

CAEP Consortium Fiscal Reporting 53 Accel San Mateo County

2018-19 Fiscal Year

Certification

Certified By

Ka'Ryn Holder-Jackson
Executive Director

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Certified	Uncertified

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cabrillo Unified	Submitted	Submitted	Submitted	Submitted
Jefferson Union High	Submitted	Submitted	Submitted	Submitted
San Mateo County CCD	Submitted	Submitted	Submitted	Not Submitted
San Mateo Union High	Submitted	Submitted	Submitted	Submitted
Sequoia Union High	Submitted	Submitted	Submitted	Submitted
South San Francisco Unified	Submitted	Submitted	Submitted	Submitted

Cabrillo Unified

Cabrillo 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	\$21,641	\$44,604	48.52%	\$178,415	12.13%	\$156,774
2000 - Non-Instructional Salaries	\$12,878	\$17,406	73.98%	\$69,625	18.5%	\$56,747
3000 - Employee Benefits	\$10,763	\$14,143	76.1%	\$56,571	19.03%	\$45,808
4000 - Supplies and Materials	\$304	\$8,703	3.49%	\$34,813	0.87%	\$34,509
5000 - Other Operating Expenses and Services	\$900	\$18,494	4.87%	\$73,977	1.22%	\$73,077
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$2,622	\$5,440	48.2%	\$21,758	12.05%	\$19,136
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$49,108	\$108,790	45.14%	\$435,159	11.29%	\$386,051

Corrective Action Plan

Our Q1 expenditures fell below target as there were no classes in July and most of August.

Summary of Activities:

GED, ESL, CTE classes held.

Status
Submitted

Cabrillo 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	\$81,144	\$89,208	90.96%	\$178,415	45.48%	\$97,271
2000 - Non-Instructional Salaries	\$32,574	\$34,813	93.57%	\$69,625	46.78%	\$37,051
3000 - Employee Benefits	\$31,076	\$28,286	109.87%	\$56,571	54.93%	\$25,495
4000 - Supplies and Materials	\$3,106	\$17,407	17.84%	\$34,813	8.92%	\$31,707
5000 - Other Operating Expenses and Services	\$10,815	\$36,989	29.24%	\$73,977	14.62%	\$63,162
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$8,952	\$10,879	82.29%	\$21,758	41.14%	\$12,806
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$167,667	\$217,580	77.06%	\$435,159	38.53%	\$267,492

Corrective Action Plan

Quarter 3 will absorb costs that were projected for Quarter 2.

Summary of Activities:

GED, ESL, CTE classes held. Transition Navigation services provided.

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

Matt Linton, Assistant Director

Jason Owens

Matt Linton

Jason Owens




Cabrillo 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	\$132,706	\$133,811	99.17%	\$178,415	74.38%	\$45,709
2000 - Non-Instructional Salaries	\$51,989	\$52,219	99.56%	\$69,625	74.67%	\$17,636
3000 - Employee Benefits	\$49,424	\$42,428	116.49%	\$56,571	87.37%	\$7,147
4000 - Supplies and Materials	\$4,515	\$26,110	17.29%	\$34,813	12.97%	\$30,298
5000 - Other Operating Expenses and Services	\$47,996	\$55,483	86.51%	\$73,977	64.88%	\$25,981
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$16,166	\$16,319	99.07%	\$21,758	74.3%	\$5,592
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$302,796	\$326,369	92.78%	\$435,159	69.58%	\$132,363

Summary of Activities:

-GED Preparation Courses -ESL Courses -Transition Navigator Services -CTE Courses -Mindfulness Training -Childcare
Status
Submitted

Cabrillo 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	\$174,346	\$178,415	97.72%	\$178,415	97.72%	\$4,069
2000 - Non-Instructional Salaries	\$63,384	\$69,625	91.04%	\$69,625	91.04%	\$6,241
3000 - Employee Benefits	\$70,329	\$56,571	124.32%	\$56,571	124.32%	 -\$13,758
4000 - Supplies and Materials	\$9,631	\$34,813	27.66%	\$34,813	27.66%	\$25,182
5000 - Other Operating Expenses and Services	\$77,352	\$73,977	104.56%	\$73,977	104.56%	 -\$3,375
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$22,280	\$21,758	102.4%	\$21,758	102.4%	 -\$522
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$417,322	\$435,159	95.9%	\$435,159	95.9%	\$17,837

