

CAEP Consortium Fiscal Reporting 60 Solano Adult Education Consortium

2018-19 Fiscal Year

Certification

Certified By

John Cervetto

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
Benicia Unified	Submitted	Submitted	Submitted	Submitted
Fairfield-Suisun Unified	Submitted	Submitted	Submitted	Submitted
Solano CCD	Submitted	Submitted	Submitted	Submitted
Solano Co. Office of Education	Submitted	Submitted	Submitted	Submitted
Vacaville Unified	Submitted	Submitted	Submitted	Submitted
Vallejo City Unified	Submitted	Submitted	Submitted	Submitted

Benicia Unified

Benicia 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	\$947	\$7,800	12.14%	\$52,000	1.82%	\$51,053
2000 - Non-Instructional Salaries	\$4,970	\$6,000	82.83%	\$40,000	12.43%	\$35,030
3000 - Employee Benefits	\$1,956	\$2,880	67.92%	\$19,200	10.19%	\$17,244
4000 - Supplies and Materials	\$642	\$2,325	27.61%	\$15,500	4.14%	\$14,858
5000 - Other Operating Expenses and Services	\$7,848	\$10,568	74.27%	\$70,450	11.14%	\$62,602
6000 - Capital Outlay	\$0	\$8,580	0%	\$57,200	0%	\$57,200
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,620	0%	\$10,797	0%	\$10,797
Totals	\$16,363	\$39,772	41.14%	\$265,147	6.17%	\$248,784

Corrective Action Plan

Benicia is planning on hiring a part-time coordinator for data and accountability and program expansion. We also plan on expanding our CTE classes.

Status
Submitted

Benicia 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	\$5,100	\$15,600	32.69%	\$52,000	9.81%	\$46,900
2000 - Non-Instructional Salaries	\$9,940	\$12,000	82.83%	\$40,000	24.85%	\$30,060
3000 - Employee Benefits	\$4,057	\$5,760	70.43%	\$19,200	21.13%	\$15,143
4000 - Supplies and Materials	\$2,431	\$4,650	52.28%	\$15,500	15.68%	\$13,069
5000 - Other Operating Expenses and Services	\$13,584	\$21,135	64.27%	\$70,450	19.28%	\$56,866
6000 - Capital Outlay	\$0	\$17,160	0%	\$57,200	0%	\$57,200
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$3,239	0%	\$10,797	0%	\$10,797
Totals	\$35,112	\$79,544	44.14%	\$265,147	13.24%	\$230,035

Corrective Action Plan

Benicia is planning on hiring a part-time coordinator for data and accountability and program expansion. We also plan on expanding our CTE classes.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

June Regis

Benicia 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	\$8,061	\$23,400	34.45%	\$52,000	15.5%	\$43,939
2000 - Non-Instructional Salaries	\$9,940	\$18,000	55.22%	\$40,000	24.85%	\$30,060
3000 - Employee Benefits	\$4,656	\$8,640	53.89%	\$19,200	24.25%	\$14,544
4000 - Supplies and Materials	\$3,128	\$6,975	44.85%	\$15,500	20.18%	\$12,372
5000 - Other Operating Expenses and Services	\$28,801	\$31,703	90.85%	\$70,450	40.88%	\$41,649
6000 - Capital Outlay	\$0	\$25,740	0%	\$57,200	0%	\$57,200
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,050	\$4,859	103.94%	\$10,797	46.77%	\$5,747
Totals	\$59,636	\$119,316	49.98%	\$265,147	22.49%	\$205,511

Corrective Action Plan

Benicia is planning on hiring a part-time coordinator for data and accountability and program expansion. We also plan on expanding our CTE classes.

