

# CAEP Consortium Fiscal Reporting

## 61 Sonoma County Adult Education Consortium

2021-22 Fiscal Year

### Certification

**Certified By**

Marlyn Garcia  
 Manager

Quarter 1 Status    Quarter 2 Status    Quarter 3 Status    Quarter 4 Status  
 Certified            Uncertified            Uncertified            Uncertified

### Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Petaluma Joint Union High</a>	Submitted	Not Submitted	Not Submitted	Not Submitted
<a href="#">Sonoma Co. Office of Education</a>	Submitted	Not Submitted	Not Submitted	Not Submitted
<a href="#">Sonoma County CCD</a>	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	\$77,923	\$0	100%	\$703,453	11.08%	\$625,530
2000 - Non-Instructional Salaries	\$46,555	\$0	100%	\$296,700	15.69%	\$250,145
3000 - Employee Benefits	\$53,021	\$0	100%	\$361,219	14.68%	\$308,198
4000 - Supplies and Materials	\$18,221	\$0	100%	\$294,184	6.19%	\$275,963
5000 - Other Operating Expenses and Services	\$25,191	\$0	100%	\$37,374	67.4%	\$12,183
6000 - Capital Outlay	\$0	\$0	100%	\$150,000	0%	\$150,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$71,280	0%	\$71,280
<b>Totals</b>	<b>\$220,911</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,914,210</b>	<b>11.54%</b>	<b>\$1,693,299</b>

**Corrective Action Plan**

Returning to in-person instruction and still providing hybrid options to students continues to be an organic process, as we determine students' needs, curriculum, staffing, instructional materials, incremental increase in in-person instructional time. We anticipate more robust spending on allowable activities in the remaining quarters. Areas for increased spending will be certificated and classified staff time (increased hours and classes offered, WASC work, CAEP 3-year planning), materials and licenses, childcare, tech purchases, outreach and professional development.

**Summary of Activities:**

During the period of July 1 through September 30, we proceeded to offer classes and programming in allowable areas such as ESL/Citizenship, HSD/HSE, K12 Success and computers which led to expenditures for certificated and classified personnel and administrative support and employee benefits. In the supplies and textbooks we purchased ESL textbooks, licenses for HiSET, Odysseyware, Essential Ed. In services, we purchased memberships to CCAE, COABE, CCAEEA as well as brochure and postage costs and facilities use fees consortium satellite ASE classes. Other costs included supplies and materials for our K12 Success programs (AVANCE, Pasitos, Primeros Pasitos, Abriendo Puertas, Nursery School Cooperative) and tables for outdoor, COVID-safe meeting spaces.

**Status**  
**Submitted**

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**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	\$77,923	\$0	100%	\$703,453	11.08%	\$625,530
2000 - Non-Instructional Salaries	\$46,555	\$0	100%	\$296,700	15.69%	\$250,145
3000 - Employee Benefits	\$53,021	\$0	100%	\$361,219	14.68%	\$308,198
4000 - Supplies and Materials	\$18,221	\$0	100%	\$294,184	6.19%	\$275,963
5000 - Other Operating Expenses and Services	\$25,191	\$0	100%	\$37,374	67.4%	\$12,183
6000 - Capital Outlay	\$0	\$0	100%	\$150,000	0%	\$150,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$71,280	0%	\$71,280
<b>Totals</b>	<b>\$220,911</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,914,210</b>	<b>11.54%</b>	<b>\$1,693,299</b>

