

CAEP Consortium Fiscal Reporting 44 North Coast Adult Education Consortium

2020-21 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	Uncertified

Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Del Norte County Unified	Submitted	Submitted	Submitted	Not Submitted
Eureka City Schools	Submitted	Submitted	Submitted	Not Submitted
Redwoods CCD	Submitted	Submitted	Submitted	Not 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	\$7,085	\$8,018	88.36%	\$32,073	22.09%	\$24,988
2000 - Non-Instructional Salaries	\$1,529	\$2,314	66.08%	\$9,256	16.52%	\$7,727
3000 - Employee Benefits	\$2,856	\$3,664	77.95%	\$14,656	19.49%	\$11,800
4000 - Supplies and Materials	\$0	\$8,699	0%	\$34,795	0%	\$34,795
5000 - Other Operating Expenses and Services	\$0	\$1,875	0%	\$7,500	0%	\$7,500
6000 - Capital Outlay	\$0	\$3,700	0%	\$14,800	0%	\$14,800
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,413	0%	\$5,650	0%	\$5,650
Totals	\$11,470	\$29,683	38.64%	\$118,730	9.66%	\$107,260

Corrective Action Plan

The start of the school year was postponed due to COVID-19. Additionally, we have experienced lower numbers of student enrollment in our programs so far due to in-person size limits and distance learning modalities. We are expecting an increase in the second and later quarters as some programs restart.

Summary of Activities:

Salary for principal of Adult Ed program at 15%, salary for clerical support at 20%, hourly wages for adult education teachers time, benefits for the aforementioned, Cyber High expenses and Hi-Set costs.

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	\$13,450	\$8,018	167.74%	\$32,073	41.94%	\$18,623
2000 - Non-Instructional Salaries	\$4,105	\$2,314	177.4%	\$9,256	44.35%	\$5,151
3000 - Employee Benefits	\$6,325	\$3,664	172.63%	\$14,656	43.16%	\$8,331
4000 - Supplies and Materials	\$0	\$8,699	0%	\$34,795	0%	\$34,795
5000 - Other Operating Expenses and Services	\$4,520	\$1,875	241.07%	\$7,500	60.27%	\$2,980
6000 - Capital Outlay	\$0	\$3,700	0%	\$14,800	0%	\$14,800
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,420	\$1,413	100.53%	\$5,650	25.13%	\$4,230
Totals	\$29,820	\$29,683	100.46%	\$118,730	25.12%	\$88,910

Corrective Action Plan

The start of the school year was postponed due to COVID-19. Additionally, we have experienced lower numbers of student enrollment in our programs so far due to in-person size limits and distance learning modalities. We are expecting an increase in the second and later quarters as some programs restart. With the start of the spring semester we will offer an Adult Ed welding course and purchase equipment and materials for this course. In addition we are anticipating more adult students this spring and will be replacing our very antiquated desk top computers use for Adult Ed and HiSET testing.

Summary of Activities:

Salary for principal of Adult Ed program at 15%, salary for clerical support at 20%, hourly wages for adult education teachers time, benefits for the aforementioned, Cyber High expenses and Hi-Set costs, TopsPro annual fees

Status

Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 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	\$19,274	\$8,018	240.38%	\$32,073	60.09%	\$12,799
2000 - Non-Instructional Salaries	\$6,680	\$2,314	288.68%	\$9,256	72.17%	\$2,576
3000 - Employee Benefits	\$9,653	\$3,664	263.46%	\$14,656	65.86%	\$5,003
4000 - Supplies and Materials	\$6,600	\$8,699	75.87%	\$34,795	18.97%	\$28,195
5000 - Other Operating Expenses and Services	\$6,466	\$1,875	344.85%	\$7,500	86.21%	\$1,034
6000 - Capital Outlay	\$14,199	\$3,700	383.76%	\$14,800	95.94%	\$601
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,140	\$1,413	222.3%	\$5,650	55.58%	\$2,510
Totals	\$66,012	\$29,683	222.39%	\$118,730	55.6%	\$52,718

Summary of Activities:

We were able to hold our first in person adult welding instruction during 3rd quarter. Funds were used to pay for the instructor as well as additional welding equipment to support the students enrolled. Salary for principal of Adult Ed program at 15%, salary for clerical support at 20%, hourly wages for adult education teachers time, benefits for the aforementioned, Cyber High expenses and Hi-Set costs, TopsPro annual fees, copier services and fees. New texts were purchased in areas such as science, ELA, and math. We also ordered new computers to replace 5 of the 10 antiquated computers in our Adult Ed lab. We purchased 10 new chromebooks to support our distance learning adult students while enrolled. Registration for professional learning with CASAS.

