

CAEP Consortium Fiscal Reporting

61 Sonoma County Adult Education Consortium

2019-20 Fiscal Year

Certification

Certified By

Nancy Miller

Director of Regional Adult Education Programs

Quarter 1 Status Quarter 2 Status Quarter 3 Status Quarter 4 Status

Certified Uncertified Uncertified Uncertified

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Petaluma Joint Union High	Submitted	Not Submitted	Not Submitted	Not Submitted
Sonoma Co. Office of Education	Submitted	Not Submitted	Not Submitted	Not Submitted
Sonoma County CCD	Submitted	Not Submitted	Not Submitted	Not Submitted

Petaluma Joint Union High

Petaluma Joint Union High Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$55,126	\$0	100%	\$594,665	9.27%	\$539,539
2000 - Non-Instructional Salaries	\$41,240	\$0	100%	\$300,000	13.75%	\$258,760
3000 - Employee Benefits	\$42,592	\$0	100%	\$305,000	13.96%	\$262,408
4000 - Supplies and Materials	\$10,233	\$0	100%	\$65,000	15.74%	\$54,767
5000 - Other Operating Expenses and Services	\$13,271	\$0	100%	\$240,923	5.51%	\$227,652
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$16,125	\$0	100%	\$72,500	22.24%	\$56,375
Totals	\$185,037	\$0	100%	\$1,588,088	11.65%	\$1,403,051

Summary of Activities:

Program costs for this quarter were in alignment with budget narratives with regard to instructional salaries, non-instructional salaries, employee benefits for certificated and classified employees, instructional materials, operating expenses and services and indirect costs.

Status
Submitted

Petaluma Joint Union High Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$55,126	\$0	100%	\$594,665	9.27%	\$539,539
2000 - Non-Instructional Salaries	\$41,240	\$0	100%	\$300,000	13.75%	\$258,760
3000 - Employee Benefits	\$42,592	\$0	100%	\$305,000	13.96%	\$262,408
4000 - Supplies and Materials	\$10,233	\$0	100%	\$65,000	15.74%	\$54,767
5000 - Other Operating Expenses and Services	\$13,271	\$0	100%	\$240,923	5.51%	\$227,652
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$16,125	\$0	100%	\$72,500	22.24%	\$56,375
Totals	\$185,037	\$0	100%	\$1,588,088	11.65%	\$1,403,051

Status
Unsubmitted

Petaluma Joint Union High Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$55,126	\$0	100%	\$594,665	9.27%	\$539,539
2000 - Non-Instructional Salaries	\$41,240	\$0	100%	\$300,000	13.75%	\$258,760
3000 - Employee Benefits	\$42,592	\$0	100%	\$305,000	13.96%	\$262,408
4000 - Supplies and Materials	\$10,233	\$0	100%	\$65,000	15.74%	\$54,767
5000 - Other Operating Expenses and Services	\$13,271	\$0	100%	\$240,923	5.51%	\$227,652
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$16,125	\$0	100%	\$72,500	22.24%	\$56,375
Totals	\$185,037	\$0	100%	\$1,588,088	11.65%	\$1,403,051

Status
Unsubmitted

Petaluma Joint Union High Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$55,126	\$0	100%	\$594,665	9.27%	\$539,539
2000 - Non-Instructional Salaries	\$41,240	\$0	100%	\$300,000	13.75%	\$258,760
3000 - Employee Benefits	\$42,592	\$0	100%	\$305,000	13.96%	\$262,408
4000 - Supplies and Materials	\$10,233	\$0	100%	\$65,000	15.74%	\$54,767
5000 - Other Operating Expenses and Services	\$13,271	\$0	100%	\$240,923	5.51%	\$227,652
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$16,125	\$0	100%	\$72,500	22.24%	\$56,375
Totals	\$185,037	\$0	100%	\$1,588,088	11.65%	\$1,403,051

