

CAEP Consortium Fiscal Reporting 61 Sonoma County Adult Education Consortium

2020-21 Fiscal Year

Certification

Certified By

Stephanie Dirks

Accountant

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
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	\$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	\$315,301	\$360,000	87.58%	\$800,000	39.41%	\$484,699
2000 - Non-Instructional Salaries	\$84,992	\$201,000	42.28%	\$335,000	25.37%	\$250,008
3000 - Employee Benefits	\$137,288	\$195,000	70.4%	\$325,000	42.24%	\$187,712
4000 - Supplies and Materials	\$134,294	\$94,250	142.49%	\$145,000	92.62%	\$10,706
5000 - Other Operating Expenses and Services	\$15,560	\$86,205	18.05%	\$123,150	12.63%	\$107,590
6000 - Capital Outlay	\$61	\$4,000	1.53%	\$20,000	0.31%	\$19,939
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$35,566	\$35,567	100%	\$71,133	50%	\$35,567
Totals	\$723,062	\$976,022	74.08%	\$1,819,283	39.74%	\$1,096,221

Summary of Activities:

During Quarter 2 Petaluma Adult School/Petaluma Joint Union High School District continued the offering of fully online classes in our CAEP program areas of ASE (HSD, both English and Spanish HiSET), ABE/ESL/Citizenship, Parent Education/Programs to support K-12 Student Success (AVANCE, Pasitos, Primeros Pasitos) and some support for the Family Resource Center wraparound programs that support all students' success and persistence through management of barriers to education. We hired a computer education teacher (part-time, online teacher, we will hire a .5 computer teacher as soon as we are able to recruit one), and a part-time math support teacher for ASE. Our ASE program has been growing which has necessitated paying staff for additional hours teaching Odysseyware and scoring student work for HSD completion. We have also added a K-12 Student Success parent education class to support our district's adults/parents during online learning for their children.

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

Nancy Emanuele 7784633, Principal

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	\$448,681	\$640,000	70.11%	\$800,000	56.09%	\$351,319
2000 - Non-Instructional Salaries	\$133,313	\$268,000	49.74%	\$335,000	39.79%	\$201,687
3000 - Employee Benefits	\$205,619	\$260,000	79.08%	\$325,000	63.27%	\$119,381
4000 - Supplies and Materials	\$140,566	\$137,750	102.04%	\$145,000	96.94%	\$4,434
5000 - Other Operating Expenses and Services	\$20,108	\$110,835	18.14%	\$123,150	16.33%	\$103,042
6000 - Capital Outlay	\$61	\$14,000	0.44%	\$20,000	0.31%	\$19,939
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$51,754	\$53,350	97.01%	\$71,133	72.76%	\$19,379
Totals	\$1,000,102	\$1,483,935	67.4%	\$1,819,283	54.97%	\$819,181

Summary of Activities:

During Quarter 3 Petaluma Adult School/Petaluma Joint Union High School District continued the offering of fully online classes in our CAEP program areas of ASE (HSD, both English and Spanish HiSET), ABE/ESL/Citizenship, Parent Education/Programs to support K-12 Student Success (AVANCE, Pasitos, Primeros Pasitos) and some support for the Family Resource Center wraparound programs that support all students' success and persistence through management of barriers to education. We hired a computer education teacher (part-time, online teacher, we will hire a .5 computer teacher as soon as we are able to recruit one), and a part-time math support teacher for ASE. Our ASE program has been growing which has necessitated paying staff for additional hours teaching Odysseyware and scoring student work for HSD completion. We have also added a K-12 Student Success parent education class to support our district's adults/parents during online learning for their children.