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	\$19,274	\$8,018	240.38%	\$32,073	60.09%	\$12,799
2000 - Non-Instructional Salaries	\$6,680	\$2,314	288.68%	\$9,256	72.17%	\$2,576
3000 - Employee Benefits	\$9,653	\$3,664	263.46%	\$14,656	65.86%	\$5,003
4000 - Supplies and Materials	\$6,600	\$8,699	75.87%	\$34,795	18.97%	\$28,195
5000 - Other Operating Expenses and Services	\$6,466	\$1,875	344.85%	\$7,500	86.21%	\$1,034
6000 - Capital Outlay	\$14,199	\$3,700	383.76%	\$14,800	95.94%	\$601
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,140	\$1,413	222.3%	\$5,650	55.58%	\$2,510
Totals	\$66,012	\$29,683	222.39%	\$118,730	55.6%	\$52,718

Status
Unsubmitted

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	\$20,505	\$33,202	61.76%	\$132,806	15.44%	\$112,301
2000 - Non-Instructional Salaries	\$6,685	\$6,101	109.58%	\$40,672	16.44%	\$33,987
3000 - Employee Benefits	\$7,712	\$14,912	51.72%	\$74,558	10.34%	\$66,846
4000 - Supplies and Materials	\$0	\$5,083	0%	\$25,416	0%	\$25,416
5000 - Other Operating Expenses and Services	\$0	\$6,000	0%	\$30,000	0%	\$30,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,700	0%	\$13,500	0%	\$13,500
Totals	\$34,902	\$67,997	51.33%	\$316,952	11.01%	\$282,050

Corrective Action Plan

The start of the school year and general implementation expectations have been and continue to be impacted by Covid-19. Additional staffing levels in 1000s and 2000s is being explored as are additional expenditures in supplies and materials and op ex categories.

Summary of Activities:

General program delivery was launched for the new academic year. Implementation began. Augmentations were explored and included, as applicable, in response to the District's Covid-19 response.

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	\$69,719	\$66,403	104.99%	\$132,806	52.5%	\$63,087
2000 - Non-Instructional Salaries	\$8,160	\$15,862	51.44%	\$40,672	20.06%	\$32,512
3000 - Employee Benefits	\$18,212	\$37,279	48.85%	\$74,558	24.43%	\$56,346
4000 - Supplies and Materials	\$4,455	\$12,708	35.06%	\$25,416	17.53%	\$20,961
5000 - Other Operating Expenses and Services	\$174	\$15,000	1.16%	\$30,000	0.58%	\$29,826
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$6,750	0%	\$13,500	0%	\$13,500
Totals	\$100,720	\$154,002	65.4%	\$316,952	31.78%	\$216,232

Summary of Activities:

Implementation continued. Some augmentations were executed--students have been distance learning in response to Covid-19. The District is planning to phase students back into the classroom in Q3 or early Q4.

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 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	\$106,932	\$99,605	107.36%	\$132,806	80.52%	\$25,874
2000 - Non-Instructional Salaries	\$12,704	\$28,470	44.62%	\$40,672	31.24%	\$27,968
3000 - Employee Benefits	\$26,919	\$56,664	47.51%	\$74,558	36.1%	\$47,639
4000 - Supplies and Materials	\$4,455	\$19,062	23.37%	\$25,416	17.53%	\$20,961
5000 - Other Operating Expenses and Services	\$343	\$22,500	1.52%	\$30,000	1.14%	\$29,657
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,125	0%	\$13,500	0%	\$13,500
Totals	\$151,353	\$236,426	64.02%	\$316,952	47.75%	\$165,599

Summary of Activities:

Implementation continued. Some augmentations were executed--students have been distance learning in response to Covid-19. Students began to come back to the classroom in early to mid-Q3.

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	\$106,932	\$132,806	80.52%	\$132,806	80.52%	\$25,874
2000 - Non-Instructional Salaries	\$12,704	\$40,672	31.24%	\$40,672	31.24%	\$27,968
3000 - Employee Benefits	\$26,919	\$74,558	36.1%	\$74,558	36.1%	\$47,639
4000 - Supplies and Materials	\$4,455	\$25,416	17.53%	\$25,416	17.53%	\$20,961
5000 - Other Operating Expenses and Services	\$343	\$30,000	1.14%	\$30,000	1.14%	\$29,657
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,500	0%	\$13,500	0%	\$13,500
Totals	\$151,353	\$316,952	47.75%	\$316,952	47.75%	\$165,599

Status
Unsubmitted

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	\$26,120	\$25,000	104.48%	\$100,000	26.12%	\$73,880
2000 - Non-Instructional Salaries	\$64,154	\$55,000	116.64%	\$220,000	29.16%	\$155,846
3000 - Employee Benefits	\$46,772	\$48,278	96.88%	\$193,111	24.22%	\$146,339
4000 - Supplies and Materials	\$3,528	\$28,750	12.27%	\$115,000	3.07%	\$111,472
5000 - Other Operating Expenses and Services	\$26,228	\$208,197	12.6%	\$832,788	3.15%	\$806,560
6000 - Capital Outlay	\$0	\$10,000	0%	\$40,000	0%	\$40,000
7000 - Other Outgo	\$0	\$2,500	0%	\$10,000	0%	\$10,000
Indirect Costs	\$0	\$18,750	0%	\$75,000	0%	\$75,000
Totals	\$166,802	\$396,475	42.07%	\$1,585,899	10.52%	\$1,419,097

Corrective Action Plan

Due to COVID we are not able to offer as many classes, but hope that we are able to come out of the pandemic to offer more face to face classes throughout our county in Summer.

