



**Training Proposal for:
Torosian & Walter, LLP**

Small Business ≤ \$50,000

ET16-0158

Approval Date: August 28, 2015

ETP Regional Office: Sacramento

Analyst: K. Smiley

CONTRACTOR

- Type of Industry: Financial Services
- Priority Industry: Yes No
- Number of Full-Time Employees
 - California: 32
 - Worldwide: 32
 - Number to be trained: 31
 - Owner Yes No
- Out-of-State Competition: No OSC
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 10%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$27,280
- In-Kind Contribution: \$35,000

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 SET	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement	25	8-60	0	\$880	\$16.00
				Weighted Avg: 40			
2	Retrainee SB<100 SET HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement	6	8-60	0	\$880	*\$11.50
				Weighted Avg: 40			

*It will be made a condition of contract that the trainees in Job Number 2 will never be paid less than the statewide minimum wage rate as in effect at the end of retention (Final Payment) regardless of the wage expressed in this table.

- Reimbursement Rate: Job #'s 1 & 2: \$22 SB Non-Priority
- County(ies): Fresno
- Occupations to be Trained: Administrative Staff, Front Line Managers, IT Staff, Project Managers, Staff Accountants, Partner Accountants, Owners, Accounting Support Staff
- Union Representation: Yes
 No
- Health Benefits: Job #'s 1 & 2: \$2.00 per hour

SUBCONTRACTORS

- Development Services: Strategic Business Solutions, LLC of Visalia assisted with development of this proposal for a flat fee of \$1,909.
- Administrative Services: Strategic Business Solutions, LLC will also assist with administrative services for a fee not to exceed 13% of earned funds.
- Training Vendors: To Be Determined

OVERVIEW

Founded in 1990 and located in Fresno, Torosian & Walter, LLP (Torosian) (www.twcpa.com), provides accounting, tax and business consulting to various industries. The Company specializes in tax planning and preparation; financial statement preparation; estate planning; and business and computer consulting.

Need For Training

This is Torosian's third ETP Agreement, the second within the last five years. Torosian's first Agreement provided training in Business Writing, Business Communication and Internal Software Programs. This allowed the Company to implement internal software specifically designed for their customers and financial services provided. The previous ETP Agreement focused on increasing customer satisfaction and professionalism. This allowed Torosian to compete with larger businesses and improve their customer's experience.

For this Agreement, Torosian is upgrading several software packages. These software upgrades will include Practice CS and UltraTax. Practice CS is accounting management software used to track client, staffing and billing information. UltraTax is tax preparation software that allows incumbent workers to more efficiently and accurately prepare tax documentation for clients. These two software programs are an intricate part of the services that Torosian provides.

In 2015, Torosian expanded services to include business consulting and management services. Torosian found that by expanding into these areas the Company could expand its customer base. However, staff require training to become subject matter experts. Workers will receive training in strategic planning to implement a successful business plan for clients.

Training Plan

Business Skills: Training will be provided to all occupation to improve customer satisfaction, effective communication and successful strategic planning. Courses will include Account Development, Effective Communication and Strategic planning.

Commercial Skills: Training will be provided to all occupations to increase accuracy, client relationships and knowledge of new tax law. Courses will include Tax Planning and Preparation, Financial Statement Preparation and Generation.

Computer Skills: Training will be provided to all occupations to effectively utilize financial and tax preparation software. Courses will include Practice CS Training, Bill.com Training, Yardi Software Training and QuickBooks Account Training.

Continuous Improvement: Training will be offered to all occupations to encourage teamwork, and standardize processes and productivity throughout the organization. Courses will include Team Building and Leadership Skills.

SET/HUA

Under Special Employment Training (SET) companies are not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

For trainees located in a High Unemployment Area (HUA), the Panel may reduce the minimum wage requirements for trainees by up to 25% below the ETP minimum wage requirements. However, the trainee's post retention must be higher than the wage at the start-of-training.

The Company's location in Fresno County qualifies for HUA status. Torosian is requesting a wage modification for six trainees (Job Number 2) to \$11.50 per hour.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Torosian under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET11-0314	Fresno	06/30/11- 06/29/12	\$47,520	\$31,900 (67%)

During the ET11-0314 Agreement discussion arose between ETP and Torosian around the delivery method of training. Torosian delivered some training that may have been misconstrued as Productive Lab by ETP. Instead of filing an appeal, Torosian chose to adhere to ETP's request to delete the uploaded hours. If the hours were not deleted by Torosian, the earned amount would have been over 70%. Under this proposal all training will be documented as and delivered in a Class/Lab setting. This proposal has been right-sized as Torosian is requesting funding less than the earned amount in the ET11-0314 Agreement.

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Account Development
- Effective Communication
- Social and Media Marketing
- Recruiting/Interviewing Skills
- Strategic Planning

COMPUTER SKILLS

- Website Development
- Advanced Computer Networking
- QuickBooks Accounting
- Practice CS
- File Cabinet CS
- Fixed Assets CS
- Bill.Com Training
- Yardi Software
- UltraTax Software

CONTINUOUS IMPROVEMENT

- Team Building
- Leadership Skills

COMMERCIAL SKILLS

- Financial Statement Preparation/Generation
- Tax Planning and Preparation
- Gift and Estate Planning
- Tax Authority Audit Training
- Affordable Care Act Training
- Business Practice Management/Consulting

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