

CAEP Consortium Fiscal Reporting 62 South Orange County Regional Consortium (SOCRC)

2018-19 Fiscal Year

Certification

Certified By

Debbie Vanschoelandt

Dean, Career & Continuing Education, and Integrated Design, Engineering and Automation

Quarter 1 Status Quarter 2 Status Quarter 3 Status Quarter 4 Status

Certified Certified Certified Certified

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
College and Career Advantage	Submitted	Submitted	Submitted	Submitted
Irvine Unified	Submitted	Submitted	Submitted	Submitted
Irvine Valley College	Submitted	Submitted	Submitted	Submitted
Laguna Beach Unified	Submitted	Submitted	Submitted	Submitted
Saddleback College	Submitted	Submitted	Submitted	Submitted
South Orange County CCD	Submitted	Submitted	Submitted	Submitted
Tustin Unified	Submitted	Submitted	Submitted	Submitted

College and Career Advantage

College and Career Advantage 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	\$28,897	\$0	100%	\$141,629	20.4%	\$112,732
2000 - Non-Instructional Salaries	\$24,546	\$0	100%	\$80,000	30.68%	\$55,454
3000 - Employee Benefits	\$15,424	\$0	100%	\$87,398	17.65%	\$71,974
4000 - Supplies and Materials	\$4,700	\$0	100%	\$140,975	3.33%	\$136,275
5000 - Other Operating Expenses and Services	\$583	\$0	100%	\$31,774	1.83%	\$31,191
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$20,000	0%	\$20,000
Totals	\$74,150	\$0	100%	\$501,776	14.78%	\$427,626

Summary of Activities:

Expenditures include salaries, benefits, and supplies to operate adult CTE courses to date.

Status
Submitted

College and Career Advantage 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	\$57,794	\$0	100%	\$141,629	40.81%	\$83,835
2000 - Non-Instructional Salaries	\$49,092	\$0	100%	\$80,000	61.37%	\$30,908
3000 - Employee Benefits	\$30,848	\$0	100%	\$87,398	35.3%	\$56,550
4000 - Supplies and Materials	\$9,400	\$0	100%	\$140,975	6.67%	\$131,575
5000 - Other Operating Expenses and Services	\$1,166	\$0	100%	\$31,774	3.67%	\$30,608
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$20,000	0%	\$20,000
Totals	\$148,300	\$0	100%	\$501,776	29.56%	\$353,476

Summary of Activities:

Expenditures include salaries, benefits, and supplies to operate adult CTE courses to date.

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Patricia Romo, Executive Director

College and Career Advantage 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	\$98,704	\$0	100%	\$141,629	69.69%	\$42,925
2000 - Non-Instructional Salaries	\$53,503	\$0	100%	\$80,000	66.88%	\$26,497
3000 - Employee Benefits	\$64,038	\$0	100%	\$87,398	73.27%	\$23,360
4000 - Supplies and Materials	\$11,749	\$0	100%	\$140,975	8.33%	\$129,226
5000 - Other Operating Expenses and Services	\$1,166	\$0	100%	\$31,774	3.67%	\$30,608
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,000	0%	\$20,000	0%	\$20,000
Totals	\$229,160	\$10,000	2,291.6%	\$501,776	45.67%	\$272,616

Summary of Activities:

Expenditures include salaries, benefits, and supplies to operate adult CTE courses to date.

Status
Submitted

College and Career Advantage 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	\$141,629	\$0	100%	\$141,629	100%	\$0
2000 - Non-Instructional Salaries	\$80,000	\$0	100%	\$80,000	100%	\$0
3000 - Employee Benefits	\$87,398	\$0	100%	\$87,398	100%	\$0
4000 - Supplies and Materials	\$93,667	\$0	100%	\$140,975	66.44%	\$47,308
5000 - Other Operating Expenses and Services	\$31,774	\$0	100%	\$31,774	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$20,000	\$10,000	200%	\$20,000	100%	\$0
Totals	\$454,468	\$10,000	4,544.68%	\$501,776	90.57%	\$47,308

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Summary of Activities:

Expenditures include salaries, benefits, and supplies to operate adult CTE courses to date.

