



Instructions for Completing the Basic Skills-ESL Mid-Year Expenditure Report

PLEASE USE YOUR 2008-09 EXPENDITURE PLAN WHEN COMPLETING THIS REPORT.

Submit by E-mail Button: Located in the top right hand corner of this page is a Submit by E-Mail button. Click on this button to submit your data directly to the Chancellor's Office. When you have completed this form, print a copy for your records **before** submitting your data.

Basic Skills Total Expenditures and Signature Page: Enter the total Mid-year expenditures for each budget category (A-G), and the total anticipated expenditures for each budget category. Add these totals and place the sum in the Total Amount for Expenditures column.

Original signatures are required of the Chief Executive Officer, the Chief Business Officer, the Academic Senate President. Signatures must be received by the Chancellor's Office via conventional mail by January 30, 2009. Mail signature page to:

Juan G. Cruz, Specialist
California Community Colleges Chancellor's Office
1102 Q Street, 3rd Floor
Sacramento, CA 95811-6549

Contact Information: Please provide the name of the college, district, contact person, email address and phone number. The contact person is the individual most able to answer questions about Basic Skills/ESL Action Plans and Expenditure Plans.

Budget Category: Select from the drop-down menu the appropriate budget category for the expenditure items you are including in the report. There are seven (7) budget categories from which to select. These are the same 7 budget categories (A-G) that you used in completing your Expenditure Plan. For each budget category you may report three expenditure items per page. You will need to complete additional page(s) for a budget category if you have more than three expenditure items in that category.

After you have entered the first budget category, proceed to the other columns for that category (Expenditure Item, Effective Practices/Strategies, Mid-Year Expenditures from 7/1/08 thru 12/31/08, Anticipated Expenditures 1/1/09 thru 6/30/09, and Total Amount for Expenditures), select the next budget category from the drop-down menu and proceed.

Expenditure Item Column: Enter expenditure items within a budget category that you entered in your Expenditure Plan. Please note the following:

Staffing - For an expenditure item that involves hiring staff members, make sure you include total costs of salary and benefits. If describing part-time positions, identify the cost per hour.

Equipment - For an expenditure item involving equipment, make sure you include the total cost of purchasing or leasing equipment utilized for basic skills and/or ESL purposes.

Effective Practices/Strategies Column: For each expenditure item, enter in this column the various designations for the twenty-six effective practices that you addressed in your Expenditure Plan. Use only the letter and number designation (i.e., A.1.4, B.2.1, etc.). Please review the Expenditure Plan that you submitted to our office.

Should you need to review the Effective Practices and Strategies, click on the following link: (http://www.cccco.edu/Portals/4/effectivepractices_strategies.pdf)

Mid-Year Expenditures from July 1, 2008 through December 31, 2008 column: Enter amounts expended per expenditure item from July 1, 2008 through December 31, 2008.

Anticipated Expenditures from January 1, 2008 through June 30, 2008 column: Enter anticipated expenditures from January 1, 2008 through June 30, 2008 for each expenditure item.

Total Amount for Expenditures: Add the amount in the Mid-year Expenditures column and the amount in the Anticipated Expenditures column for each expenditure item and place the total amount in this column.



BASIC SKILLS TOTAL EXPENDITURES AND SIGNATURE PAGE

Enter the total expenditures for each budget category. The total must not exceed the total basic skills allocation for 2008-09

Original signatures are required from the Chief Executive Officer, the Chief Business Officer, and the Academic Senate President.

Category	Mid-Year Expenditures from 7/1/08 thru 12/31/08	Anticipated Expenditures from 1/1/09 thru 6/30/09	Total Amount for Expenditures
A. Program and Curriculum Planning and Development	0	0	0
B. Student Assessment	0	0	0
C. Advisement and Counseling Services	0	0	0
D. Supplemental Instruction and Tutoring	0	0	0
E. Articulation	0	0	0
F. Instructional Materials and Equipment	0	0	0
G. Other purpose directly related to the enhancement of basic skills, ESL instruction, and related student programs	0	0	0
TOTAL:			0

Signatures:

TOTAL:

 Academic Senate President

 Chief Business Officer

Anne Argyriou

Letha Jeanpierre

 Typed Name

 Date

 Typed Name

 Date

 Chief Executive Officer

Brian Murphy

 Typed Name

 Date



Basic Skills-ESL Mid-Year Expenditure Report

College: _____

Contact Person: _____

District: _____

E-mail: _____

Phone #: _____

2008-09 Budget Category: _____

Expenditure Item	Effective Practices/ Strategies	Mid-Year Expenditures from 7/1/08 thru 12/31/08	Anticipated Expenditures 1/1/09 thru 6/30/09	Total Amount for Expenditures
	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____



2008-09 Budget Category: _____

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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



2008-09 Budget Category: _____

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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



2008-09 Budget Category: _____

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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____



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	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____
	_____ _____ _____ _____ _____	_____	_____	_____