

CAEP Consortium Fiscal Reporting

52 San Luis Obispo County Adult Education Consortium

2020-21 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 Uncertified Uncertified

Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Lucia Mar Unified	Submitted	Submitted	Not Submitted	Not Submitted
San Luis Coastal Unified	Submitted	Submitted	Not Submitted	Not Submitted
San Luis Obispo County CCD	Submitted	Submitted	Not Submitted	Not Submitted
Templeton Unified	Submitted	Submitted	Not Submitted	Not 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	\$26,478	\$13,500	196.13%	\$252,000	10.51%	\$225,522
2000 - Non-Instructional Salaries	\$23,116	\$0	100%	\$102,750	22.5%	\$79,634
3000 - Employee Benefits	\$14,991	\$0	100%	\$114,770	13.06%	\$99,779
4000 - Supplies and Materials	\$6,981	\$0	100%	\$32,997	21.16%	\$26,016
5000 - Other Operating Expenses and Services	\$9,888	\$0	100%	\$74,700	13.24%	\$64,812
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$20,000	0%	\$20,000
Totals	\$81,454	\$13,500	603.36%	\$597,217	13.64%	\$515,763

Corrective Action Plan

Over budget in Instructional Salaries due to change in district administrative support for Adult Education. LMUSD restructuring of Alternative Education salaries and administrative leadership.

Summary of Activities:

Adult Education ESL and HSD/HSE courses began in distance learning model. Citizenship course beginning in November due to Covid closure and teaching adjustments. Assessments modified and implemented.

Status
Submitted

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	\$49,633	\$27,000	183.83%	\$252,000	19.7%	\$202,367
2000 - Non-Instructional Salaries	\$46,233	\$0	100%	\$102,750	45%	\$56,517
3000 - Employee Benefits	\$33,563	\$0	100%	\$114,770	29.24%	\$81,207
4000 - Supplies and Materials	\$7,495	\$0	100%	\$32,997	22.71%	\$25,502
5000 - Other Operating Expenses and Services	\$10,775	\$0	100%	\$74,700	14.42%	\$63,925
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$20,000	0%	\$20,000
Totals	\$147,699	\$27,000	547.03%	\$597,217	24.73%	\$449,518

Corrective Action Plan

Due to child care and Covid-19 issues, budget costs are different. Utilizing technology and distance learning resources, therefore less instructional materials needed to date.

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

Jennifer Bowen, Principal of Alternative Education

Tricia Lubin, Lead Adult Education Teacher

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	\$49,633	\$54,000	91.91%	\$252,000	19.7%	\$202,367
2000 - Non-Instructional Salaries	\$46,233	\$1,250	3,698.64%	\$102,750	45%	\$56,517
3000 - Employee Benefits	\$33,563	\$0	100%	\$114,770	29.24%	\$81,207
4000 - Supplies and Materials	\$7,495	\$0	100%	\$32,997	22.71%	\$25,502
5000 - Other Operating Expenses and Services	\$10,775	\$0	100%	\$74,700	14.42%	\$63,925
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$20,000	0%	\$20,000
Totals	\$147,699	\$55,250	267.33%	\$597,217	24.73%	\$449,518

Status
Unsubmitted

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	\$49,633	\$54,000	91.91%	\$252,000	19.7%	\$202,367
2000 - Non-Instructional Salaries	\$46,233	\$1,250	3,698.64%	\$102,750	45%	\$56,517
3000 - Employee Benefits	\$33,563	\$0	100%	\$114,770	29.24%	\$81,207
4000 - Supplies and Materials	\$7,495	\$0	100%	\$32,997	22.71%	\$25,502
5000 - Other Operating Expenses and Services	\$10,775	\$0	100%	\$74,700	14.42%	\$63,925
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$20,000	0%	\$20,000	0%	\$20,000
Totals	\$147,699	\$75,250	196.28%	\$597,217	24.73%	\$449,518

