

PART II. CERTIFICATION

I, the district Chief Executive Office, hereby certify that, to the best of my knowledge and belief

1. The facts, figures, and explanations contained in this application and the attached amended CCFS-320 and/or CCFS-321 report are true and correct; and
2. All corrections have been made in conformance with the instructions below.

Chief Executive Officer: **Kathryn G. Smith**

Signature: *Kathryn G. Smith*

Signature Date: 10-29-13

Electronic Certification Date: Tuesday, October 29, 2013

DISTRICT CONTACT PERSON:

Name: Carla Spalding

Title: Controller

Phone: 7074764194

e-mail: carla-spalding@redwoods.edu

INSTRUCTIONS

1. Certification of This Report

An *Annual Report Application for Adjustment* (CCFS-317) under *California Code of Regulations*, Title 5, Section 58134 must be certified by the community college district chief executive officer.

2. Number and Distribution of copies

Prepare an original and one copy of CCFS-317 and attach to amended CCFS-320 and/or CCFS-321 report for distribution as follows:

- | | |
|-----------|--|
| Original | -> Fiscal Services Unit
California Community Colleges Chancellor's Office |
| Duplicate | -> District Records |

3. Filing Due Dates

October 1 (Lottery and Recal) and November 1 (Recal). Please note that the revised CCFS-320 FTES amounts submitted by October 1 will be included in the FTES workload report submitted to the State Controller's Office in mid October of this year for Lottery revenue allocation purposes. Revised CCFS-320 FTES submitted after October 1 will be included in the updated FTES workload report submitted to the State Controller's Office in October of next year.

4. Number of Applications

While separate errors or needed changes shall be individually detailed on the CCFS-317, only one amended CCFS-320 or CCFS-321 report shall be submitted with each CCFS-317.

Please return completed form to:

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
FISCAL SERVICES UNIT
1102 Q STREET, 4th Floor
SACRAMENTO, CA 95811-6511

California Community Colleges
2012-13 APPORTIONMENT ATTENDANCE REPORT
COMPOSITE - State Residents

ReCal Period
Date Due in Chancellor's Office:

Redwoods CCD

Part I. Full-Time Equivalent Student	Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)	Factored FTES
A. Summer Intersession (Summer 2012 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	160.31	160.31
B. Summer Intersession (Summer 2013 - Prior to July 1, 2013)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	212.29	212.29
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	3, 220.44	3, 220.44
(b) Daily Census Contact Hours (Part III)	211.71	218.00
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	0.38	0.39
(b) Credit (Part IV.D.)	249.82	255.54
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	300.94	300.94
(b) Daily Census Procedure Courses (Part VI.)(Credit)	21.26	21.75
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	4, 377.15	4, 389.66

SUPPLEMENTAL INFORMATION ***	
In-service Training Courses (FTES)	3.41
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.40
2. Credit	370.14

California Community Colleges
2012-13 APPORTIONMENT ATTENDANCE REPORT
 COMPOSITE - Non-Residents

ReCal Period

Date Due in Chancellor's Office:

Redwoods CCD

Part I. Full-Time Equivalent Student	Attendance FTES* of Non-Residents	Factored FTES
A. Summer Intersession (Summer 2012 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.2. + IV.A.2. + VI.A.2.)	5.22	5.22
B. Summer Intersession (Summer 2013 - Prior to July 1, 2013)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	4.11	4.11
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	115.67	115.67
(b) Daily Census Contact Hours (Part III)	13.55	13.95
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	0.02	0.02
(b) Credit (Part IV.D.)	29.78	30.46
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	5.55	5.55
(b) Daily Census Procedure Courses (Part V.)(Credit)	1.03	1.05
(c) Non-credit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	174.93	176.03

CERTIFICATION
2012-13 APPORTIONMENT ATTENDANCE
ReCal Period

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

The original signature of the district Chief Executive Officer is required.

