

CAEP Consortium Fiscal Reporting 61 Sonoma County Adult Education Consortium

2020-21 Fiscal Year

Certification

Certified By

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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	\$110,213	\$160,000	68.88%	\$800,000	13.78%	\$689,787
2000 - Non-Instructional Salaries	\$37,939	\$83,750	45.3%	\$335,000	11.33%	\$297,061
3000 - Employee Benefits	\$57,034	\$81,250	70.2%	\$325,000	17.55%	\$267,966
4000 - Supplies and Materials	\$11,627	\$43,500	26.73%	\$145,000	8.02%	\$133,373
5000 - Other Operating Expenses and Services	\$11,024	\$12,315	89.52%	\$123,150	8.95%	\$112,126
6000 - Capital Outlay	\$0	\$0	100%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$17,783	\$17,783	100%	\$71,133	25%	\$53,350
Totals	\$245,620	\$398,598	61.62%	\$1,819,283	13.5%	\$1,573,663

Corrective Action Plan

1000s - our classes were just getting started in August and September; we anticipate hitting or nearing spending targets for 1000s in the next quarter as classes are now in full swing. We are also attempting to add additional classes in parent education, ASE and computers. We will be hiring a .5 computer teacher to replace a retiree. 2000s - same here, programs that employ classified employees have just gotten into full swing. We are going to fill an existing .5 learning center coordinator which will add to expenditures in this area. 3000s, this category will grow as the former two do. We anticipate easily spending sufficiently in the 4000s as we are able to have POs move in a timely manner through our district business office for technology purchases. 5000s are close to target.

Summary of Activities:

We continue to offer ten sections of ESL, two sections of preparation for naturalization, HSD/HSE - over 250 students enrolled at this time, six sections of parent education and support for our family resource center that provides wrap-around services to support all of our learners. Plans for growth include additional parent education and ESL sections, the hiring of a .5 CTE teacher and a .5 learning center coordinator.

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	\$110,213	\$360,000	30.61%	\$800,000	13.78%	\$689,787
2000 - Non-Instructional Salaries	\$37,939	\$201,000	18.88%	\$335,000	11.33%	\$297,061
3000 - Employee Benefits	\$57,034	\$195,000	29.25%	\$325,000	17.55%	\$267,966
4000 - Supplies and Materials	\$11,627	\$94,250	12.34%	\$145,000	8.02%	\$133,373
5000 - Other Operating Expenses and Services	\$11,024	\$86,205	12.79%	\$123,150	8.95%	\$112,126
6000 - Capital Outlay	\$0	\$4,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$17,783	\$35,567	50%	\$71,133	25%	\$53,350
Totals	\$245,620	\$976,022	25.17%	\$1,819,283	13.5%	\$1,573,663

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	\$110,213	\$640,000	17.22%	\$800,000	13.78%	\$689,787
2000 - Non-Instructional Salaries	\$37,939	\$268,000	14.16%	\$335,000	11.33%	\$297,061
3000 - Employee Benefits	\$57,034	\$260,000	21.94%	\$325,000	17.55%	\$267,966
4000 - Supplies and Materials	\$11,627	\$137,750	8.44%	\$145,000	8.02%	\$133,373
5000 - Other Operating Expenses and Services	\$11,024	\$110,835	9.95%	\$123,150	8.95%	\$112,126
6000 - Capital Outlay	\$0	\$14,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$17,783	\$53,350	33.33%	\$71,133	25%	\$53,350
Totals	\$245,620	\$1,483,935	16.55%	\$1,819,283	13.5%	\$1,573,663

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	\$110,213	\$800,000	13.78%	\$800,000	13.78%	\$689,787
2000 - Non-Instructional Salaries	\$37,939	\$335,000	11.33%	\$335,000	11.33%	\$297,061
3000 - Employee Benefits	\$57,034	\$325,000	17.55%	\$325,000	17.55%	\$267,966
4000 - Supplies and Materials	\$11,627	\$145,000	8.02%	\$145,000	8.02%	\$133,373
5000 - Other Operating Expenses and Services	\$11,024	\$123,150	8.95%	\$123,150	8.95%	\$112,126
6000 - Capital Outlay	\$0	\$20,000	0%	\$20,000	0%	\$20,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$17,783	\$71,133	25%	\$71,133	25%	\$53,350
Totals	\$245,620	\$1,819,283	13.5%	\$1,819,283	13.5%	\$1,573,663

