

CAEP Consortium Fiscal Reporting 44 North Coast Adult Education Consortium

2019-20 Fiscal Year

Certification

Certified By

Prudence Ratliff

Director, Adult & Community Education

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
Del Norte County Unified	Submitted	Submitted	Submitted	Submitted
Eureka City Schools	Submitted	Submitted	Submitted	Submitted
Redwoods CCD	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	\$2,303	\$8,323	27.67%	\$33,291	6.92%	\$30,988
2000 - Non-Instructional Salaries	\$1,407	\$2,057	68.41%	\$8,227	17.1%	\$6,820
3000 - Employee Benefits	\$1,425	\$3,664	38.89%	\$14,656	9.72%	\$13,231
4000 - Supplies and Materials	\$10,081	\$7,125	141.5%	\$28,498	35.37%	\$18,417
5000 - Other Operating Expenses and Services	\$74	\$1,375	5.38%	\$5,500	1.35%	\$5,426
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,075	0%	\$4,300	0%	\$4,300
Totals	\$15,290	\$23,618	64.74%	\$94,472	16.18%	\$79,182

Summary of Activities:

This year a Hmong class was added, this classes added immediate costs for the program increasing the 1000's and 3000's quicker as well as increasing the speed of spending in the 4000's. Most purchasing is now complete and all of the classes are going well and moving forward.

**Status
Submitted**

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	\$12,998	\$8,323	156.17%	\$33,291	39.04%	\$20,293
2000 - Non-Instructional Salaries	\$4,043	\$2,057	196.57%	\$8,227	49.14%	\$4,184
3000 - Employee Benefits	\$6,038	\$3,664	164.79%	\$14,656	41.2%	\$8,618
4000 - Supplies and Materials	\$10,151	\$7,125	142.48%	\$28,498	35.62%	\$18,347
5000 - Other Operating Expenses and Services	\$3,501	\$1,375	254.62%	\$5,500	63.65%	\$1,999
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,075	0%	\$4,300	0%	\$4,300
Totals	\$36,731	\$23,618	155.52%	\$94,472	38.88%	\$57,741

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

Randy Fugate

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	\$22,727	\$8,323	273.07%	\$33,291	68.27%	\$10,564
2000 - Non-Instructional Salaries	\$6,519	\$2,057	316.96%	\$8,227	79.24%	\$1,708
3000 - Employee Benefits	\$10,371	\$3,664	283.05%	\$14,656	70.76%	\$4,285
4000 - Supplies and Materials	\$10,164	\$7,125	142.66%	\$28,498	35.67%	\$18,334
5000 - Other Operating Expenses and Services	\$3,501	\$1,375	254.62%	\$5,500	63.65%	\$1,999
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,075	0%	\$4,300	0%	\$4,300
Totals	\$53,282	\$23,618	225.6%	\$94,472	56.4%	\$41,190

Summary of Activities:

With the COVID closures and facilities being closed, CTE courses were not started. Staff continued to make material available in our Hmong and diploma programs successfully. To date we have had 3 students earn their High School Diplomas for 20-21 school year.

**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	\$33,291	\$8,323	400%	\$33,291	100%	\$0
2000 - Non-Instructional Salaries	\$8,227	\$2,057	400%	\$8,227	100%	\$0
3000 - Employee Benefits	\$14,656	\$3,664	400%	\$14,656	100%	\$0
4000 - Supplies and Materials	\$10,392	\$7,125	145.86%	\$28,498	36.47%	\$18,106
5000 - Other Operating Expenses and Services	\$3,501	\$1,375	254.62%	\$5,500	63.65%	\$1,999
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,617	\$1,075	336.47%	\$4,300	84.12%	\$683
Totals	\$73,684	\$23,618	311.98%	\$94,472	78%	\$20,788

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

Guidance: Yes

Summary of Activities:

With COVID-19 bringing the school year into a modified year for the last several months we were not able to spend our entire budget leaving us with some carryover for the 20-21 school year. Funds this year were used in our K-12 Success outreach supporting Hmong parents better support their students in public school system with language and reading. We paid for curriculum and materials as well as teacher hours. We also used funds to support adults working toward their diplomas or high school equivalency taking the HiSET exams, courses in Cyber High and copier costs. Also paid for our Adult Ed instructor for training to support adults preparing to take the Citizenship test.

