

CAEP Consortium Fiscal Reporting 49 San Francisco Adult Education Consortium

2018-19 Fiscal Year

Certification

Certified By

Wendy Miller

Associate Dean of Adult Education Programs

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
San Francisco CCD	Submitted	Submitted	Submitted	Submitted
San Francisco Unified	Submitted	Submitted	Submitted	Submitted

San Francisco CCD

San Francisco 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	\$190,716	\$800,000	23.84%	\$3,200,000	5.96%	\$3,009,284
2000 - Non-Instructional Salaries	\$28,080	\$67,500	41.6%	\$270,000	10.4%	\$241,920
3000 - Employee Benefits	\$58,446	\$272,603	21.44%	\$1,090,413	5.36%	\$1,031,967
4000 - Supplies and Materials	\$3,053	\$13,400	22.78%	\$67,000	4.56%	\$63,947
5000 - Other Operating Expenses and Services	\$19,692	\$16,500	119.35%	\$330,000	5.97%	\$310,308
6000 - Capital Outlay	\$0	\$132,500	0%	\$530,000	0%	\$530,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14,999	\$68,593	21.87%	\$274,371	5.47%	\$259,372
Totals	\$314,986	\$1,371,096	22.97%	\$5,761,784	5.47%	\$5,446,798

Corrective Action Plan

A number of significant expenditures did not occur until Q@. We anticipate that expenditures in Q2 will be in alignment with our annual plan.

Summary of Activities:

1. Developed and implemented Phase 2 of adult education marketing and outreach plan, with the goal of increasing applications to and enrollments in CCSF ESL, Transitional Studies, and non-credit Career and Technical education programs. 2. Worked with CCSF's new Office of High School Programs, as well as counselors, teachers, and administrators, to deepen partnership programs and smooth transitions for English language learners, students with disabilities, and those with low basic skills. 3. Evaluated the progress of Supported Instruction courses; used data to inform further refinement and expansion of the program. 4. Supported technology upgrades for adult education facilities and classrooms. 5. Collaborated with the San Francisco Office of Economic and Workforce Development to develop and offer professional development to staff of community-based organizations on topics relevant to adult education. 6. Offered Professional Development and Community of Practice meetings to faculty

Status
Submitted

San Francisco 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	\$458,022	\$1,600,000	28.63%	\$3,200,000	14.31%	\$2,741,978
2000 - Non-Instructional Salaries	\$72,681	\$135,000	53.84%	\$270,000	26.92%	\$197,319
3000 - Employee Benefits	\$140,039	\$545,207	25.69%	\$1,090,413	12.84%	\$950,374
4000 - Supplies and Materials	\$15,410	\$26,800	57.5%	\$67,000	23%	\$51,590
5000 - Other Operating Expenses and Services	\$130,618	\$66,000	197.91%	\$330,000	39.58%	\$199,382
6000 - Capital Outlay	\$72,698	\$265,000	27.43%	\$530,000	13.72%	\$457,302
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$44,473	\$137,186	32.42%	\$274,371	16.21%	\$229,898
Totals	\$933,941	\$2,775,192	33.65%	\$5,761,784	16.21%	\$4,827,843

Corrective Action Plan

Key projects are currently being completed and expenses will post in Q3.

Summary of Activities:

We have continued to work closely with relevant departments at CCSF, as well as community and government agencies, to develop and implement programs and provide professional development for faculty and staff. Thanks to the clear guidance and templates that have been provided, our three-year planning process is off to a strong start.

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

Wendy Miller, Associate Dean of Adult Education Programs

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$773,135	\$2,400,000	32.21%	\$3,200,000	24.16%	\$2,426,865
2000 - Non-Instructional Salaries	\$124,425	\$202,500	61.44%	\$270,000	46.08%	\$145,575
3000 - Employee Benefits	\$235,795	\$817,810	28.83%	\$1,090,413	21.62%	\$854,618
4000 - Supplies and Materials	\$47,863	\$40,200	119.06%	\$67,000	71.44%	\$19,137
5000 - Other Operating Expenses and Services	\$184,191	\$198,000	93.03%	\$330,000	55.82%	\$145,809
6000 - Capital Outlay	\$204,675	\$397,500	51.49%	\$530,000	38.62%	\$325,325
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$78,504	\$205,778	38.15%	\$274,371	28.61%	\$195,867
Totals	\$1,648,588	\$4,261,788	38.68%	\$5,761,784	28.61%	\$4,113,196

Corrective Action Plan

Key projects are currently being completed and expenses will post in Q4. We anticipate spending down approximately 90% of 18-19 funds by the end of the fiscal year.

Summary of Activities:

We have continued to work closely with relevant departments at CCSF, as well as community and government agencies, to develop and implement programs and provide professional development for faculty and staff. The data analysis and community input phases of our three-year planning process were substantially completed during this period, and we began the final writing process.