Status
Unsubmitted

Sonoma Co. Office of Education

Sonoma 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	\$19,923	\$19,482	102.26%	\$88,556	22.5%	\$68,633
2000 - Non-Instructional Salaries	\$1,044	\$1,131	92.35%	\$16,150	6.46%	\$15,106
3000 - Employee Benefits	\$5,607	\$5,621	99.76%	\$26,765	20.95%	\$21,158
4000 - Supplies and Materials	\$8,678	\$8,748	99.19%	\$58,323	14.88%	\$49,645
5000 - Other Operating Expenses and Services	\$16,683	\$17,203	96.98%	\$132,327	12.61%	\$115,644
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,077	\$2,116	98.17%	\$12,445	16.69%	\$10,368
Totals	\$54,012	\$54,300	99.47%	\$334,566	16.14%	\$280,554

Summary of Activities:

Program costs for this quarter were in alignment with budget narratives with regard to instructional salaries, non-instructional salaries, employee benefits for certificated and classified employees, instructional materials, operating expenses and services and indirect costs.

Status
Submitted

Sonoma 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	\$19,923	\$38,965	51.13%	\$88,556	22.5%	\$68,633
2000 - Non-Instructional Salaries	\$1,044	\$1,615	64.64%	\$16,150	6.46%	\$15,106
3000 - Employee Benefits	\$5,607	\$11,241	49.88%	\$26,765	20.95%	\$21,158
4000 - Supplies and Materials	\$8,678	\$17,497	49.6%	\$58,323	14.88%	\$49,645
5000 - Other Operating Expenses and Services	\$16,683	\$39,698	42.02%	\$132,327	12.61%	\$115,644
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,077	\$4,231	49.09%	\$12,445	16.69%	\$10,368
Totals	\$54,012	\$113,247	47.69%	\$334,566	16.14%	\$280,554

Status
Unsubmitted

Sonoma 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	\$19,923	\$58,447	34.09%	\$88,556	22.5%	\$68,633
2000 - Non-Instructional Salaries	\$1,044	\$8,075	12.93%	\$16,150	6.46%	\$15,106
3000 - Employee Benefits	\$5,607	\$16,862	33.25%	\$26,765	20.95%	\$21,158
4000 - Supplies and Materials	\$8,678	\$37,910	22.89%	\$58,323	14.88%	\$49,645
5000 - Other Operating Expenses and Services	\$16,683	\$79,396	21.01%	\$132,327	12.61%	\$115,644
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,077	\$7,467	27.82%	\$12,445	16.69%	\$10,368
Totals	\$54,012	\$208,157	25.95%	\$334,566	16.14%	\$280,554

Status
Unsubmitted

Sonoma 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	\$19,923	\$88,556	22.5%	\$88,556	22.5%	\$68,633
2000 - Non-Instructional Salaries	\$1,044	\$16,150	6.46%	\$16,150	6.46%	\$15,106
3000 - Employee Benefits	\$5,607	\$26,765	20.95%	\$26,765	20.95%	\$21,158
4000 - Supplies and Materials	\$8,678	\$58,323	14.88%	\$58,323	14.88%	\$49,645
5000 - Other Operating Expenses and Services	\$16,683	\$132,327	12.61%	\$132,327	12.61%	\$115,644
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,077	\$12,445	16.69%	\$12,445	16.69%	\$10,368
Totals	\$54,012	\$334,566	16.14%	\$334,566	16.14%	\$280,554

Status
Unsubmitted

Sonoma County CCD

Sonoma County 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	\$43,496	\$77,636	56.03%	\$388,182	11.21%	\$344,686
2000 - Non-Instructional Salaries	\$99,945	\$172,383	57.98%	\$783,561	12.76%	\$683,616
3000 - Employee Benefits	\$63,713	\$107,132	59.47%	\$486,963	13.08%	\$423,250
4000 - Supplies and Materials	\$5,826	\$6,069	95.99%	\$24,277	24%	\$18,451
5000 - Other Operating Expenses and Services	\$13,672	\$12,493	109.44%	\$49,972	27.36%	\$36,300
6000 - Capital Outlay	\$23,572	\$19,754	119.33%	\$98,769	23.87%	\$75,197
7000 - Other Outgo	\$1,250	\$4,561	27.41%	\$18,244	6.85%	\$16,994
Indirect Costs	\$0	\$14,800	0%	\$74,000	0%	\$74,000
Totals	\$251,474	\$414,829	60.62%	\$1,923,968	13.07%	\$1,672,494

Corrective Action Plan

Indirect Costs will be charged in Quarter two and Quarter four. Instructional and non-instructional salaries and benefits will increase when the department is fully staffed.

