CALIFORNIA
ADULT EDUCATION
PROGRAM



# CAEP Fiscal Essentials

## Budgets & Workplan and Fiscal Reporting

*August 11, 2026*

# Agenda


- Outcomes
- Sequence of CAEP Deliverables
- Budget and Workplan
- Technical Assistance
- Live Demonstration in NOVA
- Resources
- Q & A

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Understand the sequence of CAEP deliverables, the importance of timely reporting, and how each component is a building block to the next step as it pertains to the Budget and Workplan and Quarterly Expenditure Reports.

# Sequence of CAEP Deliverables

Allocation

**Allocation Amendments & Budget Changes**

Preliminary Allocations released by February 28th.

Consortia certification via the CFAD by May 2nd.

May Revise (mid-May) and/or Trailer bill (late June) adjustment.

State submits CAEP schedules to DOF (July 15th)

State begins CAEP fund disbursement (August 15th)

Consortium members certify amendments (September 1st)

CFAD

**Consortium Fiscal Administrative Declaration CFAD**

The CFAD must be Consortium Approved by May 2 of each year.

The CFAD consists of four main components, which include the Fiscal Declaration, Agencies & Certifiers, Member Allocations, and the Preview sections.

Annual Plan

**Annual Plan -** *August 15th*

*This must be approved in NOVA before the **Budget and Workplan opens**.*

- Identify the strategies/activities and metrics from the three-year plan.
- Formulate and implement strategies.
- Identify plans of action to increase student outcomes

# Sequence of CAEP Deliverables

Budget and Workplan

**Budget & Workplan**

- Once the member submits their budget and workplan, the consortium lead will certify for the upcoming year.
- If the member has changes to their workplan and/or budget, they will work with their lead to de-certify, then un-submit and make changes to the budget, resubmit and the lead will recertify.

Program Area Report

**Program Area Report**

- All members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total **operational cost** by fund source and **instructional hours** in the seven CAEP program areas (adult education/noncredit). Fund sources also include any fee revenue collected.

Expenditure Report

**Expenditure Reports; quarterly reporting**

- 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.

# Expense Reporting Cycle

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## Q1 Report Due

***Member***

*December 1*

***Consortium***

*December 31*

## Q2 Report Due

***Member** March 1*
**Close out of prior, prior year Member Funds due in NOVA*

***Consortium** Certified March 31*
**Close out of prior, prior year Member funds in NOVA certified by Consortia in NOVA*

Reminder: The Quarter 2 certification also includes the closeout of the 24-25 funds. After the certification process, any 2024-25 funds that have not been expended will be ***returned*** to the State.

## Q3 Report Due

***Member***
*June 1*

***Consortium***
*June 30*

Reminder:
This is the last quarter that changes are able to be made. Once Q4 is submitted, the year is finalized and no changes are allowed. This is the quarter to review and ensure all expenses are true and accurate.

## Q4 Report Due

***Member***

*September 1 (prior year)*

***Consortium***
*September 30*

*(prior year)*

Reminder:

Regardless of where you are with your expenditures, a snapshot will he taken at 11:59 p.m. for carryover compliance

# Budget and Workplan Overview

- Based on the annual plan strategies (*submitted by August 15th*) and the CFAD (*submitted by May 2nd*), each member creates **a budget and workplan** for the new fiscal year (July 1 to June 30).

