

CAEP Consortium Fiscal Reporting

63 South Bay Adult Education Consortium/Southwestern

2019-20 Fiscal Year

Certification

Certified By

Crystal Robinson

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

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Coronado Unified	Submitted	Submitted	Submitted	Not Submitted
Southwestern CCD	Submitted	Submitted	Submitted	Not Submitted
Sweetwater Union High	Submitted	Submitted	Submitted	Not Submitted

Coronado Unified

Coronado 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	\$13,970	\$0	100%	\$90,000	15.52%	\$76,030
2000 - Non-Instructional Salaries	\$12,997	\$0	100%	\$80,000	16.25%	\$67,003
3000 - Employee Benefits	\$10,751	\$0	100%	\$60,000	17.92%	\$49,249
4000 - Supplies and Materials	\$4,057	\$0	100%	\$85,000	4.77%	\$80,943
5000 - Other Operating Expenses and Services	\$4,575	\$0	100%	\$62,578	7.31%	\$58,003
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$15,000	0%	\$15,000
Totals	\$46,350	\$0	100%	\$392,578	11.81%	\$346,228

Status
Submitted

Coronado 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	\$31,208	\$0	100%	\$90,000	34.68%	\$58,792
2000 - Non-Instructional Salaries	\$26,803	\$0	100%	\$80,000	33.5%	\$53,197
3000 - Employee Benefits	\$24,740	\$0	100%	\$60,000	41.23%	\$35,260
4000 - Supplies and Materials	\$5,426	\$0	100%	\$85,000	6.38%	\$79,574
5000 - Other Operating Expenses and Services	\$10,409	\$0	100%	\$62,578	16.63%	\$52,169
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$15,000	0%	\$15,000
Totals	\$98,586	\$0	100%	\$392,578	25.11%	\$293,992

Corrective Action Plan

We are in the process of expanding more classes related to behavior support, child care and child development.

Summary of Activities:

There is a possibility to partner with Coronado Chamber of Commerce and see how can we serve our local businesses.

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. Megan Battle, Director of Learning

Coronado 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	\$71,007	\$0	100%	\$90,000	78.9%	\$18,993
2000 - Non-Instructional Salaries	\$56,894	\$0	100%	\$80,000	71.12%	\$23,106
3000 - Employee Benefits	\$55,200	\$0	100%	\$60,000	92%	\$4,800
4000 - Supplies and Materials	\$5,861	\$0	100%	\$85,000	6.9%	\$79,139
5000 - Other Operating Expenses and Services	\$10,788	\$0	100%	\$62,578	17.24%	\$51,790
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$15,000	0%	\$15,000
Totals	\$199,750	\$0	100%	\$392,578	50.88%	\$192,828

Summary of Activities:

ESL and CTE classes are continuing online, almost 90% of the students joined the online classes.

Status
Submitted

Coronado 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	\$71,007	\$0	100%	\$90,000	78.9%	\$18,993
2000 - Non-Instructional Salaries	\$56,894	\$0	100%	\$80,000	71.12%	\$23,106
3000 - Employee Benefits	\$55,200	\$0	100%	\$60,000	92%	\$4,800
4000 - Supplies and Materials	\$5,861	\$0	100%	\$85,000	6.9%	\$79,139
5000 - Other Operating Expenses and Services	\$10,788	\$0	100%	\$62,578	17.24%	\$51,790
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$15,000	0%	\$15,000
Totals	\$199,750	\$0	100%	\$392,578	50.88%	\$192,828

Status
Unsubmitted

Southwestern CCD

Southwestern 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	\$0	\$50,188	0%	\$334,585	0%	\$334,585
2000 - Non-Instructional Salaries	\$0	\$34,425	0%	\$229,501	0%	\$229,501
3000 - Employee Benefits	\$0	\$18,336	0%	\$122,240	0%	\$122,240
4000 - Supplies and Materials	\$0	\$5,751	0%	\$38,341	0%	\$38,341
5000 - Other Operating Expenses and Services	\$0	\$18,810	0%	\$125,401	0%	\$125,401
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,100	0%	\$34,003	0%	\$34,003
Totals	\$0	\$132,611	0%	\$884,071	0%	\$884,071

Corrective Action Plan

Due to the over reporting in expenditures in FY1819, in the amount of \$330,206, Southwestern College will under report expenses for the next quarters until the over reporting amount of \$330,206 has been offset by current expenses.

