

CTEIS

**4033 Expenditures Report
FA Instructions**



PTD Technology

Review and

Submission of the 4033

Expenditures Report

Fiscal Agent Instructions

2011



Special Information and Instructions for Fiscal Agents (Level 5 Authorized Officials) for 2010-2011 Expenditure Reporting

- The amount for Non-Vocational Cost per Student Hour will be \$1,219 for all districts.
- Historical Background: It was decided that beginning with the 2009-10 school year, OCTE would use the prior year's enrollment data to generate Section 61a(1), CTE Added Cost funds for the current school year. Therefore, enrollment data submitted on the 2009-10 4483D Report was used to generate funding for both the 2009-10 and 2010-11 school years. (An X0107 was not produced for 2010-11, because it would be identical to the 2009-10 X0107.)
- Late in 2010-11, however, there was an unexpected 10% cut in Section 61a(1) CTE Added Cost funds which reduced the total CTE Added Cost appropriation amount from \$28,811,300 to **\$25,811,300**. (The State Aid Office reduced the CTE Added Cost totals for each Fiscal Agency by 10% to accommodate this legislative mandate, since it was too late in the year to re-run an X0107 at the course-section level.) When generating the 4033 Expenditure Report, this reduction was evenly applied to all districts across all PSNs. Thus, the amount of Added Cost Received for each PSN reflected on the 4033 (which will be applied to the Expenditure match) will be 10% less than the amount reflected on the 2009-10 X0107 for that program.
- Section 11d Option - This year (2009-10) the legislature imposed a \$154 per pupil reduction to the State School Aid Foundation Allowance. Section 11d of the State School Aid Act allows districts that have approved Service Consolidation Plans to apply the \$154 per pupil reduction to Section 61a(1), CTE Added Cost. If your district has chosen to apply this reduction to CTE Added Cost funds, you will be required to enter the dollar amount of Section 61a(1) funds that were received but NOT spent on CTE programs. Failure to provide this information will require your district to match an Added Cost funding amount **larger** than was received and expended on CTE programs, which may ultimately result in a negative adjustment to Added Cost funds.

If your district is participating in this program, you will be required to enter the dollar amount on the FA Expenditure Submission web page of the CTEIS web application.

Career and Technical Education Information System District Portal
 CTEIS Current User: A1033547 Your Domain is - CEPD:31 FA:33020 OA:9999 OB:9999 Logout

CTEIS Home Data Entry New Programs State Reports Imports Expenditure Fiscal Agent CEPD Admin. Follow Up Reports Add Users

Select Year for Report: 2009-2010

Added Cost Expenditure Worksheet

State Added Cost Funds Received	\$66,247.91	
Adjustment for Local Contribution (4/3)	1.333333	
Local Contribution		\$0.00
Non-Vocational Cost per Student Hour (Foundation Allowance/6)	\$1,219.00	
Number of Student Hours in Reimbursed CTE Programs	314.5	
Non-Vocational Cost		\$0.00
Adjustment for Coop	\$0.00	\$0.00
Amount reduced for Supplemental Pro-ration	<input type="text" value="Enter"/>	
Total Amount to be shown in the Expenditure Report		\$0.00

Fiscal Agency Wide Totals

Current Reported Expenditures: \$0.00
 % of Worksheet Total: 0.00 %
 Your reported expenditures have met the minimum required Local Contribution.
 Current Reported total for Program Improvements: \$0.00
 Percent of Added Cost Received: 0.00%
 Your reported expenditures have met the minimum required Program Improvement for your fiscal agency.

[Run Agency Wide Report](#)

4033 REPORT COMPLETION 2010

Select from Buildings reporting expenditures

CEPD #	FA #	Fiscal Agency Name	OA #	Bldg. No.	Building	Bldg. Status	FA	CEPD
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From this page you will be required to enter in the amount not spent on CTE Programs in the section called “Amount reduced for Section 11d”. If participating, you will be required to enter in a dollar value (even if it is 0).

If the district received NO Added Cost funds as a result of Section 11d, neither the 90% Program Improvement nor the Local Contribution (match) will be required. However, districts are still required to submit a 4033 Expenditure Report, to reflect the reduction in CTE Added Cost funds resulting from Section 11d, as well as to report their local/federal expenditures. (State-wide Program Expenditures are used in the annual calculation of Added Cost factors for each CIP Code. Also, CTE total expenditures are reported as Maintenance of Effort.)

