

# CAEP Consortium Fiscal Reporting 53 Accel San Mateo County

2019-20 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	Uncertified	Uncertified

## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Cabrillo Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Jefferson Union High</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">San Mateo County CCD</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">San Mateo Union High</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Sequoia Union High</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">South San Francisco Unified</a>	Submitted	Submitted	Submitted	Not 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	\$22,554	\$0	100%	\$153,425	14.7%	\$130,871
2000 - Non-Instructional Salaries	\$13,848	\$0	100%	\$55,145	25.11%	\$41,297
3000 - Employee Benefits	\$12,400	\$0	100%	\$61,179	20.27%	\$48,779
4000 - Supplies and Materials	\$2,225	\$0	100%	\$11,100	20.05%	\$8,875
5000 - Other Operating Expenses and Services	\$5,000	\$0	100%	\$67,300	7.43%	\$62,300
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$1,000	\$0	100%	\$18,623	5.37%	\$17,623
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$57,027</b>	<b>\$0</b>	<b>100%</b>	<b>\$366,772</b>	<b>15.55%</b>	<b>\$309,745</b>

### Summary of Activities:

The first quarter expenditures cover payroll for certificated and classified staff, employee benefits, community outreach & advertising, office/ instructional supplies, and conferences including travel. We hold classes in the daytime and evening, which include the following courses: ESL (six levels), HSE (GED & HiSet), and Office Skills (one section).

**Status**  
**Submitted**

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### 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	\$89,380	\$1,534	5,825.65%	\$153,425	58.26%	\$64,045
2000 - Non-Instructional Salaries	\$30,214	\$551	5,479.01%	\$55,145	54.79%	\$24,931
3000 - Employee Benefits	\$34,109	\$612	5,575.28%	\$61,179	55.75%	\$27,070
4000 - Supplies and Materials	\$6,234	\$111	5,616.22%	\$11,100	56.16%	\$4,866
5000 - Other Operating Expenses and Services	\$25,200	\$673	3,744.43%	\$67,300	37.44%	\$42,100
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$8,306	\$186	4,460.08%	\$18,623	44.6%	\$10,317
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$193,443</b>	<b>\$3,668</b>	<b>5,274.2%</b>	<b>\$366,772</b>	<b>52.74%</b>	<b>\$173,329</b>

### Summary of Activities:

Expenditures for providing CTE Office Skills Class preparation & curriculum, which included staff training and planning time. This also includes the costs of holding ABE/ASE classes.

**Status**  
**Submitted**

### Allocation Year Closeout: 2017-18

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Matt Linton, Assistant Director  
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	\$115,069	\$1,534	7,500.02%	\$153,425	75%	\$38,356
2000 - Non-Instructional Salaries	\$41,250	\$551	7,480.28%	\$55,145	74.8%	\$13,895
3000 - Employee Benefits	\$45,880	\$612	7,499.31%	\$61,179	74.99%	\$15,299
4000 - Supplies and Materials	\$8,350	\$111	7,522.52%	\$11,100	75.23%	\$2,750
5000 - Other Operating Expenses and Services	\$46,100	\$673	6,849.93%	\$67,300	68.5%	\$21,200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$13,248	\$186	7,113.78%	\$18,623	71.14%	\$5,375
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$269,897</b>	<b>\$3,668</b>	<b>7,358.71%</b>	<b>\$366,772</b>	<b>73.59%</b>	<b>\$96,875</b>

### Summary of Activities:

New HSE software (AZTEC) purchase, Teacher salaries, CTE planning

Status  
Submitted

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### 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	\$153,425	\$1,534	10,000%	\$153,425	100%	\$0
2000 - Non-Instructional Salaries	\$55,145	\$551	10,000%	\$55,145	100%	\$0
3000 - Employee Benefits	\$61,179	\$612	10,000%	\$61,179	100%	\$0
4000 - Supplies and Materials	\$11,100	\$111	10,000%	\$11,100	100%	\$0
5000 - Other Operating Expenses and Services	\$67,300	\$673	10,000%	\$67,300	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$18,623	\$186	10,000%	\$18,623	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$366,772</b>	<b>\$3,668</b>	<b>10,000%</b>	<b>\$366,772</b>	<b>100%</b>	<b>\$0</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:**

Our budget was used to pay for ABE/ASE, EL Civics, and CTE instruction. As well, funds were used to pay for non-certificated salaries and materials (i.e. new HSE program - Aztec).