**Status
Submitted**

Irvine Unified

Irvine Unified 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	\$12,793	\$44,213	28.93%	\$176,852	7.23%	\$164,059
2000 - Non-Instructional Salaries	\$12,477	\$31,652	39.42%	\$126,609	9.85%	\$114,132
3000 - Employee Benefits	\$5,573	\$21,422	26.02%	\$85,689	6.5%	\$80,116
4000 - Supplies and Materials	\$2,529	\$2,279	110.99%	\$9,114	27.75%	\$6,585
5000 - Other Operating Expenses and Services	\$5,141	\$1,651	311.34%	\$6,605	77.83%	\$1,464
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,380	0%	\$12,380
Totals	\$38,513	\$101,217	38.05%	\$417,249	9.23%	\$378,736

Corrective Action Plan

No expenditures fell below the target for this quarter.

Summary of Activities:

During Quarter 1, we started our first semester of courses including 21 courses for English Language Learners, 1 citizenship course and high school diploma courses.

Status
Submitted

Irvine Unified 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	\$54,180	\$44,213	122.54%	\$176,852	30.64%	\$122,672
2000 - Non-Instructional Salaries	\$44,935	\$31,652	141.96%	\$126,609	35.49%	\$81,674
3000 - Employee Benefits	\$53,730	\$21,422	250.81%	\$85,689	62.7%	\$31,959
4000 - Supplies and Materials	\$11,105	\$2,279	487.38%	\$9,114	121.85%	 -\$1,991
5000 - Other Operating Expenses and Services	\$5,162	\$1,651	312.61%	\$6,605	78.15%	\$1,443
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,380	0%	\$12,380
Totals	\$169,112	\$101,217	167.08%	\$417,249	40.53%	\$248,137

Summary of Activities:

During Quarter 1, we finished our first semester of courses including 21 courses for English Language Learners, 1 citizenship course and high school diploma courses. We served over 600 students during the first semester mainly in ESL classes. Our activities included salary and benefits for teachers and support staff including benefits. We also needed to purchase additional textbooks for students. We also purchased updated textbooks for our conversation classes.

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Dr. Rebecca Roberts, Director of Alternative Education

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$119,543	\$44,213	270.38%	\$176,852	67.59%	\$57,309
2000 - Non-Instructional Salaries	\$63,390	\$31,652	200.27%	\$126,609	50.07%	\$63,219
3000 - Employee Benefits	\$57,140	\$21,422	266.73%	\$85,689	66.68%	\$28,549
4000 - Supplies and Materials	\$11,105	\$2,279	487.38%	\$9,114	121.85%	! -\$1,991
5000 - Other Operating Expenses and Services	\$5,343	\$1,651	323.57%	\$6,605	80.89%	\$1,262
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,380	0%	\$12,380
Totals	\$256,521	\$101,217	253.44%	\$417,249	61.48%	\$160,728

Summary of Activities:

During Quarter 3, we started our 2nd semester of courses including 21 courses for English Language Learners, 1 citizenship course and high school diploma courses. We served over 600 students mainly in ESL classes. Our activities included salary and benefits for teachers and support staff including benefits.

Status
Submitted

Irvine Unified 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	\$174,391	\$44,213	394.43%	\$176,852	98.61%	\$2,461
2000 - Non-Instructional Salaries	\$123,614	\$31,652	390.54%	\$126,609	97.63%	\$2,995
3000 - Employee Benefits	\$83,720	\$21,422	390.81%	\$85,689	97.7%	\$1,969
4000 - Supplies and Materials	\$11,105	\$2,279	487.38%	\$9,114	121.85%	 -\$1,991
5000 - Other Operating Expenses and Services	\$5,343	\$1,651	323.57%	\$6,605	80.89%	\$1,262
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$12,304	\$12,380	99.39%	\$12,380	99.39%	\$76
Totals	\$410,477	\$113,597	361.34%	\$417,249	98.38%	\$6,772

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program
 Guidance: Yes

Summary of Activities:

We continued to offer a wide variety of ESL classes in Spring 2019. Our expenses included salaries, benefits, supplies and indirect costs. We will be using the remaining budget from 18-19 to purchase updated textbooks in 19-20 as well as to expand our course offerings.