Status
Unsubmitted

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	\$27,579	\$30,000	91.93%	\$200,000	13.79%	\$172,421
2000 - Non-Instructional Salaries	\$23,943	\$27,500	87.07%	\$110,000	21.77%	\$86,057
3000 - Employee Benefits	\$19,691	\$22,500	87.52%	\$90,000	21.88%	\$70,309
4000 - Supplies and Materials	\$0	\$17,342	0%	\$69,369	0%	\$69,369
5000 - Other Operating Expenses and Services	\$6,834	\$8,750	78.1%	\$35,000	19.53%	\$28,166
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$25,218	0%	\$25,218
Totals	\$78,047	\$106,092	73.57%	\$529,587	14.74%	\$451,540

Corrective Action Plan

Adapting to Covid, services and expenditures change unexpectedly. We did not start programs as early as expected, and low enrollment has resulted in a reduction of instructor hours. We are not able to provide our ASE program in the County Jail. Workforce and CTE programs are closed at this time due to lack of enrollment. As we anticipate reopening to in person in late Fall, Winter and Spring we will increase spending to address need.

Summary of Activities:

Distance learning for High School Diploma and English as a Second language Programs. CASAS testing. Professional Development for all staff. Moving enrollment for HSD and ESL online.

**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	\$60,194	\$90,000	66.88%	\$200,000	30.1%	\$139,806
2000 - Non-Instructional Salaries	\$47,887	\$55,000	87.07%	\$110,000	43.53%	\$62,113
3000 - Employee Benefits	\$39,755	\$45,000	88.34%	\$90,000	44.17%	\$50,245
4000 - Supplies and Materials	\$857	\$34,685	2.47%	\$69,369	1.24%	\$68,512
5000 - Other Operating Expenses and Services	\$8,513	\$17,500	48.65%	\$35,000	24.32%	\$26,487
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$25,218	0%	\$25,218
Totals	\$157,206	\$242,185	64.91%	\$529,587	29.68%	\$372,381

Corrective Action Plan

Covid has minimized some of our expenses. Our enrollment has reduced approximately 50%. The decrease in enrollment has resulted in a decrease in instruction hours. Especially impacted are ESL and our Jail Program.

Summary of Activities:

Adult Education ESL and HSD/HSE courses are being taught in a distance learning model. Jail Program is closed down and being reconfigured. Assessments modified and implemented. CASAS testing. Professional Development for all staff.

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

Sally Ames, Coordinator 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	\$60,194	\$150,000	40.13%	\$200,000	30.1%	\$139,806
2000 - Non-Instructional Salaries	\$47,887	\$82,500	58.04%	\$110,000	43.53%	\$62,113
3000 - Employee Benefits	\$39,755	\$67,500	58.9%	\$90,000	44.17%	\$50,245
4000 - Supplies and Materials	\$857	\$52,027	1.65%	\$69,369	1.24%	\$68,512
5000 - Other Operating Expenses and Services	\$8,513	\$26,250	32.43%	\$35,000	24.32%	\$26,487
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$25,218	0%	\$25,218
Totals	\$157,206	\$378,277	41.56%	\$529,587	29.68%	\$372,381

Status
Unsubmitted

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	\$60,194	\$200,000	30.1%	\$200,000	30.1%	\$139,806
2000 - Non-Instructional Salaries	\$47,887	\$110,000	43.53%	\$110,000	43.53%	\$62,113
3000 - Employee Benefits	\$39,755	\$90,000	44.17%	\$90,000	44.17%	\$50,245
4000 - Supplies and Materials	\$857	\$69,369	1.24%	\$69,369	1.24%	\$68,512
5000 - Other Operating Expenses and Services	\$8,513	\$35,000	24.32%	\$35,000	24.32%	\$26,487
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$25,218	0%	\$25,218	0%	\$25,218
Totals	\$157,206	\$529,587	29.68%	\$529,587	29.68%	\$372,381