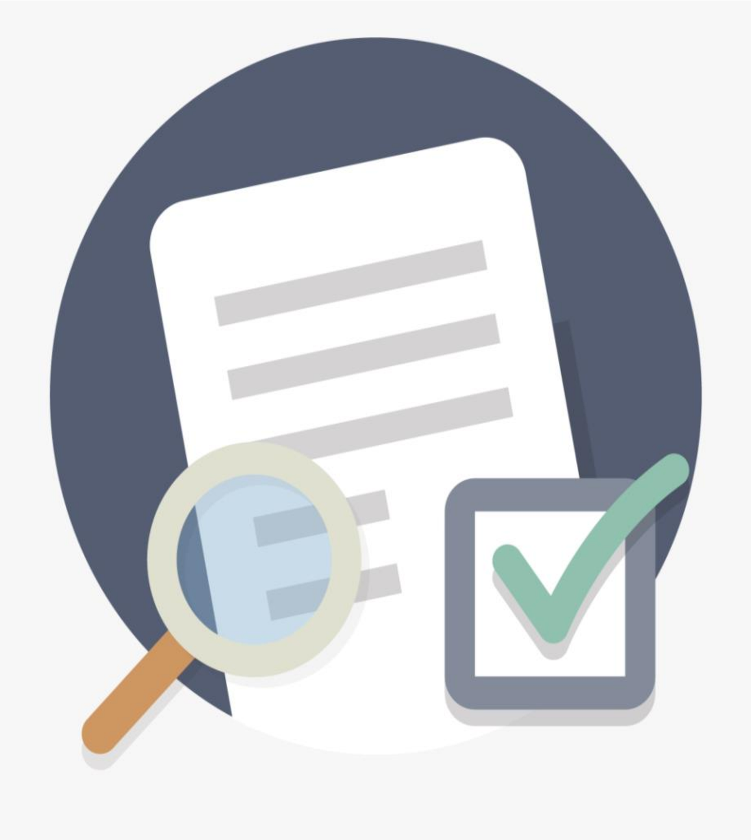
- The member budget is by object code, which aligns with the member workplan to spend all active funding during that 12-month fiscal year period**.**

***Active funding includes all carry-over and new funding combined into one budget.***

Due Dates:

- Sep 30: 26/27 Member Program Year Budget and Workplan due in NOVA
- Oct 30: 26/27 Member Program Year Budget and Workplan certified by Consortia in NOVA

# Budget and Workplan Overview (cont.)



- The member workplan aligns with the strategies of the Annual Plan. Members will check off which strategies from the Annual Plan they are covering with their 12- month budget.
- Once the member submits their Budget and Workplan, the consortium lead will certify.
- If the member has changes to their workplan and/or budget, the lead will de-certify, the member will un-submit, make changes, re-submit, notify the lead and the lead will re-certify.
- Members Budget and Workplan’s from the prior year can be modified until the submission of the Q4 Expenditure Report.

