



# COLLEGE AND CAREER ADVANTAGE

## BOARD OF TRUSTEES

### SPECIAL MEETING

### AGENDA

Friday, December 14, 2018  
3:30 p.m.

33122 Valle Road, San Juan Capistrano, CA 92675  
Kennedy Room

*Trustee Jim Reardon will be teleconferencing into the meeting from the following location: 1881 Langley Avenue, Irvine, CA 92614*

Call to Order \_\_\_\_\_ p.m.

Pledge of Allegiance

#### ROLL CALL:

Trustee Holloway  
Trustee Jones  
Trustee Reardon  
Trustee Vickers  
Trustee Wolff

Present

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Absent

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 1. ELECTION

Governing Board to consider nominations for the election of  
President of the Governing Board for 2019.

*Contact: Patricia Romo, Executive Director*

#### ACTION/VOTE

Nominee \_\_\_\_\_

Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

#### ROLL CALL:

Trustee Holloway  
Trustee Jones  
Trustee Reardon  
Trustee Vickers  
Trustee Wolff

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. ELECTION

Governing Board to consider nominations for the election of Vice President/Clerk of the Governing Board for 2019.

Contact: Patricia Romo, Executive Director

## ACTION/ROLL CALL

Nominee \_\_\_\_\_

Nominated by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

<b>ROLL CALL:</b>	Trustee Holloway	_____
	Trustee Jones	_____
	Trustee Reardon	_____
	Trustee Vickers	_____
	Trustee Wolff	_____

## 3. APPROVAL OF AGENDA

## ACTION/ROLL CALL

Motion \_\_\_\_\_ Second \_\_\_\_\_

<b>ROLL CALL:</b>	Trustee Holloway	_____
	Trustee Jones	_____
	Trustee Reardon	_____
	Trustee Vickers	_____
	Trustee Wolff	_____

## B. ORAL COMMUNICATIONS

**Addressing The Board.** The Governing Board encourages citizens to participate in the operation of the ROP and, in turn, desires to be responsive to the needs of the school community. Any person may address the Board concerning an item on the agenda. The Board President may exercise judgment as to the time allotted to each speaker or on each subject. Board policy states that presentations are generally limited to three minutes for each speaker and a maximum of twenty minutes to each subject.

**For Items on the Agenda:** If you wish to address the Board regarding an item on the Board agenda, please complete a speaker card and give the card to the Board Secretary prior to the meeting. Please indicate on the card the specific Board item you wish to address and the Board President will call upon you to speak when the agenda item is being discussed.

**For Items Not on the Agenda:** If you wish to address the Board regarding a matter which is not included on the meeting agenda but which is within Board jurisdiction, please complete a speaker card and give the card to the Board Secretary prior to the meeting. Please indicate on the card the specific subject you wish to address. The Board President will call upon you to speak at the appropriate time. The Board is prohibited from taking action at the meeting on any matter not included on the posted agenda.

The Governing Board encourages citizens to participate in public school matters, and there is a professional staff of administrators available to handle most matters of public concern. It is expected that matters ordinarily will be presented to the administrative staff prior to the Board's involvement. It is requested that individuals who speak during the public meeting will be courteous and avoid remarks which reflect adversely on the character or motives of any person, or his or her race, religion, political views or economic status.

**Reasonable Accommodation.** In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the Board, upon request, in accordance with the Americans with Disabilities Act (ADA). Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Board meeting, shall contact the Superintendent or designee in writing by noon on the Monday before the scheduled meeting. Such notification shall provide ROP personnel time to make reasonable arrangements to assure accessibility to the meeting.

**4. COMMENTS FROM THE PUBLIC**

**DISCUSSION**

Non-agenda items. Individuals may be limited to 3 minutes.

**C. DISCUSSION/ACTION ITEMS**

**5. FIRST INTERIM REPORT**

**Pages 1-54  
ACTION/ROLL  
CALL**

Board to consider positive certification of report (supporting information).

Contact: Patricia Romo, Executive Director

Motion \_\_\_\_\_ Second \_\_\_\_\_

**ROLL CALL:** Trustee Holloway \_\_\_\_\_  
Trustee Jones \_\_\_\_\_  
Trustee Reardon \_\_\_\_\_  
Trustee Vickers \_\_\_\_\_  
Trustee Wolff \_\_\_\_\_

**6. RESOLUTION #01-18/19 – SETTING OF REGULAR MEETING DATES**

**Pages 55-56  
ACTION/ROLL  
CALL**

Board to review and consider adoption of Resolution #01-18/19, Setting of Regular Meeting Dates of the CCA Governing Board (supporting information).

Contact: Patricia Romo, Executive Director

Motion \_\_\_\_\_ Second \_\_\_\_\_

**ROLL CALL:** Trustee Holloway \_\_\_\_\_  
Trustee Jones \_\_\_\_\_  
Trustee Reardon \_\_\_\_\_  
Trustee Vickers \_\_\_\_\_  
Trustee Wolff \_\_\_\_\_

7. **RESOLUTION #02-18/19 – AUTHORIZATION OF SIGNATURES**  
Board to review and consider adoption of Resolution #02-18/19,  
Authorization of Signatures (supporting information).  
*Contact: Patricia Romo, Executive Director*

**Pages 57-58**  
**ACTION/ROLL**  
**CALL**

Motion\_\_\_\_\_ Second\_\_\_\_\_

**ROLL CALL:** Trustee Holloway \_\_\_\_\_  
Trustee Jones \_\_\_\_\_  
Trustee Reardon \_\_\_\_\_  
Trustee Vickers \_\_\_\_\_  
Trustee Wolff \_\_\_\_\_

8. **RESOLUTION #03-18/19 – AUTHORIZATION OF SIGNATURES  
FOR SCHOOLSFIRST FEDERAL CREDIT UNION AND  
FARMERS & MERCHANTS BANK**  
Board to review and consider adoption of Resolution #03-18/19,  
Authorization of Signatures for SchoolsFirst Federal Credit Union  
and Farmers & Merchants Bank (supporting information).  
*Contact: Patricia Romo, Executive Director*

**Pages 59-60**  
**ACTION/ROLL**  
**CALL**

Motion\_\_\_\_\_ Second\_\_\_\_\_

**ROLL CALL:** Trustee Holloway \_\_\_\_\_  
Trustee Jones \_\_\_\_\_  
Trustee Reardon \_\_\_\_\_  
Trustee Vickers \_\_\_\_\_  
Trustee Wolff \_\_\_\_\_

9. **RESOLUTION #04-18/19 – AUTHORIZATION TO APPROVE  
VENDOR PAYMENTS ON THE BI-TECH SYSTEM**  
Board to review and consider adoption of Resolution #04-18/19,  
Authorization to Approve Vendor Payments on the Bi-Tech System  
(supporting information).  
*Contact: Patricia Romo, Executive Director*

**Pages 61-62**  
**ACTION/ROLL**  
**CALL**

Motion\_\_\_\_\_ Second\_\_\_\_\_

**ROLL CALL:** Trustee Holloway \_\_\_\_\_  
Trustee Jones \_\_\_\_\_  
Trustee Reardon \_\_\_\_\_  
Trustee Vickers \_\_\_\_\_  
Trustee Wolff \_\_\_\_\_

**10. RESOLUTION #05-18/19 – AUTHORIZATION TO APPROVE  
VENDOR PAYMENTS ELECTRONICALLY**

**Pages 63-64**  
**ACTION/ROLL**  
**CALL**

Board to review and consider adoption of Resolution #05-18/19,  
Authorization to Approve Vendor Payments Electronically  
(supporting information).

*Contact: Patricia Romo, Executive Director*

Motion\_\_\_\_\_ Second\_\_\_\_\_

<b>ROLL CALL:</b>	Trustee Holloway	_____
	Trustee Jones	_____
	Trustee Reardon	_____
	Trustee Vickers	_____
	Trustee Wolff	_____

**11. ADJOURNMENT**

**ACTION/VOTE**

Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

<b>ROLL CALL:</b>	Trustee Holloway	_____
	Trustee Jones	_____
	Trustee Reardon	_____
	Trustee Vickers	_____
	Trustee Wolff	_____

# **COLLEGE AND CAREER ADVANTAGE**

## **Memorandum**

TO: CCA Governing Board  
FROM: Cindy Fox, Accountant  
DATE: December 6, 2018  
SUBJECT: First Interim Report

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### **BACKGROUND INFORMATION**

Education Code 1240(j)(l) requires that districts provide the County Superintendents of Schools with an interim report on the organization's fiscal condition through the periods ending October 31 and January 31.

