

# CAEP Consortium Fiscal Reporting

## 52 San Luis Obispo County Adult Education Consortium

2018-19 Fiscal Year

### Certification

**Certified By**

Daniel Troy

Assistant Superintendent/Vice President, Administrative Services

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 |
|--|-----------|-----------|-----------|-----------|
| <a href="#">Lucia Mar Unified</a>          | Submitted | Submitted | Submitted | Submitted |
| <a href="#">San Luis Coastal Unified</a>   | Submitted | Submitted | Submitted | Submitted |
| <a href="#">San Luis Obispo County CCD</a> | Submitted | Submitted | Submitted | Submitted |
| <a href="#">Templeton Unified</a>          | Submitted | Submitted | Submitted | Submitted |

### Lucia Mar Unified

Lucia Mar 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                | \$33,393                       | \$46,722         | 71.47%                     | \$285,966        | 11.68%                       | \$252,573        |
| 2000 - Non-Instructional Salaries            | \$24,376                       | \$20,000         | 121.88%                    | \$100,000        | 24.38%                       | \$75,624         |
| 3000 - Employee Benefits                     | \$8,558                        | \$23,801         | 35.96%                     | \$95,204         | 8.99%                        | \$86,646         |
| 4000 - Supplies and Materials                | \$9,928                        | \$25,505         | 38.93%                     | \$91,221         | 10.88%                       | \$81,293         |
| 5000 - Other Operating Expenses and Services | \$20,833                       | \$10,600         | 196.54%                    | \$96,600         | 21.57%                       | \$75,767         |
| 6000 - Capital Outlay                        | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$5,470                        | \$6,210          | 88.09%                     | \$24,838         | 22.02%                       | \$19,368         |
| <b>Totals</b>                                | <b>\$102,558</b>               | <b>\$132,837</b> | <b>77.21%</b>              | <b>\$693,829</b> | <b>14.78%</b>                | <b>\$591,271</b> |

### Corrective Action Plan

I had a budget issue (reported incorrectly) that had to be corrected at the state level. I cut back on spending until it was resolved. I will now go forward with planned spending. In addition, we had to combine an ESL class due to numbers, but will bring that class back at the beginning of the year.

### Summary of Activities:

We will continue with our ABE/ASE (High school diploma and equivalency focus) as well as ESL and Citizenship classes. On track to increase attendance, and working on increasing our persistence rates. Continuing to offer English as a Second Language classes at the hotels.

**Status  
Submitted**

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### Lucia Mar 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                | \$100,544                      | \$126,470        | 79.5%                      | \$285,966        | 35.16%                       | \$185,422        |
| 2000 - Non-Instructional Salaries            | \$45,975                       | \$50,000         | 91.95%                     | \$100,000        | 45.98%                       | \$54,025         |
| 3000 - Employee Benefits                     | \$41,375                       | \$47,602         | 86.92%                     | \$95,204         | 43.46%                       | \$53,829         |
| 4000 - Supplies and Materials                | \$14,280                       | \$47,411         | 30.12%                     | \$91,221         | 15.65%                       | \$76,941         |
| 5000 - Other Operating Expenses and Services | \$30,054                       | \$28,050         | 107.14%                    | \$96,600         | 31.11%                       | \$66,546         |
| 6000 - Capital Outlay                        | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$5,470                        | \$6,210          | 88.09%                     | \$24,838         | 22.02%                       | \$19,368         |
| <b>Totals</b>                                | <b>\$237,698</b>               | <b>\$305,742</b> | <b>77.74%</b>              | <b>\$693,829</b> | <b>34.26%</b>                | <b>\$456,131</b> |

**Corrective Action Plan**

Current secretary is out on leave. Her replacement is costing less than expected. The rest of indirect will be taken out at the end of the year. Was expecting to replace some technology that district is now saying isn't due for replacement.

**Summary of Activities:**

We will continue with our ABE/ASE (High school diploma and equivalency focus) as well as ESL and Citizenship classes. On track to increase attendance, and working on increasing our persistence rates. Continuing to offer English as a Second Language classes at the hotels.