Redwoods CCD
Chief Executive Officer

Signature: *Kathy G. Smith (for Kathy Smith)*

Typed Name: Kathryn G. Smith

Signature Date: 11-18-13

Electronic Certification Date: Friday, November 15, 2013

For Supplemental Information, contact

Carla Spalding

Name:

Controller

Title:

Phone Number: (707) 476-4194

Phone Extension:

E-Mail: carla-spalding@redwoods.edu

Please return completed form to:

Chancellor's Office

California Community Colleges

Fiscal Services Unit

1102 Q Street, 4th Floor

Sacramento, CA 95811

PART II. STUDENT CONTACT HOURS OF WEEKLY CENSUS PROCEDURE COURSES

Fiscal Year: 2012-13

Period: ReCal

Redwoods CCD - COMPOSITE

Reference: Education Code Section 84750, Title 5 Sections 55100, 58003.1(b), 58004, 58050 and 58051	Contact Hours of State Residents	Contact Hours of Non-Residents (ECS 76140)*
First Primary Term		
1. 1st CW Day	43,744.09	1,850.23
2. 1st CW Extended Day	9,039.31	223.06
Second Primary Term		
3. 1st CW Day	40,864.94	1,409.76
4. 1st CW Extended Day	9,444.95	219.80
Third Primary Term		
5. 1st CW Day	0.00	0.00
6. 1st CW Extended Day	0.00	0.00

FTES Calculations

	Resident FTES	Non-Resident FTES
First Period Report Part 1.C.(1)(a)	3,221.53	126.71
Second Period Report Part 1.C.(1)(a)	3,224.09	115.81
Annual Period Report Part 1.C.(1)(a)	3,222.90	115.88
ReCal Period Report Part 1.C.(1)(a)	3,220.44	115.67

PART III. STUDENT CONTACT HOURS OF DAILY CENSUS PROCEDURE COURSES

Fiscal Year: 2012-13

Period: ReCal

Redwoods CCD - COMPOSITE

Reference: Education Code Section 84750, Title 5 Sections 55100, 58003.1(c), 58004, 58050 and 580511	Contact Hours of State Residents	Contact Hours of Non-Residents (ECS 76140)*
A. Summer Intersession Courses (Summer 2012 Only) 1. 1st CD	43,589.35	1,836.08
B. Summer Intersession Courses (Summer 2013 - Prior to July 1, 2013) 1. 1st CD	65,058.60	1,073.66
C. July 1 - December 31, 2012 (Exclusive of Summer Intersession) 1. 1st CD Day	34,703.60	3,256.60
2. 1st CD Extended Day	6,396.80	89.00
January 1 - April 15, 2013 3. 1st CD Day	54,195.20	3,641.10
4. 1st CD Extended Day	3,465.00	126.00
April 16 - June 30, 2013 5. 1st CD Day	12,388.80	0.00
6. 1st CD Extended Day	0.00	0.00

FTES Calculations

		Resident FTES	Non-Resident FTES
First Period Report	Part 1.A.(2)	83.03	3.50
	Part 1.B.(2)	101.21	5.14
	Part 1.C.(1)(b)	162.93	13.22
Second Period Report	Part 1.A.(2)	82.91	3.50
	Part 1.B.(2)	190.00	10.00
	Part 1.C.(1)(b)	182.98	13.65
Annual Period Report	Part 1.A.(2)	83.03	3.50
	Part 1.B.(2)	14.38	0.31
	Part 1.C.(1)(b)	205.32	13.55
ReCal Period Report	Part 1.A.(2)	83.03	3.50
	Part 1.B.(2)	123.92	2.05
	Part 1.C.(1)(b)	211.71	13.55

