

# CAEP Consortium Fiscal Reporting 53 Accel San Mateo County

2020-21 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

Member Agency	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	Submitted
<a href="#">San Mateo County CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">San Mateo Union High</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Sequoia Union High</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">South San Francisco Unified</a>	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	\$19,600	\$21,660	90.49%	\$144,400	13.57%	\$124,800
2000 - Non-Instructional Salaries	\$7,786	\$7,786	100%	\$51,909	15%	\$44,123
3000 - Employee Benefits	\$8,637	\$8,637	100%	\$57,580	15%	\$48,943
4000 - Supplies and Materials	\$1,200	\$1,575	76.19%	\$10,500	11.43%	\$9,300
5000 - Other Operating Expenses and Services	\$5,500	\$9,480	58.02%	\$63,200	8.7%	\$57,700
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$2,136	\$2,625	81.37%	\$17,500	12.21%	\$15,364
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$44,859</b>	<b>\$51,763</b>	<b>86.66%</b>	<b>\$345,089</b>	<b>13%</b>	<b>\$300,230</b>

**Corrective Action Plan**

We will be purchasing new curriculum for our CTE Modern Office Skills course, and we are in the process of building our new CTE Facilities Maintenance course (for spring '21), which will require additional staffing and curriculum as well.

**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	\$43,000	\$43,320	99.26%	\$144,400	29.78%	\$101,400
2000 - Non-Instructional Salaries	\$15,500	\$15,573	99.53%	\$51,909	29.86%	\$36,409
3000 - Employee Benefits	\$17,274	\$17,274	100%	\$57,580	30%	\$40,306
4000 - Supplies and Materials	\$2,500	\$3,150	79.37%	\$10,500	23.81%	\$8,000
5000 - Other Operating Expenses and Services	\$15,000	\$18,960	79.11%	\$63,200	23.73%	\$48,200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$3,000	\$5,250	57.14%	\$17,500	17.14%	\$14,500
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$96,274</b>	<b>\$103,527</b>	<b>92.99%</b>	<b>\$345,089</b>	<b>27.9%</b>	<b>\$248,815</b>

**Corrective Action Plan**

We are holding a slight reserve as remote learning classes have not been as costly as in-person teaching. As well, we anticipate additional expenditures later in the spring as we ramp up preparations for the upcoming school year.

**Summary of Activities:**

CTE program development, Covid safety measures, order of ESL materials, HSE curriculum

**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**

Matt Linton, Director

**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	\$64,950	\$64,980	99.95%	\$144,400	44.98%	\$79,450
2000 - Non-Instructional Salaries	\$23,500	\$23,359	100.6%	\$51,909	45.27%	\$28,409
3000 - Employee Benefits	\$25,674	\$25,911	99.09%	\$57,580	44.59%	\$31,906
4000 - Supplies and Materials	\$4,500	\$4,725	95.24%	\$10,500	42.86%	\$6,000
5000 - Other Operating Expenses and Services	\$29,000	\$28,440	101.97%	\$63,200	45.89%	\$34,200
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$8,000	\$7,875	101.59%	\$17,500	45.71%	\$9,500
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$155,624</b>	<b>\$155,290</b>	<b>100.22%</b>	<b>\$345,089</b>	<b>45.1%</b>	<b>\$189,465</b>

### Summary of Activities:

Workforce development planning for Fall '21 (including staffing, tech purchases, schedule, programming)

**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	\$110,830	\$86,640	127.92%	\$144,400	76.75%	\$33,570
2000 - Non-Instructional Salaries	\$39,970	\$31,145	128.33%	\$51,909	77%	\$11,939
3000 - Employee Benefits	\$44,737	\$34,548	129.49%	\$57,580	77.7%	\$12,843
4000 - Supplies and Materials	\$8,085	\$6,300	128.33%	\$10,500	77%	\$2,415
5000 - Other Operating Expenses and Services	\$48,664	\$37,920	128.33%	\$63,200	77%	\$14,536
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$13,475	\$10,500	128.33%	\$17,500	77%	\$4,025
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$265,761</b>	<b>\$207,053</b>	<b>128.35%</b>	<b>\$345,089</b>	<b>77.01%</b>	<b>\$79,328</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:**

