

CAEP Consortium Fiscal Reporting 18 Gavilan Regional Adult Career and Education Services

2019-20 Fiscal Year

Certification

Certified By

Rebecca Soto
Consortium Director

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
Gavilan Joint CCD	Submitted	Submitted	Submitted	Submitted
Gilroy Unified	Submitted	Submitted	Submitted	Submitted
Morgan Hill Unified	Submitted	Submitted	Submitted	Submitted
San Benito High	Submitted	Submitted	Submitted	Submitted

Gavilan Joint CCD

Gavilan Joint 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	\$41,131	\$59,443	69.19%	\$237,771	17.3%	\$196,640
2000 - Non-Instructional Salaries	\$19,767	\$30,190	65.48%	\$120,758	16.37%	\$100,991
3000 - Employee Benefits	\$21,622	\$23,537	91.86%	\$94,147	22.97%	\$72,525
4000 - Supplies and Materials	\$3,510	\$2,625	133.71%	\$10,500	33.43%	\$6,990
5000 - Other Operating Expenses and Services	\$3,522	\$28,147	12.51%	\$112,587	3.13%	\$109,065
6000 - Capital Outlay	\$36	\$750	4.8%	\$3,000	1.2%	\$2,964
7000 - Other Outgo	\$3,692	\$3,750	98.45%	\$15,000	24.61%	\$11,308
Indirect Costs	\$4,664	\$7,423	62.83%	\$29,692	15.71%	\$25,028
Totals	\$97,944	\$155,864	62.84%	\$623,455	15.71%	\$525,511

Corrective Action Plan

Cost have been reduced as a result of personnel changes. Short-term vocational program development expenses will increase progress toward the target.

Summary of Activities:

Courses and embedded support are continuing. Curriculum and program development is occurring.

Status
Submitted

Gavilan Joint 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	\$106,466	\$118,886	89.55%	\$237,771	44.78%	\$131,305
2000 - Non-Instructional Salaries	\$65,658	\$60,379	108.74%	\$120,758	54.37%	\$55,100
3000 - Employee Benefits	\$51,345	\$47,074	109.07%	\$94,147	54.54%	\$42,802
4000 - Supplies and Materials	\$4,921	\$5,250	93.73%	\$10,500	46.87%	\$5,579
5000 - Other Operating Expenses and Services	\$17,605	\$56,294	31.27%	\$112,587	15.64%	\$94,982
6000 - Capital Outlay	\$1,784	\$1,500	118.93%	\$3,000	59.47%	\$1,216
7000 - Other Outgo	\$23,470	\$7,500	312.93%	\$15,000	156.47%	⚠ -\$8,470
Indirect Costs	\$13,562	\$14,846	91.35%	\$29,692	45.68%	\$16,130
Totals	\$284,811	\$311,728	91.37%	\$623,455	45.68%	\$338,644

Summary of Activities:

Working towards 3 year 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

Randy Brown

Gavilan Joint 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	\$106,466	\$178,328	59.7%	\$237,771	44.78%	\$131,305
2000 - Non-Instructional Salaries	\$65,658	\$90,569	72.5%	\$120,758	54.37%	\$55,100
3000 - Employee Benefits	\$51,345	\$70,610	72.72%	\$94,147	54.54%	\$42,802
4000 - Supplies and Materials	\$4,921	\$7,875	62.49%	\$10,500	46.87%	\$5,579
5000 - Other Operating Expenses and Services	\$17,605	\$84,440	20.85%	\$112,587	15.64%	\$94,982
6000 - Capital Outlay	\$1,784	\$2,250	79.29%	\$3,000	59.47%	\$1,216
7000 - Other Outgo	\$23,470	\$11,250	208.62%	\$15,000	156.47%	⚠ -\$8,470
Indirect Costs	\$13,562	\$22,269	60.9%	\$29,692	45.68%	\$16,130
Totals	\$284,811	\$467,591	60.91%	\$623,455	45.68%	\$338,644

