



**Training Proposal for:  
GYL Decauwer LLP**

**Small Business ≤ \$50,000**

**ET15-0357**

**Approval Date:** December 11, 2014

**ETP Regional Office:** North Hollywood      **Analyst:** E. Wadzinski

**CONTRACTOR**

- Type of Industry: Services
  
- Priority Industry:  Yes  No
  
- Number of Full-Time Employees
  - California: 22
  - Worldwide: 22
  - Number to be trained: 21
  - Owner  Yes  No
  
- Out-of-State Competition: Competitors Outside CA
- Special Employment Training (SET):  Yes  No
- High Unemployment Area (HUA):  Yes  No
- Turnover Rate: 0%
- Repeat Contractor:  Yes  No

**FUNDING**

- Requested Amount: \$24,024
- In-Kind Contribution: \$46,428

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SB <100	Business Skills, Computer Skills	21	8-60	0	\$1,144	\$14.90
				Weighted Avg: 52			

- Reimbursement Rate: \$22 SB Non-Priority
- County(ies): San Bernardino
- Occupations to be Trained: Tax Staff, Audit Staff, Support Staff, Supervisor, Manager, Owner
- Union Representation:  Yes  
 No
- Health Benefits: N/A

**SUBCONTRACTORS**

- Development Services: Training Refund Group in Irvine developed the proposal at no cost.
- Administrative Services: Training Refund Group will also provide administrative services for a fee not to exceed 13% of earned funds.
- Training Vendors: To Be Determined

**OVERVIEW**

GYL Decauwer LLP (GYL Decauwer) ([www.gyldecauwer.com](http://www.gyldecauwer.com)) is a mid-sized accounting firm established in 1998 in Pomona. The Company is now located in Ontario. The Company provides accounting and business consulting services to small- and mid-sized businesses including auto dealerships, construction and manufacturing/distribution companies, and not-for-profit entities.

**Training Plan**

GYL Decauwer's location in the Inland Empire, a major area of construction, agriculture and dairy, means that it needs to be up-to-date on the latest accounting rules, tax issues, and business plans to best serve these industries. Tax laws and financial regulations are constantly changing. Training will update the Company's required compliance aspects while upgrading staff tax planning strategies to help grow and improve client profits.

In addition, the business has to continue to deliver outstanding value so its client base and business can grow through reputation, high quality work, and strong recommendations. Beyond the basics of accounting and tax, the Company needs to help clients make sound business decisions which require employees to understand solid business principles.

**Business Skills (80%)** – This training will be offered to all occupations. Training will help employees develop skills to provide quality customer service, deliver informed product presentations and recommendations, and manage project assignments efficiently.

**Computer Skills (20%)** – This training will be offered to all occupations. Training will enable employees to create databases, spreadsheets, reports, charts, graphs, and professional presentation materials to manage projects and assignments more efficiently.

### **RECOMMENDATION**

Staff recommends approval of this proposal.

**Exhibit B: Menu Curriculum****Class/Lab Hours**

8-60 Trainees may receive any of the following:

**BUSINESS SKILLS**

- Leadership
- Communication
- Presentations
- Proposal Writing
- Time Recording
- Advanced Audit and Tax
- Standardization Practices
- Financial Services
- Client Services
- Practice Management
- Ownership Thinking
- Cross Training
- Billing

**COMPUTER SKILLS**

- Practice Management Software
- Document Software

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.
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