**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**

Charlissa Skinner, Principal

**Lucia Mar 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                | \$190,572                      | \$206,218        | 92.41%                     | \$285,966        | 66.64%                       | \$95,394         |
| 2000 - Non-Instructional Salaries            | \$67,285                       | \$80,000         | 84.11%                     | \$100,000        | 67.29%                       | \$32,715         |
| 3000 - Employee Benefits                     | \$69,509                       | \$71,403         | 97.35%                     | \$95,204         | 73.01%                       | \$25,695         |
| 4000 - Supplies and Materials                | \$15,366                       | \$71,816         | 21.4%                      | \$91,221         | 16.84%                       | \$75,855         |
| 5000 - Other Operating Expenses and Services | \$42,002                       | \$35,550         | 118.15%                    | \$96,600         | 43.48%                       | \$54,598         |
| 6000 - Capital Outlay                        | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$10,940                       | \$6,210          | 176.18%                    | \$24,838         | 44.05%                       | \$13,898         |
| <b>Totals</b>                                | <b>\$395,674</b>               | <b>\$471,196</b> | <b>83.97%</b>              | <b>\$693,829</b> | <b>57.03%</b>                | <b>\$298,155</b> |

**Corrective Action Plan**

1) Creating additional classes and sections of ESL, ABE, ASE; 2) Additional sites for housing these classes; 3) Hiring a support person to help with ESL/ELA programs; 4) Seeking to recruit and hire some CTE instructors; 5) Additional Childcare; 6) Additional Outreach

**Summary of Activities:**

1) Continued coordination with San Luis Obispo County Adult Education Consortium; 2) ESL, ABE, ASE classes; 3) Citizenship Classes; 4) Professional Development; 5) Childcare; 6) Continued orientation, assessment, collaboration for moving students forward into post-secondary and the workplace; 7) Budget Overview; 8) Data and assessment reviews

Status

Submitted

**Lucia Mar 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                | \$252,653                      | \$285,966        | 88.35%                     | \$285,966        | 88.35%                       | \$33,313         |
| 2000 - Non-Instructional Salaries            | \$91,711                       | \$100,000        | 91.71%                     | \$100,000        | 91.71%                       | \$8,289          |
| 3000 - Employee Benefits                     | \$95,204                       | \$95,204         | 100%                       | \$95,204         | 100%                         | \$0              |
| 4000 - Supplies and Materials                | \$20,004                       | \$91,221         | 21.93%                     | \$91,221         | 21.93%                       | \$71,217         |
| 5000 - Other Operating Expenses and Services | \$47,332                       | \$38,800         | 121.99%                    | \$96,600         | 49%                          | \$49,268         |
| 6000 - Capital Outlay                        | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$24,838                       | \$6,210          | 400%                       | \$24,838         | 100%                         | \$0              |
| <b>Totals</b>                                | <b>\$531,742</b>               | <b>\$617,401</b> | <b>86.13%</b>              | <b>\$693,829</b> | <b>76.64%</b>                | <b>\$162,087</b> |

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

Guidance: Yes

### Corrective Action Plan

NOTE: Because we do not get our funding until December, it has been advised that we carry-over \$100,000 to help cover us until December. My expenditures fall below budget because of cancelled classes, and loss of a secretary. We also realized after close of the year that district has been billing our curriculum department for our software expenses (a total of \$35,000 over the last couple of years.) Action steps: Be more visible to attract more students so that classes do not get cancelled. Add additional classes and hours as needed for students to be successful. Upgrade computers and chromebooks as needed. Provide additional childcare during all class hours as needed. Additional ESL classes to be held on elementary school sites.

### Summary of Activities:

ABE/ASE and ESL/Citizenship instruction at two Adult School Learning Center sites, continuing to develop curriculum for ASE; Developed new course outlines for ESL; Hired an ESL coordinator for 2019-20; Monthly Professional Development; Collaboration with Workforce Development Board and AJCC/Eckerd and other local agencies; Became board member of our local Workforce Development Board; Workforce Preparation in computer skills; Continued student services in orientation, registration, and transitions; Planning with district to provide Child School Success classes (PIQE); Continued administrative oversight in budgeting, curriculum development and instruction, seamless transitions, student success services; Focus on retention and persistence; Attend workshops to help in growing our program; Continued community outreach.