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

Guidance: Yes

Summary of Activities:

For the 4th quarter, we used funds to attend and pay for conferences, increase school outreach/ advertising in the community, address the increased cost of insurance premiums, and purchased curriculum/ supplies for the upcoming school year.

**Status
Submitted**

Jefferson Union High

Jefferson Union High 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	\$66,509	\$132,750	50.1%	\$885,000	7.52%	\$818,491
2000 - Non-Instructional Salaries	\$32,927	\$42,750	77.02%	\$285,000	11.55%	\$252,073
3000 - Employee Benefits	\$37,927	\$59,250	64.01%	\$395,000	9.6%	\$357,073
4000 - Supplies and Materials	\$2,043	\$33,785	6.05%	\$225,236	0.91%	\$223,193
5000 - Other Operating Expenses and Services	\$6,579	\$33,055	19.9%	\$220,367	2.99%	\$213,788
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$145,985	\$301,590	48.41%	\$2,010,603	7.26%	\$1,864,618

Corrective Action Plan

These expenditures reflect salaries from July 1-Sept. 30. School started in mid-August and benefit increases had not been allocated yet nor included in this report. The second quarter should reflect a higher percentage spent as it will include salary and benefit increases and retro pay at increased rates.

Summary of Activities:

Operating costs for ESL, ABE/ASE and CTE programs

Status
Submitted

Jefferson Union High 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	\$306,884	\$265,500	115.59%	\$885,000	34.68%	\$578,116
2000 - Non-Instructional Salaries	\$81,918	\$85,500	95.81%	\$285,000	28.74%	\$203,082
3000 - Employee Benefits	\$136,021	\$118,500	114.79%	\$395,000	34.44%	\$258,979
4000 - Supplies and Materials	\$8,989	\$67,571	13.3%	\$225,236	3.99%	\$216,247
5000 - Other Operating Expenses and Services	\$7,599	\$66,110	11.49%	\$220,367	3.45%	\$212,768
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$541,411	\$603,181	89.76%	\$2,010,603	26.93%	\$1,469,192

Corrective Action Plan

We have some expenditures that will increase in the 3rd quarter. A new teacher has been hired as of Jan. 7, 2019 and new materials and supplies will be applied to the 3rd quarter.

Summary of Activities:

Funds are used for instructional salaries in ESL/ASE/CTE, one administrator, office staff, para educators, supplies and professional development along with other operating expenses.

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
Jefferson Education

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$501,171	\$398,250	125.84%	\$885,000	56.63%	\$383,829
2000 - Non-Instructional Salaries	\$142,200	\$128,250	110.88%	\$285,000	49.89%	\$142,800
3000 - Employee Benefits	\$230,955	\$177,750	129.93%	\$395,000	58.47%	\$164,045
4000 - Supplies and Materials	\$75,956	\$101,356	74.94%	\$225,236	33.72%	\$149,280
5000 - Other Operating Expenses and Services	\$20,033	\$99,165	20.2%	\$220,367	9.09%	\$200,334
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$970,315	\$904,771	107.24%	\$2,010,603	48.26%	\$1,040,288

Summary of Activities:

Costs covered instructional and classified salaries in all program areas, the updating of computer labs to support instruction and student learning, outreach, and other operating expenses.

