

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	Certified	Uncertified

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Petaluma Joint Union High	Submitted	Submitted	Submitted	Not Submitted
Sonoma Co. Office of Education	Submitted	Submitted	Submitted	Not Submitted
Sonoma County CCD	Submitted	Submitted	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	\$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
Totals	\$521,534	\$0	100%	\$1,588,088	32.84%	\$1,066,554

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 HSET 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	\$303,140	\$0	100%	\$594,665	50.98%	\$291,525
2000 - Non-Instructional Salaries	\$171,418	\$0	100%	\$300,000	57.14%	\$128,582
3000 - Employee Benefits	\$172,458	\$0	100%	\$305,000	56.54%	\$132,542
4000 - Supplies and Materials	\$42,447	\$0	100%	\$65,000	65.3%	\$22,553
5000 - Other Operating Expenses and Services	\$29,894	\$0	100%	\$240,923	12.41%	\$211,029
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
Totals	\$758,057	\$0	100%	\$1,588,088	47.73%	\$830,031

Summary of Activities:

For Q3, Petaluma Adult School continued to offer a full complement of classes in ASE, ESL-Citizenship, Parent Education (Helping Children Succeed in School), computers and some staff support for services provided to students through our family resource center. In mid March, after the extended spring break and planning for shift to DL , all classes for the last week of March through the end of the school year are offered via distance learning. It is evident that I, the principal, was far too conservative in my planning and spending for this fiscal year. We had a large increase this year in certificated pay rates and prep time as well as an increase in classified pay rates. I am in the process of thoughtfully spending CAEP funds to prepare for more distance learning and blended learning for summer and in future.

Status
Submitted

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	\$303,140	\$0	100%	\$594,665	50.98%	\$291,525
2000 - Non-Instructional Salaries	\$171,418	\$0	100%	\$300,000	57.14%	\$128,582
3000 - Employee Benefits	\$172,458	\$0	100%	\$305,000	56.54%	\$132,542
4000 - Supplies and Materials	\$42,447	\$0	100%	\$65,000	65.3%	\$22,553
5000 - Other Operating Expenses and Services	\$29,894	\$0	100%	\$240,923	12.41%	\$211,029
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
Totals	\$758,057	\$0	100%	\$1,588,088	47.73%	\$830,031

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	\$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
Totals	\$114,863	\$113,247	101.43%	\$334,566	34.33%	\$219,703

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	\$63,416	\$58,447	108.5%	\$88,556	71.61%	\$25,140
2000 - Non-Instructional Salaries	\$4,299	\$8,075	53.24%	\$16,150	26.62%	\$11,851
3000 - Employee Benefits	\$18,250	\$16,862	108.23%	\$26,765	68.19%	\$8,515
4000 - Supplies and Materials	\$12,861	\$37,910	33.93%	\$58,323	22.05%	\$45,462
5000 - Other Operating Expenses and Services	\$65,757	\$79,396	82.82%	\$132,327	49.69%	\$66,570
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,583	\$7,467	88.16%	\$12,445	52.9%	\$5,862
Totals	\$171,166	\$208,157	82.23%	\$334,566	51.16%	\$163,400

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 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	\$63,416	\$88,556	71.61%	\$88,556	71.61%	\$25,140
2000 - Non-Instructional Salaries	\$4,299	\$16,150	26.62%	\$16,150	26.62%	\$11,851
3000 - Employee Benefits	\$18,250	\$26,765	68.19%	\$26,765	68.19%	\$8,515
4000 - Supplies and Materials	\$12,861	\$58,323	22.05%	\$58,323	22.05%	\$45,462
5000 - Other Operating Expenses and Services	\$65,757	\$132,327	49.69%	\$132,327	49.69%	\$66,570
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,583	\$12,445	52.9%	\$12,445	52.9%	\$5,862
Totals	\$171,166	\$334,566	51.16%	\$334,566	51.16%	\$163,400

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	\$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
Totals	\$553,528	\$829,657	66.72%	\$1,923,968	28.77%	\$1,370,440

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	\$188,270	\$232,909	80.83%	\$388,182	48.5%	\$199,912
2000 - Non-Instructional Salaries	\$298,165	\$517,150	57.66%	\$783,561	38.05%	\$485,396
3000 - Employee Benefits	\$207,499	\$321,396	64.56%	\$486,963	42.61%	\$279,464
4000 - Supplies and Materials	\$20,070	\$18,208	110.23%	\$24,277	82.67%	\$4,207
5000 - Other Operating Expenses and Services	\$48,343	\$37,479	128.99%	\$49,972	96.74%	\$1,629
6000 - Capital Outlay	\$33,980	\$59,261	57.34%	\$98,769	34.4%	\$64,789
7000 - Other Outgo	\$4,218	\$13,683	30.83%	\$18,244	23.12%	\$14,026
Indirect Costs	\$32,031	\$44,400	72.14%	\$74,000	43.29%	\$41,969
Totals	\$832,576	\$1,244,486	66.9%	\$1,923,968	43.27%	\$1,091,392

Corrective Action Plan

The Santa Rosa Junior College spent less in the 2000 and 3000 category than expected because we had budgeted for a full-time testing technician, and we were only utilizing a part-time temporary employee to back fill some of the hours during the hiring process. The full time technician will start in August 2020, so we expect that our expenditures in these categories will increase. Additionally, we did not have the demand for child care services at all locations, as we have had in the past, so funding in the other outgo category decreased as well. We will move this funding into either the 4000 or 5000 area to purchase technology for student use while we are in a remote learning environment.

Summary of Activities:

During the third quarter of the year, SRJC increased the number of sections devoted to developing skills for computers in the workplace. We purchased an additional computer lab to deploy at one of our partner district learning hubs and focused on developing curriculum for the construction certificates and the third level computer certificate, which focuses on the use of Google Suite. We also expanded our use of social media to communicate with our students and community during the month of March to let students know that we would be continuing the programs in an online format. Our College/Program really focused on instructor training and collaboration to serve students in an online platform

Status
Submitted

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	\$188,270	\$310,546	60.63%	\$388,182	48.5%	\$199,912
2000 - Non-Instructional Salaries	\$298,165	\$689,534	43.24%	\$783,561	38.05%	\$485,396
3000 - Employee Benefits	\$207,499	\$428,527	48.42%	\$486,963	42.61%	\$279,464
4000 - Supplies and Materials	\$20,070	\$24,277	82.67%	\$24,277	82.67%	\$4,207
5000 - Other Operating Expenses and Services	\$48,343	\$49,972	96.74%	\$49,972	96.74%	\$1,629
6000 - Capital Outlay	\$33,980	\$79,015	43%	\$98,769	34.4%	\$64,789
7000 - Other Outgo	\$4,218	\$18,244	23.12%	\$18,244	23.12%	\$14,026
Indirect Costs	\$32,031	\$59,200	54.11%	\$74,000	43.29%	\$41,969
Totals	\$832,576	\$1,659,315	50.18%	\$1,923,968	43.27%	\$1,091,392

Status
Unsubmitted



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