We did not spend all of our allotted budget due to the Covid-19 impact on our programming offerings, which are significantly decreased this 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	\$213,829	\$221,250	96.65%	\$885,000	24.16%	\$671,171
2000 - Non-Instructional Salaries	\$70,589	\$71,250	99.07%	\$285,000	24.77%	\$214,411
3000 - Employee Benefits	\$86,883	\$98,750	87.98%	\$395,000	22%	\$308,117
4000 - Supplies and Materials	\$13,868	\$47,802	29.01%	\$191,207	7.25%	\$177,339
5000 - Other Operating Expenses and Services	\$17,155	\$51,945	33.03%	\$207,780	8.26%	\$190,625
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>\$402,324</b>	<b>\$490,997</b>	<b>81.94%</b>	<b>\$1,963,987</b>	<b>20.49%</b>	<b>\$1,561,663</b>

**Summary of Activities:**

Funds used to provide ESL, GED/HSD, and CTE, as well as providing transition-to-college services. Some funds were used for outreach and technology needs to sustain instruction during distance-learning.

**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	\$426,125	\$442,500	96.3%	\$885,000	48.15%	\$458,875
2000 - Non-Instructional Salaries	\$125,453	\$142,500	88.04%	\$285,000	44.02%	\$159,547
3000 - Employee Benefits	\$168,766	\$197,500	85.45%	\$395,000	42.73%	\$226,234
4000 - Supplies and Materials	\$26,013	\$95,604	27.21%	\$191,207	13.6%	\$165,194
5000 - Other Operating Expenses and Services	\$28,618	\$103,890	27.55%	\$207,780	13.77%	\$179,162
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>\$774,975</b>	<b>\$981,994</b>	<b>78.92%</b>	<b>\$1,963,987</b>	<b>39.46%</b>	<b>\$1,189,012</b>

**Summary of Activities:**

Jefferson Adult primarily offers ESL, GED prep, ABE/ASE, as well as CTE offerings.

**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**

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	\$630,137	\$663,750	94.94%	\$885,000	71.2%	\$254,863
2000 - Non-Instructional Salaries	\$180,949	\$213,750	84.65%	\$285,000	63.49%	\$104,051
3000 - Employee Benefits	\$252,075	\$296,250	85.09%	\$395,000	63.82%	\$142,925
4000 - Supplies and Materials	\$76,332	\$143,405	53.23%	\$191,207	39.92%	\$114,875
5000 - Other Operating Expenses and Services	\$55,256	\$155,835	35.46%	\$207,780	26.59%	\$152,524
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>\$1,194,749</b>	<b>\$1,472,990</b>	<b>81.11%</b>	<b>\$1,963,987</b>	<b>60.83%</b>	<b>\$769,238</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	\$786,331	\$885,000	88.85%	\$885,000	88.85%	\$98,669
2000 - Non-Instructional Salaries	\$182,003	\$285,000	63.86%	\$285,000	63.86%	\$102,997
3000 - Employee Benefits	\$292,216	\$395,000	73.98%	\$395,000	73.98%	\$102,784
4000 - Supplies and Materials	\$76,332	\$191,207	39.92%	\$191,207	39.92%	\$114,875
5000 - Other Operating Expenses and Services	\$69,095	\$207,780	33.25%	\$207,780	33.25%	\$138,685
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>\$1,405,977</b>	<b>\$1,963,987</b>	<b>71.59%</b>	<b>\$1,963,987</b>	<b>71.59%</b>	<b>\$558,010</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:**

Due to the pandemic, we have not spent all of our budget. The remaining budget, however, will be used to replace student devices that were not returned, as well as fund payroll for new hires.

**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	\$6,541	\$37,943	17.24%	\$151,770	4.31%	\$145,229
2000 - Non-Instructional Salaries	\$62,510	\$136,440	45.82%	\$545,760	11.45%	\$483,250
3000 - Employee Benefits	\$35,610	\$79,756	44.65%	\$319,024	11.16%	\$283,414
4000 - Supplies and Materials	\$0	\$0	100%	\$75,695	0%	\$75,695
5000 - Other Operating Expenses and Services	\$0	\$13,010	0%	\$52,039	0%	\$52,039
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,186	\$11,443	36.58%	\$45,772	9.15%	\$41,586
<b>Totals</b>	<b>\$108,847</b>	<b>\$278,591</b>	<b>39.07%</b>	<b>\$1,190,060</b>	<b>9.15%</b>	<b>\$1,081,213</b>

**Corrective Action Plan**

Transition of staffing has now been addressed. We will continue collaboration for launching of partnership of workforce development which will allow us to expend on time.