Status
Submitted

Benicia 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	\$11,503	\$31,200	36.87%	\$52,000	22.12%	\$40,497
2000 - Non-Instructional Salaries	\$9,940	\$24,000	41.42%	\$40,000	24.85%	\$30,060
3000 - Employee Benefits	\$4,656	\$11,520	40.42%	\$19,200	24.25%	\$14,544
4000 - Supplies and Materials	\$4,474	\$9,300	48.11%	\$15,500	28.86%	\$11,026
5000 - Other Operating Expenses and Services	\$51,800	\$42,270	122.55%	\$70,450	73.53%	\$18,650
6000 - Capital Outlay	\$0	\$34,320	0%	\$57,200	0%	\$57,200
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,050	\$6,478	77.95%	\$10,797	46.77%	\$5,747
Totals	\$87,423	\$159,088	54.95%	\$265,147	32.97%	\$177,724

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 District will be hiring a Coordinator to support our Adult Ed program.

**Status
Submitted**

Fairfield-Suisun Unified

Fairfield-Suisun 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	\$89,772	\$0	100%	\$465,884	19.27%	\$376,112
2000 - Non-Instructional Salaries	\$80,327	\$0	100%	\$310,589	25.86%	\$230,262
3000 - Employee Benefits	\$56,180	\$0	100%	\$332,775	16.88%	\$276,595
4000 - Supplies and Materials	\$15,400	\$16,125	95.5%	\$107,500	14.33%	\$92,100
5000 - Other Operating Expenses and Services	\$116,890	\$53,719	217.6%	\$214,876	54.4%	\$97,986
6000 - Capital Outlay	\$0	\$0	100%	\$26,870	0%	\$26,870
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$27,753	\$0	100%	\$76,596	36.23%	\$48,843
Totals	\$386,322	\$69,844	553.12%	\$1,535,090	25.17%	\$1,148,768

Summary of Activities:

Teacher salaries for ABE/ASE, ELA, CTE, GED, HSD. Materials and supplies for construction trades, welding, ASE, ELA, Adult Parent Ed. Equipment for Culinary. Admin conference professional development, teacher professional development Dues and membership fees Operational cost Software subscriptions

Status
Submitted

Fairfield-Suisun 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	\$300,143	\$0	100%	\$465,884	64.42%	\$165,741
2000 - Non-Instructional Salaries	\$197,468	\$0	100%	\$310,589	63.58%	\$113,121
3000 - Employee Benefits	\$149,881	\$0	100%	\$332,775	45.04%	\$182,894
4000 - Supplies and Materials	\$42,551	\$26,875	158.33%	\$107,500	39.58%	\$64,949
5000 - Other Operating Expenses and Services	\$151,597	\$53,719	282.2%	\$214,876	70.55%	\$63,279
6000 - Capital Outlay	\$0	\$6,718	0%	\$26,870	0%	\$26,870
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$65,143	\$0	100%	\$76,596	85.05%	\$11,453
Totals	\$906,783	\$87,312	1,038.56%	\$1,535,090	59.07%	\$628,307

Summary of Activities:

Teacher salaries for ABE/ASE, ELA, CTE, GED, HSD. Materials and supplies for construction trades, welding, ASE, ELA, Adult Parent Ed. Equipment for Culinary and construction trades. Laptop for admin, poster printer for business tech. Admin conference professional development, teacher professional development Dues and membership fees. Operational cost, Software subscriptions, scanner maintenance, copy cost, webinar training.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Elizabeth Kolakoski, Principal

Fairfield-Suisun 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	\$400,837	\$0	100%	\$465,884	86.04%	\$65,047
2000 - Non-Instructional Salaries	\$280,182	\$0	100%	\$310,589	90.21%	\$30,407
3000 - Employee Benefits	\$270,971	\$0	100%	\$332,775	81.43%	\$61,804
4000 - Supplies and Materials	\$72,137	\$26,875	268.42%	\$107,500	67.1%	\$35,363
5000 - Other Operating Expenses and Services	\$171,100	\$53,719	318.51%	\$214,876	79.63%	\$43,776
6000 - Capital Outlay	\$26,870	\$6,718	400%	\$26,870	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$65,143	\$0	100%	\$76,596	85.05%	\$11,453
Totals	\$1,287,240	\$87,312	1,474.31%	\$1,535,090	83.85%	\$247,850