**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	\$73,079	\$0	100%	\$885,000	8.26%	\$811,921
2000 - Non-Instructional Salaries	\$38,478	\$0	100%	\$285,000	13.5%	\$246,522
3000 - Employee Benefits	\$41,734	\$0	100%	\$395,000	10.57%	\$353,266
4000 - Supplies and Materials	\$3,806	\$0	100%	\$191,207	1.99%	\$187,401
5000 - Other Operating Expenses and Services	\$15,297	\$0	100%	\$220,367	6.94%	\$205,070
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
<b>Totals</b>	<b>\$172,394</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,976,574</b>	<b>8.72%</b>	<b>\$1,804,180</b>

### Summary of Activities:

There were no classes held from July 1-Aug. 20 when the fall semester began. Funds used to operate ESL, ABE/ESL and CTE classes. Classes meet mornings and evenings and Saturdays.

**Status**  
**Submitted**

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### 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	\$333,319	\$0	100%	\$885,000	37.66%	\$551,681
2000 - Non-Instructional Salaries	\$94,459	\$0	100%	\$285,000	33.14%	\$190,541
3000 - Employee Benefits	\$142,610	\$0	100%	\$395,000	36.1%	\$252,390
4000 - Supplies and Materials	\$9,893	\$0	100%	\$191,207	5.17%	\$181,314
5000 - Other Operating Expenses and Services	\$17,721	\$0	100%	\$220,367	8.04%	\$202,646
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
<b>Totals</b>	<b>\$598,002</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,976,574</b>	<b>30.25%</b>	<b>\$1,378,572</b>

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Mark Beshirs, Principal

**Jefferson 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	\$537,324	\$0	100%	\$885,000	60.71%	\$347,676
2000 - Non-Instructional Salaries	\$151,331	\$0	100%	\$285,000	53.1%	\$133,669
3000 - Employee Benefits	\$221,625	\$0	100%	\$395,000	56.11%	\$173,375
4000 - Supplies and Materials	\$10,027	\$0	100%	\$191,207	5.24%	\$181,180
5000 - Other Operating Expenses and Services	\$17,869	\$0	100%	\$220,367	8.11%	\$202,498
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
<b>Totals</b>	<b>\$938,176</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,976,574</b>	<b>47.46%</b>	<b>\$1,038,398</b>

**Status  
Submitted**

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**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	\$537,324	\$8,850	6,071.46%	\$885,000	60.71%	\$347,676
2000 - Non-Instructional Salaries	\$151,331	\$2,850	5,309.86%	\$285,000	53.1%	\$133,669
3000 - Employee Benefits	\$221,625	\$3,950	5,610.76%	\$395,000	56.11%	\$173,375
4000 - Supplies and Materials	\$10,027	\$1,912	524.41%	\$191,207	5.24%	\$181,180
5000 - Other Operating Expenses and Services	\$17,869	\$2,204	810.87%	\$220,367	8.11%	\$202,498
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
<b>Totals</b>	<b>\$938,176</b>	<b>\$19,766</b>	<b>4,746.48%</b>	<b>\$1,976,574</b>	<b>47.46%</b>	<b>\$1,038,398</b>