Status
Unsubmitted

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	\$21,421	\$31,500	68%	\$210,000	10.2%	\$188,579
2000 - Non-Instructional Salaries	\$11,766	\$22,950	51.27%	\$153,000	7.69%	\$141,234
3000 - Employee Benefits	\$11,184	\$15,137	73.88%	\$100,916	11.08%	\$89,732
4000 - Supplies and Materials	\$0	\$10,412	0%	\$69,416	0%	\$69,416
5000 - Other Operating Expenses and Services	\$0	\$1,987	0%	\$13,249	0%	\$13,249
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,219	\$4,103	54.09%	\$27,350	8.11%	\$25,131
Totals	\$46,590	\$86,090	54.12%	\$573,931	8.12%	\$527,341

Corrective Action Plan

Due to the Covid-19 pandemic and the transition to online learning enrollments have dropped significantly and student success strategies and activities have shifted to adapt during the covid crisis. Our adult education program has been able to leverage funding during the covid pandemic to use funds to support our students during this time decreasing the expenditures for CAEP budget. Using other funding sources from the district has made our expenditures fall below target.

Summary of Activities:

Our district continues to implement the activities set forth by our Annual and Three Year Plan with adjustments to adapt to the covid-19 pandemic. Outreach, student support, and professional development continue to be our priority during this time. To address the inequities and struggles are students are faced with during the pandemic and shift to online learning we have implemented technology workshops with laser focused topics that address the challenges are students are facing. Qualitative data identified students fear of online learning, lack of technology access, lack of technology skills, and a lack of understanding of Zoom. These were just a few of the highlighted concerns are students stated during interviews and surveys. The technology workshops have been able to address these issues and we are seeing a positive shift in student confidence and success. Administrators, faculty, and staff continue to participate in professional development.

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	\$39,715	\$63,000	63.04%	\$210,000	18.91%	\$170,285
2000 - Non-Instructional Salaries	\$23,565	\$45,900	51.34%	\$153,000	15.4%	\$129,435
3000 - Employee Benefits	\$21,142	\$30,275	69.83%	\$100,916	20.95%	\$79,774
4000 - Supplies and Materials	\$1,766	\$20,825	8.48%	\$69,416	2.54%	\$67,650
5000 - Other Operating Expenses and Services	\$1,049	\$3,975	26.39%	\$13,249	7.92%	\$12,200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,362	\$8,205	53.16%	\$27,350	15.95%	\$22,988
Totals	\$91,599	\$172,179	53.2%	\$573,931	15.96%	\$482,332

Corrective Action Plan

The Covid-19 pandemic has impacted our adult education program and expenses. Many student support activities such as childcare, college/community resource events, IELCE events, and career fairs have been eliminated due to the pandemic. These were all activities funded by CAEP. Also, our program has been supported with other funding like SEA and CARES during the pandemic impacting the targeted spending.

Summary of Activities:

Onboarding students in a remote environment, providing online student success workshops to assist students with our CANVAS, our online learning platform as well as other technology like Zoom. Hosting virtual community forums so students still feel a sense of college community in the online learning environment. Providing professional development for administrators and staff to support students during the pandemic. Training all faculty to be DE certified while teaching online. Implemented CASAS remote testing.

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

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	\$39,715	\$94,500	42.03%	\$210,000	18.91%	\$170,285
2000 - Non-Instructional Salaries	\$23,565	\$68,850	34.23%	\$153,000	15.4%	\$129,435
3000 - Employee Benefits	\$21,142	\$45,412	46.56%	\$100,916	20.95%	\$79,774
4000 - Supplies and Materials	\$1,766	\$31,237	5.65%	\$69,416	2.54%	\$67,650
5000 - Other Operating Expenses and Services	\$1,049	\$5,962	17.59%	\$13,249	7.92%	\$12,200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,362	\$12,308	35.44%	\$27,350	15.95%	\$22,988
Totals	\$91,599	\$258,269	35.47%	\$573,931	15.96%	\$482,332

