

CAEP Consortium Fiscal Reporting

63 South Bay Adult Education Consortium/Southwestern

2020-21 Fiscal Year

Certification

Certified By

Crystal Robinson

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

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Coronado Unified	Submitted	Not Submitted	Not Submitted	Not Submitted
Southwestern CCD	Submitted	Not Submitted	Not Submitted	Not Submitted
Sweetwater Union High	Submitted	Not Submitted	Not 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	\$14,271	\$20,000	71.36%	\$100,000	14.27%	\$85,729
2000 - Non-Instructional Salaries	\$22,500	\$22,500	100%	\$90,000	25%	\$67,500
3000 - Employee Benefits	\$17,500	\$17,500	100%	\$70,000	25%	\$52,500
4000 - Supplies and Materials	\$4,489	\$8,750	51.3%	\$35,000	12.83%	\$30,511
5000 - Other Operating Expenses and Services	\$2,242	\$3,500	64.06%	\$35,000	6.41%	\$32,758
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,744	\$3,744	100.01%	\$14,974	25%	\$11,230
Totals	\$64,746	\$75,994	85.2%	\$344,974	18.77%	\$280,228

Summary of Activities:

In Q1, CUSD Adult Ed continued to provide in all program areas, including ESL and CTE. All continued to be distance learning since Governor's shutdown began, with teachers and students meeting through tools such as Zoom. CUSD made progress in launching a few initiatives. CUSD began making a transition towards the development of ESL Pathways: ESL for Community, ESL for Employment, and ESL for Academics. This will allow us to contextualize and tailor the rigor of learning experiences according to interests and needs. Additionally, CUSD posted to hire a Board Certified Behavior Analyst to support our goal of offering a Registered Behavior Technician (RBT) program. We had a very qualified candidate pool and are excited to onboard and launch this program in quarter 2.

**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	\$14,271	\$40,000	35.68%	\$100,000	14.27%	\$85,729
2000 - Non-Instructional Salaries	\$22,500	\$45,000	50%	\$90,000	25%	\$67,500
3000 - Employee Benefits	\$17,500	\$35,000	50%	\$70,000	25%	\$52,500
4000 - Supplies and Materials	\$4,489	\$17,500	25.65%	\$35,000	12.83%	\$30,511
5000 - Other Operating Expenses and Services	\$2,242	\$5,250	42.7%	\$35,000	6.41%	\$32,758
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,744	\$7,487	50.01%	\$14,974	25%	\$11,230
Totals	\$64,746	\$150,237	43.1%	\$344,974	18.77%	\$280,228

Status
Unsubmitted

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	\$14,271	\$70,000	20.39%	\$100,000	14.27%	\$85,729
2000 - Non-Instructional Salaries	\$22,500	\$67,500	33.33%	\$90,000	25%	\$67,500
3000 - Employee Benefits	\$17,500	\$52,500	33.33%	\$70,000	25%	\$52,500
4000 - Supplies and Materials	\$4,489	\$26,250	17.1%	\$35,000	12.83%	\$30,511
5000 - Other Operating Expenses and Services	\$2,242	\$7,000	32.03%	\$35,000	6.41%	\$32,758
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,744	\$8,984	41.67%	\$14,974	25%	\$11,230
Totals	\$64,746	\$232,234	27.88%	\$344,974	18.77%	\$280,228

Status
Unsubmitted

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	\$14,271	\$100,000	14.27%	\$100,000	14.27%	\$85,729
2000 - Non-Instructional Salaries	\$22,500	\$90,000	25%	\$90,000	25%	\$67,500
3000 - Employee Benefits	\$17,500	\$70,000	25%	\$70,000	25%	\$52,500
4000 - Supplies and Materials	\$4,489	\$35,000	12.83%	\$35,000	12.83%	\$30,511
5000 - Other Operating Expenses and Services	\$2,242	\$8,750	25.62%	\$35,000	6.41%	\$32,758
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,744	\$11,231	33.34%	\$14,974	25%	\$11,230
Totals	\$64,746	\$314,981	20.56%	\$344,974	18.77%	\$280,228

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	\$51,077	\$48,140	106.1%	\$481,400	10.61%	\$430,323
2000 - Non-Instructional Salaries	\$46,342	\$30,547	151.71%	\$305,470	15.17%	\$259,128
3000 - Employee Benefits	\$33,418	\$18,921	176.62%	\$189,206	17.66%	\$155,788
4000 - Supplies and Materials	\$0	\$4,168	0%	\$41,682	0%	\$41,682
5000 - Other Operating Expenses and Services	\$650	\$15,592	4.17%	\$155,915	0.42%	\$155,265
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,259	\$4,698	111.94%	\$46,979	11.19%	\$41,720
Totals	\$136,746	\$122,065	112.03%	\$1,220,652	11.2%	\$1,083,906

Corrective Action Plan

Due to COVID-19, there has been a delay in planned expenditures related to conferences, training and travel, which has contributed to expenditures falling below the Q1 target. Alternative professional development plans are in place to expend funds by Q3. A delay in expenditures for supplies and materials is a result of campus closures that also contributed to a spending shortfall in Q1; purchases will take place by Q3. Finally, changes in instructional modality have affected schedule production, the design of print collateral and promotional materials to support increased enrollment and seamless transitions will be completed in Q2.