**Summary of Activities:**

Q1 spending included support of Transition Coordinators at Skyline College, College of San Mateo, and Canada College and supporting faculty time to serve CAEP students.

**Status**  
**Submitted**

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**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	\$35,560	\$37,943	93.72%	\$151,770	23.43%	\$116,210
2000 - Non-Instructional Salaries	\$136,322	\$136,440	99.91%	\$545,760	24.98%	\$409,438
3000 - Employee Benefits	\$80,653	\$79,756	101.12%	\$319,024	25.28%	\$238,371
4000 - Supplies and Materials	\$4,425	\$0	100%	\$75,695	5.85%	\$71,270
5000 - Other Operating Expenses and Services	\$138	\$13,010	1.06%	\$52,039	0.27%	\$51,901
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,284	\$11,443	89.87%	\$45,772	22.47%	\$35,488
<b>Totals</b>	<b>\$267,382</b>	<b>\$278,591</b>	<b>95.98%</b>	<b>\$1,190,060</b>	<b>22.47%</b>	<b>\$922,678</b>

**Corrective Action Plan**

As a result of online learning due to COVID\_19 restrictions, operating expenses and services have been less than expected. Continued collaboration of partnerships of workforce development will allow us to expend on time.

**Summary of Activities:**

Q2 spending included support of Transition Coordinators at Skyline College, College of San Mateo, and Canada College and supporting faculty time to serve CAEP students.

**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**

Nereida Angulo, Transition Coordinator  
Andrea Vizenor, Director, Center for Career and Workforce Programs

**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	\$48,500	\$37,943	127.82%	\$151,770	31.96%	\$103,270
2000 - Non-Instructional Salaries	\$203,813	\$136,440	149.38%	\$545,760	37.34%	\$341,947
3000 - Employee Benefits	\$121,308	\$79,756	152.1%	\$319,024	38.02%	\$197,716
4000 - Supplies and Materials	\$5,191	\$0	100%	\$75,695	6.86%	\$70,504
5000 - Other Operating Expenses and Services	\$138	\$13,010	1.06%	\$52,039	0.27%	\$51,901
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$15,158	\$11,443	132.47%	\$45,772	33.12%	\$30,614
<b>Totals</b>	<b>\$394,108</b>	<b>\$278,591</b>	<b>141.46%</b>	<b>\$1,190,060</b>	<b>33.12%</b>	<b>\$795,952</b>

**Corrective Action Plan**

As a result of online learning due to COVID\_19 restrictions, operating expenses and services have been less than expected. Continued collaboration of partnerships of workforce development will allow us to expend on time.

**Summary of Activities:**

Q3 spending included support of Transition Coordinators at Skyline College, College of San Mateo, and Canada College and supporting faculty time to serve CAEP students.

**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	\$65,375	\$37,943	172.3%	\$151,770	43.08%	\$86,395
2000 - Non-Instructional Salaries	\$283,967	\$136,440	208.13%	\$545,760	52.03%	\$261,793
3000 - Employee Benefits	\$169,640	\$79,756	212.7%	\$319,024	53.17%	\$149,384
4000 - Supplies and Materials	\$6,355	\$0	100%	\$75,695	8.4%	\$69,340
5000 - Other Operating Expenses and Services	\$138	\$13,010	1.06%	\$52,039	0.27%	\$51,901
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$19,384	\$11,443	169.4%	\$45,772	42.35%	\$26,388
<b>Totals</b>	<b>\$544,859</b>	<b>\$278,591</b>	<b>195.58%</b>	<b>\$1,190,060</b>	<b>45.78%</b>	<b>\$645,201</b>

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

Guidance: Yes

**Corrective Action Plan**

As a result of online learning due to COVID\_19 restrictions, operating expenses and services have been less than expected. There are also less expenses during Summer term as programs primarily run Fall/Spring semesters. Remaining budget will be utilized in continued collaboration of partnerships of workforce development and programming.