Summary of Activities:

The Adult Education Department continues to support all Consortium service providers and SRJC departments serving students in the seven CAEP areas. Major projects include the expansion of Career Education to include Home Child Care Provider licensing program, three new levels of computer basics focusing on Google Applications, development of four additional certificates in Construction and two in business-related services, and the launch of Virtual Classroom to expand our service area. In addition, the Outreach Specialists started the Student Ambassador program for the Consortium, where seven AE students are being trained in civics leadership and advocacy.

Status
Submitted

Sonoma County 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	\$43,496	\$155,273	28.01%	\$388,182	11.21%	\$344,686
2000 - Non-Instructional Salaries	\$99,945	\$344,767	28.99%	\$783,561	12.76%	\$683,616
3000 - Employee Benefits	\$63,713	\$214,264	29.74%	\$486,963	13.08%	\$423,250
4000 - Supplies and Materials	\$5,826	\$12,139	48%	\$24,277	24%	\$18,451
5000 - Other Operating Expenses and Services	\$13,672	\$24,986	54.72%	\$49,972	27.36%	\$36,300
6000 - Capital Outlay	\$23,572	\$39,508	59.66%	\$98,769	23.87%	\$75,197
7000 - Other Outgo	\$1,250	\$9,122	13.7%	\$18,244	6.85%	\$16,994
Indirect Costs	\$0	\$29,600	0%	\$74,000	0%	\$74,000
Totals	\$251,474	\$829,657	30.31%	\$1,923,968	13.07%	\$1,672,494

Status
Unsubmitted

Sonoma County 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	\$43,496	\$232,909	18.68%	\$388,182	11.21%	\$344,686
2000 - Non-Instructional Salaries	\$99,945	\$517,150	19.33%	\$783,561	12.76%	\$683,616
3000 - Employee Benefits	\$63,713	\$321,396	19.82%	\$486,963	13.08%	\$423,250
4000 - Supplies and Materials	\$5,826	\$18,208	32%	\$24,277	24%	\$18,451
5000 - Other Operating Expenses and Services	\$13,672	\$37,479	36.48%	\$49,972	27.36%	\$36,300
6000 - Capital Outlay	\$23,572	\$59,261	39.78%	\$98,769	23.87%	\$75,197
7000 - Other Outgo	\$1,250	\$13,683	9.14%	\$18,244	6.85%	\$16,994
Indirect Costs	\$0	\$44,400	0%	\$74,000	0%	\$74,000
Totals	\$251,474	\$1,244,486	20.21%	\$1,923,968	13.07%	\$1,672,494

Status
Unsubmitted

Sonoma County 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	\$43,496	\$310,546	14.01%	\$388,182	11.21%	\$344,686
2000 - Non-Instructional Salaries	\$99,945	\$689,534	14.49%	\$783,561	12.76%	\$683,616
3000 - Employee Benefits	\$63,713	\$428,527	14.87%	\$486,963	13.08%	\$423,250
4000 - Supplies and Materials	\$5,826	\$24,277	24%	\$24,277	24%	\$18,451
5000 - Other Operating Expenses and Services	\$13,672	\$49,972	27.36%	\$49,972	27.36%	\$36,300
6000 - Capital Outlay	\$23,572	\$79,015	29.83%	\$98,769	23.87%	\$75,197
7000 - Other Outgo	\$1,250	\$18,244	6.85%	\$18,244	6.85%	\$16,994
Indirect Costs	\$0	\$59,200	0%	\$74,000	0%	\$74,000
Totals	\$251,474	\$1,659,315	15.16%	\$1,923,968	13.07%	\$1,672,494

Status
Unsubmitted



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Community
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