### **CURRENT SITUATION**

Staff has prepared the First Interim Report as of October 31, 2018.

The following assumptions were made in preparation of the current budget and the First Interim Report for the 2018/19 fiscal year.

### **GENERAL FUND REVENUES**

#### **All Other Fees**

Interest Income is projected at \$12,000.

#### **All Other Local Revenues**

The current budget projected CTE Incentive Grant funds at \$657,586, an MOU with Saddleback College at \$360,000 and a Builder's Incentive Grant of \$4,955 totaling \$1,022,541. The Builder's Grant results in an increase in revenue.

#### **Apportionment**

The total apportionment for 2018/19 is projected at \$1,765,821, an increase of \$26,913 due to increased LBUSD MOU costs for employee benefits.

In summary, total revenue is projected at \$2,800,362.

## **GENERAL FUND EXPENDITURES**

### Certificated and Classified Salaries

The current budget for certificated salaries projected at \$1,084,247, reflects an increase of \$97,020 from the Adopted Budget primarily due to new fall classes added, 3 of which will be reimbursed by CUSD.

The current budget for classified salaries is projected at \$377,428, an increase of \$21,644 from the Adopted Budget due in part to unanticipated costs for a part-time employee.

In addition to certificated salaries, the CCA contracts through a Memo of Understanding with CUSD and LBUSD for additional certificated instructional staff in the approximate amount of \$537,000.

### Employee Benefits

Employee Benefits are projected to be \$427,816, an increase of \$2,000 from the Adopted Budget.

### Textbooks, Supplies and Non-capitalized Equipment

Expenditures for textbooks, materials and supplies and equipment are projected at \$186,005, a decrease of \$73,669.

### Services and Other Operating Expenditures

Expenditures for services and operating expenditures are projected at \$724,866, a decrease of \$15,127 from the Adopted Budget.

In summary, total expenditures are projected at \$2,800,362, an increase of \$31,868 from the Adopted Budget.

## **ENDING FUND BALANCE**

The components of the CCA's July 1, 2017 beginning fund balance of \$312,988; reflect the following:

\$ 10,000	Revolving Cash Fund
\$ 11,926	Restricted (Handicap Pupils)
\$ 197,680	Reserve for Economic Uncertainties

This is above the 5% State reserve requirement.

At fiscal year ending 6/30/2019, the ending fund balance is projected to remain unchanged at \$219,606.

### **SUBSEQUENT YEAR PROJECTIONS (2019/20 AND 2020/21)**

#### Revenue

At the time of First Interim, revenue is projected at \$2,137,821 for 2019/20 as well as for 2020/21.

#### Expenditures

Expenditures are projected at \$2,137,821 for 2019/20 as well as for 2020/21.

### **PROJECTION OF FINANCIAL CONDITION**

The Executive Director will prepare a budget projection for the subsequent fiscal year on or before March 1<sup>st</sup> to submit to each JPA District Superintendent for approval as outlined in the Joint Powers Agreement.

Staff projects that the CCA will be in a positive financial position for the 2018/19 fiscal year and the subsequent two fiscal years (2019/20, 2020/21)

The First Interim Report is based on the most updated and reliable fiscal information available to staff.

### **RECOMMENDATION**

It is respectfully requested that the Governing Board approve for certification of the updated fiscal plan as presented. The First Interim Report will become the CCA's revised operating budget for fiscal year 2018/19.

### **ACTION/VOTE**



NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129, 41023, and 42130)

Signed: \_\_\_\_\_  
JPA Administrator or Designee

Date: \_\_\_\_\_

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the JPA. (Pursuant to EC sections 41023 and 42131)

Meeting Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
President of the Governing Board

#### CERTIFICATION OF FINANCIAL CONDITION

☒ POSITIVE CERTIFICATION

As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

☐ QUALIFIED CERTIFICATION

As President of the Governing Board of this JPA, I certify that based upon current projections this JPA may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

☐ NEGATIVE CERTIFICATION

As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Patricia Romo

Telephone: (949) 234-9476

Title: Executive Director, CTE

E-mail: pjromo@capousd.org

### Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	This criterion is not checked for JPAs.	n/a	

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	This criterion is not checked for JPAs.	n/a	
3	ADA to Enrollment	This criterion is not checked for JPAs.	n/a	
4	Local Control Funding Formula (LCFF) Revenue	This criterion is not checked for JPAs.	n/a	
5	Salaries and Benefits	Projected ratio of total salaries and benefits to total general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.	X	
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
7	Ongoing and Major Maintenance Account	This criterion is not checked for JPAs.	n/a	
8	Deficit Spending	Deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have transfers to or from the general fund to cover operating deficits changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?	X	

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the JPA have long-term (multiyear) commitments or debt agreements?	X	
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2017-18) annual payment?	n/a	
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	n/a	
S7a	Postemployment Benefits Other than Pensions	Does the JPA provide postemployment benefits other than pensions (OPEB)?	X	
		• If yes, have there been changes since budget adoption in OPEB liabilities?	n/a	
S7b	Other Self-insurance Benefits	Does the JPA operate any self-insurance programs (e.g., workers' compensation)?		X
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	X	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	n/a	
		• Classified? (Section S8B, Line 1b)	n/a	
		• Management/supervisor/confidential? (Section S8C, Line 1b)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	n/a	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the JPA will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	n/a	
A4	New Charter Schools Impacting JPA's Enrollment	Are any new charter schools operating in JPA boundaries that are impacting the JPA's enrollment, either in the prior or current fiscal years?	n/a	
A5	Salary Increases Exceed COLA	Has the JPA entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the JPA's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the JPA have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of JPA Director or Financial Official	Have there been personnel changes in the JPA director or financial official positions within the last 12 months?	X	

Department	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,768,494.00	2,768,494.00	1,393,488.06	2,800,362.29	31,868.29	1.2%
<b>5) TOTAL REVENUES</b>			2,768,494.00	2,768,494.00	1,393,488.06	2,800,362.29		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	987,227.00	987,227.00	268,197.17	1,084,247.08	(97,020.08)	-9.8%
2) Classified Salaries		2000-2999	355,784.00	355,784.00	93,917.81	377,428.12	(21,644.12)	-6.1%
3) Employee Benefits		3000-3999	425,816.14	425,816.14	123,508.69	427,816.15	(2,000.01)	-0.5%
4) Books and Supplies		4000-4999	259,674.12	259,674.12	85,063.61	186,004.93	73,669.19	28.4%
5) Services and Other Operating Expenditures		5000-5999	739,992.74	739,992.74	63,284.51	724,866.01	15,126.73	2.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
<b>9) TOTAL EXPENDITURES</b>			2,768,494.00	2,768,494.00	633,971.79	2,800,362.29		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			0.00	0.00	759,516.27	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
Fund Transfers Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
<b>4) TOTAL OTHER FINANCING SOURCES/USES</b>			0.00	0.00	0.00	0.00		

Function	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	759,516.27	0.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	274,124.53	274,124.53		219,606.27	(54,518.26)	-19.9%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			274,124.53	274,124.53		219,606.27		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			274,124.53	274,124.53		219,606.27		
2) Ending Balance, June 30 (E + F1e)			274,124.53	274,124.53		219,606.27		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	11,925.80	11,925.80		11,925.80		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	252,198.73	252,198.73		197,680.47		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Function	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>FEDERAL REVENUE</b>								
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	12,000.00	12,000.00	4,878.74	12,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	48.95	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	1,017,586.00	1,017,586.00	752,560.37	1,022,541.41	4,955.41	0.5%
<b>Tuition</b>		<b>8710</b>	0.00	0.00	0.00	0.00	0.00	0.0%

Department	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Char Transfers In		8781-8783	1,738,908.00	1,738,908.00	636,000.00	1,765,820.88	26,912.88	1.5%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			2,768,494.00	2,768,494.00	1,393,488.06	2,800,362.29	31,868.29	1.2%
<b>TOTAL, REVENUES</b>			2,768,494.00	2,768,494.00	1,393,488.06	2,800,362.29		