**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	\$448,681	\$800,000	56.09%	\$800,000	56.09%	\$351,319
2000 - Non-Instructional Salaries	\$133,313	\$335,000	39.79%	\$335,000	39.79%	\$201,687
3000 - Employee Benefits	\$205,619	\$325,000	63.27%	\$325,000	63.27%	\$119,381
4000 - Supplies and Materials	\$140,566	\$145,000	96.94%	\$145,000	96.94%	\$4,434
5000 - Other Operating Expenses and Services	\$20,108	\$123,150	16.33%	\$123,150	16.33%	\$103,042
6000 - Capital Outlay	\$61	\$20,000	0.31%	\$20,000	0.31%	\$19,939
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$51,754	\$71,133	72.76%	\$71,133	72.76%	\$19,379
Totals	\$1,000,102	\$1,819,283	54.97%	\$1,819,283	54.97%	\$819,181

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	\$5,182	\$20,184	25.67%	\$100,919	5.13%	\$95,737
2000 - Non-Instructional Salaries	\$0	\$2,757	0%	\$13,785	0%	\$13,785
3000 - Employee Benefits	\$1,008	\$5,670	17.78%	\$28,350	3.56%	\$27,342
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	\$10,359	\$68,457	15.13%	\$342,285	3.03%	\$331,926

Corrective Action Plan

Expenses reported under 4000-Supplies and Materials in Quarter 1 were inaccurately coded. The expense was moved to the correct code, 5000, in Quarter 2. 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

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

Jeanine Thibeau 5242630, Internal Fiscal Analyst
Georgia Ioakimedes, Director

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	\$9,654	\$50,460	19.13%	\$100,919	9.57%	\$91,265
2000 - Non-Instructional Salaries	\$316	\$6,893	4.58%	\$13,785	2.29%	\$13,469
3000 - Employee Benefits	\$1,907	\$14,175	13.45%	\$28,350	6.73%	\$26,443
4000 - Supplies and Materials	\$198	\$24,625	0.8%	\$49,250	0.4%	\$49,052
5000 - Other Operating Expenses and Services	\$16,016	\$68,408	23.41%	\$136,816	11.71%	\$120,800
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,122	\$6,583	17.05%	\$13,165	8.52%	\$12,043
Totals	\$29,213	\$171,143	17.07%	\$342,285	8.53%	\$313,072

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, instructional materials/supplies, 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	\$9,654	\$100,919	9.57%	\$100,919	9.57%	\$91,265
2000 - Non-Instructional Salaries	\$316	\$13,785	2.29%	\$13,785	2.29%	\$13,469
3000 - Employee Benefits	\$1,907	\$28,350	6.73%	\$28,350	6.73%	\$26,443
4000 - Supplies and Materials	\$198	\$49,250	0.4%	\$49,250	0.4%	\$49,052
5000 - Other Operating Expenses and Services	\$16,016	\$136,816	11.71%	\$136,816	11.71%	\$120,800
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,122	\$13,165	8.52%	\$13,165	8.52%	\$12,043
Totals	\$29,213	\$342,285	8.53%	\$342,285	8.53%	\$313,072

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	\$101,340	\$200,000	50.67%	\$400,000	25.34%	\$298,660
2000 - Non-Instructional Salaries	\$205,356	\$375,000	54.76%	\$750,000	27.38%	\$544,644
3000 - Employee Benefits	\$135,491	\$172,500	78.55%	\$345,000	39.27%	\$209,509
4000 - Supplies and Materials	\$5,657	\$25,000	22.63%	\$50,000	11.31%	\$44,343
5000 - Other Operating Expenses and Services	\$12,589	\$50,000	25.18%	\$100,000	12.59%	\$87,411
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	\$18,580	\$43,599	42.62%	\$87,197	21.31%	\$68,617
Totals	\$479,013	\$899,099	53.28%	\$1,837,197	26.07%	\$1,358,184

Corrective Action Plan

100% of courses are online due to COVID -19. Less money has been spent on class materials and office supplies. Since all our classes are online, we haven't spent any of the money we had allocated for providing child care at off-campus locations. For Fall some staff and faculty members attended an on-line conference in place of in-person travel, which reduced expected expenditures. Spring has some additional travel planned, the COABE conference in March and the CASAS Summer Institute in June. We had planned to purchase a laptop for a staff member and 30 laptops and a laptop cart for a computer classroom. Due to the pandemic, we were not able to purchase this equipment. Purchases are planned before the end of the current program year. Because most of the charges were less than we had projected due to the pandemic, the indirect cost is lower than we had budgeted. A budget revision will be submitted after a review of current expenditures to align the budget.