**Status**  
**Unsubmitted**

### 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	\$737	\$23,799	3.1%	\$95,196	0.77%	\$94,459
2000 - Non-Instructional Salaries	\$53,253	\$135,670	39.25%	\$542,679	9.81%	\$489,426
3000 - Employee Benefits	\$29,472	\$69,637	42.32%	\$278,546	10.58%	\$249,074
4000 - Supplies and Materials	\$171	\$8,312	2.06%	\$33,247	0.51%	\$33,076
5000 - Other Operating Expenses and Services	\$877	\$19,455	4.51%	\$77,819	1.13%	\$76,942
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,367	\$10,271	32.78%	\$41,084	8.2%	\$37,717
<b>Totals</b>	<b>\$87,877</b>	<b>\$267,143</b>	<b>32.9%</b>	<b>\$1,068,571</b>	<b>8.22%</b>	<b>\$980,694</b>

### Corrective Action Plan

Skyline has been without a coordinator since July 2019. Including salaries, this is around a \$9,000 expenditure. Upon hiring a new coordinator these funds will begin to be spent.

**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	\$11,714	\$23,799	49.22%	\$95,196	12.31%	\$83,482
2000 - Non-Instructional Salaries	\$91,517	\$135,670	67.46%	\$542,679	16.86%	\$451,162
3000 - Employee Benefits	\$53,196	\$69,637	76.39%	\$278,546	19.1%	\$225,350
4000 - Supplies and Materials	\$27,488	\$8,312	330.71%	\$33,247	82.68%	\$5,759
5000 - Other Operating Expenses and Services	\$16,687	\$19,455	85.77%	\$77,819	21.44%	\$61,132
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,011	\$10,271	78%	\$41,084	19.5%	\$33,073
<b>Totals</b>	<b>\$208,613</b>	<b>\$267,143</b>	<b>78.09%</b>	<b>\$1,068,571</b>	<b>19.52%</b>	<b>\$859,958</b>

**Corrective Action Plan**

Our 2000's and 3000's are below spending because one of our colleges has been without a coordinator. This is a majority of the CAEP funding.

**Summary of Activities:**

Funding has supported having transition Coordinators, purchasing equipment for the ACCEL program, and supporting faculty release time to support students and student programs.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

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	\$20,418	\$23,799	85.79%	\$95,196	21.45%	\$74,778
2000 - Non-Instructional Salaries	\$121,631	\$135,670	89.65%	\$542,679	22.41%	\$421,048
3000 - Employee Benefits	\$72,511	\$69,637	104.13%	\$278,546	26.03%	\$206,035
4000 - Supplies and Materials	\$28,200	\$8,312	339.28%	\$33,247	84.82%	\$5,047
5000 - Other Operating Expenses and Services	\$19,763	\$19,455	101.58%	\$77,819	25.4%	\$58,056
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,488	\$10,271	102.11%	\$41,084	25.53%	\$30,596
<b>Totals</b>	<b>\$273,011</b>	<b>\$267,143</b>	<b>102.2%</b>	<b>\$1,068,571</b>	<b>25.55%</b>	<b>\$795,560</b>

**Corrective Action Plan**

Our 2000's and 3000's are below spending because one of our colleges has been without a coordinator. This is a majority of the CAEP funding. Skyline College hired a new coordinator in March, meaning spending in Q4 for the 2000's and 3000's will increase significantly.

**Summary of Activities:**

Funding has supported having transition Coordinators, purchasing equipment for the ACCEL program, and supporting faculty release time to support students and student programs.

**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	\$20,418	\$23,799	85.79%	\$95,196	21.45%	\$74,778
2000 - Non-Instructional Salaries	\$121,631	\$135,670	89.65%	\$542,679	22.41%	\$421,048
3000 - Employee Benefits	\$72,511	\$69,637	104.13%	\$278,546	26.03%	\$206,035
4000 - Supplies and Materials	\$28,200	\$8,312	339.28%	\$33,247	84.82%	\$5,047
5000 - Other Operating Expenses and Services	\$19,763	\$19,455	101.58%	\$77,819	25.4%	\$58,056
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,488	\$10,271	102.11%	\$41,084	25.53%	\$30,596
<b>Totals</b>	<b>\$273,011</b>	<b>\$267,143</b>	<b>102.2%</b>	<b>\$1,068,571</b>	<b>25.55%</b>	<b>\$795,560</b>