Status
Submitted

Jefferson Union High 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	\$725,612	\$531,000	136.65%	\$885,000	81.99%	\$159,388
2000 - Non-Instructional Salaries	\$213,053	\$171,000	124.59%	\$285,000	74.76%	\$71,947
3000 - Employee Benefits	\$327,205	\$237,000	138.06%	\$395,000	82.84%	\$67,795
4000 - Supplies and Materials	\$229,102	\$135,142	169.53%	\$225,236	101.72%	 -\$3,866
5000 - Other Operating Expenses and Services	\$27,442	\$132,220	20.75%	\$220,367	12.45%	\$192,925
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$1,522,414	\$1,206,362	126.2%	\$2,010,603	75.72%	\$488,189

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

Summary of Activities:

We overspent in this category in order to update computers in ESL and ASE computer labs. We also ordered additional instructional materials not covered with WIOA funds.

Status
Submitted

San Mateo County CCD

San Mateo 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	\$10,719	\$10,426	102.81%	\$130,329	8.22%	\$119,610
2000 - Non-Instructional Salaries	\$58,367	\$59,900	97.44%	\$427,854	13.64%	\$369,487
3000 - Employee Benefits	\$30,503	\$31,640	96.41%	\$287,638	10.6%	\$257,135
4000 - Supplies and Materials	\$1,968	\$1,984	99.17%	\$39,689	4.96%	\$37,721
5000 - Other Operating Expenses and Services	\$2,006	\$2,078	96.55%	\$29,681	6.76%	\$27,675
6000 - Capital Outlay	\$0	\$0	100%	\$2,320	0%	\$2,320
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,609	\$3,303	109.26%	\$36,700	9.83%	\$33,091
Totals	\$107,172	\$109,331	98.03%	\$954,211	11.23%	\$847,039

Summary of Activities:

Q1 spending has include continued salaries and benefits for transition coordinators at the College of San Mateo, Skyline College and Cañada College. Funding has also been used to continue to pay for additional instructional support from college faculty.

Status
Submitted

San Mateo 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	\$23,189	\$40,402	57.4%	\$130,329	17.79%	\$107,140
2000 - Non-Instructional Salaries	\$101,499	\$124,078	81.8%	\$427,854	23.72%	\$326,355
3000 - Employee Benefits	\$54,463	\$86,291	63.12%	\$287,638	18.93%	\$233,175
4000 - Supplies and Materials	\$4,010	\$12,700	31.57%	\$39,689	10.1%	\$35,679
5000 - Other Operating Expenses and Services	\$4,332	\$9,201	47.08%	\$29,681	14.6%	\$25,349
6000 - Capital Outlay	\$2,320	\$0	100%	\$2,320	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,059	\$9,175	76.94%	\$36,700	19.23%	\$29,641
Totals	\$196,872	\$281,848	69.85%	\$954,211	20.63%	\$757,339

Corrective Action Plan

Canada College has not had a staff person in place since September. 2000 and 3000 spending will increase with this position now filled. Indirect costs are charged directly through our district at a rate of 4%.

Summary of Activities:

Q2 spending has include continued salaries and benefits for transition coordinators at the College of San Mateo, and Skyline College. Funding has also been used to continue to pay for additional instructional support from college faculty. Lastly, coordinators have been doing outreach to their adult schools, providing presentations and assisting students with the matriculation process. Similar programming is planned for the Spring and we hope to grow course offerings.

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

Ms. Kelsey Harrison Ms., Transition Coordinator
Alex Kramer, Director, Workforce Development

San Mateo 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	\$34,767	\$40,402	86.05%	\$130,329	26.68%	\$95,562
2000 - Non-Instructional Salaries	\$159,428	\$124,078	128.49%	\$427,854	37.26%	\$268,426
3000 - Employee Benefits	\$89,342	\$86,291	103.54%	\$287,638	31.06%	\$198,296
4000 - Supplies and Materials	\$4,473	\$12,700	35.22%	\$39,689	11.27%	\$35,216
5000 - Other Operating Expenses and Services	\$6,027	\$9,201	65.5%	\$29,681	20.31%	\$23,654
6000 - Capital Outlay	\$2,320	\$0	100%	\$2,320	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$11,483	\$9,175	125.16%	\$36,700	31.29%	\$25,217
Totals	\$307,840	\$281,848	109.22%	\$954,211	32.26%	\$646,371

Summary of Activities:

ESL registration day, college readiness events and information sessions continued partnerships with college faculty.