If the district’s Added Cost funds were REDUCED as a result of Section 11d:

The **90% Program Improvement requirement** calculation will be as follows:

Reduced amount of Added Cost received x 90% (the resulting amount must be spent in Program Improvement line items – as identified in the 4033 instruction.)

The **Local Contribution (match)** calculations will be as follows:

Reduced amount of Added Cost received x 1.33333

Plus (+)...

Percentage of the Added Cost actually received, x the total student hours used in the Non-Voc cost calculation as follows...

[Total Reimbursed Wage-earning Student Hours (x % AC received)] x Non-Voc Cost Factor

If you need technical assistance completing the report, please contact the PTD CTEIS Help Desk. If you have questions regarding Section 61a(1) funding policy or procedures, please contact Joan Church at 517-335-0360.

REVIEW AND SUBMISSION OF THE 4033 EXPENDITURE REPORT

FISCAL AGENCY AUTHORIZED OFFICIALS

INSTRUCTIONS

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency. When a report is submitted by the Fiscal Agency authorized official, the CEPD administrator will be automatically notified by email that the report has been submitted.

The CEPD Administrator must then review the reports and indicate that the CEPD Administrator review is complete for the report to be reviewed and accepted by the Office of Career and Technical Education.

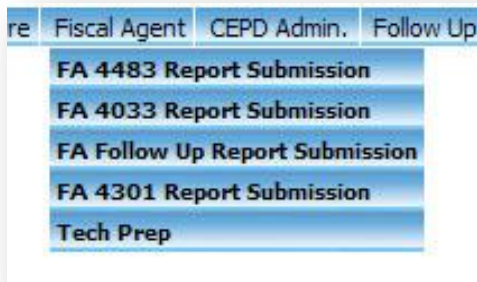
Below are instructions for submission and review of the reports by Fiscal Agency Authorized Officials.

Fiscal Agency Authorized Official Review

To review and submit your report:

Login to www.CTEIS.com using your MEIS login and password.

Select the **Fiscal Agent** menu item from the top menu. Choose the **FA 4033 Report Submission** link to go to the appropriate page.



Upon arriving at the 4033 Report Completion Page, you will be presented with the 4033 worksheet for your Fiscal Agency. Note: you can select a previous year to *review* that year's 4033 worksheet and report.

Select Year for Report: 2009-2010

Added Cost Expenditure Worksheet

State AddedCost Funds Received	\$66,247.91	
Adjustment for Local Contribution (4/3)	1.333333	
<i>Local Contribution</i>		\$0.00
Non-Vocational Cost per Student Hour (Foundation Allowance/6)	\$1,219.00	
Number of Student Hours in Reimbursed CTE Programs	314.5	
Non-Vocational Cost		\$0.00
<i>Adjustment for Coop</i>	\$0.00	\$0.00
Amount reduced for Supplemental Pro-ration	<input type="button" value="Enter"/>	
Total Amount to be shown in the Expenditure Report		\$0.00

Below that, you will find the **Fiscal Agency Wide Totals** Section that will provide you with your currently entered expenditures and how their totals compare against the required matches. Important: **If your expenditures fail to meet the required match, you will be presented with red message warning you of potential loss of funds.** If your expenditures meet the required matches, you will see a green message stating so.

Fiscal Agency Wide Totals	
Current Reported Expenditures:	\$3,141,269.00
% of Worksheet Total:	213.10 %
Your reported expenditures have met the minimum required Local Contribution.	
Current Reported total for Program Improvements:	\$717,426.00
Percent of Total Spending:	422.76 %
Expenditures reported under Program Improvement line items meet or exceed 90% of the Added Cost funds received by your fiscal agency.	

Fiscal Agency Wide Totals	
Current Reported Expenditures:	\$139,604.50
% of Worksheet Total:	13.98 % (-\$859,021.40)
Your reported expenditures did not meet the minimum required contribution as determined by the worksheet. Added Cost funds may be recaptured as a result.	
Current Reported total for Program Improvements:	\$59,000.00
Percent of Added Cost Received:	39.12 %
Program improvement expenditures currently represent 39.11654%. Expenditures reported under Program Improvement line items do not equal or exceed 90% of the Added Cost funds received by your fiscal agency. Added Cost funds may be recaptured as a result	

To the left of the **Fiscal Agency Wide Totals** section, you will find the **Run Agency Wide Report** link.

