

# CAEP Consortium Fiscal Reporting 60 Solano Adult Education Consortium

2020-21 Fiscal Year

## Certification

**Certified By**

Kirsten White

Program Associate

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Certified	Uncertified

## Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Benicia Unified</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Fairfield-Suisun Unified</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Solano CCD</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Solano Co. Office of Education</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Vacaville Unified</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Vallejo City Unified</a>	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	\$0	\$0	100%	\$35,000	0%	\$35,000
2000 - Non-Instructional Salaries	\$4,982	\$15,935	31.26%	\$79,677	6.25%	\$74,695
3000 - Employee Benefits	\$1,988	\$3,861	51.49%	\$38,609	5.15%	\$36,621
4000 - Supplies and Materials	\$0	\$4,330	0%	\$43,300	0%	\$43,300
5000 - Other Operating Expenses and Services	\$74	\$9,344	0.79%	\$93,435	0.08%	\$93,361
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,700	\$2,900	162.07%	\$14,500	32.41%	\$9,800
<b>Totals</b>	<b>\$11,744</b>	<b>\$36,370</b>	<b>32.29%</b>	<b>\$304,521</b>	<b>3.86%</b>	<b>\$292,777</b>

**Corrective Action Plan**

Expenditures fall below target. Please provide the action steps that will be taken to address this issue. Due to the COVID pandemic and district department closures, all purchases are slow. We have expenditures in the purchase order pathway that haven't cleared.

**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	\$2,442	\$7,000	34.89%	\$35,000	6.98%	\$32,558
2000 - Non-Instructional Salaries	\$9,964	\$31,871	31.26%	\$79,677	12.51%	\$69,713
3000 - Employee Benefits	\$4,317	\$11,583	37.27%	\$38,609	11.18%	\$34,292
4000 - Supplies and Materials	\$50	\$8,660	0.58%	\$43,300	0.12%	\$43,250
5000 - Other Operating Expenses and Services	\$524	\$28,031	1.87%	\$93,435	0.56%	\$92,911
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,700	\$2,900	162.07%	\$14,500	32.41%	\$9,800
<b>Totals</b>	<b>\$21,997</b>	<b>\$90,044</b>	<b>24.43%</b>	<b>\$304,521</b>	<b>7.22%</b>	<b>\$282,524</b>

**Corrective Action Plan**

Expenditures fall below target. Please provide the action steps that will be taken to address this issue. Due to the COVID pandemic and district department closures, all purchases are slow. We have expenditures in the purchase order pathway that haven't cleared. Indirect costs are added at the end of the fiscal year.

**Summary of Activities:**

We have added HSD and CTE classes on our catalog.

**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**

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	\$12,529	\$14,000	89.49%	\$35,000	35.8%	\$22,471
2000 - Non-Instructional Salaries	\$14,945	\$47,806	31.26%	\$79,677	18.76%	\$64,732
3000 - Employee Benefits	\$7,952	\$19,305	41.19%	\$38,609	20.6%	\$30,657
4000 - Supplies and Materials	\$50	\$21,650	0.23%	\$43,300	0.12%	\$43,250
5000 - Other Operating Expenses and Services	\$15,651	\$46,718	33.5%	\$93,435	16.75%	\$77,784
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,700	\$5,800	81.03%	\$14,500	32.41%	\$9,800
<b>Totals</b>	<b>\$55,827</b>	<b>\$155,278</b>	<b>35.95%</b>	<b>\$304,521</b>	<b>18.33%</b>	<b>\$248,694</b>

**Corrective Action Plan**

Due to the COVID pandemic and district department closures, all purchases are slow. We have expenditures in the purchase order pathway that haven't cleared.

**Summary of Activities:**

We have started our new HSD classes.