Status
Submitted

Gavilan Joint 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	\$189,336	\$237,771	79.63%	\$237,771	79.63%	\$48,435
2000 - Non-Instructional Salaries	\$126,564	\$120,758	104.81%	\$120,758	104.81%	⚠ -\$5,806
3000 - Employee Benefits	\$99,769	\$94,147	105.97%	\$94,147	105.97%	⚠ -\$5,622
4000 - Supplies and Materials	\$7,071	\$10,500	67.34%	\$10,500	67.34%	\$3,429
5000 - Other Operating Expenses and Services	\$35,177	\$112,587	31.24%	\$112,587	31.24%	\$77,410
6000 - Capital Outlay	\$3,774	\$3,000	125.8%	\$3,000	125.8%	⚠ -\$774
7000 - Other Outgo	\$34,603	\$15,000	230.69%	\$15,000	230.69%	⚠ -\$19,603
Indirect Costs	\$27,626	\$29,692	93.04%	\$29,692	93.04%	\$2,066
Totals	\$523,920	\$623,455	84.03%	\$623,455	84.03%	\$99,535

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

Summary of Activities:

Gavilan College Continuing Education offered ESL, High School Equivalency Preparation, Career Preparation, and Short term Vocational programming. The Spring term was interrupted by the transition to all online instruction in March. Due to a variety of factors, many students stopped regularly attending courses. Continuing Education staff and peer advisors called each student. Students were offered and some cases provided laptops and wifi hubs. Instructors were offered crash courses in online instruction and provided the necessary technology. Nevertheless, open enrollment classes did not add additional students in Spring and many students decided not to continue. The normal end of year transition events such as our Convivio event and graduation did not occur. Early summer was filled with faculty training and preparation. All in all, Spring term was difficult for staff, students, and faculty.

**Status
Submitted**

Gilroy Unified

Gilroy 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	\$37,981	\$33,611	113%	\$134,444	28.25%	\$96,463
2000 - Non-Instructional Salaries	\$9,725	\$8,714	111.6%	\$34,857	27.9%	\$25,132
3000 - Employee Benefits	\$10,361	\$10,916	94.91%	\$43,665	23.73%	\$33,304
4000 - Supplies and Materials	\$295	\$22,952	1.29%	\$91,807	0.32%	\$91,512
5000 - Other Operating Expenses and Services	\$601	\$1,933	31.09%	\$7,733	7.77%	\$7,132
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	\$58,963	\$78,127	75.47%	\$327,506	18%	\$268,543

Corrective Action Plan

Slow purchasing beginning will pick up by 3rd and 4th quarter

Summary of Activities:

Start of year with regular on-going expenditures, primarily in salary/benefits

Status
Submitted

Gilroy 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	\$79,486	\$67,222	118.24%	\$134,444	59.12%	\$54,958
2000 - Non-Instructional Salaries	\$20,644	\$17,429	118.45%	\$34,857	59.22%	\$14,213
3000 - Employee Benefits	\$22,839	\$21,833	104.61%	\$43,665	52.31%	\$20,826
4000 - Supplies and Materials	\$992	\$45,904	2.16%	\$91,807	1.08%	\$90,815
5000 - Other Operating Expenses and Services	\$1,909	\$3,867	49.37%	\$7,733	24.69%	\$5,824
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,294	\$0	100%	\$15,000	21.96%	\$11,706
Totals	\$129,164	\$156,253	82.66%	\$327,506	39.44%	\$198,342

Summary of Activities:

Continued Admin salary, classes for Diploma (3 pt time teachers), HSE (1 pt time teacher), Child Care (2 hourly pt time), .5 salary for office support and office and classroom supplies.

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

Greg Camacho-Light, Administrator of Alternative Educational Programs

Gilroy 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	\$116,345	\$100,833	115.38%	\$134,444	86.54%	\$18,099
2000 - Non-Instructional Salaries	\$29,775	\$26,143	113.89%	\$34,857	85.42%	\$5,082
3000 - Employee Benefits	\$34,430	\$32,749	105.13%	\$43,665	78.85%	\$9,235
4000 - Supplies and Materials	\$29,884	\$68,855	43.4%	\$91,807	32.55%	\$61,923
5000 - Other Operating Expenses and Services	\$2,886	\$5,800	49.76%	\$7,733	37.32%	\$4,847
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,137	\$0	100%	\$15,000	47.58%	\$7,863
Totals	\$220,457	\$234,380	94.06%	\$327,506	67.31%	\$107,049

Summary of Activities:

Ongoing expenditures of Salary + Benefits and hourly + benefits. Office and classrooms supplies with CoVid19 impact in March.

