

# CAEP Consortium Fiscal Reporting 44 North Coast Adult Education Consortium

2018-19 Fiscal Year

## Certification

**Certified By**

Margaret Talcott  
Interim-Director

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

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Del Norte County Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Eureka City Schools</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Redwoods CCD</a>	Submitted	Submitted	Submitted	Submitted

## Del Norte County Unified

Del Norte County 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	\$5,475	0%	\$21,901	0%	\$21,901
2000 - Non-Instructional Salaries	\$0	\$2,252	0%	\$9,007	0%	\$9,007
3000 - Employee Benefits	\$0	\$2,930	0%	\$11,719	0%	\$11,719
4000 - Supplies and Materials	\$0	\$13,638	0%	\$54,550	0%	\$54,550
5000 - Other Operating Expenses and Services	\$0	\$2,965	0%	\$16,940	0%	\$16,940
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$5,250	0%	\$5,250
<b>Totals</b>	<b>\$0</b>	<b>\$27,259</b>	<b>0%</b>	<b>\$119,367</b>	<b>0%</b>	<b>\$119,367</b>

### Corrective Action Plan

No expenditures happened in the first quarter.

### Summary of Activities:

The adult education classes offered are for completion of high school diploma.

**Status**  
**Submitted**

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### Del Norte County 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	\$10,818	\$5,475	197.58%	\$21,901	49.4%	\$11,083
2000 - Non-Instructional Salaries	\$5,932	\$2,252	263.44%	\$9,007	65.86%	\$3,075
3000 - Employee Benefits	\$7,243	\$2,930	247.22%	\$11,719	61.81%	\$4,476
4000 - Supplies and Materials	\$38,828	\$13,638	284.71%	\$54,550	71.18%	\$15,722
5000 - Other Operating Expenses and Services	\$7,054	\$3,812	185.07%	\$16,940	41.64%	\$9,886
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$5,250	0%	\$5,250
<b>Totals</b>	<b>\$69,875</b>	<b>\$28,106</b>	<b>248.61%</b>	<b>\$119,367</b>	<b>58.54%</b>	<b>\$49,492</b>

### Summary of Activities:

We have opened up two evening class options for adults to work towards their high school diploma or prep for the HiSet exam. We have also began short-term CTE training 2 nights a week.

**Status**  
**Submitted**

### Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2016-17 Reverted Funds:**

\$0

**2016-17 Status**

Closed

**Submitting Authority**

Del Norte County Department of Education Rob Parker, Director of Adult Education

### Del Norte County 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	\$13,263	\$5,475	242.24%	\$21,901	60.56%	\$8,638
2000 - Non-Instructional Salaries	\$6,240	\$2,252	277.12%	\$9,007	69.28%	\$2,767
3000 - Employee Benefits	\$7,714	\$2,930	263.3%	\$11,719	65.82%	\$4,005
4000 - Supplies and Materials	\$38,828	\$13,638	284.71%	\$54,550	71.18%	\$15,722
5000 - Other Operating Expenses and Services	\$7,054	\$4,659	151.42%	\$16,940	41.64%	\$9,886
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,250	\$0	100%	\$5,250	100%	\$0
<b>Totals</b>	<b>\$78,349</b>	<b>\$28,953</b>	<b>270.61%</b>	<b>\$119,367</b>	<b>65.64%</b>	<b>\$41,018</b>

**Status**  
**Submitted**

**Del Norte County 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	\$21,901	\$5,475	400%	\$21,901	100%	\$0
2000 - Non-Instructional Salaries	\$9,007	\$2,252	400%	\$9,007	100%	\$0
3000 - Employee Benefits	\$11,719	\$2,930	400%	\$11,719	100%	\$0
4000 - Supplies and Materials	\$54,550	\$13,638	400%	\$54,550	100%	\$0
5000 - Other Operating Expenses and Services	\$8,470	\$5,506	153.85%	\$16,940	50%	\$8,470
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,250	\$5,250	100%	\$5,250	100%	\$0
<b>Totals</b>	<b>\$110,897</b>	<b>\$35,050</b>	<b>316.4%</b>	<b>\$119,367</b>	<b>92.9%</b>	<b>\$8,470</b>

