transitions to career and community college.

**Status
Submitted**

Orange Unified

Orange 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	\$0	\$565	0%	\$3,766	0%	\$3,766
2000 - Non-Instructional Salaries	\$0	\$95	0%	\$630	0%	\$630
3000 - Employee Benefits	\$0	\$321	0%	\$2,137	0%	\$2,137
4000 - Supplies and Materials	\$0	\$72	0%	\$478	0%	\$478
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	\$35	0%	\$233	0%	\$233
Totals	\$0	\$1,087	0%	\$7,244	0%	\$7,244

Corrective Action Plan

Our program was moved to a different site this year and a new instructor was hired. This caused our program to not begin until quarter 2.

Status
Submitted

Orange 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	\$0	\$1,130	0%	\$3,766	0%	\$3,766
2000 - Non-Instructional Salaries	\$90	\$189	47.62%	\$630	14.29%	\$540
3000 - Employee Benefits	\$47	\$641	7.33%	\$2,137	2.2%	\$2,090
4000 - Supplies and Materials	\$0	\$143	0%	\$478	0%	\$478
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	\$5	\$70	7.15%	\$233	2.15%	\$228
Totals	\$142	\$2,173	6.53%	\$7,244	1.96%	\$7,102

Corrective Action Plan

Because we moved the location of the program and hired a new instructor, the program was started late. Therefore, there is not instructor salary to post for quarter 2. He will have salary to post in quarter 3.

Summary of Activities:

Classified, non-instructional, support for adult ed program.

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

Lisa Green Orange Unified School District, Interim Executive Director Curriculum, Instruction, Secondary School Support

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$1,890	\$1,695	111.52%	\$3,766	50.19%	\$1,876
2000 - Non-Instructional Salaries	\$181	\$284	63.84%	\$630	28.73%	\$449
3000 - Employee Benefits	\$520	\$962	54.07%	\$2,137	24.33%	\$1,617
4000 - Supplies and Materials	\$0	\$215	0%	\$478	0%	\$478
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	\$86	\$105	82.02%	\$233	36.91%	\$147
Totals	\$2,677	\$3,260	82.12%	\$7,244	36.95%	\$4,567

Corrective Action Plan

Because we moved the location of the program and hired a new instructor, the program was started late. Therefore, instructor salaries did not post until quarter 3.

Summary of Activities:

Instructor salary and classified staff support for program.

Status
Submitted

Orange 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	\$3,343	\$2,260	147.95%	\$3,766	88.77%	\$423
2000 - Non-Instructional Salaries	\$630	\$378	166.67%	\$630	100%	\$0
3000 - Employee Benefits	\$1,083	\$1,282	84.46%	\$2,137	50.68%	\$1,054
4000 - Supplies and Materials	\$0	\$287	0%	\$478	0%	\$478
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	\$168	\$140	120.17%	\$233	72.1%	\$65
Totals	\$5,224	\$4,346	120.19%	\$7,244	72.11%	\$2,020

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

Guidance: Yes

Summary of Activities:

2000 Object Code - Classified support for the program was more than what was originally budgeted.

**Status
Submitted**

Rancho Santiago CCD

Rancho Santiago 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	\$252,821	\$223,199	113.27%	\$1,487,993	16.99%	\$1,235,172
2000 - Non-Instructional Salaries	\$85,662	\$91,504	93.62%	\$610,027	14.04%	\$524,365
3000 - Employee Benefits	\$158,113	\$152,450	103.71%	\$1,016,332	15.56%	\$858,219
4000 - Supplies and Materials	\$1,524	\$19,268	7.91%	\$128,450	1.19%	\$126,926
5000 - Other Operating Expenses and Services	\$113,737	\$138,437	82.16%	\$922,912	12.32%	\$809,175
6000 - Capital Outlay	\$58,816	\$64,002	91.9%	\$426,679	13.78%	\$367,863
7000 - Other Outgo	\$0	\$45,000	0%	\$300,000	0%	\$300,000
Indirect Costs	\$33,534	\$36,151	92.76%	\$241,006	13.91%	\$207,472
Totals	\$704,207	\$770,010	91.45%	\$5,133,399	13.72%	\$4,429,192

Summary of Activities:

Chrissy Gascon, CAEP Executive Director, continued to serve as the Rancho Santiago Adult Education Consortium's (RSAEC) lead and represented the consortium at the local and state level. The RSAEC Executive Committee continued to provide the leadership and direction for the consortium. Within the Rancho Santiago Community College District (RSCCD), the 9 full-time tenure-track faculty coordinators continued their work on the CAEP objectives especially in regards to the 5 goals stated in the RSAEC 3-year plan. These include: 1) Increase capacity to maximize student completion rates, 2) Increase Education Opportunities for students in basic skills and career education, 3) Increase access to students by offering flexible learning options such as online or hybrid courses, 4) Increase career education opportunities for students at GGAE, and 5) Increase educational opportunities in healthcare pathways.

