Expenditure Report: Frequently Asked Questions

General Expenditure Questions	
Q1: When is the Expenditure Report due?	**A1:** This report is due on November to the Office of Career and Technical Education. Due dates can be found on the CTEIS Knowledge-base: www.support.cteis.com
Q2: What is the Expenditure Report used for?	**A2:** The Expenditure Report is designed to give OCTE insight as to how funds were spent in support of your CTE programs. **It is imperative that you report all expenditures, not just those required to meet OCTE's minimum match criteria**. This will ensure that OCTE has a means of calculating how best to distribute future funding to your programs.
Q3: What resources are available to help with the Expenditure Report?	**A3:** You can contact OCTE for assistance with reporting policies and the CTEIS Help Desk for technical assistance. **OCTE:** Joan Church — churchJ@michigan.gov (517) 335-0360 **Help Desk:** cteis.help@PTDtechnology.com (517) 333-9363 x128 **or** (800) 203-0614 x128
Q4: How do I get the information I need to enter my expenditures?	**A4:** Expenditure information is typically collected from your local business or finance office. It is a good idea to create a list of the contacts who can provide the information required for each item. In general, you will need to know the following: • Dollar amount of each expenditure you need to report. • Program or programs (PSNs) to which the expenditure will be applied. • If multiple PSNs are reported, the percentage of your expenditures that each PSN will claim.

Q5: What expenditures can I include in my data entry?	**A5:** 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 must be spent on 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 expenditure category, see the OCTE [Expenditures Guidance](#) workbooks, available at www.cteis.com.
Q6: What is a distribution table?	**A6:** A distribution table is used when you want to spread the cost of expenditures across multiple PSNs. You can create these in CTEIS by using the **Expenditure Distribution** option in the **Expenditures** menu.
Q7: Do I want to base my distribution table on student enrollments, divide expenditures evenly, or use a custom calculation? What does each option mean?	**A7:** Use the following descriptions to help you determine how to distribute expenditures using a distribution table: • **Based on Student Enrollment %:** The expenditures are distributed automatically based on student enrollments reported within a program. • **Evenly Distributed:** The expenditures are evenly divided among your selected PSNs. • **Custom Calculation:** The CTEIS user enters specific percentages for spreading an expenditure across PSNs.
Q8: What is the easiest way for me to enter expenditures?	**A8:** Using the **Expenditure Entry** option in the **Expenditures** menu will allow you to select PSNs or distribution tables and to enter expenditures manually. Expenditure files