

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

2019-20 Fiscal Year

Certification

Certified By

Karima Feldhus

Assistant Vice President, Community Education, Emeritus Institute, and K-12 Partnerships

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	\$22,766	\$37,680	60.42%	\$150,720	15.1%	\$127,954
2000 - Non-Instructional Salaries	\$14,044	\$21,067	66.66%	\$84,267	16.67%	\$70,223
3000 - Employee Benefits	\$17,948	\$24,643	72.83%	\$98,573	18.21%	\$80,625
4000 - Supplies and Materials	\$12,550	\$11,029	113.79%	\$44,115	28.45%	\$31,565
5000 - Other Operating Expenses and Services	\$1,028	\$1,092	94.16%	\$4,367	23.54%	\$3,339
6000 - Capital Outlay	\$0	\$8,555	0%	\$34,218	0%	\$34,218
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,704	0%	\$18,814	0%	\$18,814
Totals	\$68,336	\$108,769	62.83%	\$435,074	15.71%	\$366,738

Corrective Action Plan

Expenditures will increase in Instructional Salaries and Benefits in next quarter as all instructors will then be in full time status. Supplies and Services will increase when current pending orders are processed and in subsequent quarters.

Summary of Activities:

Expenditures include salaries, benefits and supplies to operate the 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	\$53,445	\$75,360	70.92%	\$150,720	35.46%	\$97,275
2000 - Non-Instructional Salaries	\$35,111	\$42,134	83.33%	\$84,267	41.67%	\$49,156
3000 - Employee Benefits	\$37,637	\$49,287	76.36%	\$98,573	38.18%	\$60,936
4000 - Supplies and Materials	\$12,748	\$22,058	57.79%	\$44,115	28.9%	\$31,367
5000 - Other Operating Expenses and Services	\$2,754	\$2,184	126.13%	\$4,367	63.06%	\$1,613
6000 - Capital Outlay	\$0	\$17,109	0%	\$34,218	0%	\$34,218
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$9,407	0%	\$18,814	0%	\$18,814
Totals	\$141,695	\$217,537	65.14%	\$435,074	32.57%	\$293,379

Summary of Activities:

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

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

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	\$107,313	\$113,040	94.93%	\$150,720	71.2%	\$43,407
2000 - Non-Instructional Salaries	\$56,178	\$63,200	88.89%	\$84,267	66.67%	\$28,089
3000 - Employee Benefits	\$70,374	\$73,930	95.19%	\$98,573	71.39%	\$28,199
4000 - Supplies and Materials	\$20,559	\$33,086	62.14%	\$44,115	46.6%	\$23,556
5000 - Other Operating Expenses and Services	\$4,315	\$3,275	131.75%	\$4,367	98.81%	\$52
6000 - Capital Outlay	\$0	\$25,664	0%	\$34,218	0%	\$34,218
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$14,111	0%	\$18,814	0%	\$18,814
Totals	\$258,739	\$326,306	79.29%	\$435,074	59.47%	\$176,335

Summary of Activities:

Expenditures include salaries, benefits, and supplies to operate the 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	\$150,720	\$150,720	100%	\$150,720	100%	\$0
2000 - Non-Instructional Salaries	\$84,267	\$84,267	100%	\$84,267	100%	\$0
3000 - Employee Benefits	\$98,573	\$98,573	100%	\$98,573	100%	\$0
4000 - Supplies and Materials	\$44,115	\$44,115	100%	\$44,115	100%	\$0
5000 - Other Operating Expenses and Services	\$4,367	\$4,367	100%	\$4,367	100%	\$0
6000 - Capital Outlay	\$34,218	\$34,218	100%	\$34,218	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,814	\$18,814	100%	\$18,814	100%	\$0
Totals	\$435,074	\$435,074	100%	\$435,074	100%	\$0

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 the Adult CTE courses.

**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	\$11,909	\$39,000	30.54%	\$195,000	6.11%	\$183,091
2000 - Non-Instructional Salaries	\$9,301	\$22,400	41.52%	\$112,000	8.3%	\$102,699
3000 - Employee Benefits	\$5,276	\$21,750	24.26%	\$87,000	6.06%	\$81,724
4000 - Supplies and Materials	\$2,523	\$3,243	77.79%	\$21,623	11.67%	\$19,100
5000 - Other Operating Expenses and Services	\$5,843	\$500	1,168.6%	\$10,000	58.43%	\$4,157
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,000	0%	\$12,000
Totals	\$34,852	\$86,893	40.11%	\$437,623	7.96%	\$402,771

Corrective Action Plan

Our expenditures were lower in this first quarter because classes did not start until the end of August as we are closed during the summer. The majority of our expenditures are salary/benefits to teachers which will increase in the coming quarters.