Function	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>UNCLASSIFIED SALARIES</b>								
Certificated Teachers' Salaries		1100	810,785.00	810,785.00	203,709.81	890,785.00	(80,000.00)	-9.9%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	176,442.00	176,442.00	64,487.36	193,462.08	(17,020.08)	-9.6%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			987,227.00	987,227.00	268,197.17	1,084,247.08	(97,020.08)	-9.8%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	10,000.00	10,000.00	3,491.06	15,000.00	(5,000.00)	-50.0%
Classified Supervisors' and Administrators' Salaries		2300	77,160.00	77,160.00	20,423.61	80,254.00	(3,094.00)	-4.0%
Clerical, Technical and Office Salaries		2400	268,624.00	268,624.00	70,003.14	282,174.12	(13,550.12)	-5.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			355,784.00	355,784.00	93,917.81	377,428.12	(21,644.12)	-6.1%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	160,720.56	160,720.56	18,654.21	160,720.56	0.00	0.0%
PERS		3201-3202	64,261.70	64,261.70	16,933.71	64,261.71	(0.01)	0.0%
OASDI/Medicare/Alternative		3301-3302	19,473.66	19,473.66	5,656.34	19,473.66	0.00	0.0%
Health and Welfare Benefits		3401-3402	150,000.00	150,000.00	75,598.30	150,000.00	0.00	0.0%
Unemployment Insurance		3501-3502	2,000.00	2,000.00	(93.25)	2,000.00	0.00	0.0%
Workers' Compensation		3601-3602	26,860.22	26,860.22	6,377.58	28,860.22	(2,000.00)	-7.4%
Unallocated		3701-3702	2,500.00	2,500.00	381.80	2,500.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			425,816.14	425,816.14	123,508.69	427,816.15	(2,000.01)	-0.5%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	20,000.00	20,000.00	6,649.04	20,000.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	150,801.69	150,801.69	35,188.52	82,948.59	67,853.10	45.0%
Noncapitalized Equipment		4400	88,872.43	88,872.43	43,226.05	83,056.34	5,816.09	6.5%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			259,674.12	259,674.12	85,063.61	186,004.93	73,669.19	28.4%



Function	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	5,000.00	5,000.00	4,107.30	9,054.50	(4,054.50)	-81.1%
Dues and Memberships		5300	4,055.30	4,055.30	10,475.00	10,603.22	(6,547.92)	-161.5%
Insurance		5400-5450	35,000.00	35,000.00	40,853.00	40,853.00	(5,853.00)	-16.7%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	5,800.00	5,800.00	0.00	131.79	5,668.21	97.7%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	690,137.44	690,137.44	7,813.81	664,123.50	26,013.94	3.8%
Communications		5900	0.00	0.00	35.40	100.00	(100.00)	New
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>739,992.74</b>	<b>739,992.74</b>	<b>63,284.51</b>	<b>724,866.01</b>	<b>15,126.73</b>	<b>2.0%</b>
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Other Transfers Out</b>								
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Debt Service</b>								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

Division	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			2,768,494.00	2,768,494.00	633,971.79	2,800,362.29		

Function	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>UND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2018/19
		Projected Year Totals
6360	Pupils with Disabilities Attending ROC/P	11,925.80
Total, Restricted Balance		11,925.80

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources						
2. Federal Revenues	8010-8099					
3. Other State Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
4. Other Local Revenues	8300-8599	0.00	0.00%	0.00	0.00%	0.00
5. Other Financing Sources	8600-8799	2,800,362.29	-23.66%	2,137,820.88	0.00%	2,137,820.88
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		2,800,362.29	-23.66%	2,137,820.88	0.00%	2,137,820.88
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				1,084,247.08		851,594.04
b. Step & Column Adjustment				20,000.00		16,000.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(252,653.04)		(16,000.00)
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	1,084,247.08	-21.46%	851,594.04	0.00%	851,594.04
2. Classified Salaries						
a. Base Salaries				377,428.12		184,289.12
b. Step & Column Adjustment				9,200.00		4,000.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(202,339.00)		(4,000.00)
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	377,428.12	-51.17%	184,289.12	0.00%	184,289.12
3. Employee Benefits	3000-3999	427,816.15	-21.17%	337,263.92	0.00%	337,263.92
4. Books and Supplies	4000-4999	186,004.93	-72.90%	50,406.03	0.00%	50,406.03
5. Services and Other Operating Expenditures	5000-5999	724,866.01	-1.46%	714,267.77	0.00%	714,267.77
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section G below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		2,800,362.29	-23.66%	2,137,820.88	0.00%	2,137,820.88
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		0.00		0.00		0.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		219,606.27		219,606.27		219,606.27
2. Ending Fund Balance (Sum lines C and D1)		219,606.27		219,606.27		219,606.27
3. Components of Ending Fund Balance (Form 011)						
(Enter estimated projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
a. Nonspendable	9710-9719	10,000.00		10,000.00		10,000.00
b. Restricted	9740	11,925.80		11,925.80		11,925.80
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	197,680.47		0.00		0.00
2. Unassigned/Unappropriated	9790	0.00		197,680.47		197,680.47
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		219,606.27		219,606.27		219,606.27

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2019-20 Projection (C)	% Change (Cols. E-C/C) (D)	2020-21 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
<b>1. General Fund</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	197,680.47		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		197,680.47		197,680.47
d. Negative Restricted Ending Balances						
(Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.00
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted.)						
<b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
<b>3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)</b>		197,680.47		197,680.47		197,680.47
<b>4. Total Available Reserves - by Percent (Line E3 divided by Line F2)</b>		7.06%		9.25%		9.25%
<b>F. RECOMMENDED RESERVES</b>						
<b>1. JPA ADA</b>						
Used to determine the reserve standard percentage level on Line F5 (Enter ADA for current and two subsequent years, if applicable)		0.00		0.00		0.00
<b>2. Total Expenditures and Other Financing Uses (Line B11)</b>		2,800,362.29		2,137,820.88		2,137,820.88
<b>3. Less: Special Education Pass-through</b> (Not applicable for JPAs)		N/A		N/A		N/A
<b>4. Sub-Total (Line F2 minus F3)</b>		2,800,362.29		2,137,820.88		2,137,820.88
<b>5. Reserve Standard Percentage Level</b> (Refer to Form 01CSI, Criterion 10 for calculation details)		5%		5%		5%
<b>6. Reserve Standard - By Percent (Line F4 times F5)</b>		140,018.11		106,891.04		106,891.04
<b>7. Reserve Standard - By Amount</b> (Refer to Form 01CSI, Criterion 10 for calculation details)		67,000.00		67,000.00		67,000.00
<b>8. Reserve Standard (Greater of Line F6 or F7)</b>		140,018.11		106,891.04		106,891.04
<b>9. Available Reserves (Line E3) Meet the Reserve Standard (Line F8)</b>		YES		YES		YES
<b>G. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
Due to the recently approved funding legislation, allocations have not been determined at this time. Per CDE, allocations will be determined by March 2019.						

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	Board Approved Operating Budget
Ending Fund Balance	979Z	262,198.73
<b>Components of Ending Fund Balance</b>		
<b>Nonspendable</b>		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
<b>Restricted</b>	9740	0.00
<b>Committed</b>		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
<b>Assigned</b>		
Other Assignments	9780	0.00
<b>Unassigned/Unappropriated</b>		
Reserve for Economic Uncertainties	9789	252,198.73
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	Board Approved Operating Budget
Ending Fund Balance	979Z	11,925.80
<b>Components of Ending Fund Balance</b>		
<b>Nonspendable</b>		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
<b>Restricted</b>	9740	11,925.80
<b>Committed</b>		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
<b>Assigned</b>		
Other Assignments	9780	0.00
<b>Unassigned/Unappropriated</b>		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00



**Part I - General Administrative Share of Plant Services Costs**

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

**A. Salaries and Benefits - Other General Administration and Centralized Data Processing**

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 7200-7700, goals 0000 and 9000) 219,889.56
2. Contracted general administrative positions not paid through payroll \_\_\_\_\_
  - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. \_\_\_\_\_
  - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

**B. Salaries and Benefits - All Other Activities**

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 1,667,101.79

**C. Percentage of Plant Services Costs Attributable to General Administration**

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 13.19%

**Part II - Adjustments for Employment Separation Costs**

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

**A. Normal Separation Costs (optional)**

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. 0.00  
Retain supporting documentation.

