

CAEP Consortium Fiscal Reporting 60 Solano Adult Education Consortium

2019-20 Fiscal Year

Certification

Certified By

Kirsten White

Program Associate

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	\$763	\$4,500	16.96%	\$30,000	2.54%	\$29,237
2000 - Non-Instructional Salaries	\$3,269	\$6,000	54.48%	\$40,000	8.17%	\$36,731
3000 - Employee Benefits	\$1,385	\$3,000	46.17%	\$20,000	6.93%	\$18,615
4000 - Supplies and Materials	\$1,626	\$16,000	10.16%	\$80,000	2.03%	\$78,374
5000 - Other Operating Expenses and Services	\$61,183	\$44,088	138.77%	\$146,961	41.63%	\$85,778
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$7,500	0%	\$15,000	0%	\$15,000
Totals	\$68,226	\$81,088	84.14%	\$331,961	20.55%	\$263,735

Corrective Action Plan

The first quarter expenditures reflect funds that have been expended for the last period and at the end of the quarter. There are other funds which are encumbered and in the expenditure pipeline. Some late start classes will begin and hiring of Adult Ed Coordinator

Summary of Activities:

We continue to offer ELL, ABE, Workforce Entry, Short term CTE and K12 Success 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	\$4,418	\$9,000	49.09%	\$30,000	14.73%	\$25,582
2000 - Non-Instructional Salaries	\$7,989	\$16,000	49.93%	\$40,000	19.97%	\$32,011
3000 - Employee Benefits	\$3,329	\$6,000	55.48%	\$20,000	16.65%	\$16,671
4000 - Supplies and Materials	\$19,876	\$32,000	62.11%	\$80,000	24.85%	\$60,124
5000 - Other Operating Expenses and Services	\$76,355	\$73,481	103.91%	\$146,961	51.96%	\$70,606
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,000	\$7,500	93.33%	\$15,000	46.67%	\$8,000
Totals	\$118,967	\$143,981	82.63%	\$331,961	35.84%	\$212,994

Summary of Activities:

All classes are proceeding as expected

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

June Regis, Director

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	\$8,820	\$13,500	65.33%	\$30,000	29.4%	\$21,180
2000 - Non-Instructional Salaries	\$13,141	\$24,000	54.75%	\$40,000	32.85%	\$26,859
3000 - Employee Benefits	\$5,726	\$12,000	47.72%	\$20,000	28.63%	\$14,274
4000 - Supplies and Materials	\$21,152	\$48,000	44.07%	\$80,000	26.44%	\$58,848
5000 - Other Operating Expenses and Services	\$97,286	\$88,177	110.33%	\$146,961	66.2%	\$49,675
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,000	\$7,500	93.33%	\$15,000	46.67%	\$8,000
Totals	\$153,125	\$193,177	79.27%	\$331,961	46.13%	\$178,836

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	\$10,426	\$18,000	57.92%	\$30,000	34.75%	\$19,574
2000 - Non-Instructional Salaries	\$17,861	\$32,000	55.82%	\$40,000	44.65%	\$22,139
3000 - Employee Benefits	\$7,661	\$18,000	42.56%	\$20,000	38.31%	\$12,339
4000 - Supplies and Materials	\$22,378	\$64,000	34.97%	\$80,000	27.97%	\$57,622
5000 - Other Operating Expenses and Services	\$110,916	\$117,569	94.34%	\$146,961	75.47%	\$36,045
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,462	\$15,000	56.41%	\$15,000	56.41%	\$6,538
Totals	\$177,704	\$264,569	67.17%	\$331,961	53.53%	\$154,257

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

Guidance: Yes

Corrective Action Plan

Some classes were cancelled because of COVID-19 and some were held remotely. We will spend down the remainder in the following school year.