Summary of Activities:

We are currently offering 26 classes including all levels of ESL, conversation classes and citizenship classes. We added a CTE culinary arts class this semester as well.

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	\$56,674	\$97,500	58.13%	\$195,000	29.06%	\$138,326
2000 - Non-Instructional Salaries	\$48,371	\$56,000	86.38%	\$112,000	43.19%	\$63,629
3000 - Employee Benefits	\$30,284	\$43,500	69.62%	\$87,000	34.81%	\$56,716
4000 - Supplies and Materials	\$11,621	\$8,649	134.36%	\$21,623	53.74%	\$10,002
5000 - Other Operating Expenses and Services	\$7,199	\$4,000	179.98%	\$10,000	71.99%	\$2,801
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,000	0%	\$12,000
Totals	\$154,149	\$209,649	73.53%	\$437,623	35.22%	\$283,474

Summary of Activities:

We are currently offering 26 classes including all levels of ESL, conversation classes and citizenship classes. We added a CTE culinary arts class this semester as well.

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

Dr. Rebecca Roberts, Director of Alternative Education

Irvine 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	\$131,171	\$156,000	84.08%	\$195,000	67.27%	\$63,829
2000 - Non-Instructional Salaries	\$76,549	\$89,600	85.43%	\$112,000	68.35%	\$35,451
3000 - Employee Benefits	\$59,259	\$65,250	90.82%	\$87,000	68.11%	\$27,741
4000 - Supplies and Materials	\$13,530	\$15,136	89.39%	\$21,623	62.57%	\$8,093
5000 - Other Operating Expenses and Services	\$7,271	\$8,000	90.89%	\$10,000	72.71%	\$2,729
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,000	0%	\$12,000
Totals	\$287,780	\$333,986	86.17%	\$437,623	65.76%	\$149,843

Summary of Activities:

We offered 26 classes including all levels of ESL, conversation classes and citizenship classes. We continued to offer our CTE culinary class as well.

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	\$186,191	\$195,000	95.48%	\$195,000	95.48%	\$8,809
2000 - Non-Instructional Salaries	\$109,475	\$112,000	97.75%	\$112,000	97.75%	\$2,525
3000 - Employee Benefits	\$82,938	\$87,000	95.33%	\$87,000	95.33%	\$4,062
4000 - Supplies and Materials	\$14,530	\$21,623	67.2%	\$21,623	67.2%	\$7,093
5000 - Other Operating Expenses and Services	\$9,788	\$10,000	97.88%	\$10,000	97.88%	\$212
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$11,246	\$12,000	93.72%	\$12,000	93.72%	\$754
Totals	\$414,168	\$437,623	94.64%	\$437,623	94.64%	\$23,455

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 all of our classes during the 4th quarter through distance learning. Our teachers provided direct instruction through zoom or google meet and also provided asynchronous learning experiences for students.

**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	\$6,884	\$10,174	67.66%	\$67,829	10.15%	\$60,945
2000 - Non-Instructional Salaries	\$10,534	\$21,355	49.33%	\$142,364	7.4%	\$131,830
3000 - Employee Benefits	\$10,627	\$16,631	63.9%	\$110,873	9.58%	\$100,246
4000 - Supplies and Materials	\$0	\$72	0%	\$483	0%	\$483
5000 - Other Operating Expenses and Services	\$43,143	\$77,837	55.43%	\$518,914	8.31%	\$475,771
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$6,212	0%	\$41,416	0%	\$41,416
Totals	\$71,188	\$132,282	53.82%	\$881,879	8.07%	\$810,691

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	\$16,900	\$20,349	83.05%	\$67,829	24.92%	\$50,929
2000 - Non-Instructional Salaries	\$32,137	\$42,709	75.25%	\$142,364	22.57%	\$110,227
3000 - Employee Benefits	\$25,607	\$33,262	76.99%	\$110,873	23.1%	\$85,266
4000 - Supplies and Materials	\$0	\$145	0%	\$483	0%	\$483
5000 - Other Operating Expenses and Services	\$58,124	\$155,674	37.34%	\$518,914	11.2%	\$460,790
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$12,425	0%	\$41,416	0%	\$41,416
Totals	\$132,768	\$264,564	50.18%	\$881,879	15.06%	\$749,111

