

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 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
Cabrillo Unified	Submitted	Submitted	Submitted	Submitted
Jefferson Union High	Submitted	Submitted	Submitted	Submitted
San Mateo County CCD	Submitted	Submitted	Submitted	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	\$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
Totals	\$57,027	\$0	100%	\$366,772	15.55%	\$309,745

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

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
Totals	\$193,443	\$3,668	5,274.2%	\$366,772	52.74%	\$173,329

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
Totals	\$269,897	\$3,668	7,358.71%	\$366,772	73.59%	\$96,875

Summary of Activities:

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

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	\$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
Totals	\$366,772	\$3,668	10,000%	\$366,772	100%	\$0

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
Totals	\$172,394	\$0	100%	\$1,976,574	8.72%	\$1,804,180

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

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
Totals	\$598,002	\$0	100%	\$1,976,574	30.25%	\$1,378,572

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
Totals	\$938,176	\$0	100%	\$1,976,574	47.46%	\$1,038,398

**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	\$872,237	\$8,850	9,855.79%	\$885,000	98.56%	\$12,763
2000 - Non-Instructional Salaries	\$210,201	\$2,850	7,375.47%	\$285,000	73.75%	\$74,799
3000 - Employee Benefits	\$332,286	\$3,950	8,412.3%	\$395,000	84.12%	\$62,714
4000 - Supplies and Materials	\$28,387	\$1,912	1,484.62%	\$191,207	14.85%	\$162,820
5000 - Other Operating Expenses and Services	\$41,458	\$2,204	1,881.32%	\$220,367	18.81%	\$178,909
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	\$1,484,569	\$19,766	7,510.82%	\$1,976,574	75.11%	\$492,005

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

Guidance: Yes

Summary of Activities:

Spending is in line with our budget area goals for ABE/ASE, ESL, and Workforce/CTE.

**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	\$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	\$68,939	42.75%	\$275,756	10.69%	\$246,284
4000 - Supplies and Materials	\$171	\$8,312	2.06%	\$33,247	0.51%	\$33,076
5000 - Other Operating Expenses and Services	\$877	\$15,714	5.58%	\$62,854	1.4%	\$61,977
6000 - Capital Outlay	\$0	\$0	100%	\$2,790	0%	\$2,790
7000 - Other Outgo	\$0	\$0	100%	\$14,965	0%	\$14,965
Indirect Costs	\$3,367	\$10,271	32.78%	\$41,084	8.2%	\$37,717
Totals	\$87,877	\$262,704	33.45%	\$1,068,571	8.22%	\$980,694

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	\$68,939	77.16%	\$275,756	19.29%	\$222,560
4000 - Supplies and Materials	\$27,488	\$8,312	330.71%	\$33,247	82.68%	\$5,759
5000 - Other Operating Expenses and Services	\$16,687	\$15,714	106.2%	\$62,854	26.55%	\$46,167
6000 - Capital Outlay	\$0	\$0	100%	\$2,790	0%	\$2,790
7000 - Other Outgo	\$0	\$0	100%	\$14,965	0%	\$14,965
Indirect Costs	\$8,011	\$10,271	78%	\$41,084	19.5%	\$33,073
Totals	\$208,613	\$262,704	79.41%	\$1,068,571	19.52%	\$859,958

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	\$68,939	105.18%	\$275,756	26.3%	\$203,245
4000 - Supplies and Materials	\$28,200	\$8,312	339.28%	\$33,247	84.82%	\$5,047
5000 - Other Operating Expenses and Services	\$19,763	\$15,714	125.77%	\$62,854	31.44%	\$43,091
6000 - Capital Outlay	\$0	\$0	100%	\$2,790	0%	\$2,790
7000 - Other Outgo	\$0	\$0	100%	\$14,965	0%	\$14,965
Indirect Costs	\$10,488	\$10,271	102.11%	\$41,084	25.53%	\$30,596
Totals	\$273,011	\$262,704	103.92%	\$1,068,571	25.55%	\$795,560

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	\$34,625	\$23,799	145.49%	\$95,196	36.37%	\$60,571
2000 - Non-Instructional Salaries	\$176,714	\$135,670	130.25%	\$542,679	32.56%	\$365,965
3000 - Employee Benefits	\$105,748	\$68,939	153.39%	\$275,756	38.35%	\$170,008
4000 - Supplies and Materials	\$29,581	\$8,312	355.89%	\$33,247	88.97%	\$3,666
5000 - Other Operating Expenses and Services	\$25,098	\$15,714	159.72%	\$62,854	39.93%	\$37,756
6000 - Capital Outlay	\$2,790	\$2,790	100%	\$2,790	100%	\$0
7000 - Other Outgo	\$757	\$14,965	5.06%	\$14,965	5.06%	\$14,208
Indirect Costs	\$14,999	\$10,271	146.03%	\$41,084	36.51%	\$26,085
Totals	\$390,312	\$280,459	139.17%	\$1,068,571	36.53%	\$678,259

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

Guidance: Yes

Corrective Action Plan

Our 2000's and 3000's are below spending because one of our colleges had 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 has increased significantly but we were still behind our target spending. With distance learning now in place the colleges and consortium will need to adjust programming and come up with innovative ways to support our CAEP students.

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. Due to COVID skyline college purchased a laptop for their new coordinator so that they were able to work from home. Canada College purchased textbooks for students in one of their ACCEL supported classes.

Status
Submitted

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
Totals	\$767,991	\$0	100%	\$4,429,312	17.34%	\$3,661,321

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

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
Totals	\$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

Araceli Pena San Mateo Adult School, Account Technician

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
Totals	\$3,276,215	\$44,293	7,396.67%	\$4,429,312	73.97%	\$1,153,097

Summary of Activities:

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

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	\$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
Totals	\$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
Totals	\$287,569	\$275,356	104.44%	\$1,835,706	15.67%	\$1,548,137

Summary of Activities:

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

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	\$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
Totals	\$594,555	\$550,712	107.96%	\$1,835,706	32.39%	\$1,241,151

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
Totals	\$928,321	\$826,068	112.38%	\$1,835,706	50.57%	\$907,385

Summary of Activities:

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

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	\$503,476	\$487,550	103.27%	\$609,437	82.61%	\$105,961
2000 - Non-Instructional Salaries	\$382,986	\$417,056	91.83%	\$521,320	73.46%	\$138,334
3000 - Employee Benefits	\$360,094	\$437,647	82.28%	\$547,059	65.82%	\$186,965
4000 - Supplies and Materials	\$37,829	\$20,982	180.29%	\$26,228	144.23%	⚠ -\$11,601
5000 - Other Operating Expenses and Services	\$90,636	\$96,432	93.99%	\$120,540	75.19%	\$29,904
6000 - Capital Outlay	\$0	\$8,898	0%	\$11,122	0%	\$11,122
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$68,751	\$0	100%	\$0	100%	⚠ -\$68,751
Totals	\$1,443,772	\$1,468,565	98.31%	\$1,835,706	78.65%	\$391,934

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

Summary of Activities:

All aspects of offering ESL, ABE/ASE and CTE classes to about 1400 students. Includes facilities and other costs.

**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	\$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
Totals	\$180,884	\$175,224	103.23%	\$1,168,161	15.48%	\$987,277

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

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
Totals	\$299,653	\$350,448	85.51%	\$1,168,161	25.65%	\$868,508

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
Totals	\$846,153	\$525,672	160.97%	\$1,168,161	72.43%	\$322,008

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
Totals	\$1,126,247	\$876,121	128.55%	\$1,168,161	96.41%	\$41,914

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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