**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	\$284,753	\$0	100%	\$1,919,527	14.83%	\$1,634,774
2000 - Non-Instructional Salaries	\$216,900	\$0	100%	\$1,005,316	21.58%	\$788,416
3000 - Employee Benefits	\$184,997	\$0	100%	\$1,000,026	18.5%	\$815,029
4000 - Supplies and Materials	\$28,809	\$0	100%	\$325,794	8.84%	\$296,985
5000 - Other Operating Expenses and Services	\$52,532	\$0	100%	\$178,649	29.41%	\$126,117
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
<b>Totals</b>	<b>\$767,991</b>	<b>\$0</b>	<b>100%</b>	<b>\$4,429,312</b>	<b>17.34%</b>	<b>\$3,661,321</b>

### Summary of Activities:

Classes held for ESL students Mondays - Fridays morning, afternoon, evenings. High School Diploma and High School Equivalency classes held mornings and evenings.

**Status**  
**Submitted**

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### 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	\$855,648	\$0	100%	\$1,919,527	44.58%	\$1,063,879
2000 - Non-Instructional Salaries	\$537,410	\$0	100%	\$1,005,316	53.46%	\$467,906
3000 - Employee Benefits	\$360,770	\$0	100%	\$1,000,026	36.08%	\$639,256
4000 - Supplies and Materials	\$59,601	\$0	100%	\$325,794	18.29%	\$266,193
5000 - Other Operating Expenses and Services	\$99,012	\$0	100%	\$178,649	55.42%	\$79,637
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
<b>Totals</b>	\$1,912,441	\$0	100%	\$4,429,312	43.18%	\$2,516,871

**Summary of Activities:**

ESL classes M-Th 8:45 AM - 9:30 PM Friday 8:45 - 3:30 High School Diploma classes M - Th 9 - 12:00 and 6:00 - 9:00 ABE and GED M- Th 9 - 12:00 and 6:00 - 9:00 CTE classes 8:30 - 3:30 M - F also M and W evening 6:00 - 9:00 Professional development days

**Status  
Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

Angela Taylor, Director

Lori Parris, Assistant 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	\$1,377,852	\$19,195	7,178.08%	\$1,919,527	71.78%	\$541,675
2000 - Non-Instructional Salaries	\$812,867	\$10,053	8,085.69%	\$1,005,316	80.86%	\$192,449
3000 - Employee Benefits	\$791,552	\$10,000	7,915.31%	\$1,000,026	79.15%	\$208,474
4000 - Supplies and Materials	\$145,964	\$3,258	4,480.25%	\$325,794	44.8%	\$179,830
5000 - Other Operating Expenses and Services	\$147,980	\$1,786	8,283.28%	\$178,649	82.83%	\$30,669
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
<b>Totals</b>	<b>\$3,276,215</b>	<b>\$44,293</b>	<b>7,396.67%</b>	<b>\$4,429,312</b>	<b>73.97%</b>	<b>\$1,153,097</b>

### Summary of Activities:

Conduct ESL, GED, CTE classes mornings afternoons and evenings.

Status  
Submitted

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### 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	\$2,180,921	\$19,195	11,361.76%	\$1,919,527	113.62%	⚠ -\$261,394
2000 - Non-Instructional Salaries	\$1,108,267	\$10,053	11,024.07%	\$1,005,316	110.24%	⚠ -\$102,951
3000 - Employee Benefits	\$1,118,441	\$10,000	11,184.12%	\$1,000,026	111.84%	⚠ -\$118,415
4000 - Supplies and Materials	\$145,964	\$3,258	4,480.25%	\$325,794	44.8%	\$179,830
5000 - Other Operating Expenses and Services	\$147,980	\$1,786	8,283.28%	\$178,649	82.83%	\$30,669
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
<b>Totals</b>	\$4,701,573	\$44,293	10,614.68%	\$4,429,312	106.15%	⚠ -\$272,261