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: 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

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	\$26,687	\$30,523	87.43%	\$67,829	39.34%	\$41,142
2000 - Non-Instructional Salaries	\$50,176	\$64,064	78.32%	\$142,364	35.24%	\$92,188
3000 - Employee Benefits	\$39,813	\$49,893	79.8%	\$110,873	35.91%	\$71,060
4000 - Supplies and Materials	\$164	\$217	75.45%	\$483	33.95%	\$319
5000 - Other Operating Expenses and Services	\$75,466	\$233,511	32.32%	\$518,914	14.54%	\$443,448
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$18,637	0%	\$41,416	0%	\$41,416
Totals	\$192,306	\$396,846	48.46%	\$881,879	21.81%	\$689,573

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	\$33,184	\$40,697	81.54%	\$67,829	48.92%	\$34,645
2000 - Non-Instructional Salaries	\$72,371	\$85,418	84.73%	\$142,364	50.84%	\$69,993
3000 - Employee Benefits	\$54,551	\$66,524	82%	\$110,873	49.2%	\$56,322
4000 - Supplies and Materials	\$483	\$290	166.67%	\$483	100%	\$0
5000 - Other Operating Expenses and Services	\$86,663	\$311,348	27.83%	\$518,914	16.7%	\$432,251
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$24,850	0%	\$41,416	0%	\$41,416
Totals	\$247,252	\$529,127	46.73%	\$881,879	28.04%	\$634,627

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	\$3,383	\$1,942	174.24%	\$38,832	8.71%	\$35,449
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$666	\$388	171.52%	\$7,766	8.58%	\$7,100
4000 - Supplies and Materials	\$1	\$971	0.1%	\$19,418	0.01%	\$19,417
5000 - Other Operating Expenses and Services	\$35,000	\$3,884	901.09%	\$77,684	45.05%	\$42,684
6000 - Capital Outlay	\$0	\$0	100%	\$2,662	0%	\$2,662
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,318	0%	\$7,318
Totals	\$39,050	\$7,185	543.49%	\$153,680	25.41%	\$114,630

Summary of Activities:

Activities include staff prep for fall ESL classes, consulting services for fall workforce readiness classes, and technology purchases.

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	\$6,049	\$17,474	34.62%	\$38,832	15.58%	\$32,783
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,192	\$3,495	34.11%	\$7,766	15.35%	\$6,574
4000 - Supplies and Materials	\$77	\$7,767	0.99%	\$19,418	0.4%	\$19,341
5000 - Other Operating Expenses and Services	\$35,295	\$34,958	100.96%	\$77,684	45.43%	\$42,389
6000 - Capital Outlay	\$0	\$0	100%	\$2,662	0%	\$2,662
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,318	0%	\$7,318
Totals	\$42,613	\$63,694	66.9%	\$153,680	27.73%	\$111,067

Corrective Action Plan

Large project and consulting costs that were planned for Q2 are now expected to be paid in Q3.

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

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	\$9,135	\$29,124	31.37%	\$38,832	23.52%	\$29,697
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,805	\$5,825	30.99%	\$7,766	23.24%	\$5,961
4000 - Supplies and Materials	\$107	\$11,651	0.92%	\$19,418	0.55%	\$19,311
5000 - Other Operating Expenses and Services	\$35,295	\$50,495	69.9%	\$77,684	45.43%	\$42,389
6000 - Capital Outlay	\$0	\$0	100%	\$2,662	0%	\$2,662
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$7,318	0%	\$7,318
Totals	\$46,342	\$97,094	47.73%	\$153,680	30.15%	\$107,338

Corrective Action Plan

The most significant program costs in Quarter 3, payroll and services, were unexpectedly delayed until the beginning of April, which is the beginning of Quarter 4. The projected budget should be more in line at the end of Quarter 4.

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	\$9,135	\$38,832	23.52%	\$38,832	23.52%	\$29,697
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$1,805	\$7,766	23.24%	\$7,766	23.24%	\$5,961
4000 - Supplies and Materials	\$107	\$19,418	0.55%	\$19,418	0.55%	\$19,311
5000 - Other Operating Expenses and Services	\$70,295	\$77,684	90.49%	\$77,684	90.49%	\$7,389
6000 - Capital Outlay	\$0	\$0	100%	\$2,662	0%	\$2,662
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$7,318	0%	\$7,318	0%	\$7,318
Totals	\$81,342	\$151,018	53.86%	\$153,680	52.93%	\$72,338

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

Guidance: Yes

Corrective Action Plan

Due to the stay at-home orders for the COVID-19 pandemic, in-person classes were suspended during a portion of the second half of the 2019-20 school year. The growth in the online learning component to the LBUSD CAEP program also leveled out during this time. Adjustments continue to be made to shift more adult education learning to online learning for the 2020-21 school year.