Status

Submitted

San Mateo 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	\$34,767	\$40,402	86.05%	\$130,329	26.68%	\$95,562
2000 - Non-Instructional Salaries	\$211,693	\$124,078	170.61%	\$427,854	49.48%	\$216,161
3000 - Employee Benefits	\$117,392	\$86,291	136.04%	\$287,638	40.81%	\$170,246
4000 - Supplies and Materials	\$5,680	\$12,700	44.72%	\$39,689	14.31%	\$34,009
5000 - Other Operating Expenses and Services	\$8,267	\$9,201	89.85%	\$29,681	27.85%	\$21,414
6000 - Capital Outlay	\$2,320	\$0	100%	\$2,320	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14,671	\$9,175	159.9%	\$36,700	39.98%	\$22,029
Totals	\$394,790	\$281,848	140.07%	\$954,211	41.37%	\$559,421

Status
Unsubmitted

San Mateo Union High

San Mateo Union High 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	\$291,815	\$300,000	97.27%	\$2,000,000	14.59%	\$1,708,185
2000 - Non-Instructional Salaries	\$275,000	\$148,500	185.19%	\$990,000	27.78%	\$715,000
3000 - Employee Benefits	\$204,000	\$143,622	142.04%	\$957,479	21.31%	\$753,479
4000 - Supplies and Materials	\$14,900	\$14,250	104.56%	\$95,000	15.68%	\$80,100
5000 - Other Operating Expenses and Services	\$25,000	\$19,500	128.21%	\$130,000	19.23%	\$105,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$810,715	\$625,872	129.53%	\$4,172,479	19.43%	\$3,361,764

Summary of Activities:

Hold classes Monday - Saturday in ESL, ABE, ASE and CTE

Status
Submitted

San Mateo Union High 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	\$872,934	\$700,000	124.7%	\$2,000,000	43.65%	\$1,127,066
2000 - Non-Instructional Salaries	\$586,745	\$346,500	169.33%	\$990,000	59.27%	\$403,255
3000 - Employee Benefits	\$509,784	\$335,118	152.12%	\$957,479	53.24%	\$447,695
4000 - Supplies and Materials	\$35,887	\$33,250	107.93%	\$95,000	37.78%	\$59,113
5000 - Other Operating Expenses and Services	\$49,990	\$45,500	109.87%	\$130,000	38.45%	\$80,010
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$2,055,340	\$1,460,368	140.74%	\$4,172,479	49.26%	\$2,117,139

Summary of Activities:

Hold ESL, ASE, ABE, CTE classes 5 days a week.

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. Ka'Ryn Holder-Jackson Ph.D., Executive Director
Tim Doyle, Director

San Mateo Union High 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	\$1,396,473	\$1,300,000	107.42%	\$2,000,000	69.82%	\$603,527
2000 - Non-Instructional Salaries	\$874,624	\$643,500	135.92%	\$990,000	88.35%	\$115,376
3000 - Employee Benefits	\$804,237	\$622,361	129.22%	\$957,479	84%	\$153,242
4000 - Supplies and Materials	\$65,671	\$61,750	106.35%	\$95,000	69.13%	\$29,329
5000 - Other Operating Expenses and Services	\$128,183	\$84,500	151.7%	\$130,000	98.6%	\$1,817
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$3,269,188	\$2,712,111	120.54%	\$4,172,479	78.35%	\$903,291

Summary of Activities:

Hold classes Monday - Thursday 9:00 AM - 9:30 PM in ESL with some Saturdays. Hold High School Equivalency classes. Continue CTE courses and add an additional 2 new offerings. Work with Community Colleges to transition students. Work with community partners to develop externships and volunteer opportunities for students.