**Status**  
**Submitted**

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**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	\$23,215	\$17,500	132.66%	\$35,000	66.33%	\$11,785
2000 - Non-Instructional Salaries	\$19,927	\$63,742	31.26%	\$79,677	25.01%	\$59,750
3000 - Employee Benefits	\$11,463	\$23,165	49.48%	\$38,609	29.69%	\$27,146
4000 - Supplies and Materials	\$2,663	\$25,980	10.25%	\$43,300	6.15%	\$40,637
5000 - Other Operating Expenses and Services	\$45,552	\$56,061	81.25%	\$93,435	48.75%	\$47,883
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,700	\$7,250	64.83%	\$14,500	32.41%	\$9,800
<b>Totals</b>	<b>\$107,520</b>	<b>\$193,698</b>	<b>55.51%</b>	<b>\$304,521</b>	<b>35.31%</b>	<b>\$197,001</b>

**Corrective Action Plan**

Expenditures were effected by the Covid pandemic. Off site and CTE/Pre-apprenticeship classes had to be cancelled. Normal PD conferences were not held, causing expenses to be low in this area. IT upgrades were delayed and are happening now, with these expenditures pending.

**Summary of Activities:**

n/a

**Status**  
Unsubmitted

**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	\$68,162	\$0	100%	\$639,660	10.66%	\$571,498
2000 - Non-Instructional Salaries	\$102,178	\$64,844	157.58%	\$405,275	25.21%	\$303,097
3000 - Employee Benefits	\$68,381	\$0	100%	\$374,899	18.24%	\$306,518
4000 - Supplies and Materials	\$3,199	\$0	100%	\$12,394	25.81%	\$9,195
5000 - Other Operating Expenses and Services	\$60,798	\$0	100%	\$126,361	48.11%	\$65,563
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$15,136	\$0	100%	\$82,031	18.45%	\$66,895
<b>Totals</b>	<b>\$317,854</b>	<b>\$64,844</b>	<b>490.18%</b>	<b>\$1,640,620</b>	<b>19.37%</b>	<b>\$1,322,766</b>

**Summary of Activities:**

ABE/ASE, ESL, Parent Ed, VOC ED

**Status  
Submitted**

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**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	\$213,426	\$0	100%	\$639,660	33.37%	\$426,234
2000 - Non-Instructional Salaries	\$220,013	\$101,319	217.15%	\$405,275	54.29%	\$185,262
3000 - Employee Benefits	\$168,541	\$0	100%	\$374,899	44.96%	\$206,358
4000 - Supplies and Materials	\$5,006	\$0	100%	\$12,394	40.39%	\$7,388
5000 - Other Operating Expenses and Services	\$129,751	\$0	100%	\$126,361	102.68%	-\$3,390
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$36,837	\$0	100%	\$82,031	44.91%	\$45,194
<b>Totals</b>	<b>\$773,574</b>	<b>\$101,319</b>	<b>763.51%</b>	<b>\$1,640,620</b>	<b>47.15%</b>	<b>\$867,046</b>

**Summary of Activities:**

ABE/ASE, ESL, Parent Ed, VOC ED

**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**

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	\$325,130	\$0	100%	\$639,660	50.83%	\$314,530
2000 - Non-Instructional Salaries	\$335,643	\$101,319	331.27%	\$405,275	82.82%	\$69,632
3000 - Employee Benefits	\$263,948	\$0	100%	\$374,899	70.41%	\$110,951
4000 - Supplies and Materials	\$6,626	\$0	100%	\$12,394	53.46%	\$5,768
5000 - Other Operating Expenses and Services	\$143,512	\$0	100%	\$126,361	113.57%	 \$17,151
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$53,743	\$0	100%	\$82,031	65.52%	\$28,288
<b>Totals</b>	\$1,128,602	\$101,319	1,113.91%	\$1,640,620	68.79%	\$512,018