**Status**  
**Submitted**

## San Luis Coastal Unified

### San Luis Coastal 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                | \$36,401                       | \$48,340         | 75.3%                      | \$241,701        | 15.06%                       | \$205,300        |
| 2000 - Non-Instructional Salaries            | \$23,265                       | \$28,843         | 80.66%                     | \$144,215        | 16.13%                       | \$120,950        |
| 3000 - Employee Benefits                     | \$19,029                       | \$19,659         | 96.8%                      | \$103,468        | 18.39%                       | \$84,439         |
| 4000 - Supplies and Materials                | \$5,814                        | \$8,219          | 70.74%                     | \$41,093         | 14.15%                       | \$35,279         |
| 5000 - Other Operating Expenses and Services | \$12,943                       | \$8,539          | 151.58%                    | \$42,695         | 30.32%                       | \$29,752         |
| 6000 - Capital Outlay                        | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$7,165          | 0%                         | \$28,658         | 0%                           | \$28,658         |
| <b>Totals</b>                                | <b>\$97,452</b>                | <b>\$120,764</b> | <b>80.7%</b>               | <b>\$601,830</b> | <b>16.19%</b>                | <b>\$504,378</b> |

### Corrective Action Plan

ESL classes did not begin until the last week of August. Our district does not move Indirect until the end of the year.

### Summary of Activities:

Continuation of High School Diploma/Equivalency classes on our campus and at the jail. On track to increase enrollment and persistence. Doubled the number of English as a Second Language classes. On track to increase enrollment in January.

**Status**  
**Submitted**

### San Luis Coastal 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                | \$90,084                       | \$60,425         | 149.08%                    | \$241,701        | 37.27%                       | \$151,617        |
| 2000 - Non-Instructional Salaries            | \$49,259                       | \$36,054         | 136.63%                    | \$144,215        | 34.16%                       | \$94,956         |
| 3000 - Employee Benefits                     | \$41,628                       | \$25,867         | 160.93%                    | \$103,468        | 40.23%                       | \$61,840         |
| 4000 - Supplies and Materials                | \$8,239                        | \$10,273         | 80.2%                      | \$41,093         | 20.05%                       | \$32,854         |
| 5000 - Other Operating Expenses and Services | \$26,863                       | \$10,674         | 251.67%                    | \$42,695         | 62.92%                       | \$15,832         |
| 6000 - Capital Outlay                        | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$7,165          | 0%                         | \$28,658         | 0%                           | \$28,658         |
| <b>Totals</b>                                | <b>\$216,073</b>               | <b>\$150,458</b> | <b>143.61%</b>             | <b>\$601,830</b> | <b>35.9%</b>                 | <b>\$385,757</b> |

**Summary of Activities:**

Our district takes out indirect costs at the end of the year.

**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**

Sally Ames, Coordinator of Adult Education Programs

**San Luis Coastal 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                | \$156,021                      | \$60,425         | 258.2%                     | \$241,701        | 64.55%                       | \$85,680         |
| 2000 - Non-Instructional Salaries            | \$76,740                       | \$36,054         | 212.85%                    | \$144,215        | 53.21%                       | \$67,475         |
| 3000 - Employee Benefits                     | \$67,473                       | \$25,867         | 260.85%                    | \$103,468        | 65.21%                       | \$35,995         |
| 4000 - Supplies and Materials                | \$11,433                       | \$10,273         | 111.29%                    | \$41,093         | 27.82%                       | \$29,660         |
| 5000 - Other Operating Expenses and Services | \$28,517                       | \$10,674         | 267.17%                    | \$42,695         | 66.79%                       | \$14,178         |
| 6000 - Capital Outlay                        | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$7,165          | 0%                         | \$28,658         | 0%                           | \$28,658         |
| <b>Totals</b>                                | <b>\$340,184</b>               | <b>\$150,458</b> | <b>226.1%</b>              | <b>\$601,830</b> | <b>56.52%</b>                | <b>\$261,646</b> |

### Summary of Activities:

ABE/ASE at SLCUSD and Jail ESL at four district school sites CTE at Jail and SLCUSD WF at SLCUSD Our district moves Indirect at the end of the fiscal year.