Status
Submitted

Gilroy 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	\$150,787	\$134,444	112.16%	\$134,444	112.16%	⚠ -\$16,343
2000 - Non-Instructional Salaries	\$34,047	\$34,857	97.68%	\$34,857	97.68%	\$810
3000 - Employee Benefits	\$64,249	\$43,665	147.14%	\$43,665	147.14%	⚠ -\$20,584
4000 - Supplies and Materials	\$30,000	\$91,807	32.68%	\$91,807	32.68%	\$61,807
5000 - Other Operating Expenses and Services	\$2,886	\$7,733	37.32%	\$7,733	37.32%	\$4,847
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,137	\$15,000	47.58%	\$15,000	47.58%	\$7,863
Totals	\$289,106	\$327,506	88.28%	\$327,506	88.28%	\$38,400

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

Summary of Activities:

At the start of the 2019-20 school year we had 5 teachers, one .5 office support, one administrator and 2 child care providers. By the end of the fiscal year, we had one teacher, one .5 office support and one administrator. Supplies were reduced dramatically but we were able to have a company produce an online graduation in May.

**Status
Submitted**

Morgan Hill Unified

Morgan Hill 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	\$43,425	\$64,278	67.56%	\$257,111	16.89%	\$213,686
2000 - Non-Instructional Salaries	\$24,283	\$30,488	79.65%	\$121,952	19.91%	\$97,669
3000 - Employee Benefits	\$22,568	\$29,054	77.68%	\$116,217	19.42%	\$93,649
4000 - Supplies and Materials	\$1,005	\$29,354	3.42%	\$117,415	0.86%	\$116,410
5000 - Other Operating Expenses and Services	\$1,827	\$8,126	22.48%	\$32,505	5.62%	\$30,678
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$32,259	0%	\$32,259
Totals	\$93,108	\$161,300	57.72%	\$677,459	13.74%	\$584,351

Corrective Action Plan

We are working on hiring teachers and employees for open positions. We anticipate higher spending in Q2. Indirect costs will all be paid in Q4.

Status
Submitted

Morgan Hill 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	\$106,242	\$64,278	165.29%	\$257,111	41.32%	\$150,869
2000 - Non-Instructional Salaries	\$51,125	\$30,488	167.69%	\$121,952	41.92%	\$70,827
3000 - Employee Benefits	\$49,259	\$29,054	169.54%	\$116,217	42.39%	\$66,958
4000 - Supplies and Materials	\$1,363	\$29,354	4.64%	\$117,415	1.16%	\$116,052
5000 - Other Operating Expenses and Services	\$3,013	\$8,126	37.08%	\$32,505	9.27%	\$29,492
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$32,259	0%	\$32,259
Totals	\$211,002	\$161,300	130.81%	\$677,459	31.15%	\$466,457

Summary of Activities:

Funds were used to hire teachers, pay salaries, and send administration to the CAEP conference. Indirect costs will be submitted in Q4.

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

Shannon Lane

Morgan Hill 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	\$167,064	\$64,278	259.91%	\$257,111	64.98%	\$90,047
2000 - Non-Instructional Salaries	\$77,997	\$30,488	255.83%	\$121,952	63.96%	\$43,955
3000 - Employee Benefits	\$75,974	\$29,054	261.49%	\$116,217	65.37%	\$40,243
4000 - Supplies and Materials	\$1,953	\$29,354	6.65%	\$117,415	1.66%	\$115,462
5000 - Other Operating Expenses and Services	\$3,876	\$8,126	47.7%	\$32,505	11.92%	\$28,629
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$32,259	0%	\$32,259
Totals	\$326,864	\$161,300	202.64%	\$677,459	48.25%	\$350,595

Summary of Activities:

Salaries, supplies, services, benefits. We had originally budgeted for conferences but due to COVID 19 all conferences were canceled.