Status
Submitted

Irvine Valley College

Irvine Valley College 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	\$3,128	\$2,340	133.68%	\$15,600	20.05%	\$12,472
2000 - Non-Instructional Salaries	\$16,453	\$13,807	119.16%	\$92,047	17.87%	\$75,594
3000 - Employee Benefits	\$10,880	\$6,060	179.54%	\$40,400	26.93%	\$29,520
4000 - Supplies and Materials	\$0	\$750	0%	\$5,000	0%	\$5,000
5000 - Other Operating Expenses and Services	\$10,000	\$72,098	13.87%	\$480,651	2.08%	\$470,651
6000 - Capital Outlay	\$0	\$150	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,723	0%	\$31,485	0%	\$31,485
Totals	\$40,461	\$99,927	40.49%	\$666,183	6.07%	\$625,722

Corrective Action Plan

Additional expenditures are planned in subsequent quarters.

Summary of Activities:

Expenditures include salaries and benefits of personnel to support AESL classes.

Status
Submitted

Irvine Valley College 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	\$6,120	\$4,680	130.77%	\$15,600	39.23%	\$9,480
2000 - Non-Instructional Salaries	\$43,269	\$27,614	156.69%	\$92,047	47.01%	\$48,778
3000 - Employee Benefits	\$25,388	\$12,120	209.47%	\$40,400	62.84%	\$15,012
4000 - Supplies and Materials	\$0	\$1,500	0%	\$5,000	0%	\$5,000
5000 - Other Operating Expenses and Services	\$32,490	\$144,195	22.53%	\$480,651	6.76%	\$448,161
6000 - Capital Outlay	\$0	\$300	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$9,446	0%	\$31,485	0%	\$31,485
Totals	\$107,267	\$199,855	53.67%	\$666,183	16.1%	\$558,916

Corrective Action Plan

Additional expenditures are planned in subsequent quarters.

Summary of Activities:

Expenditures include salaries and benefits of personnel to support AESL classes.

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Debbie Vanschoelandt, Dean, Career & Continuing Education, and Integrated Design, Engineering and Automation

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$15,094	\$7,020	215.01%	\$15,600	96.76%	\$506
2000 - Non-Instructional Salaries	\$70,072	\$41,421	169.17%	\$92,047	76.13%	\$21,975
3000 - Employee Benefits	\$41,737	\$18,180	229.58%	\$40,400	103.31%	! -\$1,337
4000 - Supplies and Materials	\$0	\$2,250	0%	\$5,000	0%	\$5,000
5000 - Other Operating Expenses and Services	\$53,427	\$216,293	24.7%	\$480,651	11.12%	\$427,224
6000 - Capital Outlay	\$0	\$450	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$14,168	0%	\$31,485	0%	\$31,485
Totals	\$180,330	\$299,782	60.15%	\$666,183	27.07%	\$485,853

Corrective Action Plan

Additional expenditures are planned in subsequent quarters.

Summary of Activities:

Expenditures include salaries and benefits of personnel to support AESL classes.