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

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	\$78,748	\$91,416	86.14%	\$609,437	12.92%	\$530,689
2000 - Non-Instructional Salaries	\$93,754	\$78,198	119.89%	\$521,320	17.98%	\$427,566
3000 - Employee Benefits	\$88,587	\$82,059	107.96%	\$547,059	16.19%	\$458,472
4000 - Supplies and Materials	\$0	\$3,934	0%	\$26,228	0%	\$26,228
5000 - Other Operating Expenses and Services	\$26,480	\$18,081	146.45%	\$120,540	21.97%	\$94,060
6000 - Capital Outlay	\$0	\$1,668	0%	\$11,122	0%	\$11,122
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$287,569</b>	<b>\$275,356</b>	<b>104.44%</b>	<b>\$1,835,706</b>	<b>15.67%</b>	<b>\$1,548,137</b>

### Summary of Activities:

Used to operate ESL program, and ABE/ASE program and a CTE program. Classes meet morning and evening.

**Status  
Submitted**

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### 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	\$198,138	\$182,831	108.37%	\$609,437	32.51%	\$411,299
2000 - Non-Instructional Salaries	\$180,427	\$156,396	115.37%	\$521,320	34.61%	\$340,893
3000 - Employee Benefits	\$168,683	\$164,118	102.78%	\$547,059	30.83%	\$378,376
4000 - Supplies and Materials	\$7,765	\$7,868	98.69%	\$26,228	29.61%	\$18,463
5000 - Other Operating Expenses and Services	\$39,542	\$36,162	109.35%	\$120,540	32.8%	\$80,998
6000 - Capital Outlay	\$0	\$3,337	0%	\$11,122	0%	\$11,122
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$594,555</b>	<b>\$550,712</b>	<b>107.96%</b>	<b>\$1,835,706</b>	<b>32.39%</b>	<b>\$1,241,151</b>

**Summary of Activities:**

Cost of delivering ABE/ASE, ESL and CTE classes to students enrolled in SAS during second quarter 2019-20.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

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	\$299,344	\$274,247	109.15%	\$609,437	49.12%	\$310,093
2000 - Non-Instructional Salaries	\$276,050	\$234,594	117.67%	\$521,320	52.95%	\$245,270
3000 - Employee Benefits	\$260,179	\$246,177	105.69%	\$547,059	47.56%	\$286,880
4000 - Supplies and Materials	\$30,714	\$11,803	260.23%	\$26,228	117.1%	⚠ -\$4,486
5000 - Other Operating Expenses and Services	\$62,034	\$54,243	114.36%	\$120,540	51.46%	\$58,506
6000 - Capital Outlay	\$0	\$5,005	0%	\$11,122	0%	\$11,122
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$928,321</b>	<b>\$826,068</b>	<b>112.38%</b>	<b>\$1,835,706</b>	<b>50.57%</b>	<b>\$907,385</b>

### Summary of Activities:

Operate ESL, ABE/ASE and CTE programs as per CAEP guidelines.

Status  
Submitted

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### 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	\$299,344	\$487,550	61.4%	\$609,437	49.12%	\$310,093
2000 - Non-Instructional Salaries	\$276,050	\$417,056	66.19%	\$521,320	52.95%	\$245,270
3000 - Employee Benefits	\$260,179	\$437,647	59.45%	\$547,059	47.56%	\$286,880
4000 - Supplies and Materials	\$30,714	\$20,982	146.38%	\$26,228	117.1%	⚠ -\$4,486
5000 - Other Operating Expenses and Services	\$62,034	\$96,432	64.33%	\$120,540	51.46%	\$58,506
6000 - Capital Outlay	\$0	\$8,898	0%	\$11,122	0%	\$11,122
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$928,321</b>	<b>\$1,468,565</b>	<b>63.21%</b>	<b>\$1,835,706</b>	<b>50.57%</b>	<b>\$907,385</b>