Status
Submitted

Fairfield-Suisun 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	\$483,251	\$0	100%	\$465,884	103.73%	 -\$17,367
2000 - Non-Instructional Salaries	\$310,589	\$0	100%	\$310,589	100%	\$0
3000 - Employee Benefits	\$332,775	\$0	100%	\$332,775	100%	\$0
4000 - Supplies and Materials	\$93,368	\$26,875	347.42%	\$107,500	86.85%	\$14,132
5000 - Other Operating Expenses and Services	\$211,641	\$53,719	393.98%	\$214,876	98.49%	\$3,235
6000 - Capital Outlay	\$26,870	\$6,718	400%	\$26,870	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$76,596	\$0	100%	\$76,596	100%	\$0
Totals	\$1,535,090	\$87,312	1,758.18%	\$1,535,090	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:

Teacher salaries for ABE/ASE, ELA, CTE, GED, HSD. Materials and supplies for construction trades, welding, ASE, ELA, Adult Parent Ed. Equipment for Culinary and construction trades. Laptop for admin, poster printer for business tech. Admin conference professional development, teacher professional development Dues and membership fees. Operational cost, Software subscriptions, scanner maintenance, copy cost, webinar training.

Status
Submitted

Solano CCD

Solano 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	\$0	\$1,796	0%	\$11,970	0%	\$11,970
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$0	\$628	0%	\$4,186	0%	\$4,186
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$6,566	0%	\$43,775	0%	\$43,775
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$219	0%	\$1,462	0%	\$1,462
Totals	\$0	\$9,209	0%	\$61,393	0%	\$61,393

Corrective Action Plan

We will look for more opportunities to spend money.

Status
Submitted

Solano 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	\$998	\$3,591	27.79%	\$11,970	8.34%	\$10,972
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$350	\$1,256	27.87%	\$4,186	8.36%	\$3,836
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$100	\$13,133	0.76%	\$43,775	0.23%	\$43,675
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$439	0%	\$1,462	0%	\$1,462
Totals	\$1,448	\$18,418	7.86%	\$61,393	2.36%	\$59,945

Corrective Action Plan

Solano College is collaborating with adult ed schools to coordinate a CTE fair and other recruitment and outreach activities.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Lisa Neeley, Interim Dean

Solano 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	\$998	\$5,387	18.53%	\$11,970	8.34%	\$10,972
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$350	\$1,884	18.58%	\$4,186	8.36%	\$3,836
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$2,573	\$19,699	13.06%	\$43,775	5.88%	\$41,202
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$157	\$658	23.86%	\$1,462	10.74%	\$1,305
Totals	\$4,078	\$27,627	14.76%	\$61,393	6.64%	\$57,315

Corrective Action Plan

Solano College will be spending the bulk of its carryover and allocation on developing and implementing bridge classes to be held at adult schools.

Status
Submitted

Solano 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	\$11,970	\$7,182	166.67%	\$11,970	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$4,186	\$2,512	166.67%	\$4,186	100%	\$0
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$5,361	\$26,265	20.41%	\$43,775	12.25%	\$38,414
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$861	\$877	98.15%	\$1,462	58.89%	\$601
Totals	\$22,378	\$36,836	60.75%	\$61,393	36.45%	\$39,015

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

Guidance: Yes

Corrective Action Plan

Given some of the new initiatives and expanded capacity at Solano Community College, we are in a better position to spend down the remaining balance of our budget.

Summary of Activities:

We are looking at the following activities: - Development of bridge courses in human services, early childhood development/parenting, and horticulture - CTE Open House event at SCC (bring people to the college or, conversely, take the open house 'on the road' to various consortium locations - Guided Pathways Informational programs and/or outreach at SCC or at various consortium locations - Targeted outreach to AE programs with increased outreach capacity at SCC - Explore the possibility of stronger ESL alignment with Adult Education classes/projects, workforce preparation courses

**Status
Submitted**

Solano Co. Office of Education

Solano Co. Office of Education 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$3,000	0%	\$20,000	0%	\$20,000
3000 - Employee Benefits	\$0	\$314	0%	\$2,093	0%	\$2,093
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
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	\$0	\$3,314	0%	\$22,093	0%	\$22,093

Corrective Action Plan

Work with adult programs to schedule WRC workshops.