**Summary of Activities:**

ABE/ASE, ESL, Parent Ed, VOC ED

Status  
Submitted

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**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	\$325,130	\$0	100%	\$639,660	50.83%	\$314,530
2000 - Non-Instructional Salaries	\$335,643	\$137,794	243.58%	\$405,275	82.82%	\$69,632
3000 - Employee Benefits	\$263,948	\$0	100%	\$374,899	70.41%	\$110,951
4000 - Supplies and Materials	\$6,626	\$0	100%	\$12,394	53.46%	\$5,768
5000 - Other Operating Expenses and Services	\$143,512	\$0	100%	\$126,361	113.57%	 -\$17,151
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$53,743	\$0	100%	\$82,031	65.52%	\$28,288
<b>Totals</b>	<b>\$1,128,602</b>	<b>\$137,794</b>	<b>819.05%</b>	<b>\$1,640,620</b>	<b>68.79%</b>	<b>\$512,018</b>

**Status**  
Unsubmitted

## 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	\$1,439	\$5,625	25.58%	\$22,500	6.4%	\$21,061
2000 - Non-Instructional Salaries	\$0	\$3,479	0%	\$13,915	0%	\$13,915
3000 - Employee Benefits	\$607	\$2,064	29.42%	\$17,254	3.52%	\$16,647
4000 - Supplies and Materials	\$0	\$2,600	0%	\$10,400	0%	\$10,400
5000 - Other Operating Expenses and Services	\$0	\$564	0%	\$2,255	0%	\$2,255
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$82	\$415	19.77%	\$1,659	4.94%	\$1,577
<b>Totals</b>	<b>\$2,128</b>	<b>\$14,746</b>	<b>14.43%</b>	<b>\$67,983</b>	<b>3.13%</b>	<b>\$65,855</b>

### Corrective Action Plan

Expenditures fall below target during Q1 for several reasons. Due to the impact of COVID-19 and the subsequent transition to online learning and the disruptions to class based activities, we have had to re-structure and adjust the bridge program within the consortium to a virtual format. This adjustment took a bit longer than anticipated as we were coordinating with other consortium members. This is why instructional salaries and benefits fall below target. Similarly, some of the outreach and supplies costs we anticipated have to be reconsidered in subsequent quarters. As it appears we will continue the program virtually during Spring 2021 we are seeking alternative ways to utilize the funds in support of the bridge program. Non-instructional salaries also fall below target as we have not yet submitted paperwork to divert a portion of the dean's salary as proposed. We will address this issue in subsequent quarters so that the full amount initially proposed will be expended.

### Summary of Activities:

Given the pandemic, all the work has been done via ZOOM, email and telephone. We adjusted to virtual formats for the upcoming Vacaville Adult School workshop in November. The next planned workshops will take place at Vallejo (January 2021) and Benicia (February 2021) Adult Ed Schools. The bridge program coordinator has developed great relationships with the local adult schools, and is coordinating outreach efforts with Solano College's outreach team to maximize reach to students. The first workshop in October 2020 (Vacaville) was well received: "I am just bowled over by your warmth, positivity and genuine care for our Adult Ed students." "I appreciate that you allowed each of them to share with you about themselves." "Please extend my appreciation to both Julene and Alex. Having my students hear their personal journeys was helpful because they can see themselves in them and know that they can do it, too!"

**Status**  
**Submitted**

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### 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	\$11,877	\$11,250	105.57%	\$22,500	52.79%	\$10,623
2000 - Non-Instructional Salaries	\$0	\$6,958	0%	\$13,915	0%	\$13,915
3000 - Employee Benefits	\$2,966	\$4,127	71.87%	\$17,254	17.19%	\$14,288
4000 - Supplies and Materials	\$0	\$5,200	0%	\$10,400	0%	\$10,400
5000 - Other Operating Expenses and Services	\$0	\$1,128	0%	\$2,255	0%	\$2,255
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$594	\$830	71.61%	\$1,659	35.8%	\$1,065
<b>Totals</b>	<b>\$15,437</b>	<b>\$29,492</b>	<b>52.34%</b>	<b>\$67,983</b>	<b>22.71%</b>	<b>\$52,546</b>

**Corrective Action Plan**

Expenditures fall below target during Q2 for similar reasons in Q1: the impact of COVID-19. Due to remote teaching we have had to re-structure and adjust the bridge program to a virtual format. This adjustment has resulted in less overall time spent by program staff given there has been no face-to-face activities. As a result, instructional salaries and benefits fall below target. Similarly, some of the outreach and supplies costs we anticipated have to be reconsidered in subsequent quarters. Non-instructional salaries also fall below target as we have not yet submitted paperwork to divert a portion of the dean's salary as proposed. We will address this issue in Q3 and the full amount initially proposed will be expended.

