



**Employment Opportunity Fund District
Expenditure and Performance Reports
Fiscal Year 2017-2018
Instructions**

Overview

The 2017-2018 District Expenditure and Performance Reports for the Equal Employment Opportunity (EEO) Fund consist of two sections: (1) the District Expenditure Report and (2) the District Performance Report. When completing these forms, use whole dollar amounts. **The total dollars expended as shown on the Expenditure Report should equal the total dollars expended as shown on the Performance Report.**

Detail

1. *District Expenditure Report*

Please Note: The “(a) Total Unexpended Allocation” (line 1, box 1) on the form should be equal to “Unexpended Allocations (line 4, box 1) from last year’s report.

This section requests the disclosure of expenditures and unexpended balances according to Object of Expenditure codes, as defined in the *California Community Colleges Budget and Accounting Manual (BAAM)*. Detail is requested on Education Code section 87108 Equal Employment Opportunity Fund expenditures and we are also asking for information on expenditures from all other funds for accounting purposes.

The *Budget and Accounting Manual* includes a separate activity code (code 6760 under “Administrative and Support Activities”) for staff equal employment opportunity (diversity) expenditures. This code is applicable within each district’s accounting system. Thus, if a district has implemented this activity code it may be possible to generate the data needed for this expenditure summary from the district’s regular budget report.

2. *District Performance Report*

This section requests the posting of program activities. The following key provides an explanation of the requested data elements (refer to the enclosed Performance Report form).

Column	Explanation
1	Performance indicators 1-5 are listed according to authorized uses of the EEO fund in the Education Code, section 87108, and title 5, section 53034.
2 A&B	Indicate amount of expenditures for equal employment opportunity (diversity) activities from EEO funds and other funds.
3	For each performance indicator, describe how the funds expended improved the performance of the activity. Please be as specific as possible. For example, under the first activity, indicate how many persons were contacted, applied, and hired for district positions.