[Run Agency Wide Report](#)

Clicking on this link will run the Fiscal Agency Wide Expenditure Summary Report. After the report is created, you may convert it to a PDF and export it as usual.

Career and Technical Education Information System District Portal
 Current User: A1043066 Your Domain is - CEPD:40 FA:50030 OA:9999 OB:9999 Logout

CEIS Home Data Entry State Reports Imports Expenditure Fiscal Agent CEPD Admin. Reports Add Users

Expenditure Report 4033 for Fa: 50030

Office of Career and Technical Preparation Date

4033 Expenditure

Career and Technical Education Expenditures school year

Local Contribution	\$181,279.09
Non-Vocational Cost	\$612,523.12
Adjustment of Coop	\$2,438.00
Amount reduced for Supplemental Pro-ration	0
Total Amount to be Shown in the Expenditure Report	\$793,802.21

Fiscal: 50030 Roseville Community Schools

Fiscal: 50030 Roseville Community Schools

Instruction	SALARIES	1	495,610.12
	CONT INSTR	2	72,338.88
	LOCAL TRAVEL *	3	42,197.15
	EQ RENT & MNT *	4	
	SUPPLIES *	5	

In the next section, you will see a list of all the buildings that reported programs in the previous year. This list will show you the building Fiscal Agency and Building name and number as well as its report completion status. The “X” under the **Bldg Status** (Building Status) column indicates buildings that have completed their reports but the reports have not been submitted by the Fiscal Agency authorized official. The “X” under the **FA** (Fiscal Agency Status) column indicates that the Fiscal Agency has submitted the report. Click on the Select link to the left of a building to review that building’s report.

4033

REPORT COMPLETION

Select from Buildings reporting expenditures

	CEPD #	FA #	Fiscal Agency Name	OA #	Bldg. No.	Building	Bldg. Status	FA	CEPD
Select	31	33020	Lansing Public School District	33020	01166	Everett High School	X	X	
Select	31	33020	Lansing Public School District	33020	01865	J.W. Sexton High School	X		
Select	31	33020	Lansing Public School District	33020	05148	Hill Center			

After you have selected a building, you may view the warnings for that building. To do so, click the “View Warnings” button.

View Warnings	Run Processing for:
View Report	Fiscal Agency: 50030 Roseville Community Schools
Mark Bldg. Comp.	Facility: 05596 Roseville High School

If there are corrections that need to be made to the report you must contact the building reporter and have them make the corrections. You should also contact OCTE for permission to open the report for new data and resubmission.

To review the building report, click on the View Report link to the left of the building information. When you are satisfied that the report is complete and accurate, submit the report by clicking the button marked **Mark Bldg. Comp.** This will submit the current building. You can only submit buildings that have their data entry and validation completed. After the Fiscal Agency Authorized Official submits the report an “X” will appear under the Fiscal Agency Status column (marked ‘FA’) indicating that the Fiscal Agency has submitted the report and an email will be automatically sent to the CEPD Administrator indicating those buildings have been submitted. Buildings with completed reports that have not been submitted by the Fiscal Agency will have an “X” under the heading “**Bldg Status**” (for ‘Building Status’) but will not have an “X” under the **FA** column.

List of Buildings for Report								
CEPD #	FA #	Fiscal Agency Name	Bldg. No	Building	Bldg. Status	FA	CEPD	
31	33000	Ingham ISD	06142	Capital Area Career Center	X	X		
31	33000	Ingham ISD	07743	Secondary Learning Center	X	X		

Once a report has been completed for a building, submitted by the fiscal agency authorized official and the CEPD administrator review is complete, the report will be reviewed and accepted by the Office of Career and Technical Education.

If you have questions regarding the 4033 Report, please contact Joan Church at ChurchJ@Michigan.gov or 517-335-0360.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at cteis.help@PTDtechnology.com or 1-800-203-0614 x128.

General questions regarding CTEIS and the report submission and review process may be directed to the Office of Career and Technical Education at 517-373-8776.