Summary of Activities:

ESL, ABE and CTE classes

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	\$80,594	\$0	100%	\$747,532	10.78%	\$666,938
2000 - Non-Instructional Salaries	\$85,902	\$0	100%	\$406,472	21.13%	\$320,570
3000 - Employee Benefits	\$56,832	\$0	100%	\$281,921	20.16%	\$225,089
4000 - Supplies and Materials	\$16,547	\$0	100%	\$49,195	33.64%	\$32,648
5000 - Other Operating Expenses and Services	\$55,414	\$0	100%	\$20,000	277.07%	⚠ -\$35,414
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14,764	\$0	100%	\$79,217	18.64%	\$64,453
Totals	\$310,053	\$0	100%	\$1,584,337	19.57%	\$1,274,284

Summary of Activities:

ESL, ABE, HSE, HSD, and CTE classes

**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	\$316,451	\$0	100%	\$747,532	42.33%	\$431,081
2000 - Non-Instructional Salaries	\$224,049	\$0	100%	\$406,472	55.12%	\$182,423
3000 - Employee Benefits	\$170,408	\$0	100%	\$281,921	60.45%	\$111,513
4000 - Supplies and Materials	\$54,793	\$0	100%	\$49,195	111.38%	⚠ -\$5,598
5000 - Other Operating Expenses and Services	\$82,070	\$0	100%	\$20,000	410.35%	⚠ -\$62,070
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$42,389	\$0	100%	\$79,217	53.51%	\$36,828
Totals	\$890,160	\$0	100%	\$1,584,337	56.19%	\$694,177

Summary of Activities:

ESL, ABE, HSE, HSD, and CTE 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

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	\$518,859	\$0	100%	\$747,532	69.41%	\$228,673
2000 - Non-Instructional Salaries	\$361,711	\$0	100%	\$406,472	88.99%	\$44,761
3000 - Employee Benefits	\$267,881	\$0	100%	\$281,921	95.02%	\$14,040
4000 - Supplies and Materials	\$63,415	\$0	100%	\$49,195	128.91%	⚠ -\$14,220
5000 - Other Operating Expenses and Services	\$99,984	\$0	100%	\$20,000	499.92%	⚠ -\$79,984
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$65,543	\$0	100%	\$79,217	82.74%	\$13,674
Totals	\$1,377,393	\$0	100%	\$1,584,337	86.94%	\$206,944

Summary of Activities:

ESL, ABE, HSE, HSD, and CTE classes

**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	\$653,874	\$0	100%	\$747,532	87.47%	\$93,658
2000 - Non-Instructional Salaries	\$405,926	\$0	100%	\$406,472	99.87%	\$546
3000 - Employee Benefits	\$281,921	\$0	100%	\$281,921	100%	\$0
4000 - Supplies and Materials	\$63,415	\$0	100%	\$49,195	128.91%	⚠ -\$14,220
5000 - Other Operating Expenses and Services	\$99,984	\$0	100%	\$20,000	499.92%	⚠ -\$79,984
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$79,217	\$0	100%	\$79,217	100%	\$0
Totals	\$1,584,337	\$0	100%	\$1,584,337	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:

ESL, ABE, HSE, HSD, and CTE classes

**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	\$11,968	\$14,850	80.59%	\$27,000	44.33%	\$15,032
2000 - Non-Instructional Salaries	\$0	\$15,551	0%	\$28,274	0%	\$28,274
3000 - Employee Benefits	\$1,144	\$1,000	114.4%	\$4,000	28.6%	\$2,856
4000 - Supplies and Materials	\$0	\$4,600	0%	\$11,500	0%	\$11,500
5000 - Other Operating Expenses and Services	\$0	\$1,106	0%	\$4,425	0%	\$4,425
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$524	\$457	114.79%	\$1,826	28.7%	\$1,302
Totals	\$13,636	\$37,563	36.3%	\$77,025	17.7%	\$63,389

Summary of Activities:

Primary activities during Q1 included developing program content for the BRIDGING SUCCESS , organizing logistics with the program coordinator and pilot school (Fairfield/Suisun), arranging outreach visits to build visibility of the program, etc.

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	\$19,559	\$18,900	103.49%	\$27,000	72.44%	\$7,441
2000 - Non-Instructional Salaries	\$0	\$19,792	0%	\$28,274	0%	\$28,274
3000 - Employee Benefits	\$2,144	\$2,000	107.2%	\$4,000	53.6%	\$1,856
4000 - Supplies and Materials	\$0	\$6,900	0%	\$11,500	0%	\$11,500
5000 - Other Operating Expenses and Services	\$0	\$2,213	0%	\$4,425	0%	\$4,425
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$868	\$913	95.07%	\$1,826	47.54%	\$958
Totals	\$22,571	\$50,717	44.5%	\$77,025	29.3%	\$54,454

Corrective Action Plan

There are two explanations for the below-target expenditure. Budget line items for 4xxx and 5xxx have been impacted by COVID-19 and the statewide shelter-in-place order, as we have had to curtail and/or disrupt planned outreach activities and trips, and corresponding materials and supplies, as a result, have been impacted as well. We expect to spend-down some of this once COVID-19 restrictions are lifted. Budget Line Item 2xxx has been impacted because we learned that the lead contact has not yet submitted timesheets for this quarter even though the work has been completed. We will correct this in the next two weeks.

