

CAEP Consortium Fiscal Reporting 49 San Francisco Adult Education Consortium

2019-20 Fiscal Year

Certification

Certified By

Wendy Miller

Interim Dean of Grants, Resource Development and 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	\$528,787	\$478,540	110.5%	\$1,914,159	27.63%	\$1,385,372
2000 - Non-Instructional Salaries	\$77,403	\$64,975	119.13%	\$259,899	29.78%	\$182,496
3000 - Employee Benefits	\$192,140	\$176,181	109.06%	\$704,722	27.26%	\$512,582
4000 - Supplies and Materials	\$10,532	\$28,664	36.74%	\$114,654	9.19%	\$104,122
5000 - Other Operating Expenses and Services	\$53,674	\$49,052	109.42%	\$196,206	27.36%	\$142,532
6000 - Capital Outlay	\$115,511	\$46,751	247.08%	\$311,675	37.06%	\$196,164
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$48,902	\$43,766	111.73%	\$175,065	27.93%	\$126,163
Totals	\$1,026,949	\$887,928	115.66%	\$3,676,380	27.93%	\$2,649,431

Summary of Activities:

CCSF continues to embed ESL or TRST faculty into Career Education courses in Automotive, Construction, Custodial, Health, Health Care Translation, Business, Fashion, Architecture, Construction Management, Child Development, and Culinary Arts. The goal is to accelerate ELL's through career sequences and move forward aligned goals of Student Equity and Guided Pathways. Purchased electronic equipment for Smart Classroom upgrade for TRST and ESL classrooms at Mission Center. Contracted for services to improve communications and outreach through revised website and development of student-facing materials. Purchased classroom copies of textbooks for noncredit business courses in Quickbooks, as well as additional licenses for CertiPort testing and certification.

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	\$823,931	\$957,080	86.09%	\$1,914,159	43.04%	\$1,090,228
2000 - Non-Instructional Salaries	\$126,259	\$129,950	97.16%	\$259,899	48.58%	\$133,640
3000 - Employee Benefits	\$292,843	\$352,361	83.11%	\$704,722	41.55%	\$411,879
4000 - Supplies and Materials	\$10,532	\$57,327	18.37%	\$114,654	9.19%	\$104,122
5000 - Other Operating Expenses and Services	\$76,694	\$98,103	78.18%	\$196,206	39.09%	\$119,512
6000 - Capital Outlay	\$115,511	\$93,503	123.54%	\$311,675	37.06%	\$196,164
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$72,289	\$87,533	82.59%	\$175,065	41.29%	\$102,776
Totals	\$1,518,059	\$1,775,855	85.48%	\$3,676,380	41.29%	\$2,158,321

Summary of Activities:

CCSF continues to embed ESL or TRST faculty into Career Education courses in Architecture, Automotive, Construction, Construction Management, Custodial, Health, Health Care Translation, Business, Fashion, Child Development, and Hospitality/Culinary Arts, as well as in academic success courses such as LERN 50. The goal is to accelerate ELL's through career sequences and move forward aligned goals of Student Equity and Guided Pathways. Contracted for services to improve communications and outreach through revised website and development of student-facing materials. Purchased reserve copies of textbooks for the library. Other investments include development of hybrid/online courses for TRST to allow working students to complete their HS diplomas online, support for DSPTS services at the Centers (which serve primarily NC students), and partial support for the cost of instruction for Spring 2020 TRST and ESL courses in excess of what the college's general fund could afford to schedule.

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

Wendy Miller, Interim Dean of Grants, Resource Development and Adult Education Programs

San Francisco 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	\$1,237,015	\$1,435,619	86.17%	\$1,914,159	64.62%	\$677,144
2000 - Non-Instructional Salaries	\$190,682	\$194,924	97.82%	\$259,899	73.37%	\$69,217
3000 - Employee Benefits	\$433,409	\$528,542	82%	\$704,722	61.5%	\$271,313
4000 - Supplies and Materials	\$14,877	\$85,991	17.3%	\$114,654	12.98%	\$99,777
5000 - Other Operating Expenses and Services	\$142,389	\$147,155	96.76%	\$196,206	72.57%	\$53,817
6000 - Capital Outlay	\$154,536	\$140,254	110.18%	\$311,675	49.58%	\$157,139
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$108,646	\$131,299	82.75%	\$175,065	62.06%	\$66,419
Totals	\$2,281,554	\$2,663,783	85.65%	\$3,676,380	62.06%	\$1,394,826

Summary of Activities:

CCSF continued to embed ESL or TRST faculty into Career Education courses in Architecture, Automotive, Construction, Construction Management, Custodial, Health, Health Care Translation, Business, Fashion, Child Development, and Hospitality/Culinary Arts, as well as in academic success courses such as LERN 50. The goal is to accelerate ELL's through career sequences and move forward aligned goals of Student Equity and Guided Pathways. Contracted for services to improve communications and outreach through revised website and development of student-facing materials. Purchased reserve copies of textbooks for the library. Other investments include development of hybrid/online courses for TRST to allow working students to complete their HS diplomas online, support for DSPTS services at the Centers (which serve primarily NC students), and partial support for the cost of instruction for Spring 2020 TRST and ESL courses in excess of what the college's general fund could afford to schedule.