**Summary of Activities:**

Q4 spending included support of Transition Coordinators at Skyline College, College of San Mateo, and Canada College and supporting faculty time to serve CAEP students.

**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	\$279,976	\$200,000	139.99%	\$2,000,000	14%	\$1,720,024
2000 - Non-Instructional Salaries	\$268,883	\$110,000	244.44%	\$1,100,000	24.44%	\$831,117
3000 - Employee Benefits	\$206,164	\$110,000	187.42%	\$1,100,000	18.74%	\$893,836
4000 - Supplies and Materials	\$12,842	\$16,185	79.34%	\$161,853	7.93%	\$149,011
5000 - Other Operating Expenses and Services	\$36,589	\$15,000	243.93%	\$150,000	24.39%	\$113,411
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>\$804,454</b>	<b>\$451,185</b>	<b>178.3%</b>	<b>\$4,511,853</b>	<b>17.83%</b>	<b>\$3,707,399</b>

**Summary of Activities:**

Provide ESL, GED/HSE, CTE, and College and Career transition support.

**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	\$834,306	\$200,000	417.15%	\$2,000,000	41.72%	\$1,165,694
2000 - Non-Instructional Salaries	\$567,418	\$110,000	515.83%	\$1,100,000	51.58%	\$532,582
3000 - Employee Benefits	\$506,617	\$110,000	460.56%	\$1,100,000	46.06%	\$593,383
4000 - Supplies and Materials	\$12,842	\$16,185	79.34%	\$161,853	7.93%	\$149,011
5000 - Other Operating Expenses and Services	\$36,589	\$15,000	243.93%	\$150,000	24.39%	\$113,411
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>\$1,957,772</b>	<b>\$451,185</b>	<b>433.92%</b>	<b>\$4,511,853</b>	<b>43.39%</b>	<b>\$2,554,081</b>

**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**

Angela Taylor, 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	\$1,349,607	\$300,000	449.87%	\$2,000,000	67.48%	\$650,393
2000 - Non-Instructional Salaries	\$884,368	\$165,000	535.98%	\$1,100,000	80.4%	\$215,632
3000 - Employee Benefits	\$812,522	\$165,000	492.44%	\$1,100,000	73.87%	\$287,478
4000 - Supplies and Materials	\$21,596	\$24,278	88.95%	\$161,853	13.34%	\$140,257
5000 - Other Operating Expenses and Services	\$81,510	\$22,500	362.27%	\$150,000	54.34%	\$68,490
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>\$3,149,603</b>	<b>\$676,778</b>	<b>465.38%</b>	<b>\$4,511,853</b>	<b>69.81%</b>	<b>\$1,362,250</b>

**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	\$1,981,364	\$500,000	396.27%	\$2,000,000	99.07%	\$18,636
2000 - Non-Instructional Salaries	\$1,154,293	\$275,000	419.74%	\$1,100,000	104.94%	 -\$54,293
3000 - Employee Benefits	\$1,059,224	\$275,000	385.17%	\$1,100,000	96.29%	\$40,776
4000 - Supplies and Materials	\$89,581	\$40,463	221.39%	\$161,853	55.35%	\$72,272
5000 - Other Operating Expenses and Services	\$141,654	\$37,500	377.74%	\$150,000	94.44%	\$8,346
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>	\$4,426,116	\$1,127,963	392.4%	\$4,511,853	98.1%	\$85,737

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	\$120,103	\$134,443	89.33%	\$672,216	17.87%	\$552,113
2000 - Non-Instructional Salaries	\$102,072	\$98,208	103.93%	\$491,039	20.79%	\$388,967
3000 - Employee Benefits	\$95,047	\$0	100%	\$538,212	17.66%	\$443,165
4000 - Supplies and Materials	\$5,582	\$5,272	105.88%	\$26,361	21.18%	\$20,779
5000 - Other Operating Expenses and Services	\$23,860	\$22,973	103.86%	\$114,865	20.77%	\$91,005
6000 - Capital Outlay	\$0	\$0	100%	\$38,806	0%	\$38,806
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$94,075	0%	\$94,075
<b>Totals</b>	<b>\$346,664</b>	<b>\$260,896</b>	<b>132.87%</b>	<b>\$1,975,574</b>	<b>17.55%</b>	<b>\$1,628,910</b>

**Summary of Activities:**

Providing ABE/ASE, ESL and CTE classes for students with academic support and transition to college/career services.

