

# CAEP Consortium Fiscal Reporting 48 San Diego Adult Education Regional Consortium

2020-21 Fiscal Year

## Certification

**Certified By**

Kelly Henwood  
Special Projects Manager

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
<a href="#">San Diego CCD</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">San Diego Unified</a>	Submitted	Submitted	Submitted	Not Submitted

## San Diego CCD

San Diego 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	\$62,745	\$80,981	77.48%	\$939,381	6.68%	\$876,636
2000 - Non-Instructional Salaries	\$336,115	\$376,554	89.26%	\$3,005,351	11.18%	\$2,669,236
3000 - Employee Benefits	\$188,327	\$154,768	121.68%	\$1,479,229	12.73%	\$1,290,902
4000 - Supplies and Materials	\$0	\$10,945	0%	\$116,448	0%	\$116,448
5000 - Other Operating Expenses and Services	\$331,563	\$62,382	531.5%	\$607,478	54.58%	\$275,915
6000 - Capital Outlay	\$25,096	\$8,750	286.81%	\$1,002,402	2.5%	\$977,306
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$46,278	\$44,887	103.1%	\$359,093	12.89%	\$312,815
<b>Totals</b>	<b>\$990,124</b>	<b>\$739,266</b>	<b>133.93%</b>	<b>\$7,509,382</b>	<b>13.19%</b>	<b>\$6,519,258</b>

### Corrective Action Plan

Because SDCE has been behind in expenditure levels since inception, it remains a challenge to catch up. However, with new plans and targets for distance learning we project that we are catching up.

### Summary of Activities:

bridge programming. Additional supports for CAEP instructional programs.

**Status**  
**Submitted**

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### San Diego 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	\$129,747	\$116,597	111.28%	\$939,381	13.81%	\$809,634
2000 - Non-Instructional Salaries	\$688,320	\$376,554	182.79%	\$3,005,351	22.9%	\$2,317,031
3000 - Employee Benefits	\$385,507	\$154,768	249.09%	\$1,479,229	26.06%	\$1,093,722
4000 - Supplies and Materials	\$785	\$10,945	7.17%	\$116,448	0.67%	\$115,663
5000 - Other Operating Expenses and Services	\$353,759	\$107,049	330.46%	\$607,478	58.23%	\$253,719
6000 - Capital Outlay	\$60,128	\$8,750	687.18%	\$1,002,402	6%	\$942,274
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$76,276	\$44,887	169.93%	\$359,093	21.24%	\$282,817
<b>Totals</b>	<b>\$1,694,522</b>	<b>\$819,549</b>	<b>206.76%</b>	<b>\$7,509,382</b>	<b>22.57%</b>	<b>\$5,814,860</b>

### Corrective Action Plan

Due to COVID and funding with district general funds, SDCCE (SDCCD) District is experiencing a hiring freeze as well as delays with some other costs related to remote instructional programming. However, SDCCE is assigning non classroom assignments assigned to help to achieve the annual and strategic plan as well as well as spent down levels. This Spring, an additional \$233k has been allocated for the ICOM Distance Education initiative and will be spent by Summer 2021.

### Summary of Activities:

Implementation and growth of the College and Career Readiness Course. Design and development of new Workforce Preparation CDCP certificates to support the transition of young adult learners to Introductory CTE courses (Career Bridget Pathways Project). New Courses and certificates (Curriculum Analyst) working with faculty. GED Courses are being redesigned as High School Equivalency, including Spanish GED. A series of Outreach and Recruitment efforts through the SDCCE Rising 2 Success Outreach Dept. have taken place including over a 100 presentations at community meetings with schools and CBOs. hiring of temporary outreach employees to assist with these efforts with the schools and CBO's. Pilot of online CASAS testing in HSDP and some ESL courses. Work to assess data merge issues with new attendance reporting for noncredit distance education. Development of a ESL Help Desk in eight different languages. Revamping of onboarding process in a virtual wo