Beginning Q1 of FY1920, SWC will report \$0 expenses. SWC would have reported \$105,202 in Q1 FY1920, however, SWC is using a partial offset of the \$330,206 for Q1. The remaining over reported balance is \$225,004.

Summary of Activities:

SWC CAEP funds in Q1 provided for the maintenance of established, on-going activities, along with new efforts identified here. SWC administrators, faculty and staff participated in an array of Academic Year 2019-20 preparatory activities in Q1 related to the following: 1. Initial planning and scheduling of goal activities under the new annual and three-year plans, including SWC- specific work and cross-district collaborative activities. 2. Updating of the college noncredit orientation for delivery at each of the adult education member sites in fall 2019; 3. Continuation of preliminary planning and capacity building, with SWC serving as the lead member, for two pilot projects related to student transitions and improved student tracking, data sharing and accountability, and; 4. Participation in professional development activities, including the ASCCC Curriculum Institute, local Super Region trainings, and Guided Pathways trainings.

Status
Submitted

Southwestern 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	\$0	\$100,376	0%	\$334,585	0%	\$334,585
2000 - Non-Instructional Salaries	\$0	\$68,850	0%	\$229,501	0%	\$229,501
3000 - Employee Benefits	\$0	\$36,672	0%	\$122,240	0%	\$122,240
4000 - Supplies and Materials	\$0	\$11,502	0%	\$38,341	0%	\$38,341
5000 - Other Operating Expenses and Services	\$0	\$37,620	0%	\$125,401	0%	\$125,401
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,201	0%	\$34,003	0%	\$34,003
Totals	\$0	\$265,221	0%	\$884,071	0%	\$884,071

Corrective Action Plan

Due to the over reporting in expenditures in FY18/19, in the amount of \$330,206, Southwestern College will under report expenses for Q 1, Q2 and Q3 until the over reporting amount of \$330,206 has been offset by current expenses. For Q1 and Q2 of FY19/20, SWC will report \$0 expenses. The year to date expenses for from 07/01/18 - 12/31/19 is \$345,174.30.

Summary of Activities:

SWC CAEP funds in Q2 were expended for on-going CAEP activities, as well as new activities listed here. SWC faculty, staff and administrators participated in an district-specific and consortium activities directly related to the one and three-year plans. These efforts were focused on: 1. Continued noncredit curriculum work, including work with discipline faculty to develop CDCP certificate programs from new and existing course inventory; 2. Delivery of SWC orientations and college success noncredit classes at adult education partner sites; 3. Professional development activities, including the CAEP TAP, regional and summit events, and; 4. Kickoff of formal research projects related to student transitions and improved student tracking, data sharing and accountability. SWC is the lead agency and has identified a multi-phase research model, incorporating iterative and Human Centered Design approaches, to inform consortium work now and through the 2020-2021 academic year.

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

Minou Spradley, Vice President of Academic Affairs

Southwestern 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	\$0	\$150,563	0%	\$334,585	0%	\$334,585
2000 - Non-Instructional Salaries	\$0	\$103,275	0%	\$229,501	0%	\$229,501
3000 - Employee Benefits	\$0	\$55,008	0%	\$122,240	0%	\$122,240
4000 - Supplies and Materials	\$0	\$17,253	0%	\$38,341	0%	\$38,341
5000 - Other Operating Expenses and Services	\$0	\$56,430	0%	\$125,401	0%	\$125,401
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$15,301	0%	\$34,003	0%	\$34,003
Totals	\$0	\$397,832	0%	\$884,071	0%	\$884,071

Corrective Action Plan

Due to the over reporting in expenditures in FY18/19, in the amount of \$330,206, Southwestern College will under report expenses for Q 1, Q2 and Q3 until the over reporting amount of \$330,206 has been offset by current expenses. For Q1, Q2 and Q3 of FY19/20, SWC will report \$0 expenses. An internal audit of Q2 identified over-reporting in YTD expenditures. Q3 corrects this with a 19/20 YTD amount of \$327,099 from 07/01/19 - 03/31/2020.