Status
Unsubmitted

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	\$39,715	\$126,000	31.52%	\$210,000	18.91%	\$170,285
2000 - Non-Instructional Salaries	\$23,565	\$91,800	25.67%	\$153,000	15.4%	\$129,435
3000 - Employee Benefits	\$21,142	\$60,550	34.92%	\$100,916	20.95%	\$79,774
4000 - Supplies and Materials	\$1,766	\$41,650	4.24%	\$69,416	2.54%	\$67,650
5000 - Other Operating Expenses and Services	\$1,049	\$7,949	13.2%	\$13,249	7.92%	\$12,200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,362	\$16,410	26.58%	\$27,350	15.95%	\$22,988
Totals	\$91,599	\$344,359	26.6%	\$573,931	15.96%	\$482,332

Status
Unsubmitted

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	\$4,215	\$6,847	61.56%	\$45,645	9.23%	\$41,430
2000 - Non-Instructional Salaries	\$0	\$974	0%	\$6,491	0%	\$6,491
3000 - Employee Benefits	\$1,078	\$2,034	53.01%	\$13,558	7.95%	\$12,480
4000 - Supplies and Materials	\$62	\$1,198	5.18%	\$7,986	0.78%	\$7,924
5000 - Other Operating Expenses and Services	\$3,555	\$1,529	232.58%	\$6,114	58.15%	\$2,559
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,989	0%	\$3,989
Totals	\$8,910	\$12,581	70.82%	\$83,783	10.63%	\$74,873

Corrective Action Plan

The secretary and clerk for the adult school wasn't hired until after September 30.

Summary of Activities:

Continuing program from last year with a focus on community outreach for increasing enrollment

Status
Submitted

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	\$17,027	\$15,976	106.58%	\$45,645	37.3%	\$28,618
2000 - Non-Instructional Salaries	\$1,983	\$2,272	87.29%	\$6,491	30.55%	\$4,508
3000 - Employee Benefits	\$5,680	\$4,745	119.7%	\$13,558	41.89%	\$7,878
4000 - Supplies and Materials	\$258	\$3,194	8.08%	\$7,986	3.23%	\$7,728
5000 - Other Operating Expenses and Services	\$4,437	\$3,057	145.14%	\$6,114	72.57%	\$1,677
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,989	0%	\$3,989
Totals	\$29,385	\$29,244	100.48%	\$83,783	35.07%	\$54,398

Summary of Activities:

Providing HSD courses for currently enrolled students. Working on outreach to ensure we are serving as many students as possible during this evolving year.

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

Cheryl London

Templeton 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	\$17,027	\$31,952	53.29%	\$45,645	37.3%	\$28,618
2000 - Non-Instructional Salaries	\$1,983	\$4,544	43.64%	\$6,491	30.55%	\$4,508
3000 - Employee Benefits	\$5,680	\$9,491	59.85%	\$13,558	41.89%	\$7,878
4000 - Supplies and Materials	\$258	\$5,990	4.31%	\$7,986	3.23%	\$7,728
5000 - Other Operating Expenses and Services	\$4,437	\$4,586	96.76%	\$6,114	72.57%	\$1,677
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$3,989	0%	\$3,989
Totals	\$29,385	\$56,561	51.95%	\$83,783	35.07%	\$54,398

Status
Unsubmitted

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	\$17,027	\$45,645	37.3%	\$45,645	37.3%	\$28,618
2000 - Non-Instructional Salaries	\$1,983	\$6,491	30.55%	\$6,491	30.55%	\$4,508
3000 - Employee Benefits	\$5,680	\$13,558	41.89%	\$13,558	41.89%	\$7,878
4000 - Supplies and Materials	\$258	\$7,986	3.23%	\$7,986	3.23%	\$7,728
5000 - Other Operating Expenses and Services	\$4,437	\$6,114	72.57%	\$6,114	72.57%	\$1,677
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$3,989	0%	\$3,989	0%	\$3,989
Totals	\$29,385	\$83,783	35.07%	\$83,783	35.07%	\$54,398

Status
Unsubmitted



California
Community
Colleges



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