Summary of Activities:

In Q1, SWC CAEP addressed joint efforts in the local consortium plan and specific areas of responsibility identified for the college. This included continued efforts to address student access and noncredit faculty training for online course delivery during COVID-19. All district operations remained remote, with information that this will continue through the Spring of 2021. Faculty participated in district-wide efforts to create DE addenda for submittal to the CCCC by end of Fall 2020 per stipulation to be able to offer CAEP courses in Spring 2021, and beyond, during COVID 19 closure. Faculty created a series of student onboarding videos and website information that will be reviewed, evaluated and improved in Q2. Preliminary work was also completed to prepare for noncredit progress indicator policy adoption in fall 2020, as well as inclusion in credit pathways efforts and course/program mapping to the credit curriculum.

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	\$51,077	\$144,420	35.37%	\$481,400	10.61%	\$430,323
2000 - Non-Instructional Salaries	\$46,342	\$91,641	50.57%	\$305,470	15.17%	\$259,128
3000 - Employee Benefits	\$33,418	\$56,762	58.87%	\$189,206	17.66%	\$155,788
4000 - Supplies and Materials	\$0	\$12,505	0%	\$41,682	0%	\$41,682
5000 - Other Operating Expenses and Services	\$650	\$46,775	1.39%	\$155,915	0.42%	\$155,265
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,259	\$14,094	37.31%	\$46,979	11.19%	\$41,720
Totals	\$136,746	\$366,196	37.34%	\$1,220,652	11.2%	\$1,083,906

Status
Unsubmitted

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	\$51,077	\$216,630	23.58%	\$481,400	10.61%	\$430,323
2000 - Non-Instructional Salaries	\$46,342	\$137,462	33.71%	\$305,470	15.17%	\$259,128
3000 - Employee Benefits	\$33,418	\$85,143	39.25%	\$189,206	17.66%	\$155,788
4000 - Supplies and Materials	\$0	\$18,757	0%	\$41,682	0%	\$41,682
5000 - Other Operating Expenses and Services	\$650	\$70,162	0.93%	\$155,915	0.42%	\$155,265
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,259	\$21,141	24.88%	\$46,979	11.19%	\$41,720
Totals	\$136,746	\$549,293	24.89%	\$1,220,652	11.2%	\$1,083,906

Status
Unsubmitted

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	\$51,077	\$312,910	16.32%	\$481,400	10.61%	\$430,323
2000 - Non-Instructional Salaries	\$46,342	\$198,556	23.34%	\$305,470	15.17%	\$259,128
3000 - Employee Benefits	\$33,418	\$122,984	27.17%	\$189,206	17.66%	\$155,788
4000 - Supplies and Materials	\$0	\$27,093	0%	\$41,682	0%	\$41,682
5000 - Other Operating Expenses and Services	\$650	\$101,345	0.64%	\$155,915	0.42%	\$155,265
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,259	\$30,536	17.22%	\$46,979	11.19%	\$41,720
Totals	\$136,746	\$793,424	17.23%	\$1,220,652	11.2%	\$1,083,906

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	\$1,070,199	\$857,722	124.77%	\$5,718,146	18.72%	\$4,647,947
2000 - Non-Instructional Salaries	\$447,172	\$460,685	97.07%	\$3,071,230	14.56%	\$2,624,058
3000 - Employee Benefits	\$602,252	\$521,417	115.5%	\$3,476,113	17.33%	\$2,873,861
4000 - Supplies and Materials	\$89,738	\$570,259	15.74%	\$3,801,724	2.36%	\$3,711,986
5000 - Other Operating Expenses and Services	\$81,339	\$87,329	93.14%	\$1,746,580	4.66%	\$1,665,241
6000 - Capital Outlay	\$0	\$0	100%	\$285,619	0%	\$285,619
7000 - Other Outgo	\$0	\$141,862	0%	\$945,749	0%	\$945,749
Indirect Costs	\$0	\$131,849	0%	\$878,990	0%	\$878,990
Totals	\$2,290,700	\$2,771,122	82.66%	\$19,924,151	11.5%	\$17,633,451

Corrective Action Plan

There is no internal concern that Sweetwater Adult Education will underspend in the 2020-2021 school year on the whole. We have budgeted large purchases, including student furniture and technology, staff technology, and classroom presentation technology. These purchases will take place in quarters 2 and 3, and will get the division on target for spending in 2020-2021. Hiring was somewhat delayed by the challenges of the pandemic, but following several posts/reposts we have recently added teachers to be fully staffed for 2020-2021.