Status
Submitted

Solano Co. Office of Education 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$6,000	0%	\$20,000	0%	\$20,000
3000 - Employee Benefits	\$0	\$628	0%	\$2,093	0%	\$2,093
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
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	\$0	\$6,628	0%	\$22,093	0%	\$22,093

Corrective Action Plan

SCOE will be using its allocation for Q3 and Q4 for a Job Club for Adults with Disabilities and other adult students at Fairfield-Suisun Adult School.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Susan Labrecque , Director, Resource Development and Transition Services
Beth Coit

Solano Co. Office of Education 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$9,000	0%	\$20,000	0%	\$20,000
3000 - Employee Benefits	\$0	\$942	0%	\$2,093	0%	\$2,093
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
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	\$0	\$9,942	0%	\$22,093	0%	\$22,093

Corrective Action Plan

SCOE will be using its allocation for Q3 and Q4 for a Job Club for Adults with Disabilities and other adult students at Fairfield-Suisun Adult School.

Status
Submitted

Solano Co. Office of Education 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	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$12,000	0%	\$20,000	0%	\$20,000
3000 - Employee Benefits	\$0	\$1,256	0%	\$2,093	0%	\$2,093
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
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	\$0	\$13,256	0%	\$22,093	0%	\$22,093

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

Guidance: Yes

Corrective Action Plan

Allocated amount will be spent in 2019/2020.

Status
Submitted

Vacaville Unified

Vacaville 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	\$33,900	\$39,000	86.92%	\$260,000	13.04%	\$226,100
2000 - Non-Instructional Salaries	\$48,597	\$36,813	132.01%	\$245,420	19.8%	\$196,823
3000 - Employee Benefits	\$28,562	\$20,550	138.99%	\$137,000	20.85%	\$108,438
4000 - Supplies and Materials	\$1,212	\$7,500	16.16%	\$50,000	2.42%	\$48,788
5000 - Other Operating Expenses and Services	\$5,376	\$74,655	7.2%	\$497,697	1.08%	\$492,321
6000 - Capital Outlay	\$0	\$3,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,500	0%	\$30,000	0%	\$30,000
Totals	\$117,647	\$186,018	63.25%	\$1,240,117	9.49%	\$1,122,470

Corrective Action Plan

Vacaville Adult School and Solano Adult Education Consortium funds are aggregated in the Q1 report. The consortium funds are on target as the allocation to the shared consortium fund was reduced from \$207,000 to \$68,000 to reduce the carryover. Consortium Total - \$42,357.32 Vacaville Adult School Total - \$75,289.19 Vacaville Adult School is on target with salaries and benefits. However, the majority of carryover funds not budgeted yet are held in the 5000 object code. Vacaville is expanding its ESL, high school completion, and CTE classes as well as opening night classes in January. Vacaville is also hiring a new staff person. Q2-Q4 will reflect these additional expenditures.

Status
Submitted

Vacaville 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	\$98,874	\$78,000	126.76%	\$260,000	38.03%	\$161,126
2000 - Non-Instructional Salaries	\$107,705	\$73,626	146.29%	\$245,420	43.89%	\$137,715
3000 - Employee Benefits	\$65,254	\$41,100	158.77%	\$137,000	47.63%	\$71,746
4000 - Supplies and Materials	\$5,748	\$15,000	38.32%	\$50,000	11.5%	\$44,252
5000 - Other Operating Expenses and Services	\$6,671	\$149,309	4.47%	\$497,697	1.34%	\$491,026
6000 - Capital Outlay	\$0	\$6,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$9,000	0%	\$30,000	0%	\$30,000
Totals	\$284,252	\$372,035	76.4%	\$1,240,117	22.92%	\$955,865

Corrective Action Plan

Vacaville Adult School and the Consortium funds are intermingled in this account. Consortium funds are on target due to a decrease in the 18-19 allocation. Vacaville is expanding with evening classes more instructors and classified staff for the 3rd and 4th quarters.