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 remote testing. We hired a new professional expert to create the materials for a new business class, a translator for basic construction and an OSHA 10 class, and a new PT Testing Technician. Our construction instructor attended an OSHA train-the-trainer training.

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

Marlyn Garcia Santa Rosa Junior College, Manager

Jamie Longnecker, Coordinator, Workforce Development

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	\$143,429	\$300,000	47.81%	\$400,000	35.86%	\$256,571
2000 - Non-Instructional Salaries	\$311,623	\$562,500	55.4%	\$750,000	41.55%	\$438,377
3000 - Employee Benefits	\$193,264	\$258,750	74.69%	\$345,000	56.02%	\$151,736
4000 - Supplies and Materials	\$5,781	\$37,500	15.42%	\$50,000	11.56%	\$44,219
5000 - Other Operating Expenses and Services	\$16,309	\$75,000	21.75%	\$100,000	16.31%	\$83,691
6000 - Capital Outlay	\$5,856	\$67,000	8.74%	\$100,000	5.86%	\$94,144
7000 - Other Outgo	\$0	\$0	100%	\$5,000	0%	\$5,000
Indirect Costs	\$28,049	\$65,398	42.89%	\$87,197	32.17%	\$59,148
Totals	\$704,311	\$1,366,148	51.55%	\$1,837,197	38.34%	\$1,132,886

Corrective Action Plan

All courses are online due to COVID. Less has been spent on class materials and office supplies. Funds allocated for child care at off-campus locations have fewer expenditures due to need. Virtual conferences and trainings have replaced in-person travel and reduced expected expenditures. There has been some expenditure for professional development to support instructors in creating new materials in a virtual format. Cost reductions (1000s, 2000s, 3000s) occurred due to the retirement of the Program Director (12/31/2020), and the resignation of an Outreach Specialist (3/1/2021). We hired a PT (20 hours) Outreach Specialist, and hiring another PT Outreach Specialist to fill the position. Purchasing of 2 staff laptops and 30 laptops, and a laptop cart for a computer classroom in Q3 was postponed and will happen in Q4. Indirect costs are lower as direct costs are lower. A budget revision will be submitted after a review of current expenditures to align the budget.

Summary of Activities:

SRJC CAEP continued to transition courses to a distance-learning format. Instructors and staff attended the COABE virtual conference in March 2021. Instructors have been paid to develop new online content and impute it into CANVAS. Classified professionals and short-term temporary staff continue to provide intensive support for students and

instructors in the online environment, by assisting with the registration and enrollment process, technology support, and follow-up with students who stop attending classes. A laptop loaner program has continued. The Data and Accountability Manager added some tasks due to the Director vacancy. Drive-in and one-to-one remote testing have continued. Hours for the PT Testing Technician have expanded, as this position continues to be vacant. Recruitment for permanent replacements for both the Director and full-time Outreach Specialist is beginning, and we hope to have both positions filled by the start of the new fiscal year.

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	\$143,429	\$400,000	35.86%	\$400,000	35.86%	\$256,571
2000 - Non-Instructional Salaries	\$311,623	\$750,000	41.55%	\$750,000	41.55%	\$438,377
3000 - Employee Benefits	\$193,264	\$345,000	56.02%	\$345,000	56.02%	\$151,736
4000 - Supplies and Materials	\$5,781	\$50,000	11.56%	\$50,000	11.56%	\$44,219
5000 - Other Operating Expenses and Services	\$16,309	\$100,000	16.31%	\$100,000	16.31%	\$83,691
6000 - Capital Outlay	\$5,856	\$100,000	5.86%	\$100,000	5.86%	\$94,144
7000 - Other Outgo	\$0	\$5,000	0%	\$5,000	0%	\$5,000
Indirect Costs	\$28,049	\$87,197	32.17%	\$87,197	32.17%	\$59,148
Totals	\$704,311	\$1,837,197	38.34%	\$1,837,197	38.34%	\$1,132,886

Status
Unsubmitted



California
Community
Colleges