**B. Abnormal or Mass Separation Costs (required)**

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

**Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)****Indirect Costs**

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	298,527.16
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	14,443.16
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	2,402.21
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	315,372.53
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	315,372.53

**B. Base Costs**

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	1,953,487.54
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	302,150.34
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	154,439.15
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	59,102.62
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	15,810.11
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	2,484,989.76

**C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment**  
(For information only - not for use when claiming/recovering indirect costs)

(Line A8 divided by Line B18) 12.69%

**Preliminary Proposed Indirect Cost Rate**(For final approved fixed-with-carry-forward rate for use in 2020-21 see [www.cde.ca.gov/fg/ac/ic](http://www.cde.ca.gov/fg/ac/ic))

(Line A10 divided by Line B18) 12.69%

**Part IV - Carry-forward Adjustment**

A carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

**A. Indirect costs incurred in the current year (Part III, Line A8)** 315,372.53

**B. Carry-forward adjustment from prior year(s)**

1. Carry-forward adjustment from the second prior year 0.00

2. Carry-forward adjustment amount deferred from prior year(s), if any 0.00

**C. Carry-forward adjustment for under- or over-recovery in the current year**

1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (0%) times Part III, Line B18); zero if negative 0.00

2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (0%) times Part III, Line B18) or (the highest rate used to recover costs from any program (0%) times Part III, Line B18); zero if positive 0.00

**Preliminary carry-forward adjustment (Line C1 or C2)** 0.00

**E. Optional allocation of negative carry-forward adjustment over more than one year**

Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.

Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation: not applicable

Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years: not applicable

Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years: not applicable

LEA request for Option 1, Option 2, or Option 3

1

**F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)** 0.00

Approved indirect cost rate: 0.00%  
Highest rate used in any program: 0.00%

<u>Fund</u>	<u>Resource</u>	<u>Eligible Expenditures (Objects 1000-5999 except Object 5100)</u>	<u>Indirect Costs Charged (Objects 7310 and 7350)</u>	<u>Rate Used</u>
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	Object	Beginning Balances (Ref: Orig)	July	August	September	October	November	December	January	February
<b>ACTUALS THROUGH THE MONTH OF</b> (Enter Month Name):										
<b>A. BEGINNING CASH</b>										
<b>B. RECEIPTS</b>										
LCFF/Revenue Limit Sources										
Principal Apportionment										
Property Taxes										
Miscellaneous Funds										
Federal Revenue										
Other State Revenue										
Other Local Revenue										
Interfund Transfers In										
All Other Financing Sources										
<b>TOTAL RECEIPTS</b>										
<b>C. DISBURSEMENTS</b>										
Certificated Salaries										
Classified Salaries										
Employee Benefits										
Books and Supplies										
Services										
Capital Outlay										
Other Outgo										
Interfund Transfers Out										
All Other Financing Uses										
<b>TOTAL DISBURSEMENTS</b>										
<b>D. BALANCE SHEET ITEMS</b>										
<b>Assets and Deferred Outflows</b>										
Cash Not in Treasury										
Accounts Receivable										
Due From Other Funds										
Stores										
Prepaid Expenditures										
Other Current Assets										
Deferred Outflows of Resources										
<b>SUBTOTAL</b>										
<b>Liabilities and Deferred Inflows</b>										
Accounts Payable										
Due To Other Funds										
Current Loans										
Unearned Revenues										
Deferred Inflows of Resources										
<b>SUBTOTAL</b>										
<b>Nonoperating</b>										
Suspense Clearing										
<b>TOTAL BALANCE SHEET ITEMS</b>										
<b>E. NET INCREASE/DECREASE (B - C + D)</b>										
<b>F. ENDING CASH (A + E)</b>										
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>										

Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name)								
A. BEGINNING CASH	776,480.17	781,362.13	786,244.09	632,126.06				
B. RECEIPTS								
LCFF/Revenue Limit Sources								
Principal Apportionment								
Property Taxes								0.00
Miscellaneous Funds								0.00
Federal Revenue								0.00
Other State Revenue								0.00
Other Local Revenue								0.00
Interfund Transfers In	189,890.16	189,890.16	30,890.16	236,643.11			2,800,362.29	2,800,362.29
All Other Financing Sources								0.00
TOTAL RECEIPTS	189,890.16	189,890.16	30,890.16	236,643.11	0.00	0.00	2,800,362.29	2,800,362.29
C. DISBURSEMENTS								
Certificated Salaries	102,006.24	102,006.24	102,006.24	102,006.23			1,084,247.08	1,084,247.08
Classified Salaries	31,501.15	31,501.15	31,501.15	63,002.26			377,428.12	377,428.12
Employee Benefits	37,048.30	37,048.30	37,048.30	44,969.36			427,816.15	427,816.15
Books and Supplies	11,866.03	11,866.03	11,866.03	11,866.04			186,004.93	186,004.93
Services	2,586.48	2,586.48	2,586.47	620,000.00			724,866.01	724,866.01
Capital Outlay								0.00
Other Outgo								0.00
Interfund Transfers Out								0.00
All Other Financing Uses								0.00
TOTAL DISBURSEMENTS	185,008.20	185,008.20	185,008.19	841,843.89	0.00	0.00	2,800,362.29	2,800,362.29
D. BALANCE SHEET ITEMS								
Assets and Deferred Outflows								
Cash Not in Treasury							0.00	
Accounts Receivable							10,203.60	
Due From Other Funds								
Stores								
Prepaid Expenditures								
Other Current Assets								
Deferred Outflows of Resources								
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	10,203.60	
Liabilities and Deferred Inflows								
Accounts Payable							770,201.95	
Due To Other Funds								
Current Loans								
Unearned Revenues								
Deferred Inflows of Resources								
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	770,201.95	
Nonoperating								
Suspense Clearing								
TOTAL BALANCE SHEET ITEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)	4,881.96	4,881.96	(154,118.03)	(605,200.78)	0.00	0.00	(759,998.35)	0.00
F. ENDING CASH (A + E)	781,362.13	786,244.09	632,126.06	26,925.28				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS							26,925.28	

Object	Beginning Balances (Ref: 019)	July	August	September	October	November	December	January	February
<b>ACTUALS THROUGH THE MONTH OF</b> (Enter Month Name)									
<b>A. BEGINNING CASH</b>		26,925.28	163,729.88	310,176.98	357,205.58	404,234.18	451,262.78	498,291.38	545,319.98
<b>B. RECEIPTS</b>									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenue	8100-8299								
Other State Revenue	8300-8599								
Other Local Revenue	8600-8799	160,000.00	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
<b>TOTAL RECEIPTS</b>		160,000.00	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00
<b>C. DISBURSEMENTS</b>									
Certificated Salaries	1000-1999	8,466.17	8,466.17	83,466.17	83,466.17	83,466.17	83,466.17	83,466.17	83,466.17
Classified Salaries	2000-2999	0.00	15,357.43	15,357.43	15,357.43	15,357.43	15,357.43	15,357.43	15,357.43
Employee Benefits	3000-3999	2,756.42	7,756.49	32,174.99	32,174.99	32,174.99	32,174.99	32,174.99	32,174.99
Books and Supplies	4000-4999	4,200.50	4,200.50	4,200.50	4,200.50	4,200.50	4,200.50	4,200.50	4,200.50
Services	5000-5999	7,772.31	7,772.31	7,772.31	7,772.31	7,772.31	7,772.31	7,772.31	7,772.31
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
<b>TOTAL DISBURSEMENTS</b>		23,195.40	43,552.90	142,971.40	142,971.40	142,971.40	142,971.40	142,971.40	142,971.40
<b>D. BALANCE SHEET ITEMS</b>									
<b>Assets and Deferred Outflows</b>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resources	9490								
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Liabilities and Deferred Inflows</b>									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resources	9690								
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Nonoperating</b>									
Suspense Clearing	9910								
<b>TOTAL BALANCE SHEET ITEMS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		136,804.60	146,447.10	47,028.60	47,028.60	47,028.60	47,028.60	47,028.60	47,028.60
<b>F. ENDING CASH (A + E)</b>		163,729.88	310,176.98	357,205.58	404,234.18	451,262.78	498,291.38	545,319.98	592,348.58
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									