Summary of Activities:

Activities working with Adult Ed programs to support student learning about college (as per the budget workplan) continued, but has been affected recently by the COVID-19 orders.

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

Lisa Neeley, 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	\$20,907	\$22,950	91.1%	\$27,000	77.43%	\$6,093
2000 - Non-Instructional Salaries	\$750	\$24,033	3.12%	\$28,274	2.65%	\$27,524
3000 - Employee Benefits	\$3,127	\$3,000	104.23%	\$4,000	78.18%	\$873
4000 - Supplies and Materials	\$0	\$9,200	0%	\$11,500	0%	\$11,500
5000 - Other Operating Expenses and Services	\$0	\$3,319	0%	\$4,425	0%	\$4,425
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$991	\$1,370	72.36%	\$1,826	54.27%	\$835
Totals	\$25,775	\$63,871	40.35%	\$77,025	33.46%	\$51,250

Corrective Action Plan

Due to COVID-19 and the unexpected consequences to our outreach program with the consortium we have underspent in a few budget categories. We were unable to continue with the Bridging Success outreach program in person, which explains the underspend in non-instructional salaries, supplies and materials, and other operating costs. We also did not hire the part-time outreach support role until after the New Year, which is why there is less spending in this category (2000) in Q3.

Summary of Activities:

Based on a successful launch of the Bridging Success outreach program in Q1 we anticipated launching at a second adult education site in Q3; however, with the COVID-19 impact starting in late January, we were not able to get the second site off the ground in Q3.

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	\$33,540	\$27,000	124.22%	\$27,000	124.22%	⚠ -\$6,540
2000 - Non-Instructional Salaries	\$4,500	\$28,274	15.92%	\$28,274	15.92%	\$23,774
3000 - Employee Benefits	\$6,383	\$4,000	159.58%	\$4,000	159.58%	⚠ -\$2,383
4000 - Supplies and Materials	\$0	\$11,500	0%	\$11,500	0%	\$11,500
5000 - Other Operating Expenses and Services	\$187	\$4,425	4.23%	\$4,425	4.23%	\$4,238
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,462	\$1,826	80.07%	\$1,826	80.07%	\$364
Totals	\$46,072	\$77,025	59.81%	\$77,025	59.81%	\$30,953

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

Corrective Action Plan

There is a deficit in Budget line 1000 because there were additional charges made to this account due to internal SCC administrative error. Charges for the academic dean's salary should not have been charged as an instructional cost. This will be rectified. Also, the deficit in account 3,000 is because we underestimated the benefits associated with the Bridging Success faculty coordinator position. The underspend in budget line 2000 is due to COVID-19 - we were not able to hire the student ambassadors or engage the marketing support originally planned.

Summary of Activities:

The Bridging Success Program continued in Spring, although COVID-19 has interrupted on-campus activities and we have had to consider alternative, remote delivery of this program, which will pick up again in Autumn 2020.

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	\$4,228	\$3,642	116.11%	\$14,566	29.03%	\$10,338
3000 - Employee Benefits	\$2,173	\$513	423.46%	\$3,421	63.52%	\$1,248
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$21,500	0%	\$86,000	0%	\$86,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$624	\$1,300	48.01%	\$5,199	12%	\$4,575
Totals	\$7,025	\$26,954	26.06%	\$109,186	6.43%	\$102,161

Corrective Action Plan

There will be an update to the expenditures over the next 3 quarters.

**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	\$4,229	\$3,642	116.13%	\$14,566	29.03%	\$10,337
3000 - Employee Benefits	\$2,173	\$513	423.46%	\$3,421	63.52%	\$1,248
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$21,500	0%	\$86,000	0%	\$86,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$635	\$1,300	48.86%	\$5,199	12.21%	\$4,564
Totals	\$7,037	\$26,954	26.11%	\$109,186	6.44%	\$102,149

Corrective Action Plan

The SCOE will continue to provide FSAS students the opportunity to participate in Job Club. This service may be extended to other adult schools in the consortium which would be an increase in staff costs.