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

Status  
Submitted

## Eureka City Schools

Eureka City Schools 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	\$26,263	\$26,263	100%	\$105,053	25%	\$78,790
2000 - Non-Instructional Salaries	\$9,748	\$9,748	100%	\$38,993	25%	\$29,245
3000 - Employee Benefits	\$19,456	\$19,456	100%	\$77,823	25%	\$58,367
4000 - Supplies and Materials	\$2,047	\$6,059	33.79%	\$24,234	8.45%	\$22,187
5000 - Other Operating Expenses and Services	\$9,131	\$9,131	100%	\$36,524	25%	\$27,393
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,302	\$3,318	129.67%	\$13,271	32.42%	\$8,969
<b>Totals</b>	<b>\$70,947</b>	<b>\$73,975</b>	<b>95.91%</b>	<b>\$295,898</b>	<b>23.98%</b>	<b>\$224,951</b>

**Status**  
**Submitted**

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**Eureka City Schools 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	\$52,527	\$52,527	100%	\$105,053	50%	\$52,526
2000 - Non-Instructional Salaries	\$19,497	\$19,497	100%	\$38,993	50%	\$19,496
3000 - Employee Benefits	\$38,912	\$38,912	100%	\$77,823	50%	\$38,911
4000 - Supplies and Materials	\$12,117	\$12,117	100%	\$24,234	50%	\$12,117
5000 - Other Operating Expenses and Services	\$18,262	\$18,262	100%	\$36,524	50%	\$18,262
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,636	\$6,636	100.01%	\$13,271	50%	\$6,635
<b>Totals</b>	<b>\$147,951</b>	<b>\$147,949</b>	<b>100%</b>	<b>\$295,898</b>	<b>50%</b>	<b>\$147,947</b>

**Status**  
**Submitted**

### Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2016-17 Reverted Funds:**

\$0

**2016-17 Status**

Closed

**Submitting Authority**

Mr. Brad Albee, Assistant Principal

### Eureka City Schools 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	\$78,790	\$78,790	100%	\$105,053	75%	\$26,263
2000 - Non-Instructional Salaries	\$29,245	\$29,245	100%	\$38,993	75%	\$9,748
3000 - Employee Benefits	\$58,367	\$58,367	100%	\$77,823	75%	\$19,456
4000 - Supplies and Materials	\$18,176	\$18,176	100%	\$24,234	75%	\$6,058
5000 - Other Operating Expenses and Services	\$27,393	\$27,393	100%	\$36,524	75%	\$9,131
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,953	\$9,953	100%	\$13,271	75%	\$3,318
<b>Totals</b>	<b>\$221,924</b>	<b>\$221,924</b>	<b>100%</b>	<b>\$295,898</b>	<b>75%</b>	<b>\$73,974</b>

**Status**  
**Submitted**

**Eureka City Schools 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	\$105,053	\$105,053	100%	\$105,053	100%	\$0
2000 - Non-Instructional Salaries	\$38,993	\$38,993	100%	\$38,993	100%	\$0
3000 - Employee Benefits	\$77,823	\$77,823	100%	\$77,823	100%	\$0
4000 - Supplies and Materials	\$24,234	\$24,234	100%	\$24,234	100%	\$0
5000 - Other Operating Expenses and Services	\$36,524	\$36,524	100%	\$36,524	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$13,271	\$13,271	100%	\$13,271	100%	\$0
<b>Totals</b>	<b>\$295,898</b>	<b>\$295,898</b>	<b>100%</b>	<b>\$295,898</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

## Redwoods CCD

Redwoods 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	\$19,170	0%	\$76,681	0%	\$76,681
2000 - Non-Instructional Salaries	\$38,581	\$50,948	75.73%	\$203,792	18.93%	\$165,211
3000 - Employee Benefits	\$24,766	\$33,277	74.42%	\$133,109	18.61%	\$108,343
4000 - Supplies and Materials	\$2,116	\$4,799	44.09%	\$19,196	11.02%	\$17,080
5000 - Other Operating Expenses and Services	\$2,126	\$216,286	0.98%	\$865,143	0.25%	\$863,017
6000 - Capital Outlay	\$0	\$8,388	0%	\$33,550	0%	\$33,550
7000 - Other Outgo	\$580	\$732	79.23%	\$2,928	19.81%	\$2,348
Indirect Costs	\$0	\$9,663	0%	\$38,650	0%	\$38,650
<b>Totals</b>	<b>\$68,169</b>	<b>\$343,262</b>	<b>19.86%</b>	<b>\$1,373,049</b>	<b>4.96%</b>	<b>\$1,304,880</b>

### Corrective Action Plan

Q1 is mostly over the summer when things are quite. We expect Q2 to be much more in lines with forecast spending.

