CAEP Budget and Work Plan

The CAEP budget and work plan is designed to budget annual activities in alignment with the consortium's annual plan strategies. The strategies are a direct import from the consortium's annual plan. The available funds in the budget are all active funds, including carryover from prior years. The member budget is by object code. Once the member submits their work plan and budget, the consortium membership will review, approve, and certify for the upcoming year. If the member has changes to their work plan and/or budget, it will go back through NOVA using the same process of consortium membership review, approval, and certification.

- Review the budget summary to ensure object codes are in alignment with annual plan.
- Ensure indirect is at the CDE and CCCCCO's approved rate, not to exceed 5 percent.
- Review forecast to ensure percentages are cumulative and manageable.
- Ensure budget and work plan is submitted by the CAEP outlined date.

Budget and Work Plan Analysis

At quarters 2 and 4, Consortium Leads, in collaboration with each member, should analyze the budget and work plan in tandem with the fiscal reports and annual plan to ensure enough monies are still available per object code and the expenditures (based on the summary of activities) are aligned with the annual plan.

Member Budget and Work Plan is due by September 30th and Consortium Certification by October 30th.

At any point during a program year, a member can revise their budget and work plan, up until certified of the Q4 expenditure report.

Contact TAP at tap@caladulted.org