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	\$17,353	\$21,247	81.67%	\$106,236	16.33%	\$88,883
2000 - Non-Instructional Salaries	\$8,135	\$7,699	105.66%	\$34,995	23.25%	\$26,860
3000 - Employee Benefits	\$11,062	\$13,059	84.71%	\$59,360	18.64%	\$48,298
4000 - Supplies and Materials	\$6,238	\$7,294	85.53%	\$24,312	25.66%	\$18,074
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$44,773	0%	\$44,773
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$13,391	0%	\$13,391
Totals	\$42,788	\$49,299	86.79%	\$283,067	15.12%	\$240,279

Summary of Activities:

Activities were focused on launching the new year, standard operations and supporting programmatic success.

**Status
Submitted**

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	\$37,325	\$58,430	63.88%	\$106,236	35.13%	\$68,911
2000 - Non-Instructional Salaries	\$16,780	\$17,498	95.9%	\$34,995	47.95%	\$18,215
3000 - Employee Benefits	\$20,839	\$29,680	70.21%	\$59,360	35.11%	\$38,521
4000 - Supplies and Materials	\$10,701	\$12,156	88.03%	\$24,312	44.02%	\$13,611
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$44,773	0%	\$44,773
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$13,391	0%	\$13,391
Totals	\$85,645	\$117,763	72.73%	\$283,067	30.26%	\$197,422

Summary of Activities:

Continued standard operations and supporting programmatic success.

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

Mr. Brad Albee, Principal
Lou Jacobson, Director of Fiscal Services

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	\$57,102	\$79,677	71.67%	\$106,236	53.75%	\$49,134
2000 - Non-Instructional Salaries	\$25,167	\$26,246	95.89%	\$34,995	71.92%	\$9,828
3000 - Employee Benefits	\$29,317	\$44,520	65.85%	\$59,360	49.39%	\$30,043
4000 - Supplies and Materials	\$10,967	\$18,234	60.15%	\$24,312	45.11%	\$13,345
5000 - Other Operating Expenses and Services	\$1,406	\$0	100%	\$44,773	3.14%	\$43,367
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$13,391	0%	\$13,391
Totals	\$123,959	\$168,677	73.49%	\$283,067	43.79%	\$159,108

Corrective Action Plan

Not all benefit costs have hit to-date. OPEB costs will hit the books in Q4. Indirect costs will post in Q4. Additional costs will post in Q4 associated with other operating expenses. These actions are expected to bring our expenditures above the target rate.

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	\$106,236	\$106,236	100%	\$106,236	100%	\$0
2000 - Non-Instructional Salaries	\$31,710	\$34,995	90.61%	\$34,995	90.61%	\$3,285
3000 - Employee Benefits	\$47,485	\$59,360	79.99%	\$59,360	79.99%	\$11,875
4000 - Supplies and Materials	\$12,269	\$24,312	50.46%	\$24,312	50.46%	\$12,043
5000 - Other Operating Expenses and Services	\$44,773	\$44,773	100%	\$44,773	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$12,075	\$13,391	90.17%	\$13,391	90.17%	\$1,316
Totals	\$254,548	\$283,067	89.93%	\$283,067	89.93%	\$28,519

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

Guidance: Yes

Summary of Activities:

Instructional budget on 1000-Instructional Salaries was slightly higher than expected. Benefit costs came in substantially lower: Health and welfare costs were significantly lower, as were STRS/PERS and OPEB. We will adjust for this lower cost for the future. Materials were under spent and other op ex costs were higher than originally budgeted for: this is based on travel and service agreements. Final indirect costs were also higher than original projected. As the table shows, although each cost center varied based on the original budget, the expenditures came in at 91.66% of the total budget.

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	\$1,440	\$18,750	7.68%	\$75,000	1.92%	\$73,560
2000 - Non-Instructional Salaries	\$63,211	\$50,000	126.42%	\$200,000	31.61%	\$136,789
3000 - Employee Benefits	\$37,113	\$32,500	114.19%	\$130,000	28.55%	\$92,887
4000 - Supplies and Materials	\$27,506	\$15,000	183.37%	\$60,000	45.84%	\$32,494
5000 - Other Operating Expenses and Services	\$19,174	\$200,491	9.56%	\$801,962	2.39%	\$782,788
6000 - Capital Outlay	\$1,553	\$500	310.6%	\$2,000	77.65%	\$447
7000 - Other Outgo	\$0	\$2,500	0%	\$10,000	0%	\$10,000
Indirect Costs	\$0	\$9,663	0%	\$38,650	0%	\$38,650
Totals	\$149,997	\$329,403	45.54%	\$1,317,612	11.38%	\$1,167,615

Corrective Action Plan

Funds will continue to be spent down to support adult student learning objectives.