Status
Submitted

San Francisco 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	\$3,178,812	\$3,200,000	99.34%	\$3,200,000	99.34%	\$21,188
2000 - Non-Instructional Salaries	\$259,479	\$270,000	96.1%	\$270,000	96.1%	\$10,521
3000 - Employee Benefits	\$1,020,284	\$1,090,413	93.57%	\$1,090,413	93.57%	\$70,129
4000 - Supplies and Materials	\$65,452	\$67,000	97.69%	\$67,000	97.69%	\$1,548
5000 - Other Operating Expenses and Services	\$315,755	\$330,000	95.68%	\$330,000	95.68%	\$14,245
6000 - Capital Outlay	\$529,365	\$530,000	99.88%	\$530,000	99.88%	\$635
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$268,457	\$274,371	97.84%	\$274,371	97.84%	\$5,914
Totals	\$5,637,604	\$5,761,784	97.84%	\$5,761,784	97.84%	\$124,180

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

Guidance: Yes

Summary of Activities:

During Q4 we (1) funded ESL and TRST instructors to support students in CTE courses as part of our SF-IBEST program; (2) completed our three-year planning process with full stakeholder engagement and approval; (3) continued to offer community of practice and professional development events; (4) convened an AEP Summit for the Consortium; (5) worked with CCSF's Research and Planning Office to create a report on noncredit attendance patterns in open entry/open exit classes; (6) formulated the pilot for online noncredit attendance tracking; (7) engaged with the Academic Senate's Noncredit and Adult Ed committee to develop a new process to review resource requests; (8) collaborated with SFUSD on offering extensive credit recovery opportunities for students through our TRST department; (9) supported adult education course offerings in excess of CCSF's planned instructional budget in order to preserve the level of adult education services in the region.

Status
Submitted

San Francisco Unified

San Francisco 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	\$56,057	\$62,125	90.23%	\$207,084	27.07%	\$151,027
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$20,709	\$19,639	105.45%	\$65,464	31.63%	\$44,755
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$79,044	0%	\$79,044
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,255	\$4,174	77.98%	\$14,908	21.83%	\$11,653
Totals	\$80,021	\$85,939	93.11%	\$366,500	21.83%	\$286,479

Summary of Activities:

Provided SFUSD students ages 18+ with expanded college transition counseling, “on-ramp” college and career readiness courses, and access to CCSF through dual enrollment courses at the college and credit recovery classes at the high schools.

Status
Submitted

San Francisco 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	\$91,979	\$93,188	98.7%	\$207,084	44.42%	\$115,105
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$34,292	\$29,459	116.41%	\$65,464	52.38%	\$31,172
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$12,000	\$19,761	60.73%	\$79,044	15.18%	\$67,044
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,862	\$6,560	89.37%	\$14,908	39.32%	\$9,046
Totals	\$144,133	\$148,967	96.75%	\$366,500	39.33%	\$222,367

Summary of Activities:

Provided SFUSD students ages 18+ with expanded college transition counseling, “on-ramp” college and career readiness courses, and access to CCSF through dual enrollment courses at the college and credit recovery classes at the high schools.

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

Dr. Jen Fong Ed.D., Director, College & Career Readiness

Gwen Lin, Supervisor

San Francisco 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	\$165,269	\$155,313	106.41%	\$207,084	79.81%	\$41,815
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$61,473	\$49,098	125.2%	\$65,464	93.9%	\$3,991
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$30,952	\$39,522	78.32%	\$79,044	39.16%	\$48,092
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$11,180	\$10,734	104.16%	\$14,908	74.99%	\$3,728
Totals	\$268,874	\$254,667	105.58%	\$366,500	73.36%	\$97,626

Summary of Activities:

Provided SFUSD students ages 18+ with expanded college transition counseling, “on-ramp” college and career readiness courses, and access to CCSF through dual enrollment courses at the college and credit recovery classes at the high schools.

**Status
Submitted**

San Francisco 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	\$220,820	\$207,084	106.63%	\$207,084	106.63%	⚠ -\$13,736
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$81,131	\$65,464	123.93%	\$65,464	123.93%	⚠ -\$15,667
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$50,081	\$79,044	63.36%	\$79,044	63.36%	\$28,963
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14,468	\$14,908	97.05%	\$14,908	97.05%	\$440
Totals	\$366,500	\$366,500	100%	\$366,500	100%	\$0

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

Guidance: Yes

Summary of Activities:

Provided SFUSD students ages 18+ with expanded college transition counseling, “on-ramp” college and career readiness courses, and access to CCSF through noncredit and credit recovery classes offered at multiple CCSF locations.

Status
Submitted



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