Status
Submitted

Irvine Valley College 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	\$21,743	\$9,360	232.3%	\$15,600	139.38%	 -\$6,143
2000 - Non-Instructional Salaries	\$81,156	\$55,228	146.95%	\$92,047	88.17%	\$10,891
3000 - Employee Benefits	\$45,837	\$24,240	189.1%	\$40,400	113.46%	 -\$5,437
4000 - Supplies and Materials	\$596	\$3,000	19.87%	\$5,000	11.92%	\$4,404
5000 - Other Operating Expenses and Services	\$93,427	\$288,391	32.4%	\$480,651	19.44%	\$387,224
6000 - Capital Outlay	\$0	\$600	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$18,891	0%	\$31,485	0%	\$31,485
Totals	\$242,759	\$399,710	60.73%	\$666,183	36.44%	\$423,424

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Corrective Action Plan

Additional expenditures are planned in subsequent quarters.

Summary of Activities:

Expenditures include salaries and benefits of personnel to support AESL classes.

Status
Submitted

Laguna Beach Unified

Laguna Beach Unified 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	\$1,637	\$13,608	12.03%	\$68,040	2.41%	\$66,403
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$309	\$2,352	13.14%	\$11,761	2.63%	\$11,452
4000 - Supplies and Materials	\$10,107	\$6,758	149.56%	\$67,577	14.96%	\$57,470
5000 - Other Operating Expenses and Services	\$18,731	\$5,298	353.57%	\$21,191	88.39%	\$2,460
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,107	0%	\$8,428	0%	\$8,428
Totals	\$30,784	\$30,123	102.2%	\$176,997	17.39%	\$146,213

Summary of Activities:

Our 18-19 ESL class began near the end of Quarter 1. The majority of the expenditures were related to classroom supplies and upgrades.

Status
Submitted

Laguna Beach Unified 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	\$9,987	\$13,608	73.39%	\$68,040	14.68%	\$58,053
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,891	\$2,352	80.39%	\$11,761	16.08%	\$9,870
4000 - Supplies and Materials	\$11,207	\$6,758	165.84%	\$67,577	16.58%	\$56,370
5000 - Other Operating Expenses and Services	\$21,190	\$5,298	399.98%	\$21,191	100%	\$1
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,107	0%	\$8,428	0%	\$8,428
Totals	\$44,275	\$30,123	146.98%	\$176,997	25.01%	\$132,722

Summary of Activities:

Our ESL class opened later in Quarter 1 and was in full session during Quarter 2. Additionally, our ESL staff continued their work in developing our online curriculum materials.

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Chad Mabery Ed. D., Director

Laguna Beach Unified 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	\$18,348	\$13,608	134.83%	\$68,040	26.97%	\$49,692
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$3,480	\$2,352	147.95%	\$11,761	29.59%	\$8,281
4000 - Supplies and Materials	\$11,800	\$13,515	87.31%	\$67,577	17.46%	\$55,777
5000 - Other Operating Expenses and Services	\$21,190	\$5,298	399.98%	\$21,191	100%	\$1
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,107	0%	\$8,428	0%	\$8,428
Totals	\$54,818	\$36,880	148.64%	\$176,997	30.97%	\$122,179

Summary of Activities:

Q3 consisted mostly of ongoing costs for our ESL class. Q4 will include additional staffing and material costs related to the two new CAEP programs we are developing for next school year.

Status
Submitted

Laguna Beach Unified 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	\$27,737	\$27,216	101.91%	\$68,040	40.77%	\$40,303
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$5,264	\$4,704	111.9%	\$11,761	44.76%	\$6,497
4000 - Supplies and Materials	\$20,568	\$40,546	50.73%	\$67,577	30.44%	\$47,009
5000 - Other Operating Expenses and Services	\$68,559	\$5,298	1,294.12%	\$21,191	323.53%	 -\$47,368
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,107	0%	\$8,428	0%	\$8,428
Totals	\$122,128	\$79,871	152.91%	\$176,997	69%	\$54,869

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program
 Guidance: Yes

Summary of Activities:

The Quarter 4 costs include the coordination and set up related to the adult education expansion plan. This plan includes the new career-readiness classroom and job-embedded ESL program in partnership with the City of Laguna Beach that will begin in 2019-2020 school year.