Summary of Activities:

SCOE provides Job Club opportunities to students enrolled at the FSAS.

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

Beth Coit
Siobhan Dill, Executive Director, Specialized Services

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	\$4,229	\$3,642	116.13%	\$14,566	29.03%	\$10,337
3000 - Employee Benefits	\$2,173	\$1,197	181.48%	\$3,421	63.52%	\$1,248
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$21,500	0%	\$86,000	0%	\$86,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$635	\$1,300	48.86%	\$5,199	12.21%	\$4,564
Totals	\$7,037	\$27,639	25.46%	\$109,186	6.44%	\$102,149

Corrective Action Plan

\$65,000 of the allocated for 19/20 was to pay for an Adult Education Transition Specialist. Due to projected budget cuts the consortium agreed to not fund the position at this time.

Summary of Activities:

Job club was provided to Fairfield-Suisun Adult School students.

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	\$4,643	\$3,642	127.5%	\$14,566	31.88%	\$9,923
3000 - Employee Benefits	\$2,305	\$1,197	192.51%	\$3,421	67.38%	\$1,116
4000 - Supplies and Materials	\$0	\$0	100%	\$0	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$21,500	0%	\$86,000	0%	\$86,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$677	\$1,300	52.09%	\$5,199	13.02%	\$4,522
Totals	\$7,625	\$27,639	27.59%	\$109,186	6.98%	\$101,561

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

Guidance: Yes

Corrective Action Plan

\$65,000 of the allocated for 19/20 was to pay for an Adult Education Transition Specialist. Due to projected budget cuts the consortium agreed to not fund the position at this time. This allocation will be returned to the consortium for redistribution in the 2020-21 budget per June 2020 SAEC Board Meeting. Instructional technology is being purchased to support SCOE CTE courses and job club for adult learners.

Summary of Activities:

Job club was provided to Fairfield-Suisun Adult School students.

**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	\$44,993	\$45,000	99.98%	\$300,000	15%	\$255,007
2000 - Non-Instructional Salaries	\$59,750	\$30,000	199.17%	\$200,000	29.88%	\$140,250
3000 - Employee Benefits	\$36,648	\$26,250	139.61%	\$175,000	20.94%	\$138,352
4000 - Supplies and Materials	\$1,440	\$8,551	16.84%	\$57,008	2.53%	\$55,568
5000 - Other Operating Expenses and Services	\$5,279	\$37,500	14.08%	\$250,000	2.11%	\$244,721
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,850	0%	\$39,000	0%	\$39,000
Totals	\$148,110	\$153,151	96.71%	\$1,021,008	14.51%	\$872,898

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	\$134,020	\$90,000	148.91%	\$300,000	44.67%	\$165,980
2000 - Non-Instructional Salaries	\$99,384	\$60,000	165.64%	\$200,000	49.69%	\$100,616
3000 - Employee Benefits	\$79,912	\$52,500	152.21%	\$175,000	45.66%	\$95,088
4000 - Supplies and Materials	\$2,102	\$17,102	12.29%	\$57,008	3.69%	\$54,906
5000 - Other Operating Expenses and Services	\$113,067	\$75,000	150.76%	\$250,000	45.23%	\$136,933
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$11,700	0%	\$39,000	0%	\$39,000
Totals	\$428,485	\$306,302	139.89%	\$1,021,008	41.97%	\$592,523

Summary of Activities:

Continuation of program growth; addition of more ELA and HSD classes by hiring two part-time positions.

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

Tiffany Donahue, Adult Education Principal

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	\$134,020	\$135,000	99.27%	\$300,000	44.67%	\$165,980
2000 - Non-Instructional Salaries	\$99,384	\$90,000	110.43%	\$200,000	49.69%	\$100,616
3000 - Employee Benefits	\$79,912	\$78,750	101.48%	\$175,000	45.66%	\$95,088
4000 - Supplies and Materials	\$2,102	\$25,654	8.19%	\$57,008	3.69%	\$54,906
5000 - Other Operating Expenses and Services	\$113,067	\$112,500	100.5%	\$250,000	45.23%	\$136,933
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$17,550	0%	\$39,000	0%	\$39,000
Totals	\$428,485	\$459,454	93.26%	\$1,021,008	41.97%	\$592,523

Corrective Action Plan

We have the remaining salaries in process, these are expenses in the pipeline that still need to be paid. Indirect costs are only expended to the district in the 4th quarter of the fiscal year.