**Status**  
**Submitted**

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### San Luis Coastal 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                | \$214,877                      | \$72,510         | 296.34%                    | \$241,701        | 88.9%                        | \$26,824         |
| 2000 - Non-Instructional Salaries            | \$110,549                      | \$43,265         | 255.52%                    | \$144,215        | 76.66%                       | \$33,666         |
| 3000 - Employee Benefits                     | \$91,793                       | \$31,040         | 295.72%                    | \$103,468        | 88.72%                       | \$11,675         |
| 4000 - Supplies and Materials                | \$34,222                       | \$12,328         | 277.6%                     | \$41,093         | 83.28%                       | \$6,871          |
| 5000 - Other Operating Expenses and Services | \$42,695                       | \$12,809         | 333.33%                    | \$42,695         | 100%                         | \$0              |
| 6000 - Capital Outlay                        | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$24,706                       | \$7,165          | 344.84%                    | \$28,658         | 86.21%                       | \$3,952          |
| <b>Totals</b>                                | <b>\$518,842</b>               | <b>\$179,116</b> | <b>289.67%</b>             | <b>\$601,830</b> | <b>86.21%</b>                | <b>\$82,988</b>  |

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

Guidance: Yes

**Summary of Activities:**

-ABE/ASE instruction on Adult School site and at San Luis Obispo County Jail -ESL instruction on four school sites -ESL curriculum development -Workforce Preparation in computer skills -CTE at Jail and mirrored on school site - Leveraging Resources- working with local agencies to provide Child School Success classes -Development and review - curriculum and instruction, seamless transitions, student success services -Monthly Professional Development - focus on retention and persistence -Collaboration with Workforce Development Board and AJCC/Eckerd and other local agencies -Outreach -Childcare -Attend conferences, workshops and webinars to help in growing and improving our program -Continued administrative oversight in budgeting, curriculum development and instruction, seamless transitions, student success services

**Status  
Submitted**

**San Luis Obispo County CCD**

**San Luis Obispo County 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                | \$22,694                       | \$24,637         | 92.11%                     | \$94,758         | 23.95%                       | \$72,064         |
| 2000 - Non-Instructional Salaries            | \$58,901                       | \$58,557         | 100.59%                    | \$243,988        | 24.14%                       | \$185,087        |
| 3000 - Employee Benefits                     | \$20,133                       | \$20,633         | 97.58%                     | \$79,356         | 25.37%                       | \$59,223         |
| 4000 - Supplies and Materials                | \$1,084                        | \$1,088          | 99.6%                      | \$8,372          | 12.95%                       | \$7,288          |
| 5000 - Other Operating Expenses and Services | \$2,331                        | \$1,882          | 123.86%                    | \$20,911         | 11.15%                       | \$18,580         |
| 6000 - Capital Outlay                        | \$737                          | \$738            | 99.86%                     | \$738            | 99.86%                       | \$1              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$5,294                        | \$5,140          | 103%                       | \$22,347         | 23.69%                       | \$17,053         |
| <b>Totals</b>                                | <b>\$111,174</b>               | <b>\$112,675</b> | <b>98.67%</b>              | <b>\$470,470</b> | <b>23.63%</b>                | <b>\$359,296</b> |

### Summary of Activities:

• AEP Coordination for Cuesta College and San Luis Obispo Adult Education Consortium • Hospitality Program Development • Guided Pathway framework • Embedded Counseling • Outreach • Professional Development • Budget oversight • Curriculum development (Adults w/ disabilities, Workforce Preparation, Short-term CTE) • Integrated/ Contextualized learning ABE/ASE/ESL • Workforce Development Board collaboration/ AJCC • Student registration and pre-enrollment services (application, registration, assessment) • Retention & Persistence (Health Fair) • Childcare services • Transportation assistance • Embedded tutoring • Student and Program data review for decision making and improvements

**Status  
Submitted**

### San Luis Obispo County 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                | \$49,726                       | \$48,327         | 102.9%                     | \$94,758         | 52.48%                       | \$45,032         |
| 2000 - Non-Instructional Salaries            | \$128,195                      | \$119,554        | 107.23%                    | \$243,988        | 52.54%                       | \$115,793        |
| 3000 - Employee Benefits                     | \$42,935                       | \$40,472         | 106.09%                    | \$79,356         | 54.1%                        | \$36,421         |
| 4000 - Supplies and Materials                | \$2,750                        | \$1,674          | 164.24%                    | \$8,372          | 32.85%                       | \$5,622          |
| 5000 - Other Operating Expenses and Services | \$5,512                        | \$3,346          | 164.75%                    | \$20,911         | 26.36%                       | \$15,399         |
| 6000 - Capital Outlay                        | \$738                          | \$738            | 100%                       | \$738            | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$11,866                       | \$12,291         | 96.54%                     | \$22,347         | 53.1%                        | \$10,481         |
| <b>Totals</b>                                | <b>\$241,722</b>               | <b>\$226,401</b> | <b>106.77%</b>             | <b>\$470,470</b> | <b>51.38%</b>                | <b>\$228,748</b> |