**Summary of Activities:**

Bridge Program presentation to Vallejo Adult Ed. School in January 2021; Bridge Program Coordinator recorded a similar session for those unable to attend - and for future use. Bridge Program presentation early March with a DACA focus (program delivered in English and Spanish). Bridge Program introductory presentation in late March at Vacaville Adult Ed. School.

**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**

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	\$20,105	\$16,875	119.14%	\$22,500	89.36%	\$2,395
2000 - Non-Instructional Salaries	\$0	\$10,436	0%	\$13,915	0%	\$13,915
3000 - Employee Benefits	\$4,811	\$6,191	77.72%	\$17,254	27.88%	\$12,443
4000 - Supplies and Materials	\$0	\$7,800	0%	\$10,400	0%	\$10,400
5000 - Other Operating Expenses and Services	\$0	\$1,691	0%	\$2,255	0%	\$2,255
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$997	\$1,244	80.13%	\$1,659	60.1%	\$662
<b>Totals</b>	<b>\$25,913</b>	<b>\$44,237</b>	<b>58.58%</b>	<b>\$67,983</b>	<b>38.12%</b>	<b>\$42,070</b>

**Corrective Action Plan**

Expenditures fall below target during Q3 for similar reasons in Q1/Q2: the impact of COVID-19. Due to remote teaching we have had to re-structure and adjust the bridge program to a virtual format. This adjustment has resulted in less overall time spent by program staff given there has been no face-to-face activities. As a result, instructional salaries and benefits fall below target. Similarly, some of the outreach and supplies costs we anticipated have to be reconsidered in subsequent quarters. This program was established as a face-to-face initiative, so while we have been successful transitioning to virtual spaces (via Zoom), many of the activities we planned have not been able to take place.

**Summary of Activities:**

We conducted several outreach workshops at the adult schools during Q3. These presentations were completed via Zoom, including a workshop on January 28th with Vallejo Adult Ed, which was well attended. We also conducted a workshop on March 10th with a DACA (both Spanish and English) focus at Vacaville. Our Human Services Coordinator created a video in February to be used in conjunction with the virtual presentations. We conducted a general presentation in Vacaville on March 24th, and plan to deliver a workshop in May at the Vallejo Adult Ed School. We are also discussing delivering a workshop at the Wellness Center in Vacaville to reach a different population of students.

**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	\$20,105	\$22,500	89.36%	\$22,500	89.36%	\$2,395
2000 - Non-Instructional Salaries	\$0	\$13,915	0%	\$13,915	0%	\$13,915
3000 - Employee Benefits	\$4,811	\$8,254	58.29%	\$17,254	27.88%	\$12,443
4000 - Supplies and Materials	\$0	\$10,400	0%	\$10,400	0%	\$10,400
5000 - Other Operating Expenses and Services	\$0	\$2,255	0%	\$2,255	0%	\$2,255
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$997	\$1,659	60.1%	\$1,659	60.1%	\$662
<b>Totals</b>	\$25,913	\$58,983	43.93%	\$67,983	38.12%	\$42,070

**Status**  
Unsubmitted

### 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	\$3,116	\$5,272	59.1%	\$21,089	14.78%	\$17,973
3000 - Employee Benefits	\$1,555	\$1,810	85.94%	\$7,238	21.48%	\$5,683
4000 - Supplies and Materials	\$14,793	\$16,043	92.21%	\$64,173	23.05%	\$49,380
5000 - Other Operating Expenses and Services	\$20,025	\$30,038	66.67%	\$120,150	16.67%	\$100,125
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,974	\$2,653	74.41%	\$10,611	18.6%	\$8,637
<b>Totals</b>	<b>\$41,463</b>	<b>\$55,815</b>	<b>74.29%</b>	<b>\$223,261</b>	<b>18.57%</b>	<b>\$181,798</b>

