

CAEP Consortium Fiscal Reporting 49 San Francisco Adult Education Consortium

2021-22 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 Uncertified Uncertified Uncertified

Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
San Francisco CCD	Submitted	Not Submitted	Not Submitted	Not Submitted
San Francisco Unified	Submitted	Not Submitted	Not Submitted	Not 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	\$239,703	\$0	100%	\$1,400,000	17.12%	\$1,160,297
2000 - Non-Instructional Salaries	\$93,491	\$0	100%	\$410,000	22.8%	\$316,509
3000 - Employee Benefits	\$114,919	\$0	100%	\$633,500	18.14%	\$518,581
4000 - Supplies and Materials	\$240	\$0	100%	\$20,000	1.2%	\$19,760
5000 - Other Operating Expenses and Services	\$21,144	\$0	100%	\$1,300,000	1.63%	\$1,278,856
6000 - Capital Outlay	\$0	\$0	100%	\$1,214,845	0%	\$1,214,845
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$23,475	\$0	100%	\$248,917	9.43%	\$225,442
Totals	\$492,972	\$0	100%	\$5,227,262	9.43%	\$4,734,290

Corrective Action Plan

Remote operations due to COVID and changes in CCSF schedules and priorities have impacted our ability to expand activities. We are exploring new investments, primarily in student services and academic supports, to redirect our unspent balance from last year. These investments require time for planning and cross-divisional collaborations before implementation, and we hope our spending will reach our targets within the academic year.

Summary of Activities:

During Q1 CCSF used AEP funding to support training AE faculty and online course development for TRST and ESL. 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 cost of instruction for noncredit ESL and TRST sections that, were it not for AEP funding, the college would not have been able to offer. Expenditures include increased online help desk capabilities, additional WIFI hotspots for students, Pronto messaging platform, Language Line Services (document translation and on-demand interpretation services for our virtual student service counters and online learning how-to's). This quarter we began our new 3-year planning process by engaging students and colleagues in reviewing data, assessing needs and possible strategies.

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	\$239,703	\$0	100%	\$1,400,000	17.12%	\$1,160,297
2000 - Non-Instructional Salaries	\$93,491	\$0	100%	\$410,000	22.8%	\$316,509
3000 - Employee Benefits	\$114,919	\$0	100%	\$633,500	18.14%	\$518,581
4000 - Supplies and Materials	\$240	\$0	100%	\$20,000	1.2%	\$19,760
5000 - Other Operating Expenses and Services	\$21,144	\$0	100%	\$1,300,000	1.63%	\$1,278,856
6000 - Capital Outlay	\$0	\$0	100%	\$1,214,845	0%	\$1,214,845
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$23,475	\$0	100%	\$248,917	9.43%	\$225,442
Totals	\$492,972	\$0	100%	\$5,227,262	9.43%	\$4,734,290

Status
Unsubmitted

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	\$239,703	\$0	100%	\$1,400,000	17.12%	\$1,160,297
2000 - Non-Instructional Salaries	\$93,491	\$0	100%	\$410,000	22.8%	\$316,509
3000 - Employee Benefits	\$114,919	\$0	100%	\$633,500	18.14%	\$518,581
4000 - Supplies and Materials	\$240	\$0	100%	\$20,000	1.2%	\$19,760
5000 - Other Operating Expenses and Services	\$21,144	\$0	100%	\$1,300,000	1.63%	\$1,278,856
6000 - Capital Outlay	\$0	\$0	100%	\$1,214,845	0%	\$1,214,845
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$23,475	\$0	100%	\$248,917	9.43%	\$225,442
Totals	\$492,972	\$0	100%	\$5,227,262	9.43%	\$4,734,290

Status
Unsubmitted

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	\$239,703	\$0	100%	\$1,400,000	17.12%	\$1,160,297
2000 - Non-Instructional Salaries	\$93,491	\$0	100%	\$410,000	22.8%	\$316,509
3000 - Employee Benefits	\$114,919	\$0	100%	\$633,500	18.14%	\$518,581
4000 - Supplies and Materials	\$240	\$0	100%	\$20,000	1.2%	\$19,760
5000 - Other Operating Expenses and Services	\$21,144	\$0	100%	\$1,300,000	1.63%	\$1,278,856
6000 - Capital Outlay	\$0	\$0	100%	\$1,214,845	0%	\$1,214,845
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$23,475	\$0	100%	\$248,917	9.43%	\$225,442
Totals	\$492,972	\$0	100%	\$5,227,262	9.43%	\$4,734,290

Status
Unsubmitted

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	\$45,962	\$0	100%	\$250,996	18.31%	\$205,034
2000 - Non-Instructional Salaries	\$9,191	\$0	100%	\$82,486	11.14%	\$73,295
3000 - Employee Benefits	\$20,993	\$0	100%	\$133,810	15.69%	\$112,817
4000 - Supplies and Materials	\$7,428	\$0	100%	\$17,429	42.62%	\$10,001
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$13,129	0%	\$13,129
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$17,475	0%	\$17,475
Totals	\$83,574	\$0	100%	\$515,325	16.22%	\$431,751

Summary of Activities:

Providing support services to students in the COVID environment, including access to a Chromebook and internet to be able to attend online courses. 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	\$45,962	\$0	100%	\$250,996	18.31%	\$205,034
2000 - Non-Instructional Salaries	\$9,191	\$0	100%	\$82,486	11.14%	\$73,295
3000 - Employee Benefits	\$20,993	\$0	100%	\$133,810	15.69%	\$112,817
4000 - Supplies and Materials	\$7,428	\$0	100%	\$17,429	42.62%	\$10,001
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$13,129	0%	\$13,129
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$17,475	0%	\$17,475
Totals	\$83,574	\$0	100%	\$515,325	16.22%	\$431,751

Status
Unsubmitted

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	\$45,962	\$0	100%	\$250,996	18.31%	\$205,034
2000 - Non-Instructional Salaries	\$9,191	\$0	100%	\$82,486	11.14%	\$73,295
3000 - Employee Benefits	\$20,993	\$0	100%	\$133,810	15.69%	\$112,817
4000 - Supplies and Materials	\$7,428	\$0	100%	\$17,429	42.62%	\$10,001
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$13,129	0%	\$13,129
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$17,475	0%	\$17,475
Totals	\$83,574	\$0	100%	\$515,325	16.22%	\$431,751

Status
Unsubmitted

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	\$45,962	\$0	100%	\$250,996	18.31%	\$205,034
2000 - Non-Instructional Salaries	\$9,191	\$0	100%	\$82,486	11.14%	\$73,295
3000 - Employee Benefits	\$20,993	\$0	100%	\$133,810	15.69%	\$112,817
4000 - Supplies and Materials	\$7,428	\$0	100%	\$17,429	42.62%	\$10,001
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$13,129	0%	\$13,129
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$17,475	0%	\$17,475
Totals	\$83,574	\$0	100%	\$515,325	16.22%	\$431,751

Status
Unsubmitted



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