Status
Submitted

Rancho Santiago 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	\$567,282	\$446,398	127.08%	\$1,487,993	38.12%	\$920,711
2000 - Non-Instructional Salaries	\$161,005	\$183,008	87.98%	\$610,027	26.39%	\$449,022
3000 - Employee Benefits	\$336,768	\$304,900	110.45%	\$1,016,332	33.14%	\$679,564
4000 - Supplies and Materials	\$3,096	\$38,535	8.03%	\$128,450	2.41%	\$125,354
5000 - Other Operating Expenses and Services	\$337,866	\$276,874	122.03%	\$922,912	36.61%	\$585,046
6000 - Capital Outlay	\$121,207	\$128,004	94.69%	\$426,679	28.41%	\$305,472
7000 - Other Outgo	\$0	\$90,000	0%	\$300,000	0%	\$300,000
Indirect Costs	\$76,361	\$72,302	105.61%	\$241,006	31.68%	\$164,645
Totals	\$1,603,585	\$1,540,020	104.13%	\$5,133,399	31.24%	\$3,529,814

Summary of Activities:

Chrissy Gascon, CAEP Executive Director, continued to serve as the Rancho Santiago Adult Education Consortium’s (RSAEC) lead and represented the consortium at the local and state level. The RSAEC Executive Committee continued to provide the leadership and direction for the consortium. Within the Rancho Santiago Community College District (RSCCD), the 9 full-time tenure-track faculty coordinators continued their work on the CAEP objectives especially in regards to the 5 goals stated in the RSAEC 3-year plan. These include: 1) Increase capacity to maximize student completion rates, 2) Increase Education Opportunities for students in basic skills and career education, 3) Increase access to students by offering flexible learning options such as online or hybrid courses, 4) Increase career education opportunities for students at GGAE, and 5) Increase educational opportunities in healthcare pathways.

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

Chrissy Gascon, Executive Director, Adult Education Block Grant
Eden Quimzon, Interim Executive Director

Rancho Santiago 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	\$901,639	\$669,597	134.65%	\$1,487,993	60.59%	\$586,354
2000 - Non-Instructional Salaries	\$254,077	\$274,512	92.56%	\$610,027	41.65%	\$355,950
3000 - Employee Benefits	\$533,947	\$457,349	116.75%	\$1,016,332	52.54%	\$482,385
4000 - Supplies and Materials	\$11,555	\$57,803	19.99%	\$128,450	9%	\$116,895
5000 - Other Operating Expenses and Services	\$452,904	\$415,310	109.05%	\$922,912	49.07%	\$470,008
6000 - Capital Outlay	\$187,152	\$192,006	97.47%	\$426,679	43.86%	\$239,527
7000 - Other Outgo	\$0	\$135,000	0%	\$300,000	0%	\$300,000
Indirect Costs	\$117,064	\$108,453	107.94%	\$241,006	48.57%	\$123,942
Totals	\$2,458,338	\$2,310,030	106.42%	\$5,133,399	47.89%	\$2,675,061

Summary of Activities:

Chrissy Gascon, CAEP Executive Director, continued to serve as the Rancho Santiago Adult Education Consortium's (RSAEC) lead and represented the consortium at the local and state level. The RSAEC Executive Committee continued to provide the leadership and direction for the consortium. Within the Rancho Santiago Community College District (RSCCD), the 9 full-time tenure-track faculty coordinators continued their work on the CAEP objectives especially in regards to the 5 goals stated in the RSAEC 3-year plan. These include: 1) Increase capacity to maximize student completion rates, 2) Increase Education Opportunities for students in basic skills and career education, 3) Increase access to students by offering flexible learning options such as online or hybrid courses, 4) Increase career education opportunities for students at GGAE, and 5) Increase educational opportunities in healthcare pathways.

Status
Submitted

Rancho Santiago 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	\$1,217,884	\$892,796	136.41%	\$1,487,993	81.85%	\$270,109
2000 - Non-Instructional Salaries	\$328,815	\$366,016	89.84%	\$610,027	53.9%	\$281,212
3000 - Employee Benefits	\$690,056	\$609,799	113.16%	\$1,016,332	67.9%	\$326,276
4000 - Supplies and Materials	\$21,021	\$77,070	27.28%	\$128,450	16.37%	\$107,429
5000 - Other Operating Expenses and Services	\$556,096	\$553,747	100.42%	\$922,912	60.25%	\$366,816
6000 - Capital Outlay	\$210,388	\$256,007	82.18%	\$426,679	49.31%	\$216,291
7000 - Other Outgo	\$158,790	\$180,000	88.22%	\$300,000	52.93%	\$141,210
Indirect Costs	\$152,247	\$144,604	105.29%	\$241,006	63.17%	\$88,759
Totals	\$3,335,297	\$3,080,039	108.29%	\$5,133,399	64.97%	\$1,798,102

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

Guidance: Yes

Summary of Activities:

Chrissy Gascon, Interim Executive Daeen, continued to serve as the Rancho Santiago Adult Education Consortium’s (RSAEC) lead and represented the consortium at the local and state level. The RSAEC Executive Committee continued to provide the leadership and direction for the consortium. Within the Rancho Santiago Community College District (RSCCD), the full-time tenure-track faculty coordinators continued their work on the CAEP objectives especially in the areas of transitioning adult students to college and the workforce. Additionally, the CAEP coordinators worked on developing new, innovative curriculum, which will lead to the acceleration of students’ progress toward their academic goals. This curriculum includes new noncredit online classes. The RSAEC Executive Committee voted and approved multiple strategies including the funding of a regional marketing campaign that will allow us to leverage the campaign work that is already in progress by the Strong Workforce Program.

Status
Submitted



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