ACTUALS THROUGH THE MONTH OF (Enter Month Name)	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
<b>A. BEGINNING CASH</b>		592,348.58	639,377.18	686,405.78	574,434.38				
<b>B. RECEIPTS</b>									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019							0.00	
Property Taxes	8020-8079							0.00	
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299							0.00	
Other State Revenue	8300-8599							0.00	
Other Local Revenue	8600-8799	190,000.00	190,000.00	31,000.00	236,820.88			2,137,820.88	2,137,820.88
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979	190,000.00	190,000.00	31,000.00	236,820.88	0.00	0.00	2,137,820.88	2,137,820.88
<b>TOTAL RECEIPTS</b>									
<b>C. DISBURSEMENTS</b>									
Certificated Salaries	1000-1999	83,466.17	83,466.17	83,466.17	83,466.17			851,594.04	851,594.04
Classified Salaries	2000-2999	15,357.43	15,357.43	15,357.43	30,714.82			184,289.12	184,289.12
Employee Benefits	3000-3999	32,174.99	32,174.99	32,174.99	37,176.10			337,263.92	337,263.92
Books and Supplies	4000-4999	4,200.50	4,200.50	4,200.50	4,200.53			50,406.03	50,406.03
Services	5000-5999	7,772.31	7,772.31	7,772.31	628,772.36			714,267.77	714,267.77
Capital Outlay	6000-6599							0.00	
Other Outgo	7000-7499							0.00	
Interfund Transfers Out	7600-7629							0.00	
All Other Financing Uses	7630-7699							0.00	
<b>TOTAL DISBURSEMENTS</b>		142,971.40	142,971.40	142,971.40	784,329.98	0.00	0.00	2,137,820.88	2,137,820.88
<b>D. BALANCE SHEET ITEMS</b>									
<b>Assets and Deferred Outflows</b>									
Cash Not in Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Liabilities and Deferred Inflows</b>									
Accounts Payable	9500-9599							0.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Nonoperating</b>									
Suspense Clearing	9910							0.00	
<b>TOTAL BALANCE SHEET ITEMS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		47,028.60	47,028.60	(111,971.40)	(547,509.10)	0.00	0.00	0.00	0.00
<b>F. ENDING CASH (A + E)</b>		639,377.18	686,405.78	574,434.38	26,925.28			26,925.28	
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									



Provide methodology and assumptions used to estimate revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments). Deviations from the standards must be explained and may affect the interim certification.

Note: This form is the same as the school district criteria and standards review except for the average daily attendance, enrollment, ADA to enrollment, LCFF revenue, and ongoing and major maintenance account criteria, which are not applicable to JPAs, and the salaries and benefits and deficit spending criteria which measure unrestricted expenditures for districts but total expenditures for JPAs. The criteria and standards review should be completed only to the extent that individual components apply to each JPA, and with concurrence from the reviewing agency.

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## CRITERIA AND STANDARDS

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**1. CRITERION: Average Daily Attendance**

This criterion is not checked for JPAs.

**2. CRITERION: Enrollment**

This criterion is not checked for JPAs.

**3. CRITERION: ADA to Enrollment**

This criterion is not checked for JPAs.

**4. CRITERION: Local Control Funding Formula (LCFF) Revenue**

This criterion is not checked for JPAs.

## 5 CRITERION: Salaries and Benefits

**STANDARD:** Projected ratio of total salaries and benefits to total general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the JPA's required reserves percentage.

### 5A. Calculating the JPA's Historical Average Ratio of Salaries and Benefits to Total General Fund Expenditures

**DATA ENTRY:** Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals		Ratio of Salaries and Benefits to Total Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2015-16)	1,698,671.58	4,522,308.22	37.6%
Second Prior Year (2016-17)	1,986,888.83	3,276,628.60	60.6%
First Prior Year (2017-18)	2,118,627.52	3,856,055.57	54.9%
	Historical Average Ratio:		51.0%

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
JPA's Reserve Standard Percentage (Criterion 10B, Line 4):	5.0%	5.0%	5.0%
JPA's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the JPA's reserve standard percentage):	46.0% to 56.0%	46.0% to 56.0%	46.0% to 56.0%

### 5B. Calculating the JPA's Projected Ratio of Salaries and Benefits to Total General Fund Expenditures

**DATA ENTRY:** If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals		Ratio of Salaries and Benefits to Total Expenditures	Status
	Salaries and Benefits (Form 011, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 011, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2018-19)	1,889,491.35	2,800,362.29	67.5%	Not Met
1st Subsequent Year (2019-20)	1,373,147.08	2,137,820.88	64.2%	Not Met
2nd Subsequent Year (2020-21)	1,373,147.08	2,137,820.88	64.2%	Not Met

### 5C. Comparison of JPA Salaries and Benefits Ratio to the Standard

**DATA ENTRY:** Enter an explanation if the standard is not met.

- 1a. **STANDARD NOT MET** - Projected ratio of salary and benefit costs to total expenditures has changed by more than the standard in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

**Explanation:**  
(required if NOT met)

The CCA budget has been reduced due to a decrease and uncertainty in funding. Due to the recently approved funding legislation, allocations have not been determined at this time. Per CDE, allocations will be determined by March 2019.

**6. CRITERION: Other Revenues and Expenditures**

**STANDARD:** Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating) for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since budget adoption.

Changes that exceed five percent in any major object category must be explained.

JPA's Other Revenues and Expenditures Standard Percentage Range: -5.0% to +5.0%

JPA's Other Revenues and Expenditures Explanation Percentage Range: -5.0% to +5.0%

**6A. Calculating the JPA's Change by Major Object Category and Comparison to the Explanation Percentage Range**

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for Current Year are extracted. If First Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column.

Explanations must be entered for each category if the percent change for any year exceeds the JPA's explanation percentage range.

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
<b>Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)</b>				
Current Year (2018-19)	0.00	0.00	0.0%	No
1st Subsequent Year (2019-20)	0.00	0.00	0.0%	No
2nd Subsequent Year (2020-21)	0.00	0.00	0.0%	No

**Explanation**  
(required if Yes)

**Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)**

Current Year (2018-19)	0.00	0.00	0.0%	No
1st Subsequent Year (2019-20)	0.00	0.00	0.0%	No
2nd Subsequent Year (2020-21)	0.00	0.00	0.0%	No

**Explanation**  
(required if Yes)

**Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)**

Current Year (2018-19)	2,768,494.00	2,800,362.29	1.2%	No
1st Subsequent Year (2019-20)	2,110,908.00	2,137,820.88	1.3%	No
2nd Subsequent Year (2020-21)	2,110,908.00	2,137,820.88	1.3%	No

**Explanation**  
(required if Yes)

**Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)**

Current Year (2018-19)	259,674.12	186,004.93	-28.4%	Yes
1st Subsequent Year (2019-20)	203,190.98	50,406.03	-75.2%	Yes
2nd Subsequent Year (2020-21)	203,190.98	50,406.03	-75.2%	Yes

**Explanation**  
(required if Yes)

In 18/19 due to added courses which increased salaries, expenditures for books and supplies have been reallocated. For 19/20 and 20/21 due to uncertain funding, books and supplies have been reduced.

**Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)**

Current Year (2018-19)	739,992.74	724,866.01	-2.0%	No
1st Subsequent Year (2019-20)	547,400.02	714,267.77	30.5%	Yes
2nd Subsequent Year (2020-21)	547,400.02	714,267.77	30.5%	Yes

**Explanation**  
(required if Yes)

For 19/20 and 20/21 due to uncertain funding, services and other operating expenses have been reduced.

## 6B. Calculating the JPA's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Budget Adoption Budget	First Interim Projected Year Totals	Percent Change	Explanation Range
<b>Total Federal, Other State, and Other Local Revenues (Section 6A)</b>				
Current Year (2018-19)	2,768,494.00	2,800,362.29	1.2%	Met
1st Subsequent Year (2019-20)	2,110,908.00	2,137,820.88	1.3%	Met
2nd Subsequent Year (2020-21)	2,110,908.00	2,137,820.88	1.3%	Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)</b>				
Current Year (2018-19)	999,666.86	910,870.94	-8.9%	Not Met
1st Subsequent Year (2019-20)	750,591.00	764,673.80	1.9%	Met
2nd Subsequent Year (2020-21)	750,591.00	764,673.80	1.9%	Met

## 6C. Comparison of JPA Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is not met; no entry is allowed below.

- 1a. STANDARD MET - Projected total operating revenues have not changed since budget adoption by more than the standard for the current and two subsequent fiscal years.

**Explanation:**

Federal Revenue  
(linked from 6A  
if NOT met)

**Explanation:**

Other State Revenue  
(linked from 6A  
if NOT met)

**Explanation:**

Other Local Revenue  
(linked from 6A  
if NOT met)

- 1b. STANDARD NOT MET - Projected total operating expenditures have changed since budget adoption by more than the standard in one or more of the current or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring projected operating expenditures within the standard must be entered in Section 6A above and will also display in the explanation box below.

**Explanation:**

Books and Supplies  
(linked from 6A  
if NOT met)

In 18/19 due to added courses which increased salaries, expenditures for books and supplies have been reallocated. For 19/20 and 20/21 due to uncertain funding, books and supplies have been reduced.

**Explanation:**

Services and Other Exps  
(linked from 6A  
if NOT met)

For 19/20 and 20/21 due to uncertain funding, services and other operating expenses have been reduced.