### Summary of Activities:

• AEP Coordination for Cuesta College and San Luis Obispo Adult Education Consortium • Hospitality Program Development • Guided Pathway framework • Embedded Counseling • Outreach • Professional Development • Budget oversight • Curriculum development (Adults w/ disabilities, Workforce Preparation, Short-term CTE) • Integrated/ Contextualized learning ABE/ASE/ESL • Workforce Development Board collaboration/ AJCC • Student registration and pre-enrollment services (application, registration, assessment) • Retention & Persistence (Health Fair) • Childcare services • Transportation assistance • Embedded tutoring • Student and Program data review for decision making and improvements

**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**

Mia Ruiz

**San Luis Obispo County 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                | \$69,763                       | \$72,016         | 96.87%                     | \$94,758         | 73.62%                       | \$24,995         |
| 2000 - Non-Instructional Salaries            | \$158,815                      | \$182,991        | 86.79%                     | \$243,988        | 65.09%                       | \$85,173         |
| 3000 - Employee Benefits                     | \$59,030                       | \$59,517         | 99.18%                     | \$79,356         | 74.39%                       | \$20,326         |
| 4000 - Supplies and Materials                | \$4,416                        | \$1,674          | 263.74%                    | \$8,372          | 52.75%                       | \$3,956          |
| 5000 - Other Operating Expenses and Services | \$8,693                        | \$3,346          | 259.82%                    | \$20,911         | 41.57%                       | \$12,218         |
| 6000 - Capital Outlay                        | \$738                          | \$738            | 100%                       | \$738            | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$15,757                       | \$17,878         | 88.14%                     | \$22,347         | 70.51%                       | \$6,590          |
| <b>Totals</b>                                | <b>\$317,212</b>               | <b>\$338,160</b> | <b>93.81%</b>              | <b>\$470,470</b> | <b>67.42%</b>                | <b>\$153,258</b> |

**Summary of Activities:**

•AEP Coordination for Cuesta College and San Luis Obispo Adult Education Consortium • Hospitality Program Development • Guided Pathway framework • Embedded Counseling • Outreach • Professional Development • Budget oversight • Curriculum development (Adults w/ disabilities, Workforce Preparation, Short-term CTE) • Integrated/ Contextualized learning ABE/ASE/ESL • Workforce Development Board collaboration/ AJCC • Student registration and matriculation services (application, registration, orientation, assessment) • Integrated technology for student persistence and retention- REMIND • Childcare services • Transportation assistance • Embedded tutoring • Student and Program data review for decision making and improvements

**Status  
Submitted**

**San Luis Obispo County 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                | \$94,758                       | \$94,758         | 100%                       | \$94,758         | 100%                         | \$0              |
| 2000 - Non-Instructional Salaries            | \$204,242                      | \$243,988        | 83.71%                     | \$243,988        | 83.71%                       | \$39,746         |
| 3000 - Employee Benefits                     | \$78,461                       | \$79,356         | 98.87%                     | \$79,356         | 98.87%                       | \$895            |
| 4000 - Supplies and Materials                | \$6,083                        | \$3,935          | 154.59%                    | \$8,372          | 72.66%                       | \$2,289          |
| 5000 - Other Operating Expenses and Services | \$11,874                       | \$12,337         | 96.24%                     | \$20,911         | 56.78%                       | \$9,037          |
| 6000 - Capital Outlay                        | \$738                          | \$738            | 100%                       | \$738            | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0              | 100%                       | \$0              | 100%                         | \$0              |
| Indirect Costs                               | \$19,808                       | \$22,347         | 88.64%                     | \$22,347         | 88.64%                       | \$2,539          |
| <b>Totals</b>                                | <b>\$415,964</b>               | <b>\$457,459</b> | <b>90.93%</b>              | <b>\$470,470</b> | <b>88.41%</b>                | <b>\$54,506</b>  |