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	\$185	\$10,092	1.83%	\$100,919	0.18%	\$100,734
2000 - Non-Instructional Salaries	\$0	\$1,379	0%	\$13,785	0%	\$13,785
3000 - Employee Benefits	\$36	\$2,835	1.27%	\$28,350	0.13%	\$28,314
4000 - Supplies and Materials	\$198	\$4,925	4.02%	\$49,250	0.4%	\$49,052
5000 - Other Operating Expenses and Services	\$3,802	\$13,682	27.79%	\$136,816	2.78%	\$133,014
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$169	\$1,317	12.84%	\$13,165	1.28%	\$12,996
Totals	\$4,390	\$34,229	12.83%	\$342,285	1.28%	\$337,895

Corrective Action Plan

Expenses have been less than anticipated due to COVID19 Pandemic.

Summary of Activities:

Program costs for this quarter were spent according to plan narratives in the area of instructional salaries, employee benefits for certificated 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	\$185	\$20,184	0.92%	\$100,919	0.18%	\$100,734
2000 - Non-Instructional Salaries	\$0	\$2,757	0%	\$13,785	0%	\$13,785
3000 - Employee Benefits	\$36	\$5,670	0.63%	\$28,350	0.13%	\$28,314
4000 - Supplies and Materials	\$198	\$9,850	2.01%	\$49,250	0.4%	\$49,052
5000 - Other Operating Expenses and Services	\$3,802	\$27,363	13.89%	\$136,816	2.78%	\$133,014
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$169	\$2,633	6.42%	\$13,165	1.28%	\$12,996
Totals	\$4,390	\$68,457	6.41%	\$342,285	1.28%	\$337,895

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	\$185	\$50,460	0.37%	\$100,919	0.18%	\$100,734
2000 - Non-Instructional Salaries	\$0	\$6,893	0%	\$13,785	0%	\$13,785
3000 - Employee Benefits	\$36	\$14,175	0.25%	\$28,350	0.13%	\$28,314
4000 - Supplies and Materials	\$198	\$24,625	0.8%	\$49,250	0.4%	\$49,052
5000 - Other Operating Expenses and Services	\$3,802	\$68,408	5.56%	\$136,816	2.78%	\$133,014
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$169	\$6,583	2.57%	\$13,165	1.28%	\$12,996
Totals	\$4,390	\$171,143	2.57%	\$342,285	1.28%	\$337,895

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	\$185	\$100,919	0.18%	\$100,919	0.18%	\$100,734
2000 - Non-Instructional Salaries	\$0	\$13,785	0%	\$13,785	0%	\$13,785
3000 - Employee Benefits	\$36	\$28,350	0.13%	\$28,350	0.13%	\$28,314
4000 - Supplies and Materials	\$198	\$49,250	0.4%	\$49,250	0.4%	\$49,052
5000 - Other Operating Expenses and Services	\$3,802	\$136,816	2.78%	\$136,816	2.78%	\$133,014
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$169	\$13,165	1.28%	\$13,165	1.28%	\$12,996
Totals	\$4,390	\$342,285	1.28%	\$342,285	1.28%	\$337,895

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	\$47,708	\$100,000	47.71%	\$400,000	11.93%	\$352,292
2000 - Non-Instructional Salaries	\$98,509	\$187,500	52.54%	\$750,000	13.13%	\$651,491
3000 - Employee Benefits	\$64,172	\$86,250	74.4%	\$345,000	18.6%	\$280,828
4000 - Supplies and Materials	\$3,002	\$12,500	24.02%	\$50,000	6%	\$46,998
5000 - Other Operating Expenses and Services	\$3,336	\$25,000	13.34%	\$100,000	3.34%	\$96,664
6000 - Capital Outlay	\$0	\$0	100%	\$100,000	0%	\$100,000
7000 - Other Outgo	\$0	\$0	100%	\$5,000	0%	\$5,000
Indirect Costs	\$8,722	\$21,799	40.01%	\$87,197	10%	\$78,475
Totals	\$225,449	\$433,049	52.06%	\$1,837,197	12.27%	\$1,611,748

Corrective Action Plan

Staff anticipated hiring a full time testing technician for the 2020-21 year but that did not happen in July. We expect the position to start in December and will have additional expenses in the 2000 category. We are also spending less funding on distance learning than we do on face to face classes. We expect to spend more funding on textbook cost offsets for students in the 4000 category and we will have several instructors and classified professionals attending conferences (virtual) in spring 2021.