**7. CRITERION: Facilities Maintenance**

STANDARD: Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the JPA is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

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**Determining the JPA's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

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This criterion is not checked for JPAs.

## 8. CRITERION: Deficit Spending

**STANDARD:** Deficit spending (total expenditures and other financing uses is greater than total revenues and other financing sources) as a percentage of total expenditures and other financing uses, has not exceeded one-third of the JPA's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in any of the current fiscal year or two subsequent fiscal years.

<sup>1</sup>Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A JPA that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

### 8A. Calculating the JPA's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
JPA's Available Reserve Percentage (Criterion 10C, Line 9)	7.1%	9.3%	9.3%
<b>JPA's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):</b>	<b>2.4%</b>	<b>3.1%</b>	<b>3.1%</b>

### 8B. Calculating the JPA's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals		Deficit Spending Level (If Net Change in Fund Balance is negative, else N/A)	Status
	Net Change in Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Expenditures and Other Financing Uses (Form 011, Objects 1000-7999) (Form MYPI, Line B11)		
Current Year (2018-19)	0.00	2,800,362.29	0.0%	Met
1st Subsequent Year (2019-20)	0.00	2,137,820.88	0.0%	Met
2nd Subsequent Year (2020-21)	0.00	2,137,820.88	0.0%	Met

### 8C. Comparison of JPA Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

**9. CRITERION: Fund and Cash Balances**

**FUND BALANCE STANDARD:** Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

**9A-1. Determining if the JPA's General Fund Ending Balance is Positive**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 011, Line F2) (Form MYPI, Line D2)		Status
Current Year (2018-19)	219,606.27		Met
1st Subsequent Year (2019-20)	219,606.27		Met
2nd Subsequent Year (2020-21)	219,606.27		Met

**9A-2. Comparison of the JPA's Ending Fund Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

**CASH BALANCE STANDARD:** Projected general fund cash balance will be positive at the end of the current fiscal year.

**9B-1. Determining if the JPA's Ending Cash Balance is Positive**

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)		Status
Current Year (2018-19)	26,925.28		Met

**9B-2. Comparison of the JPA's Ending Cash Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

**Explanation:**  
(required if NOT met)

## 10. CRITERION: Reserves

**STANDARD:** Available reserves<sup>1</sup> for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

Percentage Level	JPA ADA	
5% or \$67,000 (greater of)	0	to 300
4% or \$67,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

<sup>1</sup> Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238) and then rounded to the nearest thousand.

<sup>3</sup> A JPA that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
JPA ADA (Form MYP1, Line F1, if available; else defaults to zero and may be overwritten)	0	0	0
<b>JPA's Reserve Standard Percentage Level:</b>	5%	5%	5%

### 10A. Calculating the JPA's Special Education Pass-through Exclusions (only for JPAs that serve as the AU of a SELPA)

Special education pass-through exclusions are not applicable for JPAs.

### 10B. Calculating the JPA's Reserve Standard

DATA ENTRY: All data are extracted or calculated.

	Current Year Projected Year Totals (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. Total Expenditures and Other Financing Uses (Criterion 8, Item 8B)	2,800,362.29	2,137,820.88	2,137,820.88
2. Plus: Special Education Pass-through (Not applicable for JPAs)	N/A	N/A	N/A
3. Net Expenditures and Other Financing Uses (Line B1 plus Line B2)	2,800,362.29	2,137,820.88	2,137,820.88
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line B3 times Line B4)	140,018.11	106,891.04	106,891.04
6. Reserve Standard - by Amount (\$67,000 for JPAs with less than 1,001 ADA, else 0)	67,000.00	67,000.00	67,000.00
7. <b>JPA's Reserve Standard</b> <b>(Greater of Line B5 or Line B6)</b>	<b>140,018.11</b>	<b>106,891.04</b>	<b>106,891.04</b>



## 10C Calculating the JPA's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts	Current Year Projected Year Totals (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	197,680.47	0.00	0.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	0.00	197,680.47	197,680.47
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)		0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. JPA's Available Reserve Amount (Lines C1 thru C7)	197,680.47	197,680.47	197,680.47
9. JPA's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	7.06%	9.25%	9.25%
<b>JPA's Reserve Standard (Section 10B, Line 7):</b>	<b>140,018.11</b>	<b>106,891.04</b>	<b>106,891.04</b>
Status:	Met	Met	Met

## 10D. Comparison of JPA Reserve Amount to the Standard

DA TRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

Although additional funding is expected; due to the uncertainty of the amount, it could not be included in this reporting.

## SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

### S1. Contingent Liabilities

- 1a. Does your JPA have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since budget adoption that may impact the budget?

No

- 1b. If Yes, identify the liabilities and how they may impact the budget:

### S2. Use of One-time Revenues for Ongoing Expenditures

- 1a. Does your JPA have ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?

No

- 1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

### S3. Temporary Interfund Borrowings

1. Does your JPA have projected temporary borrowings between funds?  
(Refer to Education Code Section 42603)

No

- 1b. If Yes, identify the interfund borrowings:

### S4. Contingent Revenues

- 1a. Does your JPA have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

No

- 1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

## SF Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

Identify capital project cost overruns that have occurred since budget adoption that may impact the general fund budget.

JPA's Contributions and Transfers Standard: -5.0% to +5.0%  
or -\$20,000 to +\$20,000

### S5A. Identification of the JPA's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. For Transfers In and Transfers Out, if Form MYP exists, the data will be extracted into the First Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
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#### 1a. Contributions, Unrestricted General Fund

This item is not applicable for JPAs.

#### 1b. Transfers In, General Fund \*

Current Year (2018-19)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2019-20)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met

#### 1c. Transfers Out, General Fund \*

Current Year (2018-19)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2019-20)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met

#### 1d. Capital Project Cost Overruns

Have capital project cost overruns occurred since budget adoption that may impact the general fund operational budget?

No

\* Include transfers used to cover operating deficits in either the general fund or any other fund.

### S5B. Status of the JPA's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1b-1c or if Yes for Item 1d.

1a. This item is not applicable for JPAs.

1b. MET - Projected transfers in have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

1c. MET - Projected transfers out have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

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1d. NO - There have been no capital project cost overruns occurring since budget adoption that may impact the general fund operational budget.

**Project Information:**  
(required if YES)




**S6B. Comparison of the JPA's Annual Payments to Prior Year Annual Payment**

DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent years.

**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

n/a

2. Yes - Funding sources will decrease or expire prior to the end of the commitment period, or one-time funding sources are being used for long-term commitment annual payments. Provide an explanation for how those funds will be replaced to continue annual debt service commitments.

## S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since budget adoption, and indicate whether the changes are the result of a new actuarial valuation.

### S7A. Identification of the JPA's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7A) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1. a. Does your JPA provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)

No

- b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities?

n/a

- c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions?

n/a

#### 2. OPEB Liabilities

- a. Total OPEB liability  
b. OPEB plan(s) fiduciary net position (if applicable)  
c. Total/Net OPEB liability (Line 2a minus Line 2b)

Budget Adoption (Form 01CS, Item S7A)	First Interim
148,654.00	182,024.00
200,379.00	0.00
(51,725.00)	182,024.00

- d. Is total OPEB liability based on the JPA's estimate or an actuarial valuation?

Actuarial	Actuarial
Apr 29, 2017	Jul 18, 2018

- e. If based on an actuarial valuation, indicate the date of the OPEB valuation

#### 3. OPEB Contributions

- a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method

Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

Budget Adoption (Form 01CS, Item S7A)	First Interim
39,359.00	40,033.00
39,359.00	40,033.00
39,359.00	40,033.00

- b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund)  
(Funds 01-70, objects 3701-3752)

Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

2,500.00	2,500.00
2,500.00	2,500.00
2,500.00	2,500.00

- c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

1,267.00	1,394.00
1,733.00	1,707.00
2,256.00	2,232.00

- d. Number of retirees receiving OPEB benefits

Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

2	2
2	2
2	2

#### 4. Comments:

**S7B Identification of the JPA's Unfunded Liability for Self-insurance Programs**

DATA ENTRY: Click the appropriate button(s) for Items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7B) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1. a. Does your JPA operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which will be covered in Section S7A) (If No, skip items 1b-4)

Yes

- b. If Yes to Item 1a, have there been changes since budget adoption in self-insurance liabilities?

No

- c. If Yes to Item 1a, have there been changes since budget adoption in self-insurance contributions?