Summary of Activities:

Instructional classes resumed online during COVID so many teachers continued to instruct classes with regular hours. Where many cut their hours of instruction based on student need.

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	\$288,265	\$180,000	160.15%	\$300,000	96.09%	\$11,735
2000 - Non-Instructional Salaries	\$173,150	\$120,000	144.29%	\$200,000	86.58%	\$26,850
3000 - Employee Benefits	\$155,453	\$105,000	148.05%	\$175,000	88.83%	\$19,547
4000 - Supplies and Materials	\$3,106	\$34,205	9.08%	\$57,008	5.45%	\$53,902
5000 - Other Operating Expenses and Services	\$232,856	\$150,000	155.24%	\$250,000	93.14%	\$17,144
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$33,113	\$23,400	141.51%	\$39,000	84.91%	\$5,887
Totals	\$885,943	\$612,605	144.62%	\$1,021,008	86.77%	\$135,065

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

Guidance: Yes

Summary of Activities:

During the Covid pandemic, we continued to hold all of our classes remotely. We developed a plan to support students who needed technology. Any student who was in need of a device they were loaned a laptop to take home use to receive instruction. We worked with the school district to provide food support to our families who had children under the age of 18 who could get free breakfast and lunch.

**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	\$81,905	\$73,959	110.74%	\$493,063	16.61%	\$411,158
2000 - Non-Instructional Salaries	\$79,240	\$50,724	156.22%	\$338,157	23.43%	\$258,917
3000 - Employee Benefits	\$63,880	\$56,946	112.18%	\$379,639	16.83%	\$315,759
4000 - Supplies and Materials	\$948	\$34,635	2.74%	\$230,900	0.41%	\$229,952
5000 - Other Operating Expenses and Services	\$40,396	\$97,633	41.38%	\$650,886	6.21%	\$610,490
6000 - Capital Outlay	\$0	\$95,586	0%	\$637,243	0%	\$637,243
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$16,562	0%	\$110,411	0%	\$110,411
Totals	\$266,369	\$426,045	62.52%	\$2,840,299	9.38%	\$2,573,930

Corrective Action Plan

The first quarter expenditures reflect funds that have been expended at the end of the quarter. There are other funds which are encumbered and in the expenditure pipeline. We are in the process of renovating our school kitchen for use in our Culinary training program. The renovation funds have not been paid in the first quarter. We are also expanding outreach to two more sites in the community and have ordered new school computers and instructional materials. Indirect Costs are charged by the district in the 4th quarter of the year. All of these expenditures are pending.

Summary of Activities:

We continue to offer classes in ESL, ABE, HSE, HSD, Citizenship and CTE. This year we are focusing on developing a culinary training program. We have renovated and prepared a classroom and are working on remodeling the school kitchen. We have started an ESL Nutrition and Cooking class to prepare the ESL students to enter the culinary training program. We have started a childcare training program for ESL students at a district elementary school. We have partnered with Factory OS, an innovative construction firm on Mare Island in Vallejo, to provide ESL and HSE preparation classes to employees at their factory. We are working on continuing annual construction pre-apprenticeship programs with North Bay Building Trades and Napa- Solano Building Trades Council. We collaborated with Solano County Office of Education, Solano Behavioral Health, Solano County Mental Health Services and UC Davis to develop a school wellness center and look forward to the grand opening in December.

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	\$214,397	\$147,919	144.94%	\$493,063	43.48%	\$278,666
2000 - Non-Instructional Salaries	\$143,824	\$101,447	141.77%	\$338,157	42.53%	\$194,333
3000 - Employee Benefits	\$138,731	\$113,892	121.81%	\$379,639	36.54%	\$240,908
4000 - Supplies and Materials	\$41,641	\$69,270	60.11%	\$230,900	18.03%	\$189,259
5000 - Other Operating Expenses and Services	\$40,986	\$195,266	20.99%	\$650,886	6.3%	\$609,900
6000 - Capital Outlay	\$103,037	\$191,173	53.9%	\$637,243	16.17%	\$534,206
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$33,123	0%	\$110,411	0%	\$110,411
Totals	\$682,616	\$852,090	80.11%	\$2,840,299	24.03%	\$2,157,683

Corrective Action Plan

We have many purchases in process and are also in the middle of kitchen renovations. There are expenses in the pipeline. Indirect costs are only expended to the district in the 4th quarter of the fiscal year.