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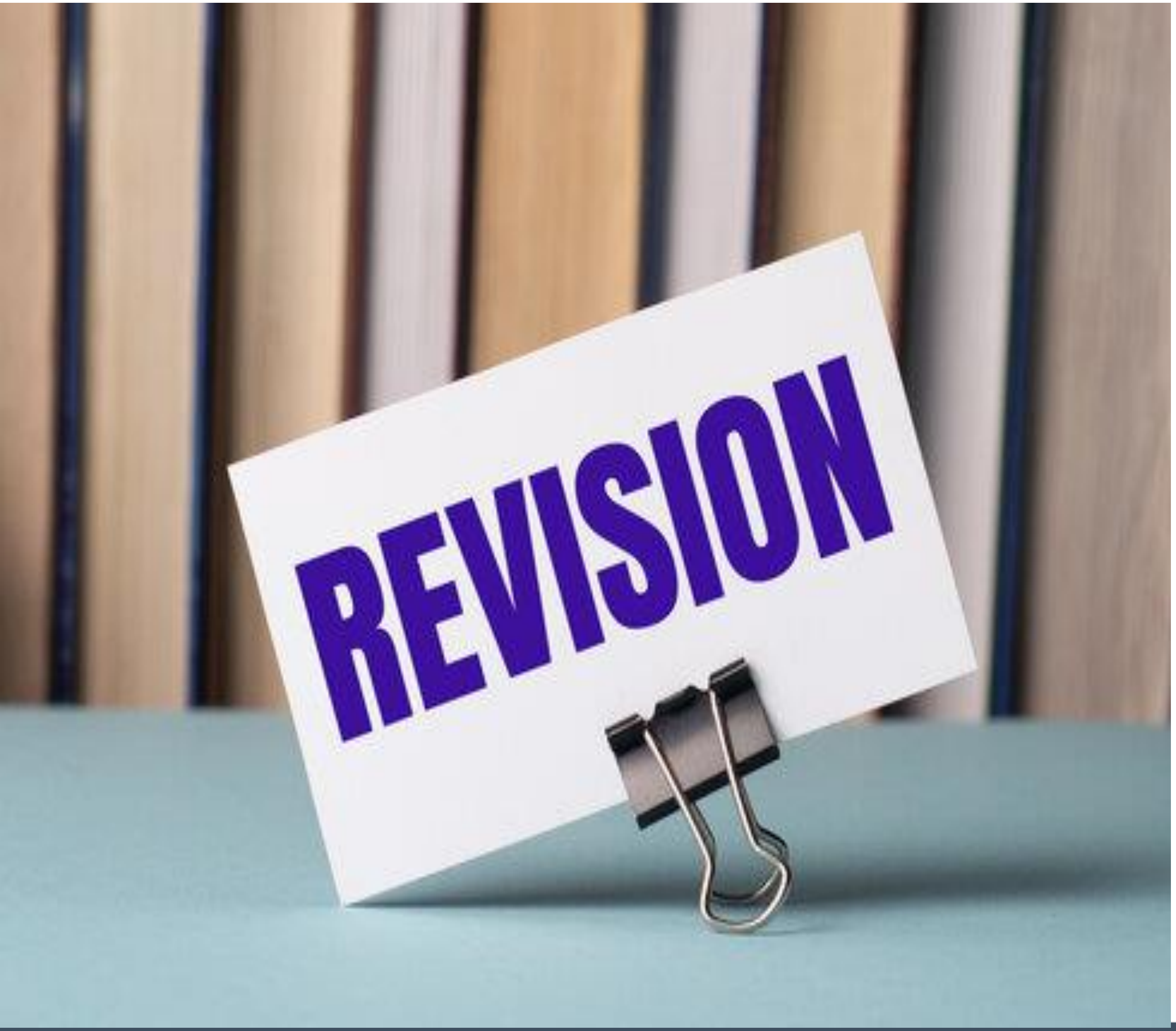



# Budget Modifications

Budget modifications must be submitted in NOVA prior to the submission of the quarterly expenditure report.

- In order to submit a budget revision, the consortium primary contact must un-certify the budget and the member representative un-submits, to allow changes.

- The member representative enters their changes and re-submits the budget, upon which the consortium primary contact will need to re-certify.