Status
Submitted

Saddleback College

Saddleback College 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	\$61,230	\$92,963	65.86%	\$1,162,038	5.27%	\$1,100,808
2000 - Non-Instructional Salaries	\$144,926	\$144,361	100.39%	\$1,804,516	8.03%	\$1,659,590
3000 - Employee Benefits	\$78,198	\$86,662	90.23%	\$1,083,272	7.22%	\$1,005,074
4000 - Supplies and Materials	\$19,862	\$24,319	81.67%	\$127,994	15.52%	\$108,132
5000 - Other Operating Expenses and Services	\$289,372	\$197,850	146.26%	\$1,319,000	21.94%	\$1,029,628
6000 - Capital Outlay	\$1,252	\$1,062	117.93%	\$106,163	1.18%	\$104,911
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$280,149	0%	\$280,149
Totals	\$594,840	\$547,217	108.7%	\$5,883,132	10.11%	\$5,288,292

Summary of Activities:

Saddleback College Adult Education is implementing the following activities: Replace extra-help workers with permanent employees to staff the five (5) off-site campuses throughout south Orange County; refresh some of the off-site classrooms with new paint/carpet and outdoor furniture; use a portion of the budget to off-set the costs associated with the Adult Education full-time equivalent faculty/LHE; pay the salaries of four (4) part-time English Language Learners/High School Equivalency academic counselors that are housed at the off-site Adult Education campuses; pay a portion of the salary of one (1) IT technician to support the computer needs at the five (5) off-site Adult Education campuses; and continue to expand the breadth and width of the of the current course offerings for English Language Learners, High School Equivalency and Adults with Disabilities programs.

Status
Submitted

Saddleback College 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	\$111,945	\$174,306	64.22%	\$1,162,038	9.63%	\$1,050,093
2000 - Non-Instructional Salaries	\$353,936	\$360,903	98.07%	\$1,804,516	19.61%	\$1,450,580
3000 - Employee Benefits	\$172,858	\$194,989	88.65%	\$1,083,272	15.96%	\$910,414
4000 - Supplies and Materials	\$31,101	\$37,118	83.79%	\$127,994	24.3%	\$96,893
5000 - Other Operating Expenses and Services	\$401,072	\$276,990	144.8%	\$1,319,000	30.41%	\$917,928
6000 - Capital Outlay	\$13,909	\$14,863	93.58%	\$106,163	13.1%	\$92,254
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$72,009	\$67,236	107.1%	\$280,149	25.7%	\$208,140
Totals	\$1,156,830	\$1,126,405	102.7%	\$5,883,132	19.66%	\$4,726,302

Summary of Activities:

Saddleback College Adult Education is implementing the following activities: Replace extra-help workers with permanent employees to staff the five (5) off-site campuses throughout south Orange County; refresh some of the off-site classrooms with new paint/carpet and outdoor furniture; use a portion of the budget to off-set the costs associated with the Adult Education full-time equivalent faculty/LHE; pay the salaries of four (4) part-time English Language Learners/High School Equivalency academic counselors that are housed at the off-site Adult Education campuses; pay a portion of the salary of one (1) IT technician to support the computer needs at the five (5) off-site Adult Education campuses; and continue to expand the breadth and width of the of the current course offerings for English Language Learners, High School Equivalency and Adults with Disabilities programs.

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Sue Donelson MPH, Associate Director, Adult Education

Saddleback College 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	\$278,472	\$406,713	68.47%	\$1,162,038	23.96%	\$883,566
2000 - Non-Instructional Salaries	\$549,055	\$595,490	92.2%	\$1,804,516	30.43%	\$1,255,461
3000 - Employee Benefits	\$283,196	\$324,982	87.14%	\$1,083,272	26.14%	\$800,076
4000 - Supplies and Materials	\$41,584	\$53,757	77.35%	\$127,994	32.49%	\$86,410
5000 - Other Operating Expenses and Services	\$451,326	\$765,020	59%	\$1,319,000	34.22%	\$867,674
6000 - Capital Outlay	\$14,124	\$42,465	33.26%	\$106,163	13.3%	\$92,039
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$101,022	\$123,266	81.95%	\$280,149	36.06%	\$179,127
Totals	\$1,718,779	\$2,311,693	74.35%	\$5,883,132	29.22%	\$4,164,353