**Status
Submitted**

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Tiffany Donahue, Coordinator
Lori Kelly, Accountant
Kelly Burks

Vacaville 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	\$171,940	\$117,000	146.96%	\$260,000	66.13%	\$88,060
2000 - Non-Instructional Salaries	\$171,394	\$110,439	155.19%	\$245,420	69.84%	\$74,026
3000 - Employee Benefits	\$106,701	\$61,650	173.08%	\$137,000	77.88%	\$30,299
4000 - Supplies and Materials	\$5,931	\$22,500	26.36%	\$50,000	11.86%	\$44,069
5000 - Other Operating Expenses and Services	\$36,388	\$223,964	16.25%	\$497,697	7.31%	\$461,309
6000 - Capital Outlay	\$0	\$9,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,500	0%	\$30,000	0%	\$30,000
Totals	\$492,354	\$558,053	88.23%	\$1,240,117	39.7%	\$747,763

Corrective Action Plan

Q4 Expenditures for the consortium and Vacaville Adult School will put Vacaville and consortium at 60% of target.

Summary of Activities:

Vacaville Adult School Q3 Expenditures Total: \$361,217.25 Consortium Q3 Expenditures Total: \$131,136.87

Status
Submitted

Vacaville 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	\$260,776	\$156,000	167.16%	\$260,000	100.3%	 -\$776
2000 - Non-Instructional Salaries	\$226,605	\$147,252	153.89%	\$245,420	92.33%	\$18,815
3000 - Employee Benefits	\$152,353	\$82,200	185.34%	\$137,000	111.21%	 -\$15,353
4000 - Supplies and Materials	\$18,581	\$30,000	61.94%	\$50,000	37.16%	\$31,419
5000 - Other Operating Expenses and Services	\$51,380	\$298,618	17.21%	\$497,697	10.32%	\$446,317
6000 - Capital Outlay	\$0	\$12,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$35,248	\$18,000	195.82%	\$30,000	117.49%	 -\$5,248
Totals	\$744,943	\$744,070	100.12%	\$1,240,117	60.07%	\$495,174

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 under budgeted in employee benefits by -\$15, 353 and -\$776 in instructional salaries (this happens because employees are time-sheeted and so benefits and hourly wages are estimated), and in indirect cost at -\$5248 did not exceed the 5% rate. Vacaville Adult School Year to date Expenditure Total: \$576,665 Consortium Year to date Expenditures Total: \$168,276

Status
Submitted

Vallejo City Unified

Vallejo City 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	\$76,348	\$86,016	88.76%	\$573,438	13.31%	\$497,090
2000 - Non-Instructional Salaries	\$62,166	\$46,830	132.75%	\$312,197	19.91%	\$250,031
3000 - Employee Benefits	\$54,070	\$53,163	101.71%	\$354,423	15.26%	\$300,353
4000 - Supplies and Materials	\$8,418	\$49,591	16.97%	\$330,605	2.55%	\$322,187
5000 - Other Operating Expenses and Services	\$22,154	\$42,461	52.17%	\$283,073	7.83%	\$260,919
6000 - Capital Outlay	\$0	\$97,485	0%	\$649,897	0%	\$649,897
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$121,240	0%	\$121,240
Totals	\$223,156	\$375,545	59.42%	\$2,624,873	8.5%	\$2,401,717

Corrective Action Plan

We have reviewed our budget and made plans for expansion of classes and hiring of new staff.

Summary of Activities:

We are planning to use funds for implementing a culinary program for CTE students and Adults with Disabilities. This plan includes the need to remodel the school kitchen and buy equipment. We have hired new teachers and are expanding classes. We have hired a para educator to work with the ABE classes and a bilingual teacher assistant for the ELL classes.