**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**

Kelly Henwood, Special Projects Manager

Michelle Fischthal, Vice President of Instruction

**San Diego 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	\$191,489	\$116,597	164.23%	\$939,381	20.38%	\$747,892
2000 - Non-Instructional Salaries	\$1,054,315	\$376,554	279.99%	\$3,005,351	35.08%	\$1,951,036
3000 - Employee Benefits	\$592,960	\$154,768	383.13%	\$1,479,229	40.09%	\$886,269
4000 - Supplies and Materials	\$920	\$18,095	5.08%	\$116,448	0.79%	\$115,528
5000 - Other Operating Expenses and Services	\$406,693	\$112,924	360.15%	\$607,478	66.95%	\$200,785
6000 - Capital Outlay	\$81,361	\$208,748	38.98%	\$1,002,402	8.12%	\$921,041
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$108,598	\$44,887	241.94%	\$359,093	30.24%	\$250,495
<b>Totals</b>	<b>\$2,436,336</b>	<b>\$1,032,572</b>	<b>235.95%</b>	<b>\$7,509,382</b>	<b>32.44%</b>	<b>\$5,073,046</b>

**Corrective Action Plan**

SDCCD is still spending down per the first in first out the PY 19/20 Allocation (due 12/31/21). Due to pandemic there are Nonpersonnel funds that are underspent due to changes in budget plans and the move to online learning. There were delays in PD expenditures for the same reasons and SDCCD is considering for future years.

**Summary of Activities:**

We successfully moved online as an organization. Conversion to online in a week and a half. Various PD through Distance Ed mentors. Adding College to our name is going to be helpful so we are seen as part of the district colleges. ICOM Academy, rebranding our online courses with synchronous and asynchronous. Launching of our first workforce prep CDCP Bridge Programming across program areas of College and Career Readiness (ACE) and Intro to Hospitality. As well as the planning the launch of 2 more Bridge Pathways. The target population for Bridge are young Adult Learners transition. Distance Education mentors Various marketing at the end of year with billboard and bus benches. Online outreach, including with new community partners and County COVID efforts.

**Status**  
**Submitted**

**San Diego 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	\$191,489	\$116,597	164.23%	\$939,381	20.38%	\$747,892
2000 - Non-Instructional Salaries	\$1,054,315	\$376,554	279.99%	\$3,005,351	35.08%	\$1,951,036
3000 - Employee Benefits	\$592,960	\$412,815	143.64%	\$1,479,229	40.09%	\$886,269
4000 - Supplies and Materials	\$920	\$18,095	5.08%	\$116,448	0.79%	\$115,528
5000 - Other Operating Expenses and Services	\$406,693	\$112,924	360.15%	\$607,478	66.95%	\$200,785
6000 - Capital Outlay	\$81,361	\$208,748	38.98%	\$1,002,402	8.12%	\$921,041
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$108,598	\$44,887	241.94%	\$359,093	30.24%	\$250,495
<b>Totals</b>	<b>\$2,436,336</b>	<b>\$1,290,620</b>	<b>188.77%</b>	<b>\$7,509,382</b>	<b>32.44%</b>	<b>\$5,073,046</b>

**Status**  
**Unsubmitted**

**San Diego Unified****San Diego 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	\$198,120	\$219,171	90.4%	\$876,683	22.6%	\$678,563
2000 - Non-Instructional Salaries	\$31,239	\$48,218	64.79%	\$192,870	16.2%	\$161,631
3000 - Employee Benefits	\$67,622	\$131,725	51.34%	\$526,900	12.83%	\$459,278
4000 - Supplies and Materials	\$361	\$22,176	1.63%	\$88,703	0.41%	\$88,342
5000 - Other Operating Expenses and Services	\$346	\$13,331	2.6%	\$53,325	0.65%	\$52,979
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,514	\$12,430	68.5%	\$49,718	17.12%	\$41,204
<b>Totals</b>	<b>\$306,202</b>	<b>\$447,050</b>	<b>68.49%</b>	<b>\$1,788,199</b>	<b>17.12%</b>	<b>\$1,481,997</b>

### Summary of Activities:

We have not spent the expected funds on supplies and other operating expenses due to the closure of our sites. We expect to make up the difference in the Spring as restrictions ease up. Note: There is an accrual in the amount of 567.83 in account 4101 that has not processed.