Status
Submitted

San Mateo Union High 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	\$1,986,815	\$2,000,000	99.34%	\$2,000,000	99.34%	\$13,185
2000 - Non-Instructional Salaries	\$1,160,479	\$990,000	117.22%	\$990,000	117.22%	⚠ -\$170,479
3000 - Employee Benefits	\$1,089,272	\$957,479	113.76%	\$957,479	113.76%	⚠ -\$131,793
4000 - Supplies and Materials	\$106,456	\$95,000	112.06%	\$95,000	112.06%	⚠ -\$11,456
5000 - Other Operating Expenses and Services	\$128,183	\$130,000	98.6%	\$130,000	98.6%	\$1,817
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$4,471,205	\$4,172,479	107.16%	\$4,172,479	107.16%	⚠ -\$298,726

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

Summary of Activities:

Hold classes Monday - Thursday 9:00 AM - 9:30 PM in ESL with some Saturdays. Hold High School Equivalency classes. Continue CTE courses and add an additional 2 new offerings. Work with Community Colleges to transition students. Work with community partners to develop externships and volunteer opportunities for students.

Status
Submitted

Sequoia Union High

Sequoia Union High 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	\$75,873	\$80,392	94.38%	\$535,945	14.16%	\$460,072
2000 - Non-Instructional Salaries	\$104,328	\$72,487	143.93%	\$483,245	21.59%	\$378,917
3000 - Employee Benefits	\$87,098	\$76,249	114.23%	\$508,325	17.13%	\$421,227
4000 - Supplies and Materials	\$945	\$3,756	25.16%	\$25,043	3.77%	\$24,098
5000 - Other Operating Expenses and Services	\$13,729	\$17,264	79.52%	\$115,093	11.93%	\$101,364
6000 - Capital Outlay	\$1	\$5,858	0.02%	\$39,053	0%	\$39,052
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$281,974	\$256,006	110.14%	\$1,706,704	16.52%	\$1,424,730

Corrective Action Plan

Summer session has fewer classes, and these are now in session. In addition, a shortage of teachers is leaving some classes without teachers. We are vigorously looking for more teachers.

Summary of Activities:

Operating ESL, ABE/ASE and CTE programs

Status
Submitted

Sequoia Union High 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	\$177,731	\$160,784	110.54%	\$535,945	33.16%	\$358,214
2000 - Non-Instructional Salaries	\$206,594	\$144,974	142.5%	\$483,245	42.75%	\$276,651
3000 - Employee Benefits	\$181,001	\$152,498	118.69%	\$508,325	35.61%	\$327,324
4000 - Supplies and Materials	\$8,125	\$7,513	108.15%	\$25,043	32.44%	\$16,918
5000 - Other Operating Expenses and Services	\$35,412	\$34,528	102.56%	\$115,093	30.77%	\$79,681
6000 - Capital Outlay	\$7,909	\$11,716	67.51%	\$39,053	20.25%	\$31,144
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$616,772	\$512,011	120.46%	\$1,706,704	36.14%	\$1,089,932

Summary of Activities:

Operated ABE/ASE, ESL and CTE programs for Summer and Fall quarters.

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

Lionel de Maine, Director, Sequoia Adult School

Sequoia Union High 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	\$278,448	\$241,175	115.45%	\$535,945	51.95%	\$257,497
2000 - Non-Instructional Salaries	\$326,345	\$217,460	150.07%	\$483,245	67.53%	\$156,900
3000 - Employee Benefits	\$279,091	\$228,746	122.01%	\$508,325	54.9%	\$229,234
4000 - Supplies and Materials	\$10,102	\$11,269	89.64%	\$25,043	40.34%	\$14,941
5000 - Other Operating Expenses and Services	\$55,268	\$51,792	106.71%	\$115,093	48.02%	\$59,825
6000 - Capital Outlay	\$7,909	\$17,574	45%	\$39,053	20.25%	\$31,144
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$957,163	\$768,017	124.63%	\$1,706,704	56.08%	\$749,541

Summary of Activities:

Operated ABE/ASE, ESL and CTE programs for Summer 2018, and Fall 2018 and Winter 2019 quarters. This included academic counseling and transition support.