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	\$1,735,183	\$1,914,159	90.65%	\$1,914,159	90.65%	\$178,976
2000 - Non-Instructional Salaries	\$251,104	\$259,899	96.62%	\$259,899	96.62%	\$8,795
3000 - Employee Benefits	\$644,664	\$704,722	91.48%	\$704,722	91.48%	\$60,058
4000 - Supplies and Materials	\$100,832	\$114,654	87.94%	\$114,654	87.94%	\$13,822
5000 - Other Operating Expenses and Services	\$174,495	\$196,206	88.93%	\$196,206	88.93%	\$21,711
6000 - Capital Outlay	\$176,619	\$187,005	94.45%	\$311,675	56.67%	\$135,056
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$154,145	\$175,065	88.05%	\$175,065	88.05%	\$20,920
Totals	\$3,237,042	\$3,551,710	91.14%	\$3,676,380	88.05%	\$439,338

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 CCSF had to pivot activities to accommodate the switch to remote instruction caused by the COVID-19 emergency. Most of our expenditures in this quarter were to maintain the level of adult education services in the county by supporting a portion of the the cost of instruction for noncredit ESL and Transitional Studies sections that, were it not for AEP funding, the college would not have been able to offer. These expenditures for the Spring 2020 semester were planned in November 2019, but were not charged to AEP until the fourth quarter. Funds were also used to purchase Chromebooks and wifi hotspots for use by our ESL and Transitional Studies students, many of whom do not have the technology to continue their studies online. Other expenses in the quarter were purchasing textbooks for use in DSPS and noncredit business classes.

**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	\$53,169	\$53,945	98.56%	\$215,778	24.64%	\$162,609
2000 - Non-Instructional Salaries	\$6,582	\$6,460	101.9%	\$25,838	25.47%	\$19,256
3000 - Employee Benefits	\$21,134	\$18,837	112.2%	\$85,622	24.68%	\$64,488
4000 - Supplies and Materials	\$0	\$2,537	0%	\$12,685	0%	\$12,685
5000 - Other Operating Expenses and Services	\$0	\$4,000	0%	\$40,000	0%	\$40,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$15,615	0%	\$15,615
Totals	\$80,885	\$85,778	94.3%	\$395,538	20.45%	\$314,653

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**

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	\$80,942	\$53,945	150.05%	\$215,778	37.51%	\$134,836
2000 - Non-Instructional Salaries	\$14,499	\$6,460	224.46%	\$25,838	56.12%	\$11,339
3000 - Employee Benefits	\$33,872	\$18,837	179.82%	\$85,622	39.56%	\$51,750
4000 - Supplies and Materials	\$0	\$2,537	0%	\$12,685	0%	\$12,685
5000 - Other Operating Expenses and Services	\$10,261	\$4,000	256.53%	\$40,000	25.65%	\$29,739
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$15,615	0%	\$15,615
Totals	\$139,574	\$85,778	162.72%	\$395,538	35.29%	\$255,964

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**

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

Dr. Jen Fong Ed.D., Director, College & Career Readiness
 Gwen Lin, Supervisor
 Teresa Shipp, Director

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$165,080	\$53,945	306.02%	\$215,778	76.5%	\$50,698
2000 - Non-Instructional Salaries	\$30,193	\$6,460	467.42%	\$25,838	116.86%	ⓘ -\$4,355
3000 - Employee Benefits	\$75,560	\$18,837	401.13%	\$85,622	88.25%	\$10,062
4000 - Supplies and Materials	\$12,685	\$2,537	500%	\$12,685	100%	\$0
5000 - Other Operating Expenses and Services	\$15,161	\$4,000	379.03%	\$40,000	37.9%	\$24,839
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$15,615	0%	\$15,615
Totals	\$298,679	\$85,778	348.2%	\$395,538	75.51%	\$96,859

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

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	\$212,796	\$53,945	394.47%	\$215,778	98.62%	\$2,982
2000 - Non-Instructional Salaries	\$33,737	\$6,460	522.29%	\$25,838	130.57%	⚠ -\$7,899
3000 - Employee Benefits	\$81,472	\$29,111	279.86%	\$85,622	95.15%	\$4,150
4000 - Supplies and Materials	\$23,975	\$5,074	472.51%	\$12,685	189%	⚠ -\$11,290
5000 - Other Operating Expenses and Services	\$15,161	\$28,000	54.15%	\$40,000	37.9%	\$24,839
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$15,089	\$15,615	96.63%	\$15,615	96.63%	\$526
Totals	\$382,230	\$138,204	276.57%	\$395,538	96.64%	\$13,308

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 had to pivot activities to accommodate the switch to remote instruction caused by the COVID-19 emergency. We 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. This included digital access and support services check-ins to ensure continued attendance with distance learning.

Status
Submitted



California
Community
Colleges



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