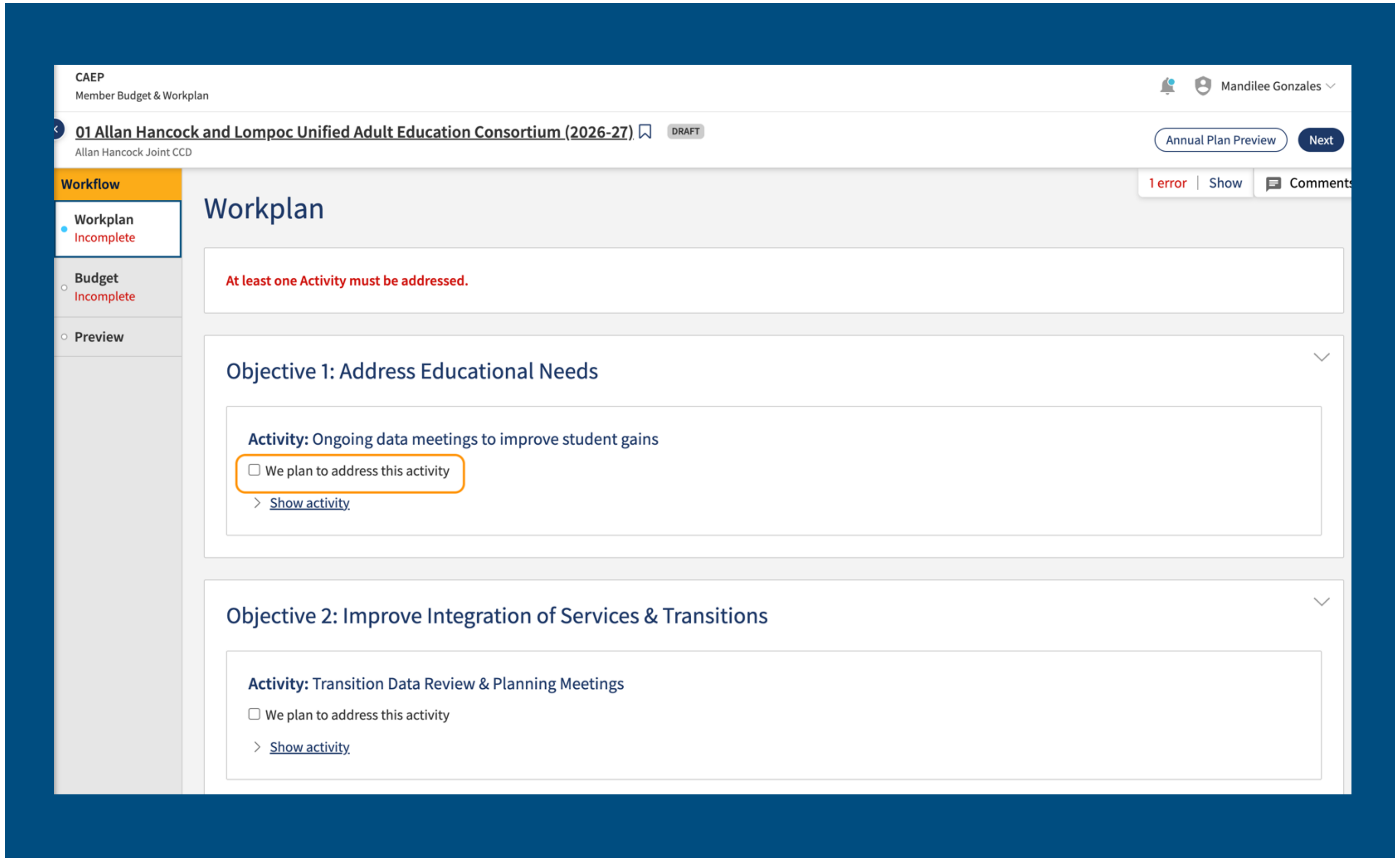
# Member Workplan

Identify strategies that will be addressed within the 3 objectives (must address at least 1 strategy)

1. Address Educational Needs
2. Improved Integration of Services and Transitions
3. Improve Effectiveness of Services

Remember: Objectives, metrics, and strategies are pre-populated in the Workplan.

Objective and strategy language is an automatic import from the Annual Plan. Members select Objectives and Strategies that they will address.