Summary of Activities:

SWC CAEP funds in Q3 were expended for on-going CAEP activities from Q1 and Q2, as well as new activities related to emergency transition to remote operations in early March due to the COVID-19 pandemic. SWC faculty, staff and administrators continued to participate in district-specific and consortium activities directly related to the CAEP one and three-year plans, while simultaneously addressing needs and issues of delivering noncredit classes and services via a variety of remote and/or on-line formats. These efforts included preliminary planning and trainings (local, regional and statewide webinars and formal trainings) aimed at reducing interruption of instruction/counseling and assisting students to continue their progress where possible. During this time the student transitions research project, hosted by SWC for the Consortium, came to a temporary pause, with expectation for completion during Q4 or the summer in order to inform 2020-21 planning.

Status
Submitted

Southwestern 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	\$0	\$200,751	0%	\$334,585	0%	\$334,585
2000 - Non-Instructional Salaries	\$0	\$137,701	0%	\$229,501	0%	\$229,501
3000 - Employee Benefits	\$0	\$73,344	0%	\$122,240	0%	\$122,240
4000 - Supplies and Materials	\$0	\$23,005	0%	\$38,341	0%	\$38,341
5000 - Other Operating Expenses and Services	\$0	\$75,241	0%	\$125,401	0%	\$125,401
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$20,402	0%	\$34,003	0%	\$34,003
Totals	\$0	\$530,443	0%	\$884,071	0%	\$884,071

Status
Unsubmitted

Sweetwater Union High

Sweetwater 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	\$872,547	\$1,576,400	55.35%	\$6,305,600	13.84%	\$5,433,053
2000 - Non-Instructional Salaries	\$408,120	\$719,917	56.69%	\$2,879,669	14.17%	\$2,471,549
3000 - Employee Benefits	\$466,950	\$1,219,877	38.28%	\$4,879,509	9.57%	\$4,412,559
4000 - Supplies and Materials	\$63,710	\$36,524	174.43%	\$486,226	13.1%	\$422,516
5000 - Other Operating Expenses and Services	\$101,406	\$263,817	38.44%	\$1,055,267	9.61%	\$953,861
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$4,000	0%	\$4,000
Indirect Costs	\$0	\$195,128	0%	\$780,513	0%	\$780,513
Totals	\$1,912,733	\$4,011,664	47.68%	\$16,390,784	11.67%	\$14,478,051

Corrective Action Plan

The division ran at a scaled back level, focusing on the strong foundational master schedule while continuing redevelopment and reorganizational efforts. Expenditures will increase over Q2 and more significantly in Q3 and beyond.

Summary of Activities:

Sweetwater Adult Education Division provided a comprehensive program inclusive of Citizenship, English as a Second Language (ESL), Adult Basic Education (ABE), High School Equivalency (HSE), High School Subjects (HSS), and Career Technical Education (CTE) at 4 Adult Education sites and satellite locations. The division continues to focus on statistical improvement, and used time in Q1 to develop a master schedule that will allow for greater teacher collaboration and student achievement. The new schedule will be instituted in Q3. The consortium began to organize the consortium pilot project related to transitions and student data sharing, which will satisfy multiple activities laid out in the 19-20 annual plan.

Status
Submitted

Sweetwater 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	\$1,951,261	\$1,576,400	123.78%	\$6,305,600	30.94%	\$4,354,339
2000 - Non-Instructional Salaries	\$838,923	\$719,917	116.53%	\$2,879,669	29.13%	\$2,040,746
3000 - Employee Benefits	\$1,051,796	\$1,219,877	86.22%	\$4,879,509	21.56%	\$3,827,713
4000 - Supplies and Materials	\$98,087	\$36,524	268.55%	\$486,226	20.17%	\$388,139
5000 - Other Operating Expenses and Services	\$309,022	\$263,817	117.14%	\$1,055,267	29.28%	\$746,245
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$3,112	\$3,200	97.25%	\$4,000	77.8%	\$888
Indirect Costs	\$0	\$195,128	0%	\$780,513	0%	\$780,513
Totals	\$4,252,201	\$4,014,864	105.91%	\$16,390,784	25.94%	\$12,138,583

Corrective Action Plan

The division continued reorganization planning and development, preparing for the introduction of a new expanded master schedule in quarter 3. Expenditures will increase over Q3 and more significantly in Q4 and beyond.