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

Guidance: Yes

**Summary of Activities:**

AEP Coordination for Cuesta College and San Luis Obispo Adult Education Consortium • Hospitality Program Development • Guided Pathway framework • Embedded Counseling • Outreach • Professional Development • Budget oversight • Curriculum development (Adults w/ disabilities, Workforce Preparation, Short-term CTE) • Integrated/ Contextualized learning ABE/ASE/ESL • Workforce Development Board collaboration/ AJCC • Student registration and matriculation services (application, registration, orientation, assessment) • Integrated technology for student persistence and retention- REMIND • Childcare services • Transportation assistance • Embedded tutoring • Student and Program data review for decision making and improvements. Noncredit Community College Application Review. GED graduation ceremony. ESL immigrant integration.

**Status  
Submitted**

**Templeton Unified**

**Templeton 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                | \$448                          | \$2,400         | 18.67%                     | \$24,000        | 1.87%                        | \$23,552         |
| 2000 - Non-Instructional Salaries            | \$716                          | \$1,100         | 65.09%                     | \$11,000        | 6.51%                        | \$10,284         |
| 3000 - Employee Benefits                     | \$390                          | \$1,040         | 37.49%                     | \$10,403        | 3.75%                        | \$10,013         |
| 4000 - Supplies and Materials                | \$1,115                        | \$1,191         | 93.61%                     | \$2,647         | 42.12%                       | \$1,532          |
| 5000 - Other Operating Expenses and Services | \$6,250                        | \$6,415         | 97.42%                     | \$10,692        | 58.45%                       | \$4,442          |
| 6000 - Capital Outlay                        | \$0                            | \$0             | 100%                       | \$0             | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0             | 100%                       | \$0             | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$0             | 100%                       | \$2,609         | 0%                           | \$2,609          |
| <b>Totals</b>                                | <b>\$8,919</b>                 | <b>\$12,147</b> | <b>73.43%</b>              | <b>\$61,351</b> | <b>14.54%</b>                | <b>\$52,432</b>  |

### Corrective Action Plan

Additional staff will be hired to begin in the third quarter to assist with enrollment and additional sites for adult diploma program. Paperwork for administrative position was not processed in a timely fashion.

### Summary of Activities:

Continuing with Diploma program from previous years, on track to increase enrollment. Expanding days and sites starting in the third quarter. Started bimonthly counselor sessions with both our local community college (Cuesta College) and Eckerd our workforce development partner.

**Status**  
**Submitted**

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### Templeton 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                | \$3,892                        | \$9,600         | 40.54%                     | \$24,000        | 16.22%                       | \$20,108         |
| 2000 - Non-Instructional Salaries            | \$1,975                        | \$4,400         | 44.89%                     | \$11,000        | 17.95%                       | \$9,025          |
| 3000 - Employee Benefits                     | \$1,746                        | \$4,161         | 41.96%                     | \$10,403        | 16.78%                       | \$8,657          |
| 4000 - Supplies and Materials                | \$1,590                        | \$1,588         | 100.11%                    | \$2,647         | 60.07%                       | \$1,057          |
| 5000 - Other Operating Expenses and Services | \$6,336                        | \$8,019         | 79.01%                     | \$10,692        | 59.26%                       | \$4,356          |
| 6000 - Capital Outlay                        | \$0                            | \$0             | 100%                       | \$0             | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0             | 100%                       | \$0             | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$861           | 0%                         | \$2,609         | 0%                           | \$2,609          |
| <b>Totals</b>                                | <b>\$15,539</b>                | <b>\$28,629</b> | <b>54.28%</b>              | <b>\$61,351</b> | <b>25.33%</b>                | <b>\$45,812</b>  |

### Corrective Action Plan

We hired an additional teacher who started in the 3rd quarter and we are increasing our clerical staffing as well. Indirect costs are not funded until the end of the year.

### Summary of Activities:

We are continuing our ABE/ASE classes and have increased hours available. We are bring our ABE/ASE class to local wineries. We are continuing to increase persistence and retention.