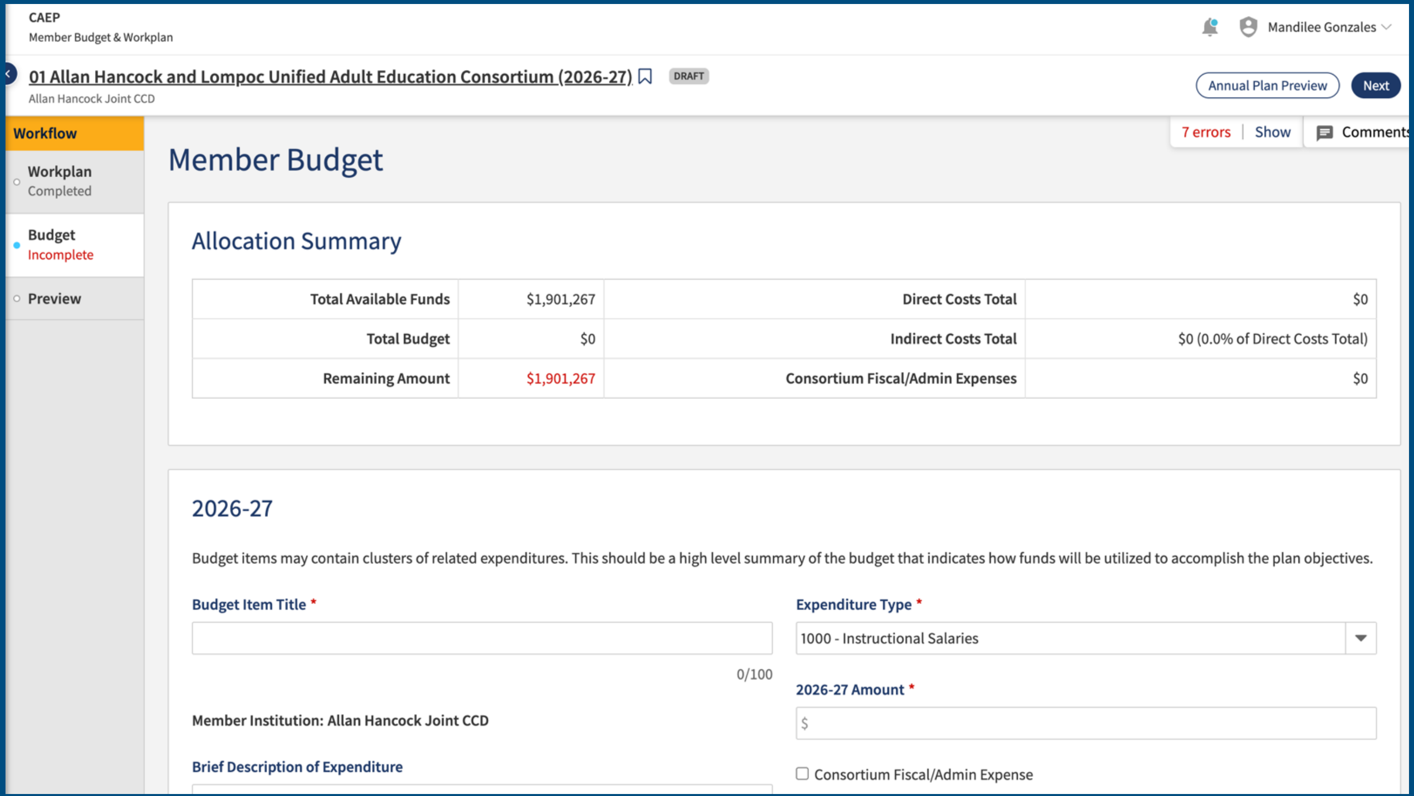


# Allocation Summary

- The amount showing in red as available on the 26-27 Budget includes your 26-27 allocation as well as any remaining available funds from 24/25 and 25/26.
- Once Q4 is certified, the amount will decrease to reflect current available funds.

*Reminders:*

- *The Annual Plan will need to be completed prior to the Budget and Workplan opening in NOVA.*
- *Until Q4 of the prior year is certified, your Budget will be almost doubled.*



