



Division of Fiscal Services
Telephone (619) 691-5550
FAX (619) 425-3394

MEMORANDUM

DATE: October 5, 2016
TO: Karen Janney, Superintendent
FROM: Karen Michel, Chief Financial Officer *K. Michel*
RE: **SUPERINTENDENT'S UPDATE – Adult Block Grant, Medical Budget, and Purchase Orders 530971 & 530972**

Pursuant to requests from Board Members I am providing the attached information regarding the following items:

- Adult Block Grant - Schedule of Apportionment
- 2016-2017 Medical Budget
- Purchase Orders ("POs") 530971 & 530972 – Vendor is U.S. Bank National Association. Both POs are for copier leases (Chula Vista Adult School and Bonita Vista High School) whose lease payments are made to U.S. Bank National Association

Please let me know if you have any questions or would like further information.

KM:cz

Attachments

**Schedule of Apportionments for the
Adult Education Block Grant Program
Fiscal Year 2016-17**

| County | County Code | District Code | Local Educational Agency | 2016-17 Total Funding | July/August Payment | Each Month September October November December January February March April May June |
|--------|-------------|---------------|--------------------------|-----------------------|---------------------|--|
| | 37 | 68411 | Sweetwater Union High | \$13,728,935 | \$2,288,155 | \$1,144,078 |

**Sweetwater Union High School District
Medi-Cal Budget
2016 - 2017**

Revenue

| Object | Description | 2016 -2017 Adopted Budget | Notes |
|--------|-------------------|------------------------------|---|
| 9791 | Beginning Balance | 274,017.95 | |
| 8290 | Revenue* | 372,711.00 | (Projected Revenue-Monthly Pmts)(600,000-227,289) |
| | Total | 646,729 | |

Expenditures

| Object | Description | 2016 -2017 Working Budget | Notes |
|--------------------------------|-----------------------------|------------------------------|--|
| Administrative Costs | | | |
| 1000 | Certificated Salaries | - | |
| 2000 | Classified Salaries | 47,712.00 | MediCAL Office Admin Secretary (1.0 FTE) |
| 3000 | Employee Benefits | 18,500.00 | MediCAL Office Admin Secretary Fringe Benefits |
| 4000 | Materials/Supplies | 1,000.00 | MediCAL Office Supplies |
| 5000 | Services/Operating Expenses | 115,566.00 | Medi-Cal Vendor/DHCS repayment plan |
| | SubTotal | 182,778.00 | |
| Health Services | | | |
| 1000 | Certificated Salaries | 35,238.00 | District Nurse (.4 FTE) |
| 2000 | Classified Salaries | 42,218.00 | Southwest High Health Tech (.84 FTE) |
| 3000 | Employee Benefits | 30,361.00 | Nurse & Health Clerk Fringe Benefits |
| 4000 | Materials/Supplies | 25,011.00 | Health Supplies (OTCS/Inhalers/EpiPens) |
| 5000 | Services/Operating Expenses | 158,000.00 | Scripps Contract 15/16 & 16/17 payment (Dr. Serpas) |
| | SubTotal | 290,828.00 | |
| School Site Allocations | | | |
| 1000 | Certificated Salaries | - | |
| 2000 | Classified Salaries | 24,000.00 | Nurses' clerical support |
| 3000 | Employee Benefits | 5,760.00 | |
| 4000 | Materials/Supplies | 12,840.00 | Nurses' supplies |
| 5000 | Services/Operating Expenses | 27,660.00 | Professional Development for SLPs/Psychologists; Nurses' memberships |
| | SubTotal | 70,260.00 | |
| Proposals | | | |
| 1000 | Certificated Salaries | 102,862.00 | Holding account for remaining budget balance not allocated |
| 2000 | Classified Salaries | | |
| 3000 | Employee Benefits | | |
| 4000 | Materials/Supplies | | |
| 5000 | Services/Operating Expenses | | |
| 6000 | Capital Outlay | | |
| | SubTotal | 102,862.00 | |
| | Total | 646,728.00 | |

| | |
|--|-------------|
| Fund Balance (Revenue - Expenses) | 0.95 |
|--|-------------|

*Claims reimbursements for 16/17 projected to be \$600,000 before monthly payment amount is deducted.

| Fiscal Year | Revenue Earned |
|----------------|-------------------|
| 2013 - 2014 | \$ 871,451 |
| 2014 - 2015 | \$ 715,571 |
| 2015 - 2016 | \$ 508,082 |
| Average | \$ 698,368 |

16/17 Revenue projected to be \$600,000 due to possible change in funding model.
Deducted \$227,289 for 10 monthly payments of \$22,728 for amount due from 09/10 & 10/11 audits.
Warrant may need to be issued for July & August payments if revenue generated for these months isn't enough to offset monthly amount due for repayment plan.

IMPORTANT
See first page for conditions. Failure to observe may result in delay of payment or refusal of goods.