**Status  
Submitted**

### San Diego 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	\$391,576	\$219,171	178.66%	\$876,683	44.67%	\$485,107
2000 - Non-Instructional Salaries	\$71,274	\$48,218	147.82%	\$192,870	36.95%	\$121,596
3000 - Employee Benefits	\$172,057	\$131,725	130.62%	\$526,900	32.65%	\$354,843
4000 - Supplies and Materials	\$976	\$22,176	4.4%	\$88,703	1.1%	\$87,727
5000 - Other Operating Expenses and Services	\$4,287	\$13,331	32.16%	\$53,325	8.04%	\$49,038
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,308	\$12,430	147.29%	\$49,718	36.82%	\$31,410
<b>Totals</b>	<b>\$658,478</b>	<b>\$447,050</b>	<b>147.29%</b>	<b>\$1,788,199</b>	<b>36.82%</b>	<b>\$1,129,721</b>

### Summary of Activities:

As a result of the California Governor's COVID-19 Stay-at-Home order, San Diego Unified transitioned all instructional delivery for adult education courses to a distance learning model. Adult education students were provided laptops if needed, including assistance with internet access through local internet providers. Student were provided the opportunity to receive life-time job coaching and work-preparedness support through the San Diego Workforce Partnership. San Diego Adult School began CASAS remote testing during Q2. San Diego Adult School is participating in OTAN's DLAC program.

**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

Nate Sachdeva, Program Manager

Sarah Vielma, Director, College, Career and Technical Education

**San Diego 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	\$585,916	\$219,171	267.33%	\$876,683	66.83%	\$290,767
2000 - Non-Instructional Salaries	\$116,342	\$48,218	241.29%	\$192,870	60.32%	\$76,528
3000 - Employee Benefits	\$282,290	\$131,725	214.3%	\$526,900	53.58%	\$244,610
4000 - Supplies and Materials	\$1,440	\$22,176	6.49%	\$88,703	1.62%	\$87,263
5000 - Other Operating Expenses and Services	\$11,485	\$13,331	86.15%	\$53,325	21.54%	\$41,840
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$28,527	\$12,430	229.51%	\$49,718	57.38%	\$21,191
<b>Totals</b>	<b>\$1,026,000</b>	<b>\$447,050</b>	<b>229.5%</b>	<b>\$1,788,199</b>	<b>57.38%</b>	<b>\$762,199</b>

**Summary of Activities:**

Students have been participating remotely for most of the 2020-2021 school year. In April 2021 five of our learning labs opened by appointment only. Students have also participated in Job coaching sessions remotely through San Diego Workforce Partnership. Our team participated in year 1 of OTAN's DLAC program and we are excited to launch our new Orientation and Recruitment strategies during the Summer of 2021.

**Status**  
**Submitted**

**San Diego 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	\$780,256	\$219,171	356%	\$876,683	89%	\$96,427
2000 - Non-Instructional Salaries	\$161,410	\$48,218	334.75%	\$192,870	83.69%	\$31,460
3000 - Employee Benefits	\$392,523	\$131,725	297.99%	\$526,900	74.5%	\$134,377
4000 - Supplies and Materials	\$1,904	\$22,176	8.59%	\$88,703	2.15%	\$86,799
5000 - Other Operating Expenses and Services	\$18,683	\$13,331	140.14%	\$53,325	35.04%	\$34,642
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$38,746	\$12,430	311.73%	\$49,718	77.93%	\$10,972
<b>Totals</b>	<b>\$1,393,522</b>	<b>\$447,050</b>	<b>311.72%</b>	<b>\$1,788,199</b>	<b>77.93%</b>	<b>\$394,677</b>

### Corrective Action Plan

Supplies and materials have not been spent at the expected rate due to our learning labs being closed and switching to a virtual model.

### Summary of Activities:

As a result of the California Governor's COVID-19 Stay-at-Home order, San Diego Unified transitioned all instructional delivery for adult education courses to a distance learning model. Adult education students were provided laptops if needed, including assistance with internet access through local internet providers. Students have been participating remotely for most of the 2020-2021 school year. In April 2021 five of our learning labs opened by appointment only. Students have also participated in Job coaching sessions remotely through San Diego Workforce Partnership. Our team participated in year 1 of OTAN's DLAC program and we are excited to launch our new Orientation and Recruitment strategies during the Summer of 2021.

**Status**  
**Unsubmitted**



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