# Budget Development

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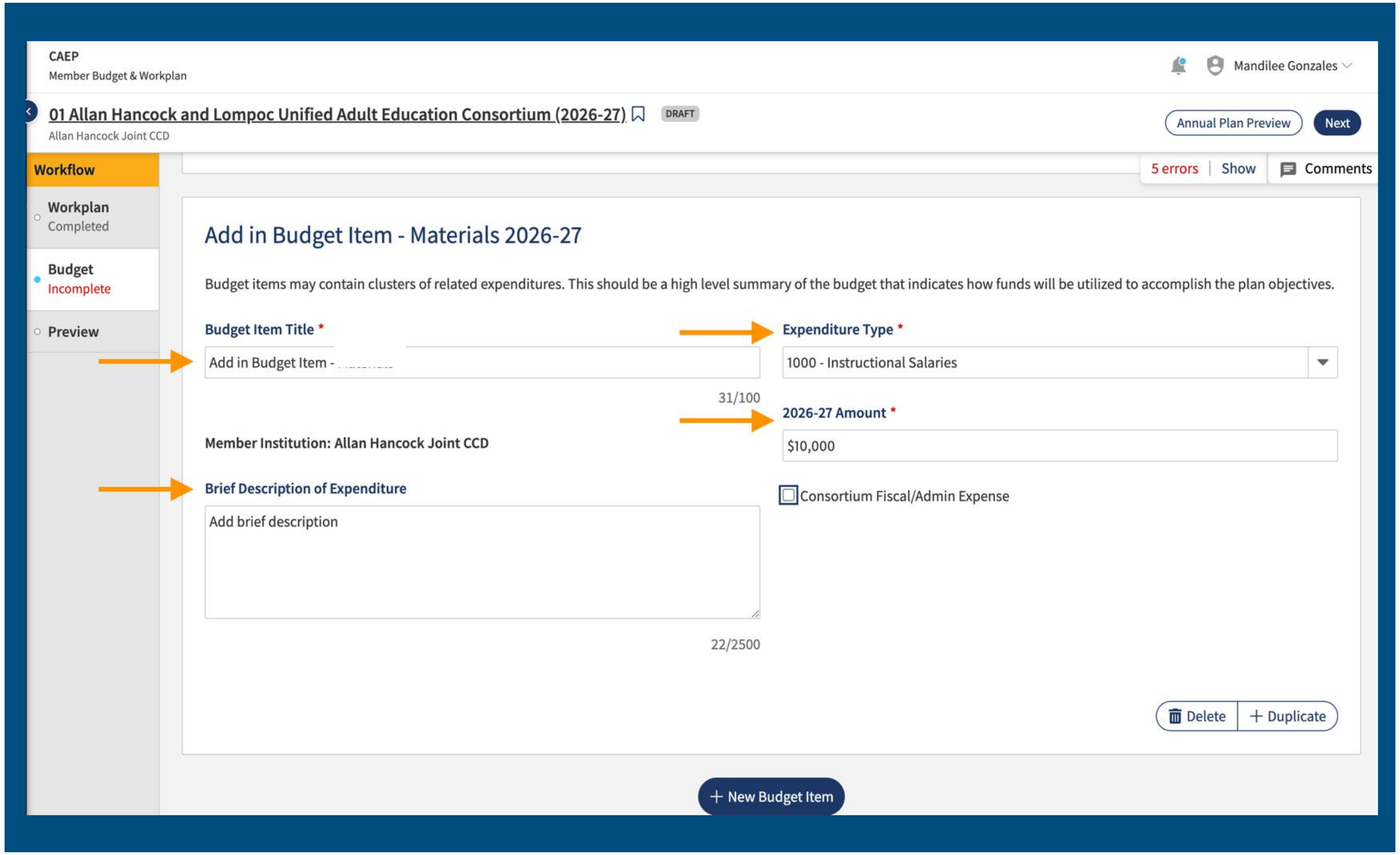
- Budget items are entered by Object Code
- The 2026-27 Amount is how much of your budget you are allocating to that object code for this year.
- Include a brief description for each object code.
- **Indirect** cannot be greater than 5%.
- The Consortium Fiscal/Admin Expense should only be checked by Consortium Fiscal Agents, and if that expense is one that supports the consortium



