

CAEP Consortium Fiscal Reporting

55 Santa Clarita Valley Adult Education Consortium

2020-21 Fiscal Year

Certification

Certified By

Kim Haglund

GatewaySCV Coordinator

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
Santa Clarita CCD	Submitted	Submitted	Submitted	Submitted
William S. Hart Union High	Submitted	Submitted	Submitted	Submitted

Santa Clarita CCD

Santa Clarita 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	\$18,865	\$15,823	119.22%	\$105,488	17.88%	\$86,623
2000 - Non-Instructional Salaries	\$27,340	\$28,147	97.13%	\$187,648	14.57%	\$160,308
3000 - Employee Benefits	\$9,204	\$13,354	68.92%	\$89,027	10.34%	\$79,823
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$15,374	\$46,003	33.42%	\$306,686	5.01%	\$291,312
6000 - Capital Outlay	\$0	\$791	0%	\$3,165	0%	\$3,165
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,539	\$5,190	68.19%	\$34,600	10.23%	\$31,061
Totals	\$74,322	\$109,309	67.99%	\$726,614	10.23%	\$652,292

Corrective Action Plan

Due to COVID-19, several pending programs had to be re-imagined to provide instruction in an online format for non-credit students. Upcoming advances in professional development, job development, OER options, to name a few, will bring us to the target goals.

Status
Submitted

Santa Clarita 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	\$49,325	\$31,646	155.86%	\$105,488	46.76%	\$56,163
2000 - Non-Instructional Salaries	\$71,020	\$56,294	126.16%	\$187,648	37.85%	\$116,628
3000 - Employee Benefits	\$31,824	\$26,708	119.15%	\$89,027	35.75%	\$57,203
4000 - Supplies and Materials	\$1,276	\$0	100%	\$0	100%	-\$1,276
5000 - Other Operating Expenses and Services	\$40,297	\$92,006	43.8%	\$306,686	13.14%	\$266,389
6000 - Capital Outlay	\$2,370	\$791	299.53%	\$3,165	74.88%	\$795
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,806	\$10,380	94.47%	\$34,600	28.34%	\$24,794
Totals	\$205,918	\$217,826	94.53%	\$726,614	28.34%	\$520,696

Corrective Action Plan

Additional staffing, curriculum, and program launches will take place during Q3.

Summary of Activities:

*Non-Credit Career Skills programs will contain additional course offerings *CPR supplies and dummies are in the process of being purchased *Revised and expanded community marketing for offerings and resources *Staffing Evaluation

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

Kim Haglund, GatewaySCV Coordinator

Jason Hinkle

Dianne Avery, Dean, Academic Innovation and Continuing Education

Santa Clarita 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	\$80,577	\$47,470	169.74%	\$105,488	76.38%	\$24,911
2000 - Non-Instructional Salaries	\$100,680	\$84,442	119.23%	\$187,648	53.65%	\$86,968
3000 - Employee Benefits	\$52,263	\$40,062	130.45%	\$89,027	58.7%	\$36,764
4000 - Supplies and Materials	\$1,276	\$0	100%	\$0	100%	-\$1,276
5000 - Other Operating Expenses and Services	\$63,103	\$138,009	45.72%	\$306,686	20.58%	\$243,583
6000 - Capital Outlay	\$3,937	\$791	497.57%	\$3,165	124.39%	-\$772
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$15,092	\$15,570	96.93%	\$34,600	43.62%	\$19,508
Totals	\$316,928	\$326,343	97.11%	\$726,614	43.62%	\$409,686

Corrective Action Plan

Additional staffing, curriculum, and program launches will take place during Q4.

Summary of Activities:

Marketing (joint and individual), staffing, staff/faculty training, curriculum updates

Status
Submitted

Santa Clarita 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	\$122,321	\$63,293	193.26%	\$105,488	115.96%	⤴ -\$16,833
2000 - Non-Instructional Salaries	\$146,134	\$112,589	129.79%	\$187,648	77.88%	\$41,514
3000 - Employee Benefits	\$79,750	\$53,416	149.3%	\$89,027	89.58%	\$9,277
4000 - Supplies and Materials	\$7,307	\$0	100%	\$0	100%	⤴ -\$7,307
5000 - Other Operating Expenses and Services	\$64,971	\$184,012	35.31%	\$306,686	21.18%	\$241,715
6000 - Capital Outlay	\$3,941	\$791	498.07%	\$3,165	124.52%	⤴ -\$776
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$21,221	\$20,760	102.22%	\$34,600	61.33%	\$13,379
Totals	\$445,645	\$434,861	102.48%	\$726,614	61.33%	\$280,969

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

Guidance: Yes

Summary of Activities:

This quarter, the college worked to provide more access and equity for adult learners who fell behind on their goals due to COVID disruptions. The curriculum development between members was a focal point as was Annual Plan preparation and approval, hiring and training of new faculty, staff, and administrators, as well as solidification of data sharing agreements, data protocols, an increase in short term courses to get students back to work, and additional technology to accommodate students, staff, and faculty working remotely to ensure student success.

