

# 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	Certified	Uncertified	Uncertified

## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Petaluma Joint Union High</a>	Submitted	Submitted	Not Submitted	Not Submitted
<a href="#">Sonoma Co. Office of Education</a>	Submitted	Submitted	Not Submitted	Not Submitted
<a href="#">Sonoma County CCD</a>	Submitted	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
<b>Totals</b>	<b>\$185,037</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,588,088</b>	<b>11.65%</b>	<b>\$1,403,051</b>

### 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	\$202,838	\$0	100%	\$594,665	34.11%	\$391,827
2000 - Non-Instructional Salaries	\$109,510	\$0	100%	\$300,000	36.5%	\$190,490
3000 - Employee Benefits	\$112,105	\$0	100%	\$305,000	36.76%	\$192,895
4000 - Supplies and Materials	\$38,136	\$0	100%	\$65,000	58.67%	\$26,864
5000 - Other Operating Expenses and Services	\$20,245	\$0	100%	\$240,923	8.4%	\$220,678
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$32,250	\$0	100%	\$72,500	44.48%	\$40,250
<b>Totals</b>	<b>\$521,534</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,588,088</b>	<b>32.84%</b>	<b>\$1,066,554</b>

### Summary of Activities:

Petaluma Adult School continues to serve students in the approved CAEP program areas. We have established a new site for ASE service in Windsor - this program is growing, and we had three graduates who participated in our graduation ceremony this week (40+ grads in all for Fall 2019). We have also added a morning ESL level 4 class as well as a HSD/HSE class with childcare (Spanish and English HISET prep as well). Attendance and student outcomes continue to grow each year.

**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

Nancy Emanuele 7784633, Principal

Nancy Miller 5274720, Director of Regional Adult Education Programs

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$202,838	\$0	100%	\$594,665	34.11%	\$391,827
2000 - Non-Instructional Salaries	\$109,510	\$0	100%	\$300,000	36.5%	\$190,490
3000 - Employee Benefits	\$112,105	\$0	100%	\$305,000	36.76%	\$192,895
4000 - Supplies and Materials	\$38,136	\$0	100%	\$65,000	58.67%	\$26,864
5000 - Other Operating Expenses and Services	\$20,245	\$0	100%	\$240,923	8.4%	\$220,678
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$32,250	\$0	100%	\$72,500	44.48%	\$40,250
<b>Totals</b>	<b>\$521,534</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,588,088</b>	<b>32.84%</b>	<b>\$1,066,554</b>

**Status**  
**Unsubmitted**

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**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	\$202,838	\$0	100%	\$594,665	34.11%	\$391,827
2000 - Non-Instructional Salaries	\$109,510	\$0	100%	\$300,000	36.5%	\$190,490
3000 - Employee Benefits	\$112,105	\$0	100%	\$305,000	36.76%	\$192,895
4000 - Supplies and Materials	\$38,136	\$0	100%	\$65,000	58.67%	\$26,864
5000 - Other Operating Expenses and Services	\$20,245	\$0	100%	\$240,923	8.4%	\$220,678
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$32,250	\$0	100%	\$72,500	44.48%	\$40,250
<b>Totals</b>	<b>\$521,534</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,588,088</b>	<b>32.84%</b>	<b>\$1,066,554</b>

**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
<b>Totals</b>	<b>\$54,012</b>	<b>\$54,300</b>	<b>99.47%</b>	<b>\$334,566</b>	<b>16.14%</b>	<b>\$280,554</b>

### 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	\$39,892	\$38,965	102.38%	\$88,556	45.05%	\$48,664
2000 - Non-Instructional Salaries	\$2,549	\$1,615	157.83%	\$16,150	15.78%	\$13,601
3000 - Employee Benefits	\$11,543	\$11,241	102.68%	\$26,765	43.13%	\$15,222
4000 - Supplies and Materials	\$10,677	\$17,497	61.02%	\$58,323	18.31%	\$47,646
5000 - Other Operating Expenses and Services	\$45,784	\$39,698	115.33%	\$132,327	34.6%	\$86,543
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,418	\$4,231	104.41%	\$12,445	35.5%	\$8,027
<b>Totals</b>	<b>\$114,863</b>	<b>\$113,247</b>	<b>101.43%</b>	<b>\$334,566</b>	<b>34.33%</b>	<b>\$219,703</b>

### 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**

### 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

Stephen Jackson

Nancy Miller 5274720, Director of Regional Adult Education Programs

Jeanine Thibeau 5242630, Internal Fiscal Analyst

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$39,892	\$58,447	68.25%	\$88,556	45.05%	\$48,664
2000 - Non-Instructional Salaries	\$2,549	\$8,075	31.57%	\$16,150	15.78%	\$13,601
3000 - Employee Benefits	\$11,543	\$16,862	68.46%	\$26,765	43.13%	\$15,222
4000 - Supplies and Materials	\$10,677	\$37,910	28.16%	\$58,323	18.31%	\$47,646
5000 - Other Operating Expenses and Services	\$45,784	\$79,396	57.67%	\$132,327	34.6%	\$86,543
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,418	\$7,467	59.17%	\$12,445	35.5%	\$8,027
<b>Totals</b>	<b>\$114,863</b>	<b>\$208,157</b>	<b>55.18%</b>	<b>\$334,566</b>	<b>34.33%</b>	<b>\$219,703</b>