**Status  
Submitted**

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**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	\$6,233	\$5,272	118.22%	\$21,089	29.56%	\$14,856
3000 - Employee Benefits	\$3,119	\$1,810	172.37%	\$7,238	43.09%	\$4,119
4000 - Supplies and Materials	\$15,682	\$16,043	97.75%	\$64,173	24.44%	\$48,491
5000 - Other Operating Expenses and Services	\$38,313	\$30,038	127.55%	\$120,150	31.89%	\$81,837
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,167	\$2,653	119.39%	\$10,611	29.85%	\$7,444
<b>Totals</b>	<b>\$66,514</b>	<b>\$55,815</b>	<b>119.17%</b>	<b>\$223,261</b>	<b>29.79%</b>	<b>\$156,747</b>

**Corrective Action Plan**

Due to the COVID pandemic and district department closures, all purchases are slow. We have expenditures in the purchase order pathway that haven't cleared.

**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**

Siobhan Dill, Executive Director, Specialized Services

**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	\$9,349	\$5,272	177.32%	\$21,089	44.33%	\$11,740
3000 - Employee Benefits	\$4,701	\$1,810	259.8%	\$7,238	64.95%	\$2,537
4000 - Supplies and Materials	\$25,014	\$16,043	155.92%	\$64,173	38.98%	\$39,159
5000 - Other Operating Expenses and Services	\$164,273	\$30,038	546.89%	\$120,150	136.72%	⌈ -\$44,123
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,174	\$2,653	383.53%	\$10,611	95.88%	\$437
<b>Totals</b>	<b>\$213,511</b>	<b>\$55,815</b>	<b>382.53%</b>	<b>\$223,261</b>	<b>95.63%</b>	<b>\$9,750</b>

**Status  
Submitted**

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**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	\$12,659	\$5,272	240.11%	\$21,089	60.03%	\$8,430
3000 - Employee Benefits	\$6,348	\$1,810	350.82%	\$7,238	87.7%	\$890
4000 - Supplies and Materials	\$25,014	\$16,043	155.92%	\$64,173	38.98%	\$39,159
5000 - Other Operating Expenses and Services	\$248,055	\$30,038	825.82%	\$120,150	206.45%	⤴ -\$127,905
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,611	\$2,653	400%	\$10,611	100%	\$0
<b>Totals</b>	<b>\$302,687</b>	<b>\$55,815</b>	<b>542.3%</b>	<b>\$223,261</b>	<b>135.58%</b>	⤴ <b>-\$79,426</b>

**Status**  
**Unsubmitted**

## 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	\$44,452	\$59,322	74.93%	\$237,287	18.73%	\$192,835
2000 - Non-Instructional Salaries	\$24,293	\$35,496	68.44%	\$141,984	17.11%	\$117,691
3000 - Employee Benefits	\$25,438	\$35,411	71.84%	\$141,645	17.96%	\$116,207
4000 - Supplies and Materials	\$422	\$1,406	30.02%	\$28,115	1.5%	\$27,693
5000 - Other Operating Expenses and Services	\$6,192	\$3,860	160.4%	\$38,603	16.04%	\$32,411
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$29,382	0%	\$29,382
<b>Totals</b>	<b>\$100,797</b>	<b>\$135,495</b>	<b>74.39%</b>	<b>\$617,016</b>	<b>16.34%</b>	<b>\$516,219</b>

**Summary of Activities:**

Expenditures fall below target. Please provide the action steps that will be taken to address this issue. Due to the COVID pandemic and district department closures, all purchases are slow. We have expenditures in the purchase order pathway that haven't cleared.