Summary of Activities:

The partnership with the City of Laguna Beach and several local businesses had significant growth in program participation this school year. The location of the ESL classes was moved to be on-site at four local businesses. Before the stay at-home orders, we were able to begin a career readiness/re-entry class in partnership with the City of Laguna Beach, as well. The weekly ESL class located on an LBUSD campus maintained enrollment, albeit a small number of students.

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	\$88,875	\$128,652	69.08%	\$1,286,521	6.91%	\$1,197,646
2000 - Non-Instructional Salaries	\$158,066	\$244,004	64.78%	\$1,435,317	11.01%	\$1,277,251
3000 - Employee Benefits	\$110,160	\$172,622	63.82%	\$959,012	11.49%	\$848,852
4000 - Supplies and Materials	\$5,656	\$2,121	266.69%	\$26,510	21.34%	\$20,854
5000 - Other Operating Expenses and Services	\$178,231	\$69,067	258.06%	\$767,410	23.23%	\$589,179
6000 - Capital Outlay	\$57,793	\$76,766	75.28%	\$139,575	41.41%	\$81,782
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,547	\$9,229	103.45%	\$230,718	4.14%	\$221,171
Totals	\$608,328	\$702,461	86.6%	\$4,845,063	12.56%	\$4,236,735

Summary of Activities:

We are in the process of hiring five permanent staff members. We are also renovating a classroom to create the OASIS Independence Skills Lab.

**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	\$224,979	\$514,608	43.72%	\$1,286,521	17.49%	\$1,061,542
2000 - Non-Instructional Salaries	\$406,730	\$430,595	94.46%	\$1,435,317	28.34%	\$1,028,587
3000 - Employee Benefits	\$240,427	\$306,884	78.34%	\$959,012	25.07%	\$718,585
4000 - Supplies and Materials	\$13,857	\$4,242	326.69%	\$26,510	52.27%	\$12,653
5000 - Other Operating Expenses and Services	\$184,786	\$153,482	120.4%	\$767,410	24.08%	\$582,624
6000 - Capital Outlay	\$78,469	\$90,724	86.49%	\$139,575	56.22%	\$61,106
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$26,396	\$23,072	114.41%	\$230,718	11.44%	\$204,322
Totals	\$1,175,644	\$1,523,606	77.16%	\$4,845,063	24.26%	\$3,669,419

Corrective Action Plan

Plans to renovate classroom space for the Adults with Disabilities are underway. Project is expected to be completed by December 2020. Also, we are formalizing our permanent staff hirings and expect to complete all hirings by May 2020; a full-time faculty position is being created and will be filled by the end of the spring semester with an expected start date of August 2020.

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

Karima Feldhus, Assistant Vice President, Community Education, Emeritus Institute, and K-12 Partnerships

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	\$353,183	\$771,913	45.75%	\$1,286,521	27.45%	\$933,338
2000 - Non-Instructional Salaries	\$628,715	\$789,424	79.64%	\$1,435,317	43.8%	\$806,602
3000 - Employee Benefits	\$362,615	\$498,686	72.71%	\$959,012	37.81%	\$596,397
4000 - Supplies and Materials	\$22,219	\$15,906	139.69%	\$26,510	83.81%	\$4,291
5000 - Other Operating Expenses and Services	\$255,511	\$230,223	110.98%	\$767,410	33.3%	\$511,899
6000 - Capital Outlay	\$133,099	\$104,681	127.15%	\$139,575	95.36%	\$6,476
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$26,396	\$138,431	19.07%	\$230,718	11.44%	\$204,322
Totals	\$1,781,738	\$2,549,264	69.89%	\$4,845,063	36.77%	\$3,063,325

Corrective Action Plan

We set aside funding to complete the OASIS/AWD lab project. The completion date has been pushed to June 2021. Also, we have several vacant positions that are currently on hold until the fall when we resume our hiring activities. This includes a full-time faculty in OASIS/AWD.