Summary of Activities:

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

Status
Submitted

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	\$15,225	\$37,500	40.6%	\$75,000	20.3%	\$59,775
2000 - Non-Instructional Salaries	\$129,957	\$100,000	129.96%	\$200,000	64.98%	\$70,043
3000 - Employee Benefits	\$79,660	\$65,000	122.55%	\$130,000	61.28%	\$50,340
4000 - Supplies and Materials	\$30,914	\$30,000	103.05%	\$60,000	51.52%	\$29,086
5000 - Other Operating Expenses and Services	\$29,658	\$400,981	7.4%	\$801,962	3.7%	\$772,304
6000 - Capital Outlay	\$1,901	\$1,000	190.1%	\$2,000	95.05%	\$99
7000 - Other Outgo	\$1,680	\$5,000	33.6%	\$10,000	16.8%	\$8,320
Indirect Costs	\$0	\$19,325	0%	\$38,650	0%	\$38,650
Totals	\$288,995	\$658,806	43.87%	\$1,317,612	21.93%	\$1,028,617

Corrective Action Plan

Funds will continue to be spent down to support adult student learning objectives.

Summary of Activities:

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

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

Prudence Ratliff, Director, Adult & Community Education
Dr. Angelina Hill 4764364, Vice President of Instruction & Student Services

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$73,179	\$56,250	130.1%	\$75,000	97.57%	\$1,821
2000 - Non-Instructional Salaries	\$191,251	\$150,000	127.5%	\$200,000	95.63%	\$8,749
3000 - Employee Benefits	\$128,439	\$97,500	131.73%	\$130,000	98.8%	\$1,561
4000 - Supplies and Materials	\$45,677	\$45,000	101.5%	\$60,000	76.13%	\$14,323
5000 - Other Operating Expenses and Services	\$41,091	\$601,472	6.83%	\$801,962	5.12%	\$760,871
6000 - Capital Outlay	\$1,901	\$1,500	126.73%	\$2,000	95.05%	\$99
7000 - Other Outgo	\$5,885	\$7,500	78.47%	\$10,000	58.85%	\$4,115
Indirect Costs	\$0	\$28,988	0%	\$38,650	0%	\$38,650
Totals	\$487,423	\$988,209	49.32%	\$1,317,612	36.99%	\$830,189

Corrective Action Plan

Funds will continue to be spent down to support adult student learning objectives. The indirect will come out of Quarter 4.

Summary of Activities:

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

Status
Submitted

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	\$73,179	\$75,000	97.57%	\$75,000	97.57%	\$1,821
2000 - Non-Instructional Salaries	\$191,251	\$200,000	95.63%	\$200,000	95.63%	\$8,749
3000 - Employee Benefits	\$128,439	\$130,000	98.8%	\$130,000	98.8%	\$1,561
4000 - Supplies and Materials	\$45,677	\$60,000	76.13%	\$60,000	76.13%	\$14,323
5000 - Other Operating Expenses and Services	\$41,091	\$801,962	5.12%	\$801,962	5.12%	\$760,871
6000 - Capital Outlay	\$1,901	\$2,000	95.05%	\$2,000	95.05%	\$99
7000 - Other Outgo	\$5,885	\$10,000	58.85%	\$10,000	58.85%	\$4,115
Indirect Costs	\$0	\$38,650	0%	\$38,650	0%	\$38,650
Totals	\$487,423	\$1,317,612	36.99%	\$1,317,612	36.99%	\$830,189

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

Guidance: Yes

Corrective Action Plan

The program just got a new Director who will need to evaluate what is happening with the expenses. In addition, COVID has caused a great number of disruption. The new Director will work with the VP, Instruction and the Consortium members to develop a plan to insure that activities are on track to ensure that we no longer fall below the targets.

Summary of Activities:

Classes were moved to an Online format due to COVID, but we are continuing to serve students with classes. In addition, classes are being offered in a correspondence modality for students in the Humboldt County Correctional Facility.

**Status
Submitted**



California
Community
Colleges

