

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.

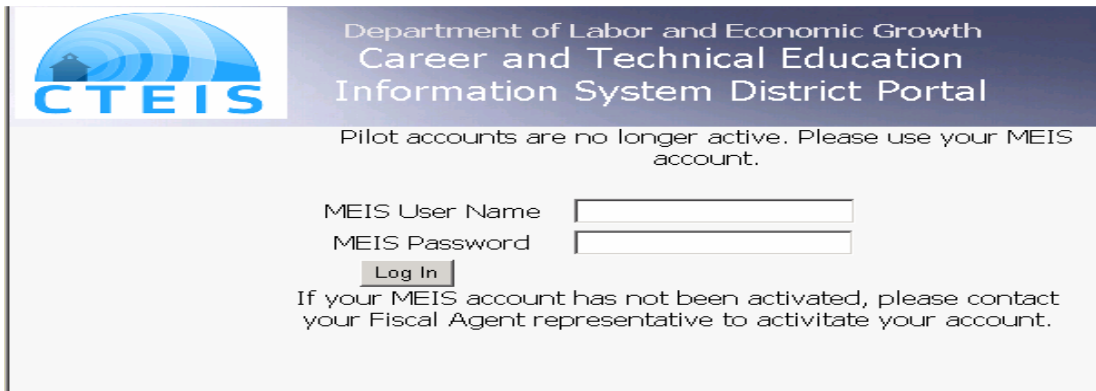
The CEPD Administrator must then review the reports and indicate that the CEPD Administrator review is complete for the report to be reviewed and accepted by the Office of Career and Technical Education.

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. You will see the following screen:



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



Important Links

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

Added Cost Expenditure Worksheet

State AddedCost Funds Received	\$150,831.33	
Adjustment for Local Contribution (4/3)	1.333333	
<i>Local Contribution</i>		<i>\$201,108.39</i>
Non-Vocational Cost per Student Hour (Foundation Allowance/6)	\$1,181.00	
Number of Student Hours in Reimbursed CTE Programs	675.29	
Non-Vocational Cost		<i>\$797,517.49</i>
<i>Adjustment for Coop</i>	\$0.00	\$0.00
Amount reduced for Supplemental Pro-ration		-0.00
Total Amount to be shown in the Expenditure Report		\$998,625.88

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.

4033 Expenditure	
Local Contribution	\$226,265.63
Non-Vocational Cost	\$1,247,623.04
Adjustment of Coop	\$2,234.00
Amount reduced for Supplemental Provision	0

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: Fiscal Agency: 33020 Lansing Public School District Facility: 01865 J.W. Sexton High School
Mark Bldg. Comp.	
View Report	

If there are corrections that need to be made to the report you must contact the building report 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.

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 Cynthia McFall, Department Analyst, at mcfallc1@Michigan.gov or 517-335-3149.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at cteis.help@ptdtechnology.com or 1-800-203-0614 x27.

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.