Status
Submitted

Morgan Hill 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	\$240,341	\$64,278	373.91%	\$257,111	93.48%	\$16,770
2000 - Non-Instructional Salaries	\$103,684	\$30,488	340.08%	\$121,952	85.02%	\$18,268
3000 - Employee Benefits	\$104,511	\$29,054	359.71%	\$116,217	89.93%	\$11,706
4000 - Supplies and Materials	\$2,981	\$29,354	10.16%	\$117,415	2.54%	\$114,434
5000 - Other Operating Expenses and Services	\$9,223	\$8,126	113.5%	\$32,505	28.37%	\$23,282
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$23,037	\$32,259	71.41%	\$32,259	71.41%	\$9,222
Totals	\$483,777	\$193,559	249.94%	\$677,459	71.41%	\$193,682

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

Guidance: Yes

Summary of Activities:

Morgan Hill Community Adult School offers Adult High School Diploma, ESL, and High School Equivalency Preparation. During the Spring semester the school was forced to transition to online/distance learning due to COVID-19. As a result, many students did not complete the school year. In addition, items that were set to be purchased were unable to be purchased due to the school closure. As a result, there are more funds left at the end of last year than expected.

**Status
Submitted**

San Benito High

San Benito 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	\$3,178	\$8,353	38.05%	\$33,412	9.51%	\$30,234
2000 - Non-Instructional Salaries	\$5,586	\$4,456	125.37%	\$17,822	31.34%	\$12,236
3000 - Employee Benefits	\$3,948	\$6,449	61.22%	\$25,795	15.31%	\$21,847
4000 - Supplies and Materials	\$56	\$750	7.47%	\$3,000	1.87%	\$2,944
5000 - Other Operating Expenses and Services	\$325	\$1,052	30.89%	\$4,209	7.72%	\$3,884
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,212	0%	\$4,212
Totals	\$13,093	\$21,060	62.17%	\$88,450	14.8%	\$75,357

Corrective Action Plan

We will determine if we need an additional Adult Ed teacher by next quarter. As of now, staffing is appropriate.

Status
Submitted

San Benito 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	\$8,711	\$16,706	52.14%	\$33,412	26.07%	\$24,701
2000 - Non-Instructional Salaries	\$11,013	\$8,911	123.59%	\$17,822	61.79%	\$6,809
3000 - Employee Benefits	\$6,415	\$12,898	49.74%	\$25,795	24.87%	\$19,380
4000 - Supplies and Materials	\$109	\$1,500	7.27%	\$3,000	3.63%	\$2,891
5000 - Other Operating Expenses and Services	\$1,497	\$2,105	71.13%	\$4,209	35.57%	\$2,712
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,212	0%	\$4,212
Totals	\$27,745	\$42,119	65.87%	\$88,450	31.37%	\$60,705

Summary of Activities:

Funds were used to, pay salaries.,

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

Elaine Klauer

San Benito 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	\$9,595	\$25,059	38.29%	\$33,412	28.72%	\$23,817
2000 - Non-Instructional Salaries	\$14,087	\$13,367	105.39%	\$17,822	79.04%	\$3,735
3000 - Employee Benefits	\$12,602	\$19,346	65.14%	\$25,795	48.85%	\$13,193
4000 - Supplies and Materials	\$109	\$2,250	4.84%	\$3,000	3.63%	\$2,891
5000 - Other Operating Expenses and Services	\$1,497	\$3,157	47.42%	\$4,209	35.57%	\$2,712
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,212	0%	\$4,212
Totals	\$37,890	\$63,179	59.97%	\$88,450	42.84%	\$50,560

Corrective Action Plan

Salaries, supplies, services, benefits. We had originally budgeted for conferences but due to COVID 19 all conferences were canceled.

Status
Submitted

San Benito 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	\$10,915	\$33,412	32.67%	\$33,412	32.67%	\$22,497
2000 - Non-Instructional Salaries	\$15,224	\$17,822	85.42%	\$17,822	85.42%	\$2,598
3000 - Employee Benefits	\$12,602	\$25,795	48.85%	\$25,795	48.85%	\$13,193
4000 - Supplies and Materials	\$109	\$3,000	3.63%	\$3,000	3.63%	\$2,891
5000 - Other Operating Expenses and Services	\$1,504	\$4,209	35.73%	\$4,209	35.73%	\$2,705
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,212	\$4,212	100%	\$4,212	100%	\$0
Totals	\$44,566	\$88,450	50.39%	\$88,450	50.39%	\$43,884

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

Guidance: Yes

Corrective Action Plan

Adjustment were made due to COVID

Status
Submitted



California
Community
Colleges



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