

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
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	Not 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	\$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
Totals	\$11,744	\$36,370	32.29%	\$304,521	3.86%	\$292,777

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
Totals	\$21,997	\$90,044	24.43%	\$304,521	7.22%	\$282,524

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
Totals	\$55,827	\$155,278	35.95%	\$304,521	18.33%	\$248,694

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

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
Totals	\$107,520	\$193,698	55.51%	\$304,521	35.31%	\$197,001

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/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:

ABE/ASE, ESL & 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	\$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
Totals	\$317,854	\$64,844	490.18%	\$1,640,620	19.37%	\$1,322,766

Summary of Activities:

ABE/ASE, ESL, Parent Ed, VOC ED

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	\$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
Totals	\$773,574	\$101,319	763.51%	\$1,640,620	47.15%	\$867,046

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
Totals	\$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**

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	\$569,924	\$0	100%	\$639,660	89.1%	\$69,736
2000 - Non-Instructional Salaries	\$435,243	\$137,794	315.87%	\$405,275	107.39%	 -\$29,968
3000 - Employee Benefits	\$394,175	\$0	100%	\$374,899	105.14%	 -\$19,276
4000 - Supplies and Materials	\$15,735	\$0	100%	\$12,394	126.96%	 -\$3,341
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	\$82,031	\$0	100%	\$82,031	100%	\$0
Totals	\$1,640,620	\$137,794	1,190.64%	\$1,640,620	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:

ABE/ASE, ESL, Parent Ed, VOC ED

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	\$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
Totals	\$2,128	\$14,746	14.43%	\$67,983	3.13%	\$65,855

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

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
Totals	\$15,437	\$29,492	52.34%	\$67,983	22.71%	\$52,546

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
Totals	\$25,913	\$44,237	58.58%	\$67,983	38.12%	\$42,070

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
Totals	\$25,913	\$58,983	43.93%	\$67,983	38.12%	\$42,070

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 have continued to run the Adult Ed Bridging program as a primary activity this year. However, because of COVID the activities associated with this program were heavily curtailed in 2019-20 and continued to be impacted during this current fiscal year. The program is based on a hands-on approach to working directly in the adult schools to promote college readiness, support, and exploration. Planned tours and workshops at Solano Community College were also part of the program proposal. In person activities were either canceled or scaled back significantly, which reduced the faculty hours spent on the program (and resulting decrease in predicted employee benefits) and the use of supplies and materials. We plan to use the rollover amount in the 2021-22 Workplan and Budget, with additional programming to support professional development and anti-racism training across the consortium. This new program can be delivered remotely, so is not dependent on face-to-face gatherings.

Summary of Activities:

We continued outreach for our bridging program with the adult schools. We featured a zoom workshop with Vallejo Adult Ed School at the end of May. We will be working with our Outreach team to provide information through the summer for any interested students from the Adult Schools.

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	\$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	\$4,181	353.84%	\$16,723	88.46%	\$1,930
5000 - Other Operating Expenses and Services	\$20,025	\$87,383	22.92%	\$349,530	5.73%	\$329,505
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,974	\$4,813	41.02%	\$19,250	10.25%	\$17,276
Totals	\$41,463	\$103,458	40.08%	\$413,830	10.02%	\$372,367

**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	\$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	\$4,181	375.1%	\$16,723	93.78%	\$1,041
5000 - Other Operating Expenses and Services	\$38,313	\$87,383	43.85%	\$349,530	10.96%	\$311,217
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,167	\$4,813	65.81%	\$19,250	16.45%	\$16,083
Totals	\$66,514	\$103,458	64.29%	\$413,830	16.07%	\$347,316

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
Kelley Birch, Asst. Director College and Career Readiness

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	\$4,181	598.31%	\$16,723	149.58%	⌵-\$8,291
5000 - Other Operating Expenses and Services	\$135,087	\$87,383	154.59%	\$349,530	38.65%	\$214,443
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,518	\$4,813	93.88%	\$19,250	23.47%	\$14,732
Totals	\$178,669	\$103,458	172.7%	\$413,830	43.17%	\$235,161

Corrective Action Plan

The above is a draft version of the SCOE 20-21 Budget & Workplan, pending the 20-21 allocation amendment.

**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	\$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	\$4,181	598.31%	\$16,723	149.58%	⌈-\$8,291
5000 - Other Operating Expenses and Services	\$135,087	\$87,383	154.59%	\$349,530	38.65%	\$214,443
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,862	\$4,813	142.59%	\$19,250	35.65%	\$12,388
Totals	\$185,970	\$103,458	179.75%	\$413,830	44.94%	\$227,860

Corrective Action Plan

The above is a draft version of the SCOE 20-21 Budget & Workplan, pending the 20-21 allocation amendment.

Summary of Activities:

The overages within object 5000 is due to SCOE paying out the agreed upon carryover amounts back to the districts. The indirect overage is based on the total of 5% of expenditures which includes the paid out carryover amounts. This was a one-time increase in expenditures for the alignment of the carryover and to ensure what was approved at the Consortium meeting was executed.

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
Totals	\$100,797	\$135,495	74.39%	\$617,016	16.34%	\$516,219

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
Totals	\$246,199	\$284,166	86.64%	\$617,016	39.9%	\$370,817

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
Totals	\$371,121	\$440,726	84.21%	\$617,016	60.15%	\$245,895

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

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
Totals	\$513,140	\$617,016	83.16%	\$617,016	83.16%	\$103,876

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

Guidance: Yes

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
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	\$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
Totals	\$247,444	\$420,698	58.82%	\$2,944,897	8.4%	\$2,697,453

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

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
Totals	\$638,481	\$841,396	75.88%	\$2,944,897	21.68%	\$2,306,416

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
Totals	\$925,261	\$1,262,094	73.31%	\$2,944,897	31.42%	\$2,019,636

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
Totals	\$1,477,165	\$1,823,036	81.03%	\$2,944,897	50.16%	\$1,467,732

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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