Summary of Activities:

Sweetwater Adult Education Division provided a comprehensive program inclusive of Citizenship, English as a Second Language (ESL), Adult Basic Education (ABE), High School Equivalency (HSE), High School Subjects (HSS), and Career Technical Education (CTE) at 4 Adult Education sites and satellite locations. Division leadership and staff worked together to implement the new schedule for Q3. Division employees actively researched purchases for a broad-scale, division-wide refresh to begin in Q3, and continue throughout the 2020-2021 school year. The refresh will include employee technology (both certificated and classified), classroom presentation boards, standards-aligned curriculum, student technology, security measures, and classroom furniture. The consortium began Phase I of the consortium pilot project related to transitions and student data sharing, which satisfies multiple activities laid out in the 19-20 annual plan.

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

Joe Fulcher, Assistant Superintendent for Equity, Culture, and Support Services

Sweetwater 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	\$3,160,670	\$1,576,400	200.5%	\$6,305,600	50.12%	\$3,144,930
2000 - Non-Instructional Salaries	\$1,323,723	\$719,917	183.87%	\$2,879,669	45.97%	\$1,555,946
3000 - Employee Benefits	\$1,704,158	\$1,219,877	139.7%	\$4,879,509	34.92%	\$3,175,351
4000 - Supplies and Materials	\$179,488	\$36,524	491.42%	\$486,226	36.91%	\$306,738
5000 - Other Operating Expenses and Services	\$447,413	\$263,817	169.59%	\$1,055,267	42.4%	\$607,854
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$3,215	\$4,000	80.38%	\$4,000	80.38%	\$785
Indirect Costs	\$61,552	\$195,128	31.54%	\$780,513	7.89%	\$718,961
Totals	\$6,880,219	\$4,015,664	171.33%	\$16,390,784	41.98%	\$9,510,565

Corrective Action Plan

Spending increased in the 3rd quarter and was about to be ratcheted up dramatically with essential one-time purchases for technology and furniture needs essential to transition to a blended learning institution. While the pandemic has dramatically accelerated the faculty's andragogical skill development for blended learning, it essentially halted equipment, furniture, and technological acquisitions. With governments and businesses reopening, and with the new fiscal year nearly upon us, the intent will be to transition the unfulfilled one-time purchases to the 2020-2021 school year, and beyond if necessary due to budget cuts. The general spending plan has been included as an evidentiary article in the attachments.

Summary of Activities:

Sweetwater Adult Education Division continue to provide a comprehensive program inclusive of Citizenship, ESL, ABE, HSE, HSS, and CTE at 4 Adult Education sites and satellite locations. Division leadership and staff worked together to implement the new expanded schedule for Q3. New curriculum, National Geographic's Stand Out was purchased for the ESL program following a year of study and pilots. There was great disruption to the school year with the onset of Covid-19 at the end of quarter 3. This slowed down Sweetwater Adult's equipment and climate reorganization following last year's personnel reorganization. The ongoing reorganization will include employee technology (both certificated and classified), classroom presentation boards, standards-aligned curriculum, student technology, security measures, and classroom furniture. The consortium continued Phase I of the pilot project related to transitions and data sharing, but was temporarily put on hold toward the end of Q3.

Status
Submitted

Sweetwater 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	\$3,160,670	\$1,576,400	200.5%	\$6,305,600	50.12%	\$3,144,930
2000 - Non-Instructional Salaries	\$1,323,723	\$719,917	183.87%	\$2,879,669	45.97%	\$1,555,946
3000 - Employee Benefits	\$1,704,158	\$1,219,877	139.7%	\$4,879,509	34.92%	\$3,175,351
4000 - Supplies and Materials	\$179,488	\$36,524	491.42%	\$486,226	36.91%	\$306,738
5000 - Other Operating Expenses and Services	\$447,413	\$263,817	169.59%	\$1,055,267	42.4%	\$607,854
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$3,215	\$4,000	80.38%	\$4,000	80.38%	\$785
Indirect Costs	\$61,552	\$195,128	31.54%	\$780,513	7.89%	\$718,961
Totals	\$6,880,219	\$4,015,664	171.33%	\$16,390,784	41.98%	\$9,510,565

Status
Unsubmitted



California
Community
Colleges



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