**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	\$245,399	\$268,886	91.26%	\$672,216	36.51%	\$426,817
2000 - Non-Instructional Salaries	\$193,878	\$196,416	98.71%	\$491,039	39.48%	\$297,161
3000 - Employee Benefits	\$186,404	\$0	100%	\$538,212	34.63%	\$351,808
4000 - Supplies and Materials	\$25,489	\$10,544	241.73%	\$26,361	96.69%	\$872
5000 - Other Operating Expenses and Services	\$35,573	\$22,973	154.85%	\$114,865	30.97%	\$79,292
6000 - Capital Outlay	\$0	\$0	100%	\$38,806	0%	\$38,806
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$94,075	0%	\$94,075
<b>Totals</b>	<b>\$686,743</b>	<b>\$498,819</b>	<b>137.67%</b>	<b>\$1,975,574</b>	<b>34.76%</b>	<b>\$1,288,831</b>

**Summary of Activities:**

Major activities are offering ESL, ABE/ASE and CTE classes for students, operating an HSE test center, providing counseling and transition support services that help address student barriers and participating in the ACCEL consortium.

**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**

Jonathan Fu, Director

Cindy Dominguez, Assistant Director

**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	\$373,685	\$403,330	92.65%	\$672,216	55.59%	\$298,531
2000 - Non-Instructional Salaries	\$300,739	\$294,623	102.08%	\$491,039	61.25%	\$190,300
3000 - Employee Benefits	\$281,631	\$0	100%	\$538,212	52.33%	\$256,581
4000 - Supplies and Materials	\$34,074	\$15,817	215.43%	\$26,361	129.26%	-\$7,713
5000 - Other Operating Expenses and Services	\$45,744	\$22,973	199.12%	\$114,865	39.82%	\$69,121
6000 - Capital Outlay	\$0	\$0	100%	\$38,806	0%	\$38,806
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$94,075	0%	\$94,075
<b>Totals</b>	\$1,035,873	\$736,743	140.6%	\$1,975,574	52.43%	\$939,701

**Summary of Activities:**

Major activities are offering ESL, ABE/ASE and CTE classes for students, operating an HSE test center, providing counseling and transition support services that help address student barriers and participating in the ACCEL consortium. There is also an increased focus and professional and curriculum development.

**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	\$605,770	\$504,162	120.15%	\$672,216	90.12%	\$66,446
2000 - Non-Instructional Salaries	\$407,870	\$368,279	110.75%	\$491,039	83.06%	\$83,169
3000 - Employee Benefits	\$448,399	\$0	100%	\$538,212	83.31%	\$89,813
4000 - Supplies and Materials	\$109,598	\$21,089	519.7%	\$26,361	415.76%	 \$83,237
5000 - Other Operating Expenses and Services	\$87,313	\$22,973	380.07%	\$114,865	76.01%	\$27,552
6000 - Capital Outlay	\$0	\$0	100%	\$38,806	0%	\$38,806
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$83,472	\$75,260	110.91%	\$94,075	88.73%	\$10,603
<b>Totals</b>	<b>\$1,742,422</b>	<b>\$991,763</b>	<b>175.69%</b>	<b>\$1,975,574</b>	<b>88.2%</b>	<b>\$233,152</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:**

Activities include ESL, ABE, ASE and CTE classes and support services, and collaborations with partners and ACCEL members. NOTE: ACCEL members agreed to allocate some of their funding to the ACCEL general fund, and under this agreement SAS' final allocation is \$1,583,640. However this allocation change did not make it into the State Controller's system which therefore has the pre-allocation amount of \$1,601,287. The difference for SAS is \$17,647. This amount was transferred to ACCEL fiscal agent. It appears as a \$17,647 expenditure in our CECC ((11-6391-0-0000-9200-7211-811), but is not a program expenditure for the school, so is not included in the above report. In addition, the carryover reflected in CECC Board Report is \$227,780 versus what Nova has (\$233,152), this is caused by the unreconcilable amount in 2017-2018.

