



## *Building Trades Apprenticeship Program*

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San Francisco, CA 94102

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### **SUGGESTED 2016-2017 Training Fund Sample Statement**

The Building Trades Apprenticeship Training Committee (DAS file number # 123456) intends to use the 2016 California Apprenticeship Council (CAC) grant funds to purchase 50 copies of the NFPA National Electrical Code 2017 Edition for distribution to our instructors and apprentices for training purposes. The estimated cost for the order is \$9,000 (\$180 per copy).

The Building Trades ATC will not use the CAC grant funds for any other purpose. As required under the apprenticeship program trust fund's documents, funds deposited into the trust can only be used to train apprentices and cannot be commingled with any other funds.

Last year, Building Trades ATC received a CAC grant in the amount of \$7,500. We used the money to purchase 50 copies of the NFPA National Electrical Code 2014 Edition for distribution to our instructors and apprentices so they can refer to the code during classroom and on the job training. The 2014 copies cost \$9,765. An invoice for that order is included with this statement.

The Building Trades ATC maintains a detailed, written record of the funds received by the apprenticeship program trust fund and its expenditures. The extensive recordkeeping of the deposits and expenditures includes records such as copies of deposited checks, canceled checks for expenses, documentation of any disbursements made from the fund (such as invoices or receipts for expenses), cash disbursements and cash receipts journals. All of these records are available for inspection upon request.

Please contact me if you have any additional questions or concerns.

Sincerely,

Secretary / Chairman / Authorized Representative  
Apprenticeship Committee