Summary of Activities:

This year was a productive year for Saddleback Adult Education. We hired two Admission and Record Specialists to assist with student registration and on-boarding. Our AESL and OASIS classes have all been transitioned to online in March. We successfully created a number of new courses and certificates in AESL for the Workplace, HSE, and Basic Technology.

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	\$1,014,091	\$1,016,352	99.78%	\$1,286,521	78.82%	\$272,430
2000 - Non-Instructional Salaries	\$875,788	\$875,543	100.03%	\$1,435,317	61.02%	\$559,529
3000 - Employee Benefits	\$564,871	\$565,817	99.83%	\$959,012	58.9%	\$394,141
4000 - Supplies and Materials	\$25,510	\$25,450	100.24%	\$26,510	96.23%	\$1,000
5000 - Other Operating Expenses and Services	\$295,705	\$299,290	98.8%	\$767,410	38.53%	\$471,705
6000 - Capital Outlay	\$139,575	\$139,575	100%	\$139,575	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$145,778	\$145,352	100.29%	\$230,718	63.18%	\$84,940
Totals	\$3,061,318	\$3,067,379	99.8%	\$4,845,063	63.18%	\$1,783,745

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 moved 100% of our Adult Education to online. Trained faculty on Canvas and Zoom and will continue to provide professional development opportunities to the faculty throughout 2020-21 academic year. We are also distributing Chromebooks and textbooks to students so they can access their classes online. The OASIS lab renovation project is underway and is scheduled to be completed by the end of the academic year.

**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	\$23,007	\$47,250	48.69%	\$188,998	12.17%	\$165,991
2000 - Non-Instructional Salaries	\$4,089	\$6,673	61.27%	\$26,693	15.32%	\$22,604
3000 - Employee Benefits	\$12,173	\$22,494	54.12%	\$89,975	13.53%	\$77,802
4000 - Supplies and Materials	\$0	\$11	0%	\$43	0%	\$43
5000 - Other Operating Expenses and Services	\$0	\$10,125	0%	\$40,498	0%	\$40,498
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	\$39,269	\$86,552	45.37%	\$346,207	11.34%	\$306,938

Corrective Action Plan

We are in the process of hiring a new program consultant.

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	\$51,756	\$47,250	109.54%	\$188,998	27.38%	\$137,242
2000 - Non-Instructional Salaries	\$11,718	\$6,673	175.6%	\$26,693	43.9%	\$14,975
3000 - Employee Benefits	\$27,332	\$22,494	121.51%	\$89,975	30.38%	\$62,643
4000 - Supplies and Materials	\$0	\$11	0%	\$43	0%	\$43
5000 - Other Operating Expenses and Services	\$0	\$10,125	0%	\$40,498	0%	\$40,498
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	\$90,806	\$86,552	104.92%	\$346,207	26.23%	\$255,401

Corrective Action Plan

We are in the process of hiring a new program consultant.

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

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	\$80,505	\$47,250	170.38%	\$188,998	42.6%	\$108,493
2000 - Non-Instructional Salaries	\$17,837	\$6,673	267.29%	\$26,693	66.82%	\$8,856
3000 - Employee Benefits	\$41,809	\$22,494	185.87%	\$89,975	46.47%	\$48,166
4000 - Supplies and Materials	\$8	\$11	74.42%	\$43	18.6%	\$35
5000 - Other Operating Expenses and Services	\$0	\$10,125	0%	\$40,498	0%	\$40,498
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	\$140,159	\$86,552	161.94%	\$346,207	40.48%	\$206,048

Corrective Action Plan

We are in the process of hiring a new program consultant.

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	\$114,996	\$47,250	243.38%	\$188,998	60.85%	\$74,002
2000 - Non-Instructional Salaries	\$26,692	\$6,673	399.99%	\$26,693	100%	\$1
3000 - Employee Benefits	\$58,695	\$22,494	260.94%	\$89,975	65.23%	\$31,280
4000 - Supplies and Materials	\$43	\$11	400%	\$43	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$10,125	0%	\$40,498	0%	\$40,498
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	\$200,426	\$86,552	231.57%	\$346,207	57.89%	\$145,781

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

Guidance: Yes

Corrective Action Plan

We are in the process of hiring a new program consultant.