Summary of Activities:

Culinary Program- Kitchen renovation is almost completed; classroom renovation is complete; ESL Cooking and Nutrition classes now underway as a pathway to culinary program; culinary classes have begun this term Child Development Program- Classes recently started at VCUSD elementary school Wellness Center- Grand Opening held in December; programs and resources have started and new ones are being calendared Trades Pre-Apprenticeship- planning complete for partnership with North Bay Building Construction Trades for TIP pre-apprenticeship to begin in Spring 2020 and annually

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

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	\$336,594	\$221,878	151.7%	\$493,063	68.27%	\$156,469
2000 - Non-Instructional Salaries	\$223,456	\$152,171	146.85%	\$338,157	66.08%	\$114,701
3000 - Employee Benefits	\$216,241	\$170,838	126.58%	\$379,639	56.96%	\$163,398
4000 - Supplies and Materials	\$61,267	\$103,905	58.96%	\$230,900	26.53%	\$169,633
5000 - Other Operating Expenses and Services	\$49,716	\$292,899	16.97%	\$650,886	7.64%	\$601,170
6000 - Capital Outlay	\$168,077	\$286,759	58.61%	\$637,243	26.38%	\$469,166
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$49,685	0%	\$110,411	0%	\$110,411
Totals	\$1,055,351	\$1,278,135	82.57%	\$2,840,299	37.16%	\$1,784,948

Corrective Action Plan

We have many purchases in process. The school district closure, due to Covid, has interrupted deliveries of purchases. Covid has also stalled completion and payment for the kitchen renovations. There are expenses in the pipeline. Indirect costs are only expended to the district in the 4th quarter of the fiscal year.

Summary of Activities:

Culinary Program- Kitchen renovation is almost completed; classroom renovation is complete; ESL Cooking and Nutrition classes now underway as a pathway to culinary program; culinary classes have begun this term; Child Development Program- Classes recently started at VCUSD elementary school; Wellness Center- Grand Opening held in December; programs and resources have started and new ones are being calendared; Trades Pre-Apprenticeship- planning complete for partnership with North Bay Building Construction Trades for TIP pre-apprenticeship to begin in Summer 2020 and annually

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	\$493,168	\$295,838	166.7%	\$493,063	100.02%	⚠ -\$105
2000 - Non-Instructional Salaries	\$288,024	\$202,894	141.96%	\$338,157	85.17%	\$50,133
3000 - Employee Benefits	\$294,615	\$227,783	129.34%	\$379,639	77.6%	\$85,024
4000 - Supplies and Materials	\$76,901	\$138,540	55.51%	\$230,900	33.3%	\$153,999
5000 - Other Operating Expenses and Services	\$79,780	\$390,532	20.43%	\$650,886	12.26%	\$571,106
6000 - Capital Outlay	\$191,949	\$382,346	50.2%	\$637,243	30.12%	\$445,294
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$61,624	\$66,247	93.02%	\$110,411	55.81%	\$48,787
Totals	\$1,486,061	\$1,704,179	87.2%	\$2,840,299	52.32%	\$1,354,238

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

Guidance: Yes

Corrective Action Plan

The school has almost completed the renovation of the kitchen for our IET program. The final costs for the kitchen remain unpaid. We are also purchasing additional technology to support remote learning during Covid. We are adding a program to support district parents which will focus on digital literacy skills and techniques to assist children with online learning. We are also creating videos to provide online with technology assistance for parents.

Summary of Activities:

During the Covid pandemic, we continued to hold all of our classes remotely. We developed a plan to support students with their needs utilizing our counselor and our vast community resources. We worked with a local Catholic church and the Contra Costa-Solano FoodBank to provide food support to our families. Our culinary classes were unable to meet, so the teacher recorded instructional videos on nutritional cooking with items in your pantry during a pandemic. The videos were posted online weekly and included a link to allow viewers to add their name to an interest list for in person classes when we reopen.

Status
Submitted



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