**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	\$108,632	\$118,644	91.56%	\$237,287	45.78%	\$128,655
2000 - Non-Instructional Salaries	\$61,737	\$70,992	86.96%	\$141,984	43.48%	\$80,247
3000 - Employee Benefits	\$59,778	\$70,823	84.41%	\$141,645	42.2%	\$81,867
4000 - Supplies and Materials	\$1,830	\$14,058	13.02%	\$28,115	6.51%	\$26,285
5000 - Other Operating Expenses and Services	\$14,222	\$9,651	147.37%	\$38,603	36.84%	\$24,381
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$29,382	0%	\$29,382
<b>Totals</b>	<b>\$246,199</b>	<b>\$284,166</b>	<b>86.64%</b>	<b>\$617,016</b>	<b>39.9%</b>	<b>\$370,817</b>

**Summary of Activities:**

ABE/ASE, ESL, Parent Ed, Community Education, and Work Preparation Courses.

**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**

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	\$161,396	\$177,965	90.69%	\$237,287	68.02%	\$75,891
2000 - Non-Instructional Salaries	\$95,844	\$106,488	90%	\$141,984	67.5%	\$46,140
3000 - Employee Benefits	\$89,675	\$106,234	84.41%	\$141,645	63.31%	\$51,970
4000 - Supplies and Materials	\$2,040	\$21,086	9.67%	\$28,115	7.26%	\$26,075
5000 - Other Operating Expenses and Services	\$22,166	\$28,952	76.56%	\$38,603	57.42%	\$16,437
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$29,382	0%	\$29,382
<b>Totals</b>	<b>\$371,121</b>	<b>\$440,726</b>	<b>84.21%</b>	<b>\$617,016</b>	<b>60.15%</b>	<b>\$245,895</b>

**Summary of Activities:**

Expenditures fall below target because all classes remained virtually so no new textbooks or materials were needed. Indirect costs are charged at the end of the fiscal year. Added a Spanish GED class which will begin in the Fall. Hired a CTE instructor who is currently in training. Classes remained remote. Planning to return with a virtual and in-person model next Fall as well as hiring a part-time retired counselor to aid in student transitions.

**Status  
Submitted**

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**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	\$219,821	\$237,287	92.64%	\$237,287	92.64%	\$17,466
2000 - Non-Instructional Salaries	\$129,632	\$141,984	91.3%	\$141,984	91.3%	\$12,352
3000 - Employee Benefits	\$119,759	\$141,645	84.55%	\$141,645	84.55%	\$21,886
4000 - Supplies and Materials	\$3,753	\$28,115	13.35%	\$28,115	13.35%	\$24,362
5000 - Other Operating Expenses and Services	\$40,175	\$38,603	104.07%	\$38,603	104.07%	 -\$1,572
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$29,382	0%	\$29,382	0%	\$29,382
<b>Totals</b>	<b>\$513,140</b>	<b>\$617,016</b>	<b>83.16%</b>	<b>\$617,016</b>	<b>83.16%</b>	<b>\$103,876</b>

**Summary of Activities:**

Expenditures fall below target because all classes remained virtually so no new textbooks or materials were needed. Added a Spanish GED class which will begin in the Fall. Hired a CTE instructor who is currently in training. Classes remained remote. Planning to return with a virtual and in-person model next Fall as well as hiring a part-time retired counselor to aid in student transitions.

**Status**  
**Unsubmitted**

**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	\$78,595	\$77,903	100.89%	\$519,354	15.13%	\$440,759
2000 - Non-Instructional Salaries	\$81,152	\$68,208	118.98%	\$454,717	17.85%	\$373,565
3000 - Employee Benefits	\$74,771	\$87,389	85.56%	\$582,595	12.83%	\$507,824
4000 - Supplies and Materials	\$1,991	\$70,387	2.83%	\$469,246	0.42%	\$467,255
5000 - Other Operating Expenses and Services	\$10,935	\$116,811	9.36%	\$778,741	1.4%	\$767,806
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$140,244	0%	\$140,244
<b>Totals</b>	<b>\$247,444</b>	<b>\$420,698</b>	<b>58.82%</b>	<b>\$2,944,897</b>	<b>8.4%</b>	<b>\$2,697,453</b>

**Corrective Action Plan**

Due to the COVID pandemic and district department closures, all purchases are slow. We have expenditures in the purchase order pathway that haven't cleared.