No

2. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs  
b. Unfunded liability for self-insurance programs

Budget Adoption (Form 01CS, Item S7B)	First Interim
0.00	0.00
0.00	0.00

3. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

Budget Adoption (Form 01CS, Item S7B)	First Interim
0.00	0.00
0.00	0.00
0.00	0.00

- b. Amount contributed (funded) for self-insurance programs  
Current Year (2018-19)  
1st Subsequent Year (2019-20)  
2nd Subsequent Year (2020-21)

0.00	0.00
0.00	0.00
0.00	0.00

4. Comments:



**S8. Status of Labor Agreements**

Analyze the status of all employee labor agreements. Identify new labor agreements that have been ratified since budget adoption, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

**If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:**

The JPA must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the JPA governing board and superintendent.

**S8A. Cost Analysis of JPA's Labor Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Certificated Labor Agreements as of the Previous Reporting Period**

Were all certificated labor negotiations settled as of budget adoption?

n/a

If Yes or n/a, complete number of FTEs, then skip to section **S8B**.

If No, continue with section **S8A**.

**Certificated (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of certificated (non-management) full-time-equivalent (FTE) positions	0.0	0.0	0.0	0.0

1a. Have any salary and benefit negotiations been settled since budget adoption?

n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

n/a

If Yes, complete questions 5 and 6.

**Negotiations Settled Since Budget Adoption**

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Current Year  
(2018-19)1st Subsequent Year  
(2019-20)2nd Subsequent Year  
(2020-21)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
or

**Multiyear Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

5. Cost of a one percent increase in salary and statutory benefits

6. Amount included for any tentative salary schedule increases

Current Year  
(2018-19)1st Subsequent Year  
(2019-20)2nd Subsequent Year  
(2020-21)

**Certificated (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Certificated (Non-management) Prior Year Settlements Negotiated Since Budget Adoption**

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

If Yes, amount of new costs included in the interim and MYPs

If Yes, explain the nature of the new costs:


--

**Certificated (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Certificated (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Certificated (Non-management) - Other**

List other significant contract changes that have occurred since budget adoption and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):


**S8B. Cost Analysis of JPA's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Classified Labor Agreements as of the Previous Reporting Period**

Were all classified labor negotiations settled as of budget adoption?

If Yes or n/a, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

n/a

**Classified (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of classified (non-management) FTE positions				

Data must be entered for all years.

1a. Have any salary and benefit negotiations been settled since budget adoption?

n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 5 and 6.

n/a

**Negotiations Settled Since Budget Adoption**

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Current Year  
(2018-19)

1st Subsequent Year  
(2019-20)

2nd Subsequent Year  
(2020-21)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
or

**Multiyear Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

5. Cost of a one percent increase in salary and statutory benefits

6. Amount included for any tentative salary schedule increases

Current Year  
(2018-19)

1st Subsequent Year  
(2019-20)

2nd Subsequent Year  
(2020-21)

**Classified (Non-management) Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
  3. Percent of H&W cost paid by employer
  4. Percent projected change in H&W cost over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Classified (Non-management) Prior Year Settlements Negotiated Since Budget Adoption**

- Are any new costs negotiated since budget adoption for prior year settlements included in the interim?
- If Yes, amount of new costs included in the interim and MYPs
- If Yes, explain the nature of the new costs:


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**Classified (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Classified (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Classified (Non-management) - Other**

List other significant contract changes that have occurred since budget adoption and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):


**S8C. Cost Analysis of JPA's Labor Agreements - Management/Supervisor/Confidential Employees**

**NOTE:** Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period**

Were all managerial/confidential labor negotiations settled as of budget adoption?

n/a

If Yes or n/a, complete number of FTEs, then skip to S9.

If No, continue with section S8C.

**Management/Supervisor/Confidential Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2017-18)	Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)
Number of management, supervisor, and confidential FTE positions	0.0	0.0	0.0	0.0

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, complete question 2.

If No, complete questions 3 and 4.

n/a

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 3 and 4.

n/a

**Negotiations Settled Since Budget Adoption**

2. Salary settlement:

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

Total cost of salary settlement

Change in salary schedule from prior year  
(may enter text, such as "Reopener")

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Negotiations Not Settled**

3. Cost of a one percent increase in salary and statutory benefits

4. Amount included for any tentative salary schedule increases

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Management/Supervisor/Confidential Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the interim and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Management/Supervisor/Confidential Step and Column Adjustments**

- Are step & column adjustments included in the interim and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)**

- Are costs of other benefits included in the interim and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

Current Year (2018-19)	1st Subsequent Year (2019-20)	2nd Subsequent Year (2020-21)

**S9 Status of Other Funds**

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

**S9A. Identification of Other Funds with Negative Ending Fund Balances**

DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

n/a

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

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## A ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9 except items A3 and A4, which are not applicable for JPAs; Item A1 is automatically completed based on data from Criterion 9.

A1. Do cash flow projections show that the JPA will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)

No

A2. Is the system of personnel position control independent from the payroll system?

Yes

A3. Is enrollment decreasing in both the prior and current fiscal years?

n/a

A4. Are new charter schools operating in JPA boundaries that impact the JPA's enrollment, either in the prior or current fiscal year?

n/a

A5. Has the JPA entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?

No

A6. Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?

No

A7. Is the JPA's financial system independent of the county office system?

No

A8. Does the JPA have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)

No

A9. Have there been personnel changes in the JPA director or financial official positions within the last 12 months?

No

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:  
(optional)

**End of Joint Powers Agency First Interim Criteria and Standards Review**

SACS2018ALL Financial Reporting Software - 2018.2.0  
11/28/2018 10:30:30 AM

30-74112-0000000

First Interim  
2018-19 Projected Totals  
Technical Review Checks

College and Career Advantage

Orange County

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)  
W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)  
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

### IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u>
CHECKOBJECT - (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions.	<u>PASSED</u>
CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special	



Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

## GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

INTRA-FD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRA-FD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRA-FD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource.

PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.

PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 73).

PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 73.

PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 73.

PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 73.

PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund.

PASSED

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund.

PASSED

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund.

PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund.

PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund.

PASSED

## SUPPLEMENTAL CHECKS

CS-EXPLANATIONS - (W) - Explanations must be provided in the Criteria and Standards Review (Form 01CSI) for all criteria and for supplemental information items S1 through S6, and S9 if applicable, where the standard has not been met or where the status is Not Met or Yes.

PASSED

CS-YES-NO - (W) - Supplemental information items and additional fiscal indicator items in the Criteria and Standards Review (Form 01CSI) must be answered Yes or No, where applicable, for the form to be complete.

PASSED

## EXPORT CHECKS

INTERIM-CERT-PROVIDE - (F) - Interim Certification (Form CI) must be provided.

PASSED

CS-PROVIDE - (F) - The Criteria and Standards Review (Form 01CSI) has been

provided.

PASSED

CASHFLOW-PROVIDE - (W) - A Cashflow Worksheet (Form CASH) must be provided with your Interim reports. (Note: LEAs may use a cashflow worksheet other than Form CASH, as long as it provides a monthly cashflow projected through the end of the fiscal year.)

PASSED

MYP-PROVIDE - (W) - A Multiyear Projection Worksheet must be provided with your Interim. (Note: LEAs may use a multiyear projection worksheet other than Form MYP, with approval of their reviewing agency, as long as it provides current year and at least two subsequent fiscal years, and separately projects unrestricted resources, restricted resources, and combined total resources.)

PASSED

MYPIO-PROVIDE - (W) - A multiyear projection worksheet must be provided with your interim report for any fund projecting a negative balance at the end of the current fiscal year. (Note: LEAs may use a multiyear projection worksheet other than Form MYPIO, with approval of their reviewing agency.)

PASSED

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed.

PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed.

PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved.

PASSED

Checks Completed.

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 6, 2018

SUBJECT: SETTING OF REGULAR MEETING DATES – RESOLUTION #01-18/19

---

#### **CURRENT SITUATION**

As a part of the Annual Organizational Meeting, it is the Board's responsibility to determine the dates the Governing Board will hold its regular meetings.

#### **RECOMMENDATION**

It is my recommendation that the College and Career Advantage (CCA) Governing Board continue to meet on the third Thursday of each month listed below with some variations due to scheduled events or reporting timelines. CCA Governing Board meetings typically last 1 ½ hours. The CCA Governing Board currently meets at 8:30 a.m. It is recommended that the Board discuss and decide the meeting time and dates for future CCA Governing Board meetings.

I believe we can hold Board meetings five times per year with no loss of function or undue restrictions. Under extenuating circumstances, special Board meetings could be called.