**Status**  
Unsubmitted

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**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	\$77,923	\$0	100%	\$703,453	11.08%	\$625,530
2000 - Non-Instructional Salaries	\$46,555	\$0	100%	\$296,700	15.69%	\$250,145
3000 - Employee Benefits	\$53,021	\$0	100%	\$361,219	14.68%	\$308,198
4000 - Supplies and Materials	\$18,221	\$0	100%	\$294,184	6.19%	\$275,963
5000 - Other Operating Expenses and Services	\$25,191	\$0	100%	\$37,374	67.4%	\$12,183
6000 - Capital Outlay	\$0	\$0	100%	\$150,000	0%	\$150,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$71,280	0%	\$71,280
<b>Totals</b>	<b>\$220,911</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,914,210</b>	<b>11.54%</b>	<b>\$1,693,299</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	\$77,923	\$0	100%	\$703,453	11.08%	\$625,530
2000 - Non-Instructional Salaries	\$46,555	\$0	100%	\$296,700	15.69%	\$250,145
3000 - Employee Benefits	\$53,021	\$0	100%	\$361,219	14.68%	\$308,198
4000 - Supplies and Materials	\$18,221	\$0	100%	\$294,184	6.19%	\$275,963
5000 - Other Operating Expenses and Services	\$25,191	\$0	100%	\$37,374	67.4%	\$12,183
6000 - Capital Outlay	\$0	\$0	100%	\$150,000	0%	\$150,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$71,280	0%	\$71,280
<b>Totals</b>	<b>\$220,911</b>	<b>\$0</b>	<b>100%</b>	<b>\$1,914,210</b>	<b>11.54%</b>	<b>\$1,693,299</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	\$15,749	\$0	100%	\$77,279	20.38%	\$61,530
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$11,638	0%	\$11,638
3000 - Employee Benefits	\$4,132	\$0	100%	\$25,564	16.16%	\$21,432
4000 - Supplies and Materials	\$198	\$0	100%	\$67,249	0.29%	\$67,051
5000 - Other Operating Expenses and Services	\$3,881	\$0	100%	\$134,386	2.89%	\$130,505
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$458	\$0	100%	\$12,645	3.62%	\$12,187
<b>Totals</b>	<b>\$24,418</b>	<b>\$0</b>	<b>100%</b>	<b>\$328,761</b>	<b>7.43%</b>	<b>\$304,343</b>

**Corrective Action Plan**

Program needs and projected expenditures are being reevaluated.

**Status**  
**Submitted**

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**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	\$15,749	\$0	100%	\$77,279	20.38%	\$61,530
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$11,638	0%	\$11,638
3000 - Employee Benefits	\$4,132	\$0	100%	\$25,564	16.16%	\$21,432
4000 - Supplies and Materials	\$198	\$0	100%	\$67,249	0.29%	\$67,051
5000 - Other Operating Expenses and Services	\$3,881	\$0	100%	\$134,386	2.89%	\$130,505
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$458	\$0	100%	\$12,645	3.62%	\$12,187
<b>Totals</b>	<b>\$24,418</b>	<b>\$0</b>	<b>100%</b>	<b>\$328,761</b>	<b>7.43%</b>	<b>\$304,343</b>

Status  
Unsubmitted

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**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	\$15,749	\$0	100%	\$77,279	20.38%	\$61,530
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$11,638	0%	\$11,638
3000 - Employee Benefits	\$4,132	\$0	100%	\$25,564	16.16%	\$21,432
4000 - Supplies and Materials	\$198	\$0	100%	\$67,249	0.29%	\$67,051
5000 - Other Operating Expenses and Services	\$3,881	\$0	100%	\$134,386	2.89%	\$130,505
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$458	\$0	100%	\$12,645	3.62%	\$12,187
<b>Totals</b>	<b>\$24,418</b>	<b>\$0</b>	<b>100%</b>	<b>\$328,761</b>	<b>7.43%</b>	<b>\$304,343</b>

Status  
Unsubmitted

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**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	\$15,749	\$0	100%	\$77,279	20.38%	\$61,530
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$11,638	0%	\$11,638
3000 - Employee Benefits	\$4,132	\$0	100%	\$25,564	16.16%	\$21,432
4000 - Supplies and Materials	\$198	\$0	100%	\$67,249	0.29%	\$67,051
5000 - Other Operating Expenses and Services	\$3,881	\$0	100%	\$134,386	2.89%	\$130,505
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$458	\$0	100%	\$12,645	3.62%	\$12,187
<b>Totals</b>	<b>\$24,418</b>	<b>\$0</b>	<b>100%</b>	<b>\$328,761</b>	<b>7.43%</b>	<b>\$304,343</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	\$7,090	\$0	100%	\$105,438	6.72%	\$98,348
2000 - Non-Instructional Salaries	\$106,451	\$0	100%	\$1,135,053	9.38%	\$1,028,602
3000 - Employee Benefits	\$50,665	\$0	100%	\$554,669	9.13%	\$504,004
4000 - Supplies and Materials	\$641	\$0	100%	\$50,833	1.26%	\$50,192
5000 - Other Operating Expenses and Services	\$3,193	\$0	100%	\$35,131	9.09%	\$31,938
6000 - Capital Outlay	\$2,343	\$0	100%	\$54,000	4.34%	\$51,657
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,519	\$0	100%	\$96,756	8.8%	\$88,237
<b>Totals</b>	<b>\$178,902</b>	<b>\$0</b>	<b>100%</b>	<b>\$2,031,880</b>	<b>8.8%</b>	<b>\$1,852,978</b>