**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

Cheryl London

| Object Code                                  | Year to Date (YTD) Expenditure | YTD Forecast    | % Expended of YTD Forecast | Project Budget  | % Expended of Overall Budget | Budget Remaining |
|--|--------------------------------|-----------------|----------------------------|-----------------|------------------------------|------------------|
| 1000 - Instructional Salaries                | \$10,193                       | \$20,400        | 49.97%                     | \$24,000        | 42.47%                       | \$13,807         |
| 2000 - Non-Instructional Salaries            | \$3,233                        | \$9,350         | 34.58%                     | \$11,000        | 29.39%                       | \$7,767          |
| 3000 - Employee Benefits                     | \$3,645                        | \$8,843         | 41.22%                     | \$10,403        | 35.04%                       | \$6,758          |
| 4000 - Supplies and Materials                | \$2,173                        | \$2,118         | 102.62%                    | \$2,647         | 82.09%                       | \$474            |
| 5000 - Other Operating Expenses and Services | \$6,573                        | \$9,088         | 72.32%                     | \$10,692        | 61.48%                       | \$4,119          |
| 6000 - Capital Outlay                        | \$0                            | \$0             | 100%                       | \$0             | 100%                         | \$0              |
| 7000 - Other Outgo                           | \$0                            | \$0             | 100%                       | \$0             | 100%                         | \$0              |
| Indirect Costs                               | \$0                            | \$1,748         | 0%                         | \$2,609         | 0%                           | \$2,609          |
| <b>Totals</b>                                | <b>\$25,817</b>                | <b>\$51,546</b> | <b>50.08%</b>              | <b>\$61,351</b> | <b>42.08%</b>                | <b>\$35,534</b>  |

### Corrective Action Plan

Additional instructional staff, purchasing additional equipment, indirect costs are incurred at the end of the year.

### Summary of Activities:

HSD program - increasing hours of operation, additional instructional staff was hired, additional computer equipment is being purchased. Referral of graduates to either Eckerd or Cuesta.

**Status**  
**Submitted**

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### Templeton 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                | \$17,951                       | \$24,000        | 74.8%                      | \$24,000        | 74.8%                        | \$6,049  |
| 2000 - Non-Instructional Salaries            | \$4,837                        | \$11,000        | 43.97%                     | \$11,000        | 43.97%                       | \$6,163  |
| 3000 - Employee Benefits                     | \$6,053                        | \$10,403        | 58.19%                     | \$10,403        | 58.19%                       | \$4,350  |
| 4000 - Supplies and Materials                | \$7,807                        | \$2,647         | 294.94%                    | \$2,647         | 294.94%                      |  -\$5,160 |
| 5000 - Other Operating Expenses and Services | \$7,212                        | \$10,692        | 67.45%                     | \$10,692        | 67.45%                       | \$3,480  |
| 6000 - Capital Outlay                        | \$0                            | \$0             | 100%                       | \$0             | 100%                         | \$0  |
| 7000 - Other Outgo                           | \$0                            | \$0             | 100%                       | \$0             | 100%                         | \$0  |
| Indirect Costs                               | \$2,193                        | \$2,609         | 84.06%                     | \$2,609         | 84.06%                       | \$416  |
| <b>Totals</b>                                | <b>\$46,053</b>                | <b>\$61,351</b> | <b>75.06%</b>              | <b>\$61,351</b> | <b>75.06%</b>                | <b>\$15,298</b>  |

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

Guidance: Yes

### Corrective Action Plan

Increase to office staff and teaching staff will occur during the 2019/20 year as we will be starting a new ESL program as well as increasing hours of operation for the diploma program. This will also increase the employee benefits provided for the additional hours. By starting a new program there will be additional cost associated with startup such as software, books, training, etc. Currently, we are spending our yearly allotment it is the carryover that has not been spent but this year the rollover should be eliminated.

### Summary of Activities:

Diploma program where over 30% of the students achieved their goal of receiving a diploma. Hired an additional teacher for the diploma program. Outreach to local businesses to provide diploma program onsite was initiated. Continued to partner with Eckerd and Cuesta College by referring students for jobs or continuing their education by enrolling in Cuesta. Leveraged resources with Cuesta College by having counselors come to diploma classes to present resources and courses that Cuesta offers. Focus on retention and persistence, attendance at workshops, webinars and conferences.

**Status**  
**Submitted**



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