Status
Submitted

Sequoia Union High 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	\$464,515	\$321,567	144.45%	\$535,945	86.67%	\$71,430
2000 - Non-Instructional Salaries	\$427,287	\$289,947	147.37%	\$483,245	88.42%	\$55,958
3000 - Employee Benefits	\$428,519	\$304,995	140.5%	\$508,325	84.3%	\$79,806
4000 - Supplies and Materials	\$61,246	\$15,026	407.61%	\$25,043	244.56%	 -\$36,203
5000 - Other Operating Expenses and Services	\$82,809	\$69,056	119.92%	\$115,093	71.95%	\$32,284
6000 - Capital Outlay	\$7,909	\$23,432	33.75%	\$39,053	20.25%	\$31,144
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$1,472,285	\$1,024,022	143.77%	\$1,706,704	86.26%	\$234,419

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

Guidance: Yes

Summary of Activities:

Operate ESL, ABE/ASE and short-term CTE programs mornings and evenings, with a focus on transition to college, training and work. Added short-term CTE classes. Closed some ABE/ASE and decreased number of transition coordinators.

Status
Submitted

South San Francisco Unified

South 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	\$64,199	\$0	100%	\$477,626	13.44%	\$413,427
2000 - Non-Instructional Salaries	\$45,297	\$0	100%	\$213,773	21.19%	\$168,476
3000 - Employee Benefits	\$37,792	\$0	100%	\$216,674	17.44%	\$178,882
4000 - Supplies and Materials	\$0	\$0	100%	\$52,387	0%	\$52,387
5000 - Other Operating Expenses and Services	\$23,040	\$0	100%	\$105,006	21.94%	\$81,966
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$37,968	0%	\$37,968
Totals	\$170,328	\$0	100%	\$1,103,434	15.44%	\$933,106

Summary of Activities:

Our 1st invoice was used to pay salaries and benefits for instructional and non-instructional employees.

Status
Submitted

South 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	\$221,437	\$0	100%	\$477,626	46.36%	\$256,189
2000 - Non-Instructional Salaries	\$103,745	\$0	100%	\$213,773	48.53%	\$110,028
3000 - Employee Benefits	\$102,610	\$0	100%	\$216,674	47.36%	\$114,064
4000 - Supplies and Materials	\$0	\$0	100%	\$52,387	0%	\$52,387
5000 - Other Operating Expenses and Services	\$23,040	\$0	100%	\$105,006	21.94%	\$81,966
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$37,968	0%	\$37,968
Totals	\$450,832	\$0	100%	\$1,103,434	40.86%	\$652,602

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

Stephen Redmond, Alternative Education Principal
Seemaa Prasad

South 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	\$374,642	\$0	100%	\$477,626	78.44%	\$102,984
2000 - Non-Instructional Salaries	\$162,859	\$0	100%	\$213,773	76.18%	\$50,914
3000 - Employee Benefits	\$167,756	\$0	100%	\$216,674	77.42%	\$48,918
4000 - Supplies and Materials	\$0	\$0	100%	\$52,387	0%	\$52,387
5000 - Other Operating Expenses and Services	\$65,146	\$0	100%	\$105,006	62.04%	\$39,860
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$37,968	0%	\$37,968
Totals	\$770,403	\$0	100%	\$1,103,434	69.82%	\$333,031

Summary of Activities:

This invoice was used to fund ABE/ASE, ESL, and CTE programs for the 3rd quarter.

Status
Submitted

South 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	\$539,541	\$0	100%	\$477,626	112.96%	⚠ -\$61,915
2000 - Non-Instructional Salaries	\$213,795	\$0	100%	\$213,773	100.01%	⚠ -\$22
3000 - Employee Benefits	\$230,022	\$0	100%	\$216,674	106.16%	⚠ -\$13,348
4000 - Supplies and Materials	\$18,795	\$0	100%	\$52,387	35.88%	\$33,592
5000 - Other Operating Expenses and Services	\$65,146	\$0	100%	\$105,006	62.04%	\$39,860
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$37,968	0%	\$37,968
Totals	\$1,067,299	\$0	100%	\$1,103,434	96.73%	\$36,135

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

Status
Submitted



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