**CAEP Quarterly Fiscal Reports**

The CAEP quarterly fiscal reports are designed to expenditures by object in alignment with the consortium's annual plan strategies and budget and work plan. The strategies are a direct import from the consortium’s annual plan. Every quarter, consortium members are required to submit their expenses in NOVA. Expenditure reports are year to date (cumulative) and expenses cannot be less than what was reported in the previous quarter. Once the member expense report is submitted, the consortium must review, approve, and certify.

- Review the expenditures to ensure they are in alignment with the budget and work plan and annual plan.
- Check the expenditures to ensure they are not less than what was reported in the previous quarter.
- Review forecasts to ensure percentage targets are met.
- Ensure fiscal report is submitted by the CAEP outlined date.

**Budget and Work Plan Analysis**

At quarters 3 and 4, Consortium Leads, in collaboration with each member, should analyze the fiscal reports in tandem with the budget and work plan and annual plan to ensure expenditures are aligned, targets are being met, corrective action plans are implemented, expenditures are reconciled, and funding is spent before the December 31 expiration date.

- Members fiscal reports are due by September 1, December 1, March 1, and June 1. The consortium has 30 days after the initial report to certify.
- At any point during a program year, a member can revise their fiscal report, up until certification of Q4. After Q4, reports will no longer be accessible.
- Contact TAP at tap@caladulted.org