

CTEIS 4033 Report

Frequently Asked Questions



Reporting Requirements/Assistance/General

- Q1:** When is the 4033 due? **A1:** The 4033 Expenditure Report is due on November 2, 2011 to your Regional Career and Technical Education (CTE) Administrator and on November 9, 2011 to the Office of Career and Technical Education (OCTE).
- Q2:** What resources do I have for help on the 4033? **A2:** Besides attending a reporting training you can contact OCTE for assistance on reporting policy and the PTD Technology CTEIS helpdesk for technical assistance.
- OCTE:** Joan Church churchj@michigan.gov (517) 335-3149
- PTD:** cteis.help@ptdtechnology.com (517) 333-9363 Ext. 128 or (800) 203-0614 Ext. 128
- Q3:** How do I get the information I need to enter my expenditures? **A3:** Expenditure information is typically collected from the school business/finance office. It is a good idea to create a list of the line items and who can provide the information required for each item. The process of reporting expenditures requires that you first know the following:
- Amount of expenditure to be reported.
 - Program or Programs (PSNs) where the expenditure is to be reported.
 - If multiple PSNs reported, the percentage to be used for each Program.
- Q4:** What is a distribution table? **A4:** A distribution table is used when you want to “distribute” or spread the cost of expenditures across more than one PSN. You can create one in CTEIS by using the **Create Distribution Table** option in the **Expenditure** menu.
- Q5:** Do I want to base my distribution table on student hours, evenly, or no calculations? What does each option mean? **A5:** Use the following descriptions to help you determine how to distribute expenditures using a distribution table:
- **Student Hours:** The expenditures are distributed based on student hours within a Program. This information comes from the previous year’s funding reports.
 - **Evenly:** The expenditures are evenly divided among the selected PSNs.
 - **No Calculations:** The CTEIS user enters specific percentages for spreading the expenditures across PSNs.
- Q6:** What is the easiest way for me to enter expenditures? **A6:** Using the **Mass Expenditure Entry** item from the **Expenditure** menu will allow you to choose PSNs or Distribution Tables and enter expenditures line-by-line. Using a combination of tabbing and typing on this page allows the user to avoid using the mouse.
- Q7:** I entered something **A7:** You can delete an expenditure directly from the **Mass Expenditure Entry**

accidentally. How do I delete it?

page. To do so, click the Edit link directly to the left of the expenditure from the grid on the bottom of the page. The expenditure details will populate the entry lines. Press the “Delete” button and when you are prompted, push “Ok” to delete the entry.

Q8: Can I make changes to an expenditure I have already entered?

A8: Follow the same steps as you would to delete the expenditure, but do not press the “Delete” button. Instead, make any desired changes to the Gross Amount or Rate in the appropriate text box. Click on the button marked “Save.”

Q9: How do I submit my report?

A9: Choose the **Run 4033 Expenditure Report** item from the **Expenditure** menu. Select an agency and building from the dropdown lists or leave them set to “All.” Press the “Run Validation” button to error-check your report. If the report is ready to be marked complete, press the “Mark Bldg. Complete” button and an “X” will appear under the “Bldg. Status” column. This applies only to building level reporters. Fiscal Agents should review and complete the 4033 using the **FA Report Submission** menu, and CEPD Administrators should review and submit the 4033 using the **CEPD Admin.** menu.

Q10: What does the red text appearing on the FA Report Submission page mean?

A10: “If it’s red, you’re dead!” will help you remember that the red text explains you either have match deficiencies or have not spent 90% of the Added Cost you received in program improvement areas.

Q11: What expenditures can I include in my data entry?

A11: Allowable expenditures are described below:

- Added cost funds received by school districts and area centers must be spent in approved programs.
- A minimum of 90% of added cost funds allocated to local educational agencies must be spent in program improvement items.
- Approved CTE programs must be taught by teachers that have vocational certification in that program area.
- State Aid funding for Parenthood Education *must* be used for Parenthood Education.

For more specific information on each line item, see the State 4033 Completion Instructions and Line Item Descriptions, which are included in the CTEIS 4033 Building Level Instructions. These instructions are available as a link on cteis.com or ptdtechnology.com/cteis or michigan.gov/OCTE.

Q12: Do I report my FCS (Family and Consumer Sciences) expenditures?

A12: Only those State and Local expenditures for Course 02: Parenthood Education. Any other FCS expenditures are reported under line 27: Non-Parenthood FCS.

Q13: What is the total match requirement?

A13: Each fiscal agent must expend local funds greater than or equal to the difference between the amount of Added Cost funds received (75% of the Added Cost) and Added Cost funding at the 100% level.

Q14: What are the 90% Program

A14: According to the State Board of Education Policy a minimum of 90% of added cost funds allocated to local educational agencies will be spent in

Improvement Items?

program improvement expenditure categories for approved programs. These items are indicated by a star on your report and are also listed in the 4033 CTEIS instructions as well as the State 4033 Completion Instructions.

Q15: What is the 4033 Expenditures Report used for?

A15: The Expenditures Report is a report to OCTE about what money was used in what way for a CTE Program. It is valuable information, as each Fiscal Agency is accountable for the money spent, and it is useful information, as it can benefit the future of the Program.

Q16: What steps can I take to make sure my data is correct?

A16: The following steps will help ensure data accuracy:

- Always compare your data to the source data.
- Check to see that you have chosen the correct PSN and that you are reporting expenditures on the correct line.
- Make sure that you are collecting your data from the appropriate personnel.
- Review the warnings and errors that generate when you run the report validation.
- Compare your report with the previous year's report. If there are large differences, see that they are accounted for.