**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	\$39,892	\$88,556	45.05%	\$88,556	45.05%	\$48,664
2000 - Non-Instructional Salaries	\$2,549	\$16,150	15.78%	\$16,150	15.78%	\$13,601
3000 - Employee Benefits	\$11,543	\$26,765	43.13%	\$26,765	43.13%	\$15,222
4000 - Supplies and Materials	\$10,677	\$58,323	18.31%	\$58,323	18.31%	\$47,646
5000 - Other Operating Expenses and Services	\$45,784	\$132,327	34.6%	\$132,327	34.6%	\$86,543
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,418	\$12,445	35.5%	\$12,445	35.5%	\$8,027
<b>Totals</b>	<b>\$114,863</b>	<b>\$334,566</b>	<b>34.33%</b>	<b>\$334,566</b>	<b>34.33%</b>	<b>\$219,703</b>

**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
<b>Totals</b>	<b>\$251,474</b>	<b>\$414,829</b>	<b>60.62%</b>	<b>\$1,923,968</b>	<b>13.07%</b>	<b>\$1,672,494</b>

### 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**

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### 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	\$125,840	\$155,273	81.04%	\$388,182	32.42%	\$262,342
2000 - Non-Instructional Salaries	\$200,132	\$344,767	58.05%	\$783,561	25.54%	\$583,429
3000 - Employee Benefits	\$140,613	\$214,264	65.63%	\$486,963	28.88%	\$346,350
4000 - Supplies and Materials	\$15,017	\$12,139	123.71%	\$24,277	61.86%	\$9,260
5000 - Other Operating Expenses and Services	\$25,870	\$24,986	103.54%	\$49,972	51.77%	\$24,102
6000 - Capital Outlay	\$23,572	\$39,508	59.66%	\$98,769	23.87%	\$75,197
7000 - Other Outgo	\$1,282	\$9,122	14.05%	\$18,244	7.03%	\$16,962
Indirect Costs	\$21,202	\$29,600	71.63%	\$74,000	28.65%	\$52,798
<b>Totals</b>	<b>\$553,528</b>	<b>\$829,657</b>	<b>66.72%</b>	<b>\$1,923,968</b>	<b>28.77%</b>	<b>\$1,370,440</b>

### Corrective Action Plan

The SRJC Adult Education Department is in the process of purchasing office and classroom furniture. We expected this expense to occur in December 2019, but the furniture did not arrive until January 2020.

### Summary of Activities:

The Adult Education staff continues to provide support in recruitment, retention and recognition of all students served through the Sonoma County Consortium. The Outreach Specialists have focused on retention and certificate completion for students in the short term career education courses. Through December 2019 over 100 students have earned a non credit career certificate through SRJC. We have also focused on the use of social media platforms to recruit new students into all areas of Adult Education programming.

**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

Nancy Miller 5274720, Director of Regional Adult Education Programs  
Jessica Pardoe, ESL Department Chair

**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	\$125,840	\$232,909	54.03%	\$388,182	32.42%	\$262,342
2000 - Non-Instructional Salaries	\$200,132	\$517,150	38.7%	\$783,561	25.54%	\$583,429
3000 - Employee Benefits	\$140,613	\$321,396	43.75%	\$486,963	28.88%	\$346,350
4000 - Supplies and Materials	\$15,017	\$18,208	82.48%	\$24,277	61.86%	\$9,260
5000 - Other Operating Expenses and Services	\$25,870	\$37,479	69.03%	\$49,972	51.77%	\$24,102
6000 - Capital Outlay	\$23,572	\$59,261	39.78%	\$98,769	23.87%	\$75,197
7000 - Other Outgo	\$1,282	\$13,683	9.37%	\$18,244	7.03%	\$16,962
Indirect Costs	\$21,202	\$44,400	47.75%	\$74,000	28.65%	\$52,798
<b>Totals</b>	<b>\$553,528</b>	<b>\$1,244,486</b>	<b>44.48%</b>	<b>\$1,923,968</b>	<b>28.77%</b>	<b>\$1,370,440</b>

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	\$125,840	\$310,546	40.52%	\$388,182	32.42%	\$262,342
2000 - Non-Instructional Salaries	\$200,132	\$689,534	29.02%	\$783,561	25.54%	\$583,429
3000 - Employee Benefits	\$140,613	\$428,527	32.81%	\$486,963	28.88%	\$346,350
4000 - Supplies and Materials	\$15,017	\$24,277	61.86%	\$24,277	61.86%	\$9,260
5000 - Other Operating Expenses and Services	\$25,870	\$49,972	51.77%	\$49,972	51.77%	\$24,102
6000 - Capital Outlay	\$23,572	\$79,015	29.83%	\$98,769	23.87%	\$75,197
7000 - Other Outgo	\$1,282	\$18,244	7.03%	\$18,244	7.03%	\$16,962
Indirect Costs	\$21,202	\$59,200	35.81%	\$74,000	28.65%	\$52,798
<b>Totals</b>	<b>\$553,528</b>	<b>\$1,659,315</b>	<b>33.36%</b>	<b>\$1,923,968</b>	<b>28.77%</b>	<b>\$1,370,440</b>

**Status**  
Unsubmitted



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