### Corrective Action Plan

All courses in the first quarter were offered online due to the pandemic. Less funds has been spent on class materials and office supplies. Funds allocated for child care at off-campus locations have not been used. Virtual conferences and trainings have replaced in-person travel and reduced expected expenditures. Cost reductions (1000s, 2000s, 3000s) occurred due to the retirement of the Program Director (12/31/2020). This position hasn't been replaced. We have not been able to purchase 1 staff laptop, 30 laptops and a laptop cart for a computer classroom, but it will happen in the next few months. Indirect costs are lower as direct costs are lower.

### Summary of Activities:

All the courses were offered in an online format. One of our instructors worked on making updating some of the course outline of record and developing content for the industrial construction classes that we will offer in future semesters. Two instructors worked on continued to develop online content for the computer and business classes. One of these instructors also worked on making changes to Course Outline of Records for all the computer classes. Classified professionals and short-term temporary staff continued 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. Our laptop loaner program, CASAS drive-in and one-to-one remote testing have continued. We hired our 3rd FT Outreach Specialist on Sep. 27th.

**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	\$7,090	\$0	100%	\$105,438	6.72%	\$98,348
2000 - Non-Instructional Salaries	\$106,451	\$0	100%	\$1,135,053	9.38%	\$1,028,602
3000 - Employee Benefits	\$50,665	\$0	100%	\$554,669	9.13%	\$504,004
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5000 - Other Operating Expenses and Services	\$3,193	\$0	100%	\$35,131	9.09%	\$31,938
6000 - Capital Outlay	\$2,343	\$0	100%	\$54,000	4.34%	\$51,657
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,519	\$0	100%	\$96,756	8.8%	\$88,237
<b>Totals</b>	<b>\$178,902</b>	<b>\$0</b>	<b>100%</b>	<b>\$2,031,880</b>	<b>8.8%</b>	<b>\$1,852,978</b>

**Status**  
Unsubmitted

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**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	\$7,090	\$0	100%	\$105,438	6.72%	\$98,348
2000 - Non-Instructional Salaries	\$106,451	\$0	100%	\$1,135,053	9.38%	\$1,028,602
3000 - Employee Benefits	\$50,665	\$0	100%	\$554,669	9.13%	\$504,004
4000 - Supplies and Materials	\$641	\$0	100%	\$50,833	1.26%	\$50,192
5000 - Other Operating Expenses and Services	\$3,193	\$0	100%	\$35,131	9.09%	\$31,938
6000 - Capital Outlay	\$2,343	\$0	100%	\$54,000	4.34%	\$51,657
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,519	\$0	100%	\$96,756	8.8%	\$88,237
<b>Totals</b>	<b>\$178,902</b>	<b>\$0</b>	<b>100%</b>	<b>\$2,031,880</b>	<b>8.8%</b>	<b>\$1,852,978</b>

**Status**  
Unsubmitted

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**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	\$7,090	\$0	100%	\$105,438	6.72%	\$98,348
2000 - Non-Instructional Salaries	\$106,451	\$0	100%	\$1,135,053	9.38%	\$1,028,602
3000 - Employee Benefits	\$50,665	\$0	100%	\$554,669	9.13%	\$504,004
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Indirect Costs	\$8,519	\$0	100%	\$96,756	8.8%	\$88,237
<b>Totals</b>	<b>\$178,902</b>	<b>\$0</b>	<b>100%</b>	<b>\$2,031,880</b>	<b>8.8%</b>	<b>\$1,852,978</b>

**Status**  
Unsubmitted



California  
Community  
Colleges



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