Status
Submitted

Vallejo City 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	\$200,108	\$172,031	116.32%	\$573,438	34.9%	\$373,330
2000 - Non-Instructional Salaries	\$135,406	\$93,659	144.57%	\$312,197	43.37%	\$176,791
3000 - Employee Benefits	\$121,311	\$106,327	114.09%	\$354,423	34.23%	\$233,112
4000 - Supplies and Materials	\$74,404	\$99,182	75.02%	\$330,605	22.51%	\$256,201
5000 - Other Operating Expenses and Services	\$49,743	\$84,922	58.57%	\$283,073	17.57%	\$233,330
6000 - Capital Outlay	\$0	\$194,969	0%	\$649,897	0%	\$649,897
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$121,240	0%	\$121,240
Totals	\$580,972	\$751,090	77.35%	\$2,624,873	22.13%	\$2,043,901

Corrective Action Plan

REC continues to add classes. We have expended outreach classes offsite and are planning to begin Saturday classes. We are in the process of remodeling our school kitchen and preparing a classroom for Culinary classes. Indirect Costs are paid to the district annually at the end of the fiscal year.

Status
Submitted

Allocation Year Closeout: 2016-17

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

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Vallejo Regional Education Center Laura Dutch, Principal

Vallejo City 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	\$314,930	\$258,047	122.04%	\$573,438	54.92%	\$258,508
2000 - Non-Instructional Salaries	\$208,090	\$140,489	148.12%	\$312,197	66.65%	\$104,107
3000 - Employee Benefits	\$187,165	\$159,490	117.35%	\$354,423	52.81%	\$167,258
4000 - Supplies and Materials	\$95,001	\$148,772	63.86%	\$330,605	28.74%	\$235,604
5000 - Other Operating Expenses and Services	\$55,056	\$127,383	43.22%	\$283,073	19.45%	\$228,017
6000 - Capital Outlay	\$0	\$292,454	0%	\$649,897	0%	\$649,897
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$121,240	0%	\$121,240
Totals	\$860,242	\$1,126,635	76.35%	\$2,624,873	32.77%	\$1,764,631

Corrective Action Plan

Additional expenditures for upgrading the parking lot for expanded parking in a residential area and kitchen for a culinary/hospitality program aligned with the regional workforce plan's key industry sectors will be added by the end of 2019 to reach 60% of target.

Status
Submitted

Vallejo City 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	\$459,334	\$344,063	133.5%	\$573,438	80.1%	\$114,104
2000 - Non-Instructional Salaries	\$283,427	\$177,952	159.27%	\$312,197	90.78%	\$28,770
3000 - Employee Benefits	\$258,852	\$212,654	121.72%	\$354,423	73.03%	\$95,571
4000 - Supplies and Materials	\$150,096	\$198,363	75.67%	\$330,605	45.4%	\$180,509
5000 - Other Operating Expenses and Services	\$74,684	\$169,844	43.97%	\$283,073	26.38%	\$208,389
6000 - Capital Outlay	\$129,574	\$389,938	33.23%	\$649,897	19.94%	\$520,323
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$61,320	\$121,240	50.58%	\$121,240	50.58%	\$59,920
Totals	\$1,417,287	\$1,614,054	87.81%	\$2,624,873	53.99%	\$1,207,586

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

Guidance: Yes

Corrective Action Plan

We are in the process of remodeling our school kitchen and preparing a classroom for our new introduction to hospitality and culinary program. The remodeling process has been slow, causing the funding to sit and wait. We are finally at the start of the kitchen remodel. The funds will be used for this project soon. We are also expanding our outreach classes and will be having increased expenses to fund these classes.

Summary of Activities:

Funding was used for classified salaries and certificated salaries for ABE/ASE, ESL, CTE, HSE and HSD instructors. Materials, supplies and computers were purchased for classrooms. Equipment was purchased for Culinary program. Funding paid for staff professional development. Funds were used for the school childcare classroom.

Status
Submitted



California
Community
Colleges