Summary of Activities:

The Santa Rosa Junior College Adult Education Programs concentrated on transitioning courses to a distance learning format. Instructors and staff attended the NCWE (National Council on Workforce Education) in October 2020. Instructors were paid to develop online content. Classified professionals provide intensive support for both students and instructors in an online environment which includes assisting with the registration and enrollment process, technology support and follow up with students who stop attending classes. The Data and Accountability Manager oversees the testing process and manages the scheduling of classes, as well as the collection of data. We do both drive-in testing, as well as one to one testing online.

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	\$47,708	\$200,000	23.85%	\$400,000	11.93%	\$352,292
2000 - Non-Instructional Salaries	\$98,509	\$375,000	26.27%	\$750,000	13.13%	\$651,491
3000 - Employee Benefits	\$64,172	\$172,500	37.2%	\$345,000	18.6%	\$280,828
4000 - Supplies and Materials	\$3,002	\$25,000	12.01%	\$50,000	6%	\$46,998
5000 - Other Operating Expenses and Services	\$3,336	\$50,000	6.67%	\$100,000	3.34%	\$96,664
6000 - Capital Outlay	\$0	\$33,000	0%	\$100,000	0%	\$100,000
7000 - Other Outgo	\$0	\$0	100%	\$5,000	0%	\$5,000
Indirect Costs	\$8,722	\$43,599	20.01%	\$87,197	10%	\$78,475
Totals	\$225,449	\$899,099	25.08%	\$1,837,197	12.27%	\$1,611,748

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	\$47,708	\$300,000	15.9%	\$400,000	11.93%	\$352,292
2000 - Non-Instructional Salaries	\$98,509	\$562,500	17.51%	\$750,000	13.13%	\$651,491
3000 - Employee Benefits	\$64,172	\$258,750	24.8%	\$345,000	18.6%	\$280,828
4000 - Supplies and Materials	\$3,002	\$37,500	8.01%	\$50,000	6%	\$46,998
5000 - Other Operating Expenses and Services	\$3,336	\$75,000	4.45%	\$100,000	3.34%	\$96,664
6000 - Capital Outlay	\$0	\$67,000	0%	\$100,000	0%	\$100,000
7000 - Other Outgo	\$0	\$0	100%	\$5,000	0%	\$5,000
Indirect Costs	\$8,722	\$65,398	13.34%	\$87,197	10%	\$78,475
Totals	\$225,449	\$1,366,148	16.5%	\$1,837,197	12.27%	\$1,611,748

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	\$47,708	\$400,000	11.93%	\$400,000	11.93%	\$352,292
2000 - Non-Instructional Salaries	\$98,509	\$750,000	13.13%	\$750,000	13.13%	\$651,491
3000 - Employee Benefits	\$64,172	\$345,000	18.6%	\$345,000	18.6%	\$280,828
4000 - Supplies and Materials	\$3,002	\$50,000	6%	\$50,000	6%	\$46,998
5000 - Other Operating Expenses and Services	\$3,336	\$100,000	3.34%	\$100,000	3.34%	\$96,664
6000 - Capital Outlay	\$0	\$100,000	0%	\$100,000	0%	\$100,000
7000 - Other Outgo	\$0	\$5,000	0%	\$5,000	0%	\$5,000
Indirect Costs	\$8,722	\$87,197	10%	\$87,197	10%	\$78,475
Totals	\$225,449	\$1,837,197	12.27%	\$1,837,197	12.27%	\$1,611,748

Status
Unsubmitted



California
Community
Colleges



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