Corrective Action Plan

A facility use agreement with SVUSD was approved by the Board in March and we are processing a payment of \$121,000 for classroom use in 2018-2019. Also, an MOU is being presented to the board for approval in May to cover Saddleback's share of the material cost of \$241,182.82, which represents 37% of the total \$650,222 upgrade cost. A plan to supplement apportionment was approved by SOCRC. The plan to create instructional facilities for OASIS, AESL, and HSE programs on the Saddleback campus is in progress. Funds from 2017-18 and 2018-19 allocations will be used.

**Status
Submitted**

Saddleback College 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	\$878,306	\$662,362	132.6%	\$1,162,038	75.58%	\$283,732
2000 - Non-Instructional Salaries	\$901,875	\$866,168	104.12%	\$1,804,516	49.98%	\$902,641
3000 - Employee Benefits	\$484,486	\$476,640	101.65%	\$1,083,272	44.72%	\$598,786
4000 - Supplies and Materials	\$84,453	\$79,356	106.42%	\$127,994	65.98%	\$43,541
5000 - Other Operating Expenses and Services	\$840,256	\$949,680	88.48%	\$1,319,000	63.7%	\$478,744
6000 - Capital Outlay	\$85,615	\$70,068	122.19%	\$106,163	80.64%	\$20,548
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$186,753	\$182,097	102.56%	\$280,149	66.66%	\$93,396
Totals	\$3,461,744	\$3,286,370	105.34%	\$5,883,132	58.84%	\$2,421,388

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Status
Submitted

South Orange County CCD

South Orange 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	\$21,181	\$25,341	83.59%	\$101,362	20.9%	\$80,181
2000 - Non-Instructional Salaries	\$332	\$332	100%	\$332	100%	\$0
3000 - Employee Benefits	\$8,753	\$8,722	100.36%	\$34,886	25.09%	\$26,133
4000 - Supplies and Materials	\$0	\$750	0%	\$3,000	0%	\$3,000
5000 - Other Operating Expenses and Services	\$20,000	\$39,173	51.06%	\$156,691	12.76%	\$136,691
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$50,266	\$74,317	67.64%	\$296,271	16.97%	\$246,005

Corrective Action Plan

Irvine Valley College and Saddleback College are implementing the following activities: paying 2.5% of the administrative costs for the CAEP Dean of Irvine Valley College, and 2.5% of the administrative costs for the CAEP Assistant Vice President for Saddleback College; fund CAEP travel and training expenses of administrators; purchase supplies to assist executive leadership to run the monthly South Orange County Regional Consortium meetings.

Status
Submitted

South Orange 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	\$48,472	\$50,681	95.64%	\$101,362	47.82%	\$52,890
2000 - Non-Instructional Salaries	\$332	\$332	100%	\$332	100%	\$0
3000 - Employee Benefits	\$20,087	\$17,443	115.16%	\$34,886	57.58%	\$14,799
4000 - Supplies and Materials	\$0	\$1,500	0%	\$3,000	0%	\$3,000
5000 - Other Operating Expenses and Services	\$40,000	\$78,346	51.06%	\$156,691	25.53%	\$116,691
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$108,891	\$148,302	73.43%	\$296,271	36.75%	\$187,380

Corrective Action Plan

Irvine Valley College and Saddleback College are implementing the following activities: paying 2.5% of the administrative costs for the CAEP Dean of Irvine Valley College, and 2.5% of the administrative costs for the CAEP Assistant Vice President for Saddleback College; fund CAEP travel and training expenses of administrators; purchase supplies to assist executive leadership to run the monthly South Orange County Regional Consortium meetings.