Therefore, the specific dates for 2019 would be:

**Thursday, March 14**  
**Thursday, June 20**  
**Thursday, August 16**  
**Thursday, September 13**  
**Thursday, December 12**

It is respectfully recommended that the Governing Board consider approval and adoption of Resolution #01-18/19 to set the meeting time and dates of the Governing Board for 2019.

#### **ACTION/ROLL CALL**

## **COLLEGE AND CAREER ADVANTAGE**

### **RESOLUTION #01-18/19**

#### **SETTING OF REGULAR MEETING DATES**

I, \_\_\_\_\_, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 13<sup>th</sup> day of December 2018, adopted by a majority vote of said Board the following Resolution.

NOW, THEREFORE, BE IT RESOLVED that the next regular meeting of the Governing Board of College and Career Advantage be held on \_\_\_\_\_ and every \_\_\_\_\_ Thursday of the months of June, August, September, December and March thereafter (with certain exceptions) at \_\_\_\_\_ at the following location:

College and Career Advantage  
33122 Valle Road, San Juan Capistrano, CA

AYES            (   )            ABSENT        (   )

NOES            (   )            ABSTAIN        (   )

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 13<sup>th</sup> day of December, 2018

\_\_\_\_\_  
Vice President/Clerk

## **COLLEGE AND CAREER ADVANTAGE**

### **Memorandum**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 6, 2018

SUBJECT: AUTHORIZATION OF SIGNATURES – RESOLUTION #02-18/19

---

#### **CURRENT SITUATION**

With the 2019 election of President and Vice President, signature authorities need to be approved for College and Career Advantage documents.

The attached Resolution gives signature authority to the Governing Board President and Vice President, as well as the Executive Director.

The CCA's two bank accounts -- revolving cash and clearing accounts -- are not included in this authority. Persons authorized to sign for those accounts are the Executive Director and Director, Instructional Services.

#### **RECOMMENDATION**

It is respectfully recommended that the Governing Board consider approval and adoption of Resolution #02-18/19.

#### **ACTION/ROLL CALL**

## **COLLEGE AND CAREER ADVANTAGE**

### **RESOLUTION #02-18/19**

#### **AUTHORIZATION OF SIGNATURES**

I, \_\_\_\_\_, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 13<sup>th</sup> day of December 2018, adopted by a majority vote of said Board the following Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of College and Career Advantage approves the following named persons be authorized to sign necessary documents related to Payroll, Vendor Orders for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorizations of signature are rescinded. This Resolution further states that the authorization is subject to the following provisions:

	SPECIMEN SIGNATURE	AUTHORIZED TO SIGN				
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Reimbursements
Patricia Romo		X	X	X	X	X
		X	X	X	X	X
		X	X	X	X	X

Pursuant to provisions of Education Code sections 42630-34/85230-34.

AYES ( ) ABSENT ( )

NOES ( ) ABSTAIN ( )

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 13<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Vice President/Clerk

## **COLLEGE AND CAREER ADVANTAGE**

### **M e m o r a n d u m**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 6, 2018

SUBJECT: RESOLUTION #03-18/19 – AUTHORIZATION OF SIGNATURES FOR  
SCHOOLSFIRST FEDERAL CREDIT UNION AND FARMERS &  
MERCHANTS BANK

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#### **CURRENT SITUATION**

Signature authorities need to be updated for College and Career Advantage accounts at SchoolsFirst Federal Credit Union and Farmers & Merchants Bank.

The attached Resolution gives signature authority to the Executive Director; Director, Instructional Services; and Accountant as indicated on the attached Resolution.

#### **FISCAL IMPACT**

None.

#### **RECOMMENDATION**

It is respectfully recommended that the Governing Board consider approval and adoption of Resolution #03-18/19.

#### **ACTION/ROLL CALL**



## **COLLEGE AND CAREER ADVANTAGE**

### **RESOLUTION #03-18/19**

#### **AUTHORIZATION OF SIGNATURES FOR SCHOOLSFIRST FEDERAL CREDIT UNION AND FARMERS & MERCHANTS BANK**

I, \_\_\_\_\_, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 13th day of December 2018, adopted by a majority vote of said Board this Resolution that the following named persons are hereby authorized to act in all matters related to the following accounts. This Resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZED TO SIGN	
		SchoolsFirst Federal Credit Union	Farmers & Merchants Bank (clearing account and revolving cash account)
Patricia Romo		X	X
Marie Shirran		X	X
Cindy Fox		X	

Pursuant to provisions of Education Code sections 42630-34/85230-34.

AYES ( ) ABSENT ( )

NOES ( ) ABSTAIN ( )

IN WITNESS WHEREOF, I have hereunto set my hand this 13<sup>th</sup> day of December 2018.

\_\_\_\_\_  
Vice President/Clerk

## **COLLEGE AND CAREER ADVANTAGE**

### **M e m o r a n d u m**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 6, 2018

SUBJECT: RESOLUTION #04-18/19 – AUTHORIZATION TO APPROVE VENDOR  
PAYMENTS ON THE BI-TECH SYSTEM

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#### **CURRENT SITUATION**

The attached Resolution would continue to give authority to Patricia Romo, Executive Director, and Cindy Fox, Accountant, to approve vendor payments on the Bi-Tech system. Both of these employees work on the Bi-Tech System to prepare purchase requisitions/orders, vendor checks, accounts receivable/payable, and all other financial/budgetary responsibilities.

#### **RECOMMENDATION**

It is respectfully requested that the Governing Board adopt Resolution #04-18/19 and designate Patricia Romo and Cindy Fox the authority to authorize and approve vendor payments electronically.

#### **ACTION/ROLL CALL**

**Agenda Item 9  
December 14, 2018**

## COLLEGE AND CAREER ADVANTAGE

### RESOLUTION #04-18/19

#### AUTHORIZATION TO APPROVE VENDOR PAYMENTS ON THE BI-TECH SYSTEM

I, \_\_\_\_\_, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 13<sup>th</sup> day of December 2018, adopted by a majority vote of said Board, the following Resolution.

NOW, BE IT RESOLVED that the Governing Board adopts this authorization of signatures for the following named persons to approve vendor payments on the Bi-Tech System, and that all previous authorizations for approval are rescinded. This Resolution further states that the authorization is subject to the following provisions:

We declare under penalty of perjury that when orders and claims are approved they have been ordered paid and have been processed pursuant to the provisions of Education Code Sections 42630-34.

NAME TYPED

SPECIMEN SIGNATURE

Patricia Romo

\_\_\_\_\_

Cindy Fox

\_\_\_\_\_

AYES            ( )            ABSENT        ( )

NOES           ( )            ABSTAIN       ( )

IN WITNESS WHEREOF, I have hereunto set my hand this 13<sup>th</sup> day of December 2018.

\_\_\_\_\_  
Vice President/Clerk

## **COLLEGE AND CAREER ADVANTAGE**

### **M e m o r a n d u m**

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: December 6, 2018

SUBJECT: RESOLUTION #05-18/19 – AUTHORIZATION TO APPROVE VENDOR  
PAYMENTS ELECTRONICALLY

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#### **CURRENT SITUATION**

The attached Resolution would continue to give authority to Patricia Romo, Executive Director, and Cindy Fox, Accountant, to approve vendor payments electronically.

#### **RECOMMENDATION**

It is respectfully requested that the Governing Board adopt Resolution #05-18/19 and designate Patricia Romo and Cindy Fox the authority to authorize and approve vendor payments electronically.

#### **ACTION/ROLL CALL**

## **COLLEGE AND CAREER ADVANTAGE**

### **RESOLUTION #05-18/19**

#### **AUTHORIZATION TO APPROVE VENDOR PAYMENTS ELECTRONICALLY**

I, \_\_\_\_\_ Vice President, Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 13<sup>th</sup> day of December, 2018, adopted by a majority vote of said Board, this Resolution stating that the following named persons be authorized to approve vendor payments electronically effective December 13, 2018; and that all previous authorizations for approval are rescinded. This Board Resolution further states that when this authorization is exercised, the claims and orders have been processed pursuant to the provisions of Education Code sections 42630-34/85230-34.

TYPED NAME

SIGNATURE

Patricia Romo

\_\_\_\_\_

Cindy Fox

\_\_\_\_\_

AYES      (   )      ABSENT      (   )

NOES      (   )      ABSTAIN      (   )

IN WITNESS WHEREOF, I have hereunto set my hand this 13<sup>th</sup> day of December 2018.

\_\_\_\_\_  
Vice President/Clerk