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	\$38,337	\$25,000	153.35%	\$100,000	38.34%	\$61,663
2000 - Non-Instructional Salaries	\$147,659	\$55,000	268.47%	\$220,000	67.12%	\$72,341
3000 - Employee Benefits	\$98,411	\$48,278	203.84%	\$193,111	50.96%	\$94,700
4000 - Supplies and Materials	\$4,545	\$28,750	15.81%	\$115,000	3.95%	\$110,455
5000 - Other Operating Expenses and Services	\$26,228	\$208,197	12.6%	\$832,788	3.15%	\$806,560
6000 - Capital Outlay	\$4,526	\$10,000	45.26%	\$40,000	11.32%	\$35,474
7000 - Other Outgo	\$0	\$2,500	0%	\$10,000	0%	\$10,000
Indirect Costs	\$0	\$18,750	0%	\$75,000	0%	\$75,000
Totals	\$319,706	\$396,475	80.64%	\$1,585,899	20.16%	\$1,266,193

Corrective Action Plan

As we move into the next quarter we will be offering more online sections of our various offerings. In addition, we have just been approved for a Student Development Advisor to assist incarcerated and ELL students. We also added a new Instructional Support Specialist who started in early February.

Summary of Activities:

During the 2nd quarter we offered High School Equivalency Prep, Work Readiness, English as a Second Language and Students with Disabilities classes in an online format to the community. We also partnered with the local CA Conservation Core to offer three Work Readiness classes in an online format. In the Humboldt County Correctional Facility we offered ESL, High School Prep, and Work Readiness courses. Finally, we offered the Wildland Firefighter Academy with 25 enrolled resulting in 22 completions. The Director has also been exploring the possibility of starting a Medical Assistant Program in the future. Finally, curriculum for 16 courses was updated.

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Prudence Ratliff, Director, Adult & Community Education

Dr. Angelina Hill 4764364, Vice President of Instruction & Student Services

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	\$60,621	\$25,000	242.48%	\$100,000	60.62%	\$39,379
2000 - Non-Instructional Salaries	\$211,717	\$55,000	384.94%	\$220,000	96.24%	\$8,283
3000 - Employee Benefits	\$141,502	\$48,278	293.1%	\$193,111	73.27%	\$51,609
4000 - Supplies and Materials	\$8,365	\$28,750	29.1%	\$115,000	7.27%	\$106,635
5000 - Other Operating Expenses and Services	\$35,422	\$208,197	17.01%	\$832,788	4.25%	\$797,366
6000 - Capital Outlay	\$4,526	\$10,000	45.26%	\$40,000	11.32%	\$35,474
7000 - Other Outgo	\$0	\$2,500	0%	\$10,000	0%	\$10,000
Indirect Costs	\$0	\$18,750	0%	\$75,000	0%	\$75,000
Totals	\$462,153	\$396,475	116.57%	\$1,585,899	29.14%	\$1,123,746

Corrective Action Plan

Expenses for some online offerings have not been paid and will be paid in the next quarter. In addition, our Student Development Advisor will start on June 1, 2021 to assist all Adult Ed including incarcerated and ELL students.

Summary of Activities:

During the 3rd quarter we offered High School Equivalency Prep, Work Readiness, English as a Second Language and Students with Disabilities classes in an online format to the community. We also partnered with the local CA Conservation Core to offer a two Work Readiness classes in an online format. In the Humboldt County Correctional Facility we offered ESL, High School Prep, and Work Readiness courses. We also developed a 2 course Medical Assisting program consisting of 252 hours of lecture and labs along with a 144 clinical externship. The classes have been approved by the Curriculum Committee, Academic Senate, Board of Trustees and the Chancellors office to be offered in Fall 2021.

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	\$60,621	\$25,000	242.48%	\$100,000	60.62%	\$39,379
2000 - Non-Instructional Salaries	\$211,717	\$55,000	384.94%	\$220,000	96.24%	\$8,283
3000 - Employee Benefits	\$141,502	\$48,278	293.1%	\$193,111	73.27%	\$51,609
4000 - Supplies and Materials	\$8,365	\$28,750	29.1%	\$115,000	7.27%	\$106,635
5000 - Other Operating Expenses and Services	\$35,422	\$208,197	17.01%	\$832,788	4.25%	\$797,366
6000 - Capital Outlay	\$4,526	\$10,000	45.26%	\$40,000	11.32%	\$35,474
7000 - Other Outgo	\$0	\$2,500	0%	\$10,000	0%	\$10,000
Indirect Costs	\$0	\$18,750	0%	\$75,000	0%	\$75,000
Totals	\$462,153	\$396,475	116.57%	\$1,585,899	29.14%	\$1,123,746

Status
Unsubmitted



California
Community
Colleges



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