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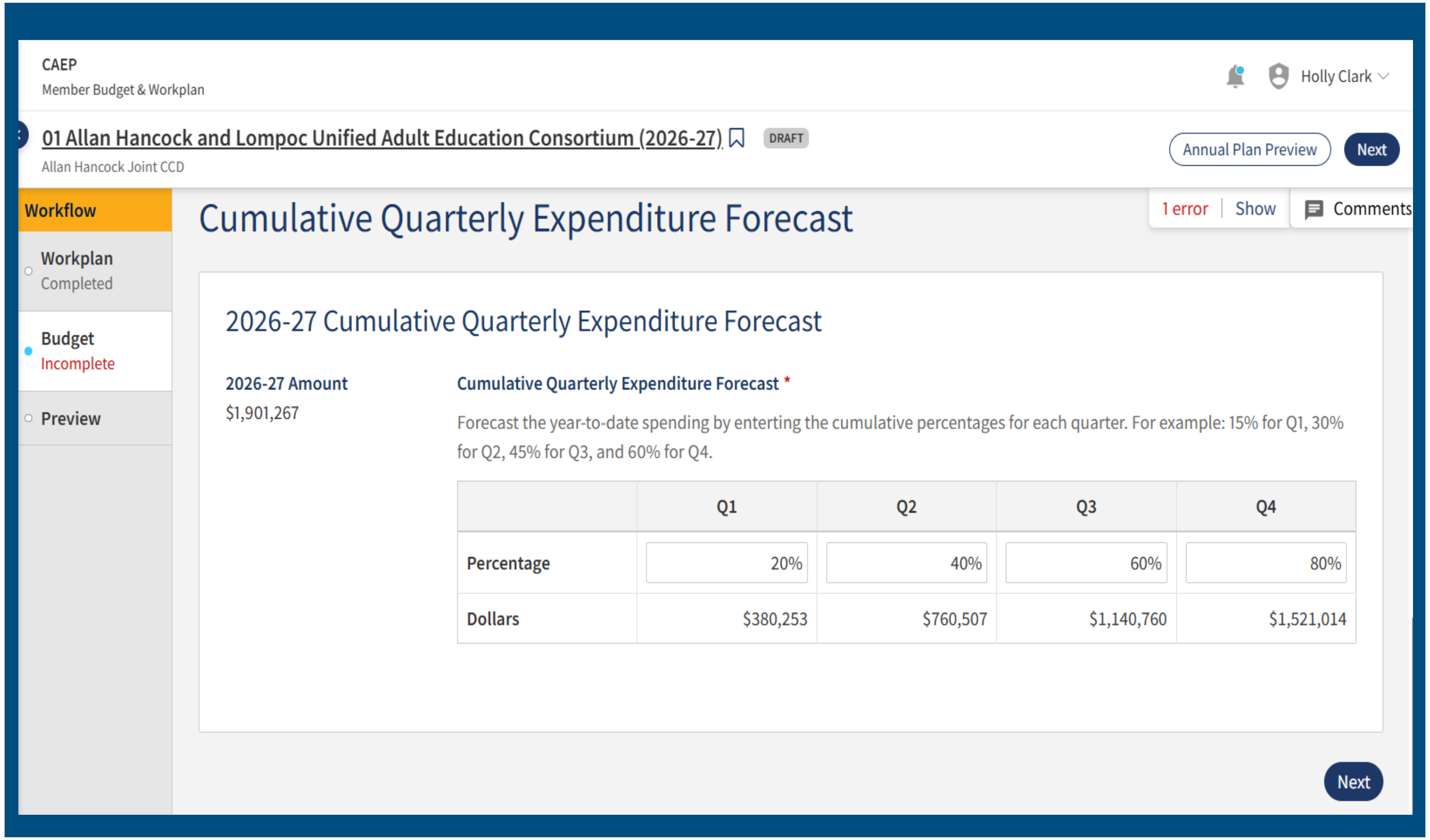
# Cumulative Quarterly Expenditure Forecast

- Enter cumulative targets for Q1-Q4
- You can enter a member forecast of any percentage. Some districts start low because they know there will be vacancies in the new year that are hard to fill.
- The Quarterly Expenditure Forecast is cumulative, and this is of expenditures. Since we want to have carryover at or below 20%, Q4 needs to be at 80% minimum.
- If in Q1, Q2, and Q3 you are underspent on based on your projected forecast. NOVA will require  a corrective action.



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NOVA

PLAN. INVEST. TRACK.