**Status**  
**Unsubmitted**

## 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	\$71,238	\$84,600	84.21%	\$564,000	12.63%	\$492,762
2000 - Non-Instructional Salaries	\$56,893	\$35,100	162.09%	\$234,000	24.31%	\$177,107
3000 - Employee Benefits	\$43,991	\$37,500	117.31%	\$250,000	17.6%	\$206,009
4000 - Supplies and Materials	\$0	\$4,404	0%	\$29,361	0%	\$29,361
5000 - Other Operating Expenses and Services	\$8,762	\$6,750	129.81%	\$45,000	19.47%	\$36,238
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$6,870	0%	\$45,800	0%	\$45,800
<b>Totals</b>	<b>\$180,884</b>	<b>\$175,224</b>	<b>103.23%</b>	<b>\$1,168,161</b>	<b>15.48%</b>	<b>\$987,277</b>

### Summary of Activities:

The first quarter expenditure cover and support implementation of our day and evening ASE/ABE, English Second Language, and CTE classes.

**Status**  
**Submitted**

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### 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	\$111,537	\$169,200	65.92%	\$564,000	19.78%	\$452,463
2000 - Non-Instructional Salaries	\$66,075	\$70,200	94.12%	\$234,000	28.24%	\$167,925
3000 - Employee Benefits	\$98,012	\$75,000	130.68%	\$250,000	39.2%	\$151,988
4000 - Supplies and Materials	\$1,224	\$8,808	13.9%	\$29,361	4.17%	\$28,137
5000 - Other Operating Expenses and Services	\$22,805	\$13,500	168.93%	\$45,000	50.68%	\$22,195
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,740	0%	\$45,800	0%	\$45,800
<b>Totals</b>	<b>\$299,653</b>	<b>\$350,448</b>	<b>85.51%</b>	<b>\$1,168,161</b>	<b>25.65%</b>	<b>\$868,508</b>

**Corrective Action Plan**

We have had a low turn out for our Modern Office Technology and have had to reduce the number of hours. We are also adding a Medical Technician, and Phlebotomy course in March. We have an increase in expenditures toward the end of the year.

**Summary of Activities:**

Cost of delivering ABE/ASE, ESL and CTE classes to students enrolled in SSFAE during second quarter 2019-20.

**Status**  
**Submitted**

**Allocation Year Closeout: 2017-18**

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

**2017-18 Reverted Funds:**

\$0

**2017-18 Status**

Closed

**Submitting Authority**

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	\$400,782	\$253,800	157.91%	\$564,000	71.06%	\$163,218
2000 - Non-Instructional Salaries	\$187,984	\$105,300	178.52%	\$234,000	80.34%	\$46,016
3000 - Employee Benefits	\$184,398	\$112,500	163.91%	\$250,000	73.76%	\$65,602
4000 - Supplies and Materials	\$1,224	\$13,212	9.26%	\$29,361	4.17%	\$28,137
5000 - Other Operating Expenses and Services	\$38,638	\$20,250	190.8%	\$45,000	85.86%	\$6,362
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$33,127	\$20,610	160.73%	\$45,800	72.33%	\$12,673
<b>Totals</b>	<b>\$846,153</b>	<b>\$525,672</b>	<b>160.97%</b>	<b>\$1,168,161</b>	<b>72.43%</b>	<b>\$322,008</b>

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	\$563,474	\$423,000	133.21%	\$564,000	99.91%	\$526
2000 - Non-Instructional Salaries	\$233,308	\$175,500	132.94%	\$234,000	99.7%	\$692
3000 - Employee Benefits	\$245,355	\$187,500	130.86%	\$250,000	98.14%	\$4,645
4000 - Supplies and Materials	\$1,224	\$22,021	5.56%	\$29,361	4.17%	\$28,137
5000 - Other Operating Expenses and Services	\$38,736	\$33,750	114.77%	\$45,000	86.08%	\$6,264
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$44,150	\$34,350	128.53%	\$45,800	96.4%	\$1,650
<b>Totals</b>	<b>\$1,126,247</b>	<b>\$876,121</b>	<b>128.55%</b>	<b>\$1,168,161</b>	<b>96.41%</b>	<b>\$41,914</b>

**Status**  
Unsubmitted



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