1130 FIFTH AVENUE, CHULA VISTA, CA 91911
TELEPHONE (619)691-5540 * FAX (619) 426-2397

PO Number: 530971

SHOW THIS NUMBER ON ALL INVOICES
SHIPMENTS AND CORRESPONDENCE

VENDOR

U.S. Bank National Association
U.S. Bank Equipment Finance

San Francisco, CA 94111

SHIP TO:

Chula Vista Adult School
1034 Fourth Avenue

Chula Vista, CA 91911
MAIN OFF/MURATEC/LEASE/
NO DELIVERIES AFTER 3:30 P.M.

| Date of Order | | Deliver Before | FOB | Ship Via | Terms | Bid No. |
|-------------------|-----|----------------------------------|---|-----------------|----------------------|---------|
| 8/23/2016 | | 06/30/2017 | | | UPON RECEIPT | |
| Originator | | Account Number | | Requisition No. | Special Instructions | Buyer |
| Carmen Bucnrostro | | 11-6391-X-4110-1000-5620-405-711 | | RQ17003495 | ANNUAL | Burns |
| Item # | Qty | Unit | Description | Unit Price | Extension | |
| 1 | 1 | LOT | 60 Month lease with option to purchase (approx payments 8 - 19) Muratec MFX-3535 copier, Serial # DD135320003012. To be billed @ \$80.00/month plus tax, for the period 7/1/16 - 6/30/17. FMV buyout is available at lease conclusion. Payments to be made upon receipt of auditable invoices | 1,037.00 | 1,037.00 | |
| 2 | 0 | | Pricing per quote & NJPA contract #100312-SEC; use of this contract approved by BOT 1/28/13, R-3, Resolution #4182. | 0.00 | 0.00 | |

VENDOR NOTE: PURCHASE ORDER NUMBER MUST BE ON ALL SHIPMENTS AND INVOICES

INVOICE IN DUPLICATE TO: SWEETWATER UNION HIGH SCHOOL DISTRICT
ACCOUNTS PAYABLE, 1130 FIFTH AVE., CHULA VISTA, CA 91911
(619) 691-5515

| | |
|----------|----------|
| SubTotal | 1,037.00 |
| Tax | 0.00 |
| Shipping | 0.00 |
| Total | 1,037.00 |

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By: George Williams III
Purchasing Manager

IMPORTANT
See first page for conditions. Failure to observe may result in delay of payment or refusal of goods.



1130 FIFTH AVENUE, CHULA VISTA, CA 91911
TELEPHONE (619)691-5540 * FAX (619) 426-2397

PO Number: 522839

SHOW THIS NUMBER ON ALL INVOICES
SHIPMENTS AND CORRESPONDENCE

VENDOR

U.S. Bank National Association
U.S. Bank Equipment Finance

San Francisco, CA 94111

SHIP TO:

Chula Vista Adult School
1034 Fourth Avenue

Chula Vista, CA 91911
Main Office/Sharp/Lease
NO DELIVERIES AFTER 3:30 P.M.

| Date of Order | | Deliver Before | FOB | Ship Via | Terms | Bid No. |
|-------------------|-----|----------------------------------|--|-----------------|----------------------|---------|
| 6/10/2016 | | 06/30/2016 | | | UPON RECEIPT | |
| Originator | | Account Number | | Requisition No. | Special Instructions | Buyer |
| Carmen Buenrostro | | 11-0920-X-4110-1000-5620-405-711 | | RQ16006735 | | Burns |
| Item # | Qty | Unit | Description | Unit Price | Extension | |
| 1 | 1 | lot | 60 month lease with option to purchase (approx payments 1 - 7) a Muratec MFX-3535 copier, to be billed @ \$80.00/month plus tax, for the approximate period 12/1/15 - 6/30/16. Pricing includes delivery, computer connectivity, training & start-up supplies. Fair Market Value buyout available at lease conclusion. Payments to be made upon receipt of auditable invoices. | 605.00 | 605.00 | |
| 2 | 0 | | Pricing per quote & NJPA contract #100312-SEC; use of this contract approved by BOT 1/28/13, R-3, Resolution #4182 | 0.00 | 0.00 | |
| 3 | 0 | *** | Change Order #1 - PO revised to add serial #DD135320003012 per e-mail from J. Ready/AP dated 1/6/16.kab 1/7/16*** | 0.00 | 0.00 | |

COPY

15/16 - 6 payments
16/17 - 1 payment

VENDOR NOTE: PURCHASE ORDER NUMBER MUST BE ON ALL SHIPMENTS AND INVOICES

INVOICE IN DUPLICATE TO: SWEETWATER UNION HIGH SCHOOL DISTRICT
ACCOUNTS PAYABLE, 1130 FIFTH AVE., CHULA VISTA, CA 91911
(619) 691-5515

| | |
|----------|--------|
| SubTotal | 605.00 |
| Tax | 0.00 |
| Shipping | 0.00 |
| Total | 605.00 |

Page 2 of 2
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Purchasing Manager