**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	\$76,872	\$138,779	55.39%	\$555,114	13.85%	\$478,242
2000 - Non-Instructional Salaries	\$49,754	\$61,235	81.25%	\$244,940	20.31%	\$195,186
3000 - Employee Benefits	\$46,261	\$63,419	72.95%	\$253,675	18.24%	\$207,414
4000 - Supplies and Materials	\$0	\$2,336	0%	\$9,345	0%	\$9,345
5000 - Other Operating Expenses and Services	\$0	\$13,585	0%	\$54,340	0%	\$54,340
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$11,013	0%	\$44,050	0%	\$44,050
<b>Totals</b>	<b>\$172,887</b>	<b>\$290,366</b>	<b>59.54%</b>	<b>\$1,161,464</b>	<b>14.89%</b>	<b>\$988,577</b>

**Corrective Action Plan**

We had two positions that were not filled at the time of the budget claim. They have been filled at this moment, so it will reflect on the second budget claim.

**Summary of Activities:**

This funding was used to support our ASE, ESL, and CTE programs for the firsts quarter.

**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	\$226,517	\$277,557	81.61%	\$555,114	40.81%	\$328,597
2000 - Non-Instructional Salaries	\$120,516	\$61,235	196.81%	\$244,940	49.2%	\$124,424
3000 - Employee Benefits	\$114,921	\$63,419	181.21%	\$253,675	45.3%	\$138,754
4000 - Supplies and Materials	\$9,345	\$4,673	200%	\$9,345	100%	\$0
5000 - Other Operating Expenses and Services	\$18,749	\$27,170	69.01%	\$54,340	34.5%	\$35,591
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$22,025	0%	\$44,050	0%	\$44,050
<b>Totals</b>	<b>\$490,048</b>	<b>\$456,078</b>	<b>107.45%</b>	<b>\$1,161,464</b>	<b>42.19%</b>	<b>\$671,416</b>

**Summary of Activities:**

Major activities are offering ESL, ABE/ASE and CTE classes for students, operating an HSE test center, providing counseling and transition support services that help address student barriers and participating in the ACCEL consortium.

**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**

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	\$508,025	\$416,336	122.02%	\$555,114	91.52%	\$47,089
2000 - Non-Instructional Salaries	\$251,623	\$61,235	410.91%	\$244,940	102.73%	-\$6,683
3000 - Employee Benefits	\$248,197	\$63,419	391.36%	\$253,675	97.84%	\$5,478
4000 - Supplies and Materials	\$19,893	\$7,009	283.83%	\$9,345	212.87%	-\$10,548
5000 - Other Operating Expenses and Services	\$20,110	\$40,755	49.34%	\$54,340	37.01%	\$34,230
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$44,050	\$33,038	133.33%	\$44,050	100%	\$0
<b>Totals</b>	\$1,091,898	\$621,791	175.61%	\$1,161,464	94.01%	\$69,566

**Summary of Activities:**

Major activities are offering ESL, ABE/ASE and CTE classes for students, operating an HSE test center, providing counseling and transition support services that help address student barriers and participating in the ACCEL consortium. There is also an increased focus and professional and curriculum development.

**Status  
Submitted**

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**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	\$555,114	\$555,114	100%	\$555,114	100%	\$0
2000 - Non-Instructional Salaries	\$251,623	\$61,235	410.91%	\$244,940	102.73%	⤴ -\$6,683
3000 - Employee Benefits	\$253,675	\$63,419	400%	\$253,675	100%	\$0
4000 - Supplies and Materials	\$19,893	\$9,345	212.87%	\$9,345	212.87%	⤴ -\$10,548
5000 - Other Operating Expenses and Services	\$54,340	\$54,340	100%	\$54,340	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$44,050	\$44,050	100%	\$44,050	100%	\$0
<b>Totals</b>	<b>\$1,178,695</b>	<b>\$787,503</b>	<b>149.68%</b>	<b>\$1,161,464</b>	<b>101.48%</b>	<b>⤴ -\$17,231</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 4th quarter expense report was used to support certificated and classified staff that support our activities for English Language Development, Adult Secondary Education, and Career Technical Education. It was also used to purchase supplies and includes services that are needed to support those programs.

**Status**  
Submitted



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