Status
Submitted

William S. Hart Union High

William S. Hart 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	\$44,590	\$152,722	29.2%	\$610,889	7.3%	\$566,299
2000 - Non-Instructional Salaries	\$14,519	\$44,435	32.67%	\$177,741	8.17%	\$163,222
3000 - Employee Benefits	\$14,519	\$60,418	24.03%	\$241,672	6.01%	\$227,153
4000 - Supplies and Materials	\$3,033	\$19,163	15.83%	\$76,650	3.96%	\$73,617
5000 - Other Operating Expenses and Services	\$20,635	\$31,121	66.31%	\$124,483	16.58%	\$103,848
6000 - Capital Outlay	\$0	\$5,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$10,000	0%	\$40,000	0%	\$40,000
Indirect Costs	\$0	\$15,393	0%	\$61,571	0%	\$61,571
Totals	\$97,296	\$338,252	28.76%	\$1,353,006	7.19%	\$1,255,710

Corrective Action Plan

Due to COVID-19, several pending programs had to be re-imagined to provide instruction in an online format for non-credit students. Upcoming advances in professional development, job development, OER options, to name a few, will bring us to the target goals.

Status
Submitted

William S. Hart 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	\$206,945	\$152,722	135.5%	\$610,889	33.88%	\$403,944
2000 - Non-Instructional Salaries	\$36,895	\$44,435	83.03%	\$177,741	20.76%	\$140,846
3000 - Employee Benefits	\$68,184	\$60,418	112.85%	\$241,672	28.21%	\$173,488
4000 - Supplies and Materials	\$6,754	\$19,163	35.25%	\$76,650	8.81%	\$69,896
5000 - Other Operating Expenses and Services	\$36,234	\$31,121	116.43%	\$124,483	29.11%	\$88,249
6000 - Capital Outlay	\$0	\$5,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$10,000	0%	\$40,000	0%	\$40,000
Indirect Costs	\$0	\$15,393	0%	\$61,571	0%	\$61,571
Totals	\$355,012	\$338,252	104.96%	\$1,353,006	26.24%	\$997,994

Corrective Action Plan

Additional Supplies and Materials will be purchased in Q 3 and 4.

Summary of Activities:

Planned purchases in teaching materials, student materials, technology and medical/health, etc. will be in Q3 and Q4.

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

Donna Manfredi, Principal
Mariane Doyle

William S. Hart 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	\$313,544	\$152,722	205.3%	\$610,889	51.33%	\$297,345
2000 - Non-Instructional Salaries	\$68,792	\$44,435	154.81%	\$177,741	38.7%	\$108,949
3000 - Employee Benefits	\$116,467	\$60,418	192.77%	\$241,672	48.19%	\$125,205
4000 - Supplies and Materials	\$8,330	\$19,163	43.47%	\$76,650	10.87%	\$68,320
5000 - Other Operating Expenses and Services	\$46,061	\$31,121	148.01%	\$124,483	37%	\$78,422
6000 - Capital Outlay	\$0	\$5,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$10,000	0%	\$40,000	0%	\$40,000
Indirect Costs	\$0	\$15,393	0%	\$61,571	0%	\$61,571
Totals	\$553,194	\$338,252	163.55%	\$1,353,006	40.89%	\$799,812

Corrective Action Plan

Due to COVID, spending has been somewhat delayed. With the expansion of three additional classrooms, money will be spent on technology (desktops, screens, LCD projectors, carts, and a laptop/chromebook cart). Computer technology devices, along with additional materials for learning, are being purchased.

Summary of Activities:

Purchase of 3 desktops and screens, 3 LCD projectors (wiring, wire covers), 3 rolling carts, and one 40 device laptop/chromebook cart. Additional texts and materials for student learning are also being ordered.

Status
Submitted

William S. Hart 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	\$474,972	\$152,722	311%	\$610,889	77.75%	\$135,917
2000 - Non-Instructional Salaries	\$147,534	\$44,435	332.02%	\$177,741	83.01%	\$30,207
3000 - Employee Benefits	\$199,685	\$60,418	330.51%	\$241,672	82.63%	\$41,987
4000 - Supplies and Materials	\$61,845	\$19,163	322.74%	\$76,650	80.68%	\$14,805
5000 - Other Operating Expenses and Services	\$70,046	\$31,121	225.08%	\$124,483	56.27%	\$54,437
6000 - Capital Outlay	\$0	\$5,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$10,000	0%	\$40,000	0%	\$40,000
Indirect Costs	\$44,824	\$15,393	291.2%	\$61,571	72.8%	\$16,747
Totals	\$998,906	\$338,252	295.31%	\$1,353,006	73.83%	\$354,100

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

Guidance: Yes

Summary of Activities:

With in-person classes resuming after online instruction due to COVID 19, we are continuing to add capital purchases to enhance instruction within the classroom, including desktop computers, laptops, chrome book, chromebook carts, LCD projectors, and carts, computer cams, etc. to ensure instruction and also improve CASAS testing, for both in-person and virtual remote. Additional course offerings require teacher training/professional development and curriculum creation, instructional materials, salaries, technology platforms, etc. Our goal continues to be to ensure that our educational programs, including technology coursework, language, citizenship, and job training programs are back up and running in-person and we are investing in new courses, texts, teaching materials, technology, and resources to further improve the quality of instruction for our Adult Students.

Status
Submitted



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