**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	\$92,914	\$75,627	122.86%	\$504,180	18.43%	\$411,266
2000 - Non-Instructional Salaries	\$15,132	\$22,723	66.59%	\$151,487	9.99%	\$136,355
3000 - Employee Benefits	\$21,350	\$20,632	103.48%	\$137,545	15.52%	\$116,195
4000 - Supplies and Materials	\$69,434	\$21,060	329.69%	\$140,403	49.45%	\$70,969
5000 - Other Operating Expenses and Services	\$15,770	\$15,000	105.13%	\$100,000	15.77%	\$84,230
6000 - Capital Outlay	\$10,516	\$9,750	107.86%	\$65,000	16.18%	\$54,484
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$8,145	0%	\$54,302	0%	\$54,302
Totals	\$225,116	\$172,938	130.17%	\$1,152,917	19.53%	\$927,801

Summary of Activities:

During Q1, Tustin Adult School held a teacher professional development day provided on Aug 9. Fall started with 3 ABE classes, 3 HSD/HSE classes, 3 CTE classes, 30 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	\$209,193	\$151,254	138.31%	\$504,180	41.49%	\$294,987
2000 - Non-Instructional Salaries	\$41,218	\$45,446	90.7%	\$151,487	27.21%	\$110,269
3000 - Employee Benefits	\$33,538	\$41,264	81.28%	\$137,545	24.38%	\$104,007
4000 - Supplies and Materials	\$76,993	\$42,121	182.79%	\$140,403	54.84%	\$63,410
5000 - Other Operating Expenses and Services	\$16,880	\$30,000	56.27%	\$100,000	16.88%	\$83,120
6000 - Capital Outlay	\$10,516	\$19,500	53.93%	\$65,000	16.18%	\$54,484
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$16,291	0%	\$54,302	0%	\$54,302
Totals	\$388,338	\$345,875	112.28%	\$1,152,917	33.68%	\$764,579

Summary of Activities:

Tustin Adult School continued with 42 class in ABE/ASE/CTE and ESL for the Fall 2019 semester. There were also two professional development/planning days on Oct. 4 and Dec. 19. Tustin Adult School also hired a night Office assistant who left in July 2019.

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

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	\$410,759	\$226,881	181.05%	\$504,180	81.47%	\$93,421
2000 - Non-Instructional Salaries	\$70,867	\$68,169	103.96%	\$151,487	46.78%	\$80,620
3000 - Employee Benefits	\$96,640	\$61,895	156.13%	\$137,545	70.26%	\$40,905
4000 - Supplies and Materials	\$83,067	\$63,181	131.47%	\$140,403	59.16%	\$57,336
5000 - Other Operating Expenses and Services	\$17,329	\$45,000	38.51%	\$100,000	17.33%	\$82,671
6000 - Capital Outlay	\$10,516	\$29,250	35.95%	\$65,000	16.18%	\$54,484
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$24,436	0%	\$54,302	0%	\$54,302
Totals	\$689,178	\$518,813	132.84%	\$1,152,917	59.78%	\$463,739

Summary of Activities:

This quarter saw the beginning of the Spring Semester. Tustin Adult School is offering 36 class in ABE, HSD/HSE, ELS, Citizenship, Computers. Were able to move/reopen 3 of the ESL classes to St. Paul's church to allow for easy access in north portion of the district. ESL Scope and Sequence work is continuing as well. There were also 2 Staff Meetings for WASC Accreditation Visit.

**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	\$570,061	\$302,508	188.44%	\$504,180	113.07%	⚠ -\$65,881
2000 - Non-Instructional Salaries	\$104,405	\$90,892	114.87%	\$151,487	68.92%	\$47,082
3000 - Employee Benefits	\$135,563	\$82,527	164.27%	\$137,545	98.56%	\$1,982
4000 - Supplies and Materials	\$100,996	\$84,242	119.89%	\$140,403	71.93%	\$39,407
5000 - Other Operating Expenses and Services	\$21,970	\$60,000	36.62%	\$100,000	21.97%	\$78,030
6000 - Capital Outlay	\$10,516	\$39,000	26.96%	\$65,000	16.18%	\$54,484
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$44,503	\$32,581	136.59%	\$54,302	81.95%	\$9,799
Totals	\$988,014	\$691,750	142.83%	\$1,152,917	85.7%	\$164,903

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

Guidance: Yes

Summary of Activities:

Funds were allocated to closeout 2019-2020 school year. Tustin Adult School in the final quarter had 4 ABE classes, 23 ESL classes, 3 computer classes and 4 teachers supporting Diploma/Equivalency students. Professional development was also offered to support teachers as they moved to distance learning due to COVID. That is why cost for instructional salaries is over what was projected.

Status
Submitted



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