# Live NOVA Demonstration

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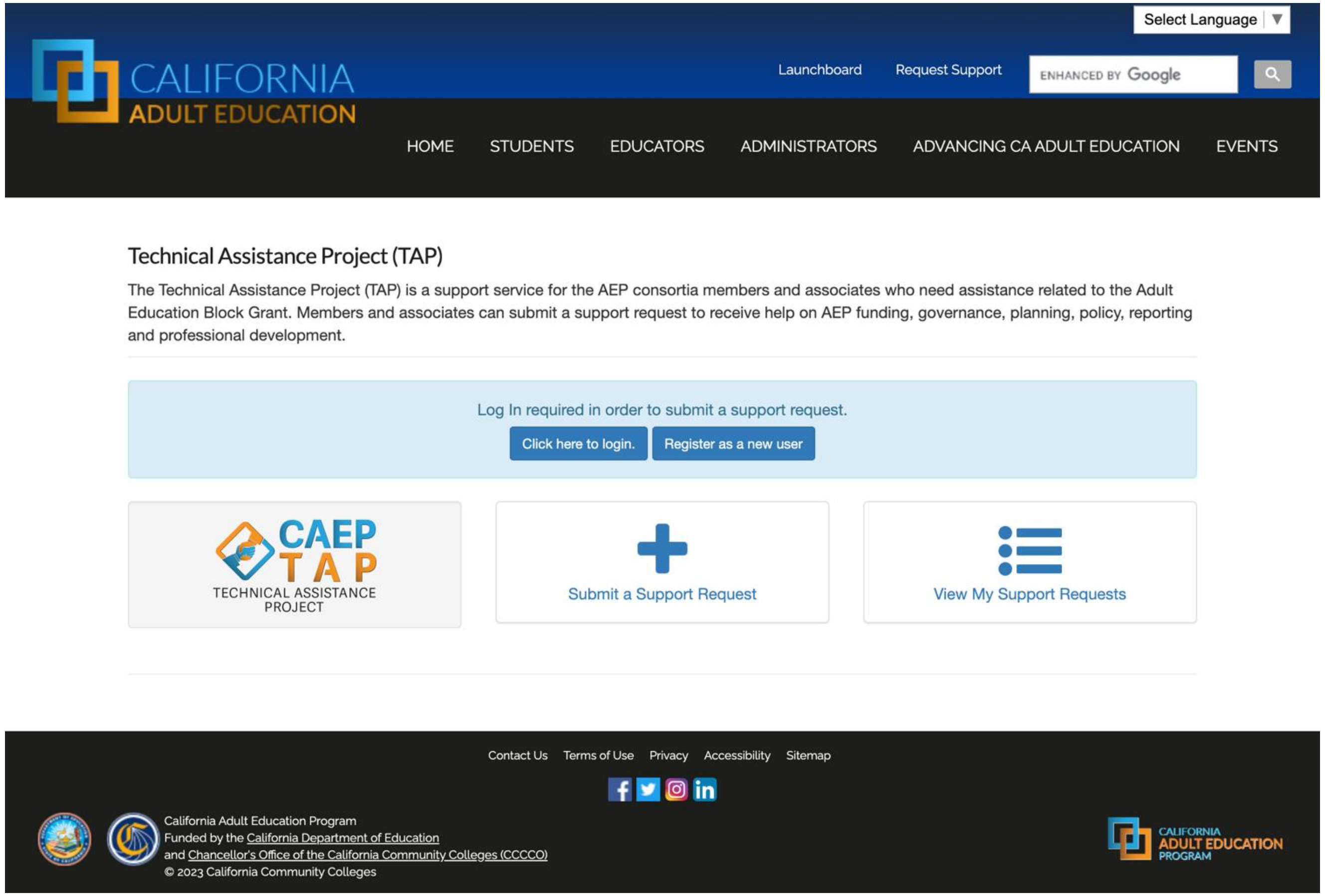


If you need assistance with this process, please contact CAEP TAP at tap@caladulted.org or (888) 827-2324.

Adult Education Program Fiscal Management Guide Allowable Uses of Adult Education Program Funds
https://caladulted.org/DownloadFile/1396

Due Dates
https://caladulted.org/DueDates

Support Request
https://caladulted.org/TAP?id=TAPLink