PART IV. STUDENT CONTACT HOURS OF ACTUAL HOURS OF ATTENDANCE

Fiscal Year: 2012-13

Period: ReCal

Redwoods CCD - COMPOSITE

Reference: Education Code Section 84750, Title 5 Sections 55100, 58003.1(d), 58003.1(e) 580071	Contact Hours of State Residents	Contact Hours of Non-Residents (ECS 76140)*
A. Summer Intersession Courses (Summer 2012 Only) 1. Non-Credit Courses	0.00	0.00 **
2. Credit Courses	5,496.10	71.00
B. Summer Intersession Courses (Summer 2012 - Prior to July 1, 2013) 1. Non-Credit Courses	0.00	0.00 **
2. Credit Courses	0.00	0.00
C. Non-Credit Courses (Exclusive of Summer Intersession) 1. July 1 - December 31, 2012	198.00	10.00 **
2. January 1 - April 15, 2013	0.00	0.00 **
3. April 16 - June 30, 2013	0.00	0.00 **
D. Credit Courses (Exclusive of Summer Intersession) 4. July 1 - December 31, 2012	74,644.70	12,175.10
Extended Day	0.00	0.00
5. January 1 - April 15, 2013	2,307.00	63.00
Extended Day	0.00	0.00
6. April 16 - June 30, 2013	54,203.50	3,398.40
Extended Day	0.00	0.00

+ Not to be included for FTES purposes.

** Report hours generated by non-residents for which FTES are not claimed for non-credit courses

FTES Calculations

		Resident FTES	Non-Resident FTES
First Period Report	Part 1.A.(1)	0.00	0.00
	Part 1.A.(2)	10.56	0.14
	Part 1.B.(1)	0.00	0.00
	Part 1.B.(2)	0.82	0.10
	Part 1.C.(2)(a)	0.00	0.00
	Part 1.C.(2)(b)	240.37	43.02
Second Period Report	Part 1.A.(1)	0.00	0.00
	Part 1.A.(2)	10.47	0.14
	Part 1.B.(1)	0.00	0.00
	Part 1.B.(2)	1.90	0.10
	Part 1.C.(2)(a)	0.00	0.00
	Part 1.C.(2)(b)	260.33	29.94
Annual Period Report	Part 1.A.(1)	0.00	0.00
	Part 1.A.(2)	10.47	0.14
	Part 1.B.(1)	0.00	0.00
	Part 1.B.(2)	0.00	0.10
	Part 1.C.(2)(a)	0.38	0.00
	Part 1.C.(2)(b)	224.95	29.23
ReCal Period Report	Part 1.A.(1)	0.00	0.00
	Part 1.A.(2)	10.47	0.14
	Part 1.B.(1)	0.00	0.00
	Part 1.B.(2)	0.00	0.00
	Part 1.C.(2)(a)	0.38	0.02
	Part 1.C.(2)(b)	249.82	29.78

PART V. ALTERNATIVE ATTENDANCE ACCOUNTING PROCEDURE

Weekly Census

Fiscal Year: 2012-13

Period: ReCal

Redwoods CCD - COMPOSITE

Reference: Education Code Section 84750, Title 5 Sections 55100, 58003.1(f), 58050, 58051, 58009, 58009.5	Contact Hours of State Residents	Contact Hours of Non-Residents (ECS 76140)*
First Primary Term		
1. 1st CW Day	4,642.75	90.75
2. 1st CW Extended Day	120.00	8.00
Second Primary Term		
1. 1st CW Day	4,695.00	79.00
2. 1st CW Extended Day	176.00	0.00
Third Primary Term		
1. 1st CW Day	0.00	0.00
2. 1st CW Extended Day	0.00	0.00

+ Not to be included for FTES purposes.
One WSCH is counted for each unit of credit for which the student is enrolled as of the census date.