Summary of Activities:

In Q1, SUHSD Adult Ed continued to provide in all program areas, including ESL/Citizenship, ABE, HSS/HSE, and CTE. All continued to be distance learning since Governor's shutdown began, with teachers and students meeting through tools such as Microsoft Teams and Zoom. SUHSD embarked on 3 initiatives: 1. Providing tailored services for adults w/ disabilities through our Disabilities and Access Resource Ctr. With a partnership with the Depart of Rehab in place, there are now Workability II opportunities for students seeking employment. Added a program manager, instructor, and instructional assistant to support adults w/ disabilities in the ESL and academic programs. 2. Began providing ESL in Pathways: ESL for Community, ESL for Employment, and ESL for Academics. Allows us to contextualize and tailor the rigor of learning experiences according to interests and needs. 3. Focusing on improving our andragogical practices. Teachers are provided 30 min prof dev and 90 min collab weekly.

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	\$1,070,199	\$2,287,258	46.79%	\$5,718,146	18.72%	\$4,647,947
2000 - Non-Instructional Salaries	\$447,172	\$1,228,492	36.4%	\$3,071,230	14.56%	\$2,624,058
3000 - Employee Benefits	\$602,252	\$1,390,445	43.31%	\$3,476,113	17.33%	\$2,873,861
4000 - Supplies and Materials	\$89,738	\$1,520,690	5.9%	\$3,801,724	2.36%	\$3,711,986
5000 - Other Operating Expenses and Services	\$81,339	\$523,974	15.52%	\$1,746,580	4.66%	\$1,665,241
6000 - Capital Outlay	\$0	\$42,843	0%	\$285,619	0%	\$285,619
7000 - Other Outgo	\$0	\$472,875	0%	\$945,749	0%	\$945,749
Indirect Costs	\$0	\$439,495	0%	\$878,990	0%	\$878,990
Totals	\$2,290,700	\$7,906,072	28.97%	\$19,924,151	11.5%	\$17,633,451

Status
Unsubmitted

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	\$1,070,199	\$3,716,795	28.79%	\$5,718,146	18.72%	\$4,647,947
2000 - Non-Instructional Salaries	\$447,172	\$1,996,300	22.4%	\$3,071,230	14.56%	\$2,624,058
3000 - Employee Benefits	\$602,252	\$2,259,473	26.65%	\$3,476,113	17.33%	\$2,873,861
4000 - Supplies and Materials	\$89,738	\$2,471,121	3.63%	\$3,801,724	2.36%	\$3,711,986
5000 - Other Operating Expenses and Services	\$81,339	\$1,222,606	6.65%	\$1,746,580	4.66%	\$1,665,241
6000 - Capital Outlay	\$0	\$142,810	0%	\$285,619	0%	\$285,619
7000 - Other Outgo	\$0	\$663,079	0%	\$945,749	0%	\$945,749
Indirect Costs	\$0	\$659,243	0%	\$878,990	0%	\$878,990
Totals	\$2,290,700	\$13,131,425	17.44%	\$19,924,151	11.5%	\$17,633,451

Status
Unsubmitted

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	\$1,070,199	\$5,718,146	18.72%	\$5,718,146	18.72%	\$4,647,947
2000 - Non-Instructional Salaries	\$447,172	\$3,071,230	14.56%	\$3,071,230	14.56%	\$2,624,058
3000 - Employee Benefits	\$602,252	\$3,476,113	17.33%	\$3,476,113	17.33%	\$2,873,861
4000 - Supplies and Materials	\$89,738	\$3,801,724	2.36%	\$3,801,724	2.36%	\$3,711,986
5000 - Other Operating Expenses and Services	\$81,339	\$1,746,580	4.66%	\$1,746,580	4.66%	\$1,665,241
6000 - Capital Outlay	\$0	\$285,619	0%	\$285,619	0%	\$285,619
7000 - Other Outgo	\$0	\$945,749	0%	\$945,749	0%	\$945,749
Indirect Costs	\$0	\$878,990	0%	\$878,990	0%	\$878,990
Totals	\$2,290,700	\$19,924,151	11.5%	\$19,924,151	11.5%	\$17,633,451

Status
Unsubmitted



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