**Status  
Submitted**

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**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	\$201,168	\$155,806	129.11%	\$519,354	38.73%	\$318,186
2000 - Non-Instructional Salaries	\$173,398	\$136,415	127.11%	\$454,717	38.13%	\$281,319
3000 - Employee Benefits	\$160,659	\$174,779	91.92%	\$582,595	27.58%	\$421,936
4000 - Supplies and Materials	\$36,730	\$140,774	26.09%	\$469,246	7.83%	\$432,516
5000 - Other Operating Expenses and Services	\$66,526	\$233,622	28.48%	\$778,741	8.54%	\$712,215
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$140,244	0%	\$140,244
<b>Totals</b>	<b>\$638,481</b>	<b>\$841,396</b>	<b>75.88%</b>	<b>\$2,944,897</b>	<b>21.68%</b>	<b>\$2,306,416</b>

**Corrective Action Plan**

Due to the COVID pandemic and district department closures, all purchases are slow. We have expenditures in the purchase order pathway that haven't cleared. Indirect costs are added at the end of the fiscal year.

**Summary of Activities:**

Saturday morning HSE Preparation class in Spanish added to the schedule.

**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**

Vallejo Regional Education Center Laura Dutch, Principal

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$311,498	\$233,709	133.28%	\$519,354	59.98%	\$207,856
2000 - Non-Instructional Salaries	\$256,406	\$204,623	125.31%	\$454,717	56.39%	\$198,311
3000 - Employee Benefits	\$241,001	\$262,168	91.93%	\$582,595	41.37%	\$341,594
4000 - Supplies and Materials	\$48,695	\$211,161	23.06%	\$469,246	10.38%	\$420,551
5000 - Other Operating Expenses and Services	\$67,661	\$350,433	19.31%	\$778,741	8.69%	\$711,080
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$140,244	0%	\$140,244
<b>Totals</b>	<b>\$925,261</b>	<b>\$1,262,094</b>	<b>73.31%</b>	<b>\$2,944,897</b>	<b>31.42%</b>	<b>\$2,019,636</b>

**Corrective Action Plan**

We have many expenditures in the pipeline. COVID and district staff working remotely has delayed many purchases. We are also working on a large IT infrastructure update which hasn't been paid. Indirect costs are charged at the end of the fiscal year.

**Summary of Activities:**

Added a Spanish GED/ HiSET class which was instantly full. Expanded to two classes, also instantly full! Entered a contract with Construction Trades Workforce Initiative to begin a pre apprenticeship training program in the Fall. Hired a teacher who is currently in training. Classes still remote. Planning to return in a hybrid mode in the Fall.

**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	\$476,705	\$311,612	152.98%	\$519,354	91.79%	\$42,649
2000 - Non-Instructional Salaries	\$346,865	\$272,830	127.14%	\$454,717	76.28%	\$107,852
3000 - Employee Benefits	\$333,152	\$349,557	95.31%	\$582,595	57.18%	\$249,443
4000 - Supplies and Materials	\$81,551	\$281,548	28.97%	\$469,246	17.38%	\$387,695
5000 - Other Operating Expenses and Services	\$168,551	\$467,245	36.07%	\$778,741	21.64%	\$610,190
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$70,341	\$140,244	50.16%	\$140,244	50.16%	\$69,903
<b>Totals</b>	<b>\$1,477,165</b>	<b>\$1,823,036</b>	<b>81.03%</b>	<b>\$2,944,897</b>	<b>50.16%</b>	<b>\$1,467,732</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**

Expenditures were effected by the Covid pandemic. Off site and CTE classes had to be cancelled. Normal PD conferences were not held, causing expenses to be low in this area. IT upgrades were delayed and are happening now, with these expenditures pending.

**Status**  
**Submitted**



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