FTES Calculations

		Resident FTES	Non-Resident FTES
First Period Report	Part 1.C.(3)(a)	323.30	6.34
Second Period Report	Part 1.C.(3)(a)	298.59	5.44
Annual Period Report	Part 1.C.(3)(a)	298.62	5.34
ReCal Period Report	Part 1.C.(3)(a)	300.94	5.55

PART VI. ALTERNATIVE ATTENDANCE ACCOUNTING PROCEDURE

Daily Census

Fiscal Year: 2012-13

Period: ReCal

Redwoods CCD - COMPOSITE

Reference: Education Code Section 84750, Title 5 Sections 55100, 58003.1(f), 58050, 58051, 58009.5 1	Contact Hours of State Residents	Contact Hours of Non-Residents (ECS 76140)*
A. Summer Intersession Courses (Summer 2012 Only) 1. 1st CD	35,073.90	829.07
B. Summer Intersession Courses (Summer 2013 - Prior to July 1, 2013) 1. 1st CD	46,392.00	1,080.00
C. July 1 - December 31, 2012 (Exclusive of Summer Intersession) 1. 1st CD Day	4,590.00	288.00
2. 1st CD Extended Day	0.00	0.00
January 1 - April 15, 2013 3. 1st CD Day	6,570.00	252.00
4. 1st CD Extended Day	0.00	0.00
April 16 - June 30, 2013 5. 1st CD Day	0.00	0.00
6. 1st CD Extended Day	0.00	0.00

FTES Calculations

		Resident FTES	Non-Resident FTES
First Period Report	Part 1.A.(2)	70.72	1.68
	Part 1.B.(2)	72.60	1.72
	Part 1.C.(3)(b)	15.85	0.99
Second Period Report	Part 1.A.(2)	70.72	1.68
	Part 1.B.(2)	0.00	0.00
	Part 1.C.(3)(b)	20.87	1.03
Annual Period Report	Part 1.A.(2)	70.61	1.68
	Part 1.B.(2)	2.74	0.10
	Part 1.C.(3)(b)	21.26	1.03
ReCal Period Report	Part 1.A.(2)	66.81	1.58
	Part 1.B.(2)	88.37	2.06
	Part 1.C.(3)(b)	21.26	1.03

PART VII. ALTERNATIVE ATTENDANCE ACCOUNTING PROCEDURE

NonCredit

Fiscal Year:

Period:

- COMPOSITE

Reference: Education Code Sections 66700, 70901, 84750, 84757; Title 5 Sections 58003.1(f)(2), 55200, 55230, 55250	Contact Hours of State Residents	Contact Hours of Non-Residents (ECS 76140)*
--	-------------------------------------	--

FTES Calculations

		Resident FTES	Non-Resident FTES
First Period Report	Part 1.A.(1)	0.00	0.00
	Part 1.B.(1)	0.00	0.00
	Part 1.C.(3)(c)	0.00	0.00
Second Period Report	Part 1.A.(1)	0.00	0.00
	Part 1.B.(1)	0.00	0.00
	Part 1.C.(3)(c)	0.00	0.00
Annual Period Report	Part 1.A.(1)	0.00	0.00
	Part 1.B.(1)	0.00	0.00
	Part 1.C.(3)(c)	0.00	0.00
ReCal Period Report	Part 1.A.(1)	0.00	0.00
	Part 1.B.(1)	0.00	0.00
	Part 1.C.(3)(c)	0.00	0.00

Part IX - AB 540 HEADCOUNT AND SPECIAL ADMIT FTES

Fiscal Year: 2012-13

Period: ReCal

Redwoods CCD

AB 540 Headcount Report

In the space provided below, for the District as a whole, please provide the total number of students who received the non-resident tuition fee exemption under AB 540 for the Fiscal Year. This total should include any student that was considered to be an AB 540 student during any part of a term/session and should be an unduplicated student headcount (e.g., please count each student only once, regardless of how many terms/sessions they attended). This data collection will be considered to be a limited survey instrument and not tied or associated with FTES counts. Supporting documentation does not need to be submitted with this report.

Headcount

136

Special Admit (Full-Time and Part-Time P.E. Credit FTES Report

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of special "admit" part-time and full-time students eligible to attend the Colleges of the District pursuant to Education Code Section 4880 or 4880.5. Please refer to Legal Advisory 05-01 and the Contracted District Audit Manual for the Fiscal Year, State Compliance Item No. 427.