### Summary of Activities:

Standard operations, starting the semester and meeting our student needs.

**Status**  
**Submitted**

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### Redwoods 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	\$2,500	\$38,341	6.52%	\$76,681	3.26%	\$74,181
2000 - Non-Instructional Salaries	\$95,017	\$101,896	93.25%	\$203,792	46.62%	\$108,775
3000 - Employee Benefits	\$54,451	\$66,555	81.81%	\$133,109	40.91%	\$78,658
4000 - Supplies and Materials	\$11,576	\$9,598	120.61%	\$19,196	60.3%	\$7,620
5000 - Other Operating Expenses and Services	\$16,690	\$432,572	3.86%	\$865,143	1.93%	\$848,453
6000 - Capital Outlay	\$7,887	\$16,775	47.02%	\$33,550	23.51%	\$25,663
7000 - Other Outgo	\$1,418	\$1,464	96.86%	\$2,928	48.43%	\$1,510
Indirect Costs	\$0	\$19,325	0%	\$38,650	0%	\$38,650
<b>Totals</b>	<b>\$189,539</b>	<b>\$686,525</b>	<b>27.61%</b>	<b>\$1,373,049</b>	<b>13.8%</b>	<b>\$1,183,510</b>

### Corrective Action Plan

Areas below target spending such as "other operating expenses and services" will align with the projected budget in Q3 & Q4.

### Summary of Activities:

Standard operations throughout the semester to meet our student needs.

**Status**  
**Submitted**

### Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

#### 2016-17 Reverted Funds:

\$0

#### 2016-17 Status

Closed

#### Submitting Authority

Margaret Talcott, Interim-Director

### Redwoods 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	\$5,860	\$57,511	10.19%	\$76,681	7.64%	\$70,821
2000 - Non-Instructional Salaries	\$155,432	\$152,844	101.69%	\$203,792	76.27%	\$48,360
3000 - Employee Benefits	\$85,805	\$99,832	85.95%	\$133,109	64.46%	\$47,304
4000 - Supplies and Materials	\$13,408	\$14,397	93.13%	\$19,196	69.85%	\$5,788
5000 - Other Operating Expenses and Services	\$117,385	\$648,857	18.09%	\$865,143	13.57%	\$747,758
6000 - Capital Outlay	\$7,887	\$25,163	31.34%	\$33,550	23.51%	\$25,663
7000 - Other Outgo	\$2,403	\$2,196	109.43%	\$2,928	82.07%	\$525
Indirect Costs	\$0	\$28,988	0%	\$38,650	0%	\$38,650
<b>Totals</b>	<b>\$388,180</b>	<b>\$1,029,787</b>	<b>37.7%</b>	<b>\$1,373,049</b>	<b>28.27%</b>	<b>\$984,869</b>

### Corrective Action Plan

Areas below target spending will align with the projected budget in Q4.

### Summary of Activities:

Standard operations throughout the semester to meet our student needs.

**Status**  
**Submitted**

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### Redwoods 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	\$76,681	\$76,681	100%	\$76,681	100%	\$0
2000 - Non-Instructional Salaries	\$203,792	\$203,792	100%	\$203,792	100%	\$0
3000 - Employee Benefits	\$133,109	\$133,109	100%	\$133,109	100%	\$0
4000 - Supplies and Materials	\$19,196	\$19,196	100%	\$19,196	100%	\$0
5000 - Other Operating Expenses and Services	\$320,547	\$865,143	37.05%	\$865,143	37.05%	\$544,596
6000 - Capital Outlay	\$33,550	\$33,550	100%	\$33,550	100%	\$0
7000 - Other Outgo	\$2,928	\$2,928	100%	\$2,928	100%	\$0
Indirect Costs	\$38,650	\$38,650	100%	\$38,650	100%	\$0
<b>Totals</b>	<b>\$828,453</b>	<b>\$1,373,049</b>	<b>60.34%</b>	<b>\$1,373,049</b>	<b>60.34%</b>	<b>\$544,596</b>

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

Guidance: Yes

### Corrective Action Plan

Roll over will be expensed in the 19/20 fiscal year with the goal of operating from the actual yearly allocation by fiscal year 20/21.

### Summary of Activities:

Activities included direct instruction in the CAEP areas of ABE/ASE, ESL, CTE, WORK, and AWD. The overhead costs of personnel, supplies, materials, etc., supported students' movement toward new or better jobs, or transitions to credit.

Status

Submitted



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