**Status
Submitted**

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Kim McCord, Executive Director of Fiscal Services/Comptroller

South Orange 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	\$77,100	\$76,022	101.42%	\$101,362	76.06%	\$24,262
2000 - Non-Instructional Salaries	\$332	\$332	100%	\$332	100%	\$0
3000 - Employee Benefits	\$29,638	\$26,165	113.28%	\$34,886	84.96%	\$5,248
4000 - Supplies and Materials	\$0	\$2,250	0%	\$3,000	0%	\$3,000
5000 - Other Operating Expenses and Services	\$40,000	\$117,518	34.04%	\$156,691	25.53%	\$116,691
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$147,070	\$222,286	66.16%	\$296,271	49.64%	\$149,201

Corrective Action Plan

Irvine Valley College and Saddleback College are implementing the following activities: paying 2.5% of the administrative costs for the CAEP Dean of Irvine Valley College, and 2.5% of the administrative costs for the CAEP Assistant Vice President for Saddleback College; fund CAEP travel and training expenses of administrators; purchase supplies to assist executive leadership to run the monthly South Orange County Regional Consortium meetings.

Status
Submitted

South Orange 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	\$110,070	\$101,362	108.59%	\$101,362	108.59%	⚠ -\$8,708
2000 - Non-Instructional Salaries	\$3,706	\$332	1,116.27%	\$332	1,116.27%	⚠ -\$3,374
3000 - Employee Benefits	\$40,240	\$34,886	115.35%	\$34,886	115.35%	⚠ -\$5,354
4000 - Supplies and Materials	\$18	\$3,000	0.6%	\$3,000	0.6%	\$2,982
5000 - Other Operating Expenses and Services	\$40,000	\$156,691	25.53%	\$156,691	25.53%	\$116,691
6000 - Capital Outlay	\$2,648	\$0	100%	\$0	100%	⚠ -\$2,648
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$196,682	\$296,271	66.39%	\$296,271	66.39%	\$99,589

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Corrective Action Plan

Irvine Valley College charges 2.5% to cover a portion of salary for the Dean of Career and Continuing Education, and Integrated Design, Engineering and Automation (IDEA). The Dean also charges a portion of these funds to cover her travel and training expenses. Saddleback College charges 2.5% to cover a portion of salary for the Assistant Vice President for Extended Learning and the Adult Education Administrative Assistant. In addition, a laptop was purchased for the administration team.

Summary of Activities:

Irvine Valley College charges 2.5% to cover a portion of salary for the Dean of Career and Continuing Education, and Integrated Design, Engineering and Automation (IDEA). The Dean also charges a portion of these funds to cover her travel and training expenses. Saddleback College charges 2.5% to cover a portion of salary for the Assistant Vice President for Extended Learning and the Adult Education Administrative Assistant. In addition, a laptop was purchased for the administration team.

Status
Submitted

Tustin Unified

Tustin Unified 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	\$148,485	\$89,564	165.79%	\$597,092	24.87%	\$448,607
2000 - Non-Instructional Salaries	\$24,477	\$22,723	107.72%	\$151,487	16.16%	\$127,010
3000 - Employee Benefits	\$34,157	\$15,066	226.72%	\$100,437	34.01%	\$66,280
4000 - Supplies and Materials	\$27,145	\$27,370	99.18%	\$182,468	14.88%	\$155,323
5000 - Other Operating Expenses and Services	\$17,785	\$15,000	118.57%	\$100,000	17.79%	\$82,215
6000 - Capital Outlay	\$0	\$22,575	0%	\$150,500	0%	\$150,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$9,209	0%	\$61,390	0%	\$61,390
Totals	\$252,049	\$201,506	125.08%	\$1,343,374	18.76%	\$1,091,325

Summary of Activities:

During Q1, Tustin Adult School ran the second half of summer school (July 1-19). There was a teacher professional development day provided on Aug 28. Fall started with 3 ABE classes, 3 HSD/HSE classes, 4 CTE classes, 27 ESL classes and 3 Citizenship classes.