Total FTES of Special Part-Time and Full-Time Students Col. 1	Total FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 2	Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 3	Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Col. 3/Col. 1)
119.74	4.03	0.40	0.33%

* Reported "FTES" amounts should represent amounts that are subsets of FTES data certified and reported in the Annual CCFS-320 - Resident FTES, Part I., A. through D. FTES shall be computed and rounded to two decimal places. Supporting documentation does not need to be submitted with this report, but should be retained by the District as records back to audit pursuant to Title 5 Section 59025.

Redwoods CCD - Centers FTES**2012-13 Fiscal Year - ReCal Period**

	Credit FTES	Noncredit FTES	Total FTES
Del Norte Center	636.80	0.00	636.80
Mendocino Coast Center	324.26	0.00	324.26
TOTAL:	961.06	0.00	961.06

No CDCP Noncredit Courses

CALIFORNIA COMMUNITY COLLEGES
ANNUAL REPORT APPLICATION FOR ADJUSTMENT
FULL-TIME EQUIVALENT STUDENT (FTES), APPRENTICE HOURS, OTHER
(CCFS-320 and CCFS-321)

Due: October 1 (Lottery and Recal); November 1 (Recal)

District: Redwoods CCD

State Use Only

Fiscal Year Affected: 2012-13

Revision No.:

PART I. ADJUSTMENTS

FOR EACH INDIVIDUAL TYPE OF ERROR OR CHANGE, PROVIDE THE FOLLOWING INFORMATION.

Type of Adjustment:	Resident Credit FTES	Understated
Amount of Adjustment:	222.49	
Adjustment Need Discovered By:	District	
Audit Finding Reference Number:		
Nature of Adjustment:	Additional positive attendance hours uploaded from attendance tracking system. Summer flexible hours adjusted to be claimed in 2012/13.	
<hr/>		
Type of Adjustment:	Nonresident Credit FTES	Understated
Amount of Adjustment:	4.05	
Adjustment Need Discovered By:	District	
Audit Finding Reference Number:		
Nature of Adjustment:	Additional positive attendance hours uploaded from attendance tracking system. Summer flexible hours adjusted to be claimed in 2012/13.	
<hr/>		
Type of Adjustment:	Nonresident Noncredit FTES	Understated
Amount of Adjustment:	0.02	
Adjustment Need Discovered By:	District	
Audit Finding Reference Number:		
Nature of Adjustment:	Additional positive attendance hours uploaded from attendance tracking system.	
<hr/>		
Type of Adjustment:	Basic Skills Credit FTES	Understated
Amount of Adjustment:	4.69	
Adjustment Need Discovered By:	District	
Audit Finding Reference Number:		
Nature of Adjustment:	Additional positive attendance hours uploaded from attendance tracking system.	

Type of Adjustment:	Basic Skills Noncredit FTES	Understated
Amount of Adjustment:	0.40	
Adjustment Need Discovered By:	District	
Audit Finding Reference Number:		
Nature of Adjustment:	Additional positive attendance hours uploaded from attendance tracking system.	

Type of Adjustment:	AB 540 Student Headcount Report	Understated
Amount of Adjustment:	1.00	
Adjustment Need Discovered By:	District	
Audit Finding Reference Number:		
Nature of Adjustment:	Summer flexible hours adjusted to be claimed in 2012/13. Additional AB540 student to be claimed in 2012/13.	

Type of Adjustment:	Special Admit P.E. FTES Report	Overstated
Amount of Adjustment:	0.01	
Adjustment Need Discovered By:	District	
Audit Finding Reference Number:		
Nature of Adjustment:	Additional positive attendance hours uploaded from attendance tracking system. Summer flexible hours adjusted to be claimed in 2012/13.	

Type of Adjustment:	Center FTES Report	Overstated
Amount of Adjustment:	156.72	
Adjustment Need Discovered By:	District	
Audit Finding Reference Number:		
Nature of Adjustment:	Correction of data entry error.	