**Status
Submitted**

Tustin Unified 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	\$208,372	\$179,128	116.33%	\$597,092	34.9%	\$388,720
2000 - Non-Instructional Salaries	\$44,074	\$45,446	96.98%	\$151,487	29.09%	\$107,413
3000 - Employee Benefits	\$49,345	\$30,131	163.77%	\$100,437	49.13%	\$51,092
4000 - Supplies and Materials	\$37,678	\$54,740	68.83%	\$182,468	20.65%	\$144,790
5000 - Other Operating Expenses and Services	\$23,603	\$30,000	78.68%	\$100,000	23.6%	\$76,397
6000 - Capital Outlay	\$0	\$45,150	0%	\$150,500	0%	\$150,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$18,417	0%	\$61,390	0%	\$61,390
Totals	\$363,072	\$403,012	90.09%	\$1,343,374	27.03%	\$980,302

Summary of Activities:

During Q2, Tustin Adult School continued with Fall 18 classes (3 ABE classes, 3 HSD/HSE classes, 4 CTE classes, 27 ESL classes and 3 Citizenship classes). There was also the purchase of support materials for the pronunciation class and growth of the amount of students in the Advanced ESL classes.

**Status
Submitted**

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Christine Matos

William Nedderson, Coordinator

Tustin Unified 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	\$415,294	\$268,691	154.56%	\$597,092	69.55%	\$181,798
2000 - Non-Instructional Salaries	\$70,377	\$68,169	103.24%	\$151,487	46.46%	\$81,110
3000 - Employee Benefits	\$49,345	\$45,197	109.18%	\$100,437	49.13%	\$51,092
4000 - Supplies and Materials	\$41,535	\$82,111	50.58%	\$182,468	22.76%	\$140,933
5000 - Other Operating Expenses and Services	\$34,667	\$45,000	77.04%	\$100,000	34.67%	\$65,333
6000 - Capital Outlay	\$0	\$67,725	0%	\$150,500	0%	\$150,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$27,626	0%	\$61,390	0%	\$61,390
Totals	\$611,218	\$604,518	101.11%	\$1,343,374	45.5%	\$732,156

Summary of Activities:

During Quarter 3, Tustin Adult School started Spring 19 classes (3 ABE classes, 3 HSD/HSE classes, 4 CTE classes, 27 ESL classes and 3 Citizenship classes). We served over 890 students. Our activities included salary and benefits for teachers and support staff as well as instructional material.

**Status
Submitted**

Tustin Unified 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	\$594,098	\$358,255	165.83%	\$597,092	99.5%	\$2,994
2000 - Non-Instructional Salaries	\$102,692	\$90,892	112.98%	\$151,487	67.79%	\$48,795
3000 - Employee Benefits	\$137,544	\$60,262	228.24%	\$100,437	136.95%	⚠ -\$37,107
4000 - Supplies and Materials	\$74,473	\$109,481	68.02%	\$182,468	40.81%	\$107,995
5000 - Other Operating Expenses and Services	\$37,089	\$60,000	61.82%	\$100,000	37.09%	\$62,911
6000 - Capital Outlay	\$85,240	\$90,300	94.4%	\$150,500	56.64%	\$65,260
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$45,498	\$36,834	123.52%	\$61,390	74.11%	\$15,892
Totals	\$1,076,634	\$806,024	133.57%	\$1,343,374	80.14%	\$266,740

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Summary of Activities:

During Quarter 4, Tustin Adult School closed out Spring 19 classes (3 ABE classes, 3 HSD/HSE classes, 4 CTE classes, 27 ESL classes and 3 Citizenship classes). Summer School was offered from June 3 to June 30. We served over 890 students during Spring and 377 during Summer. Our activities included salary and benefits for teachers and support staff as well as instructional material. A double wide trailer was purchased to support for office space and CASAS assessing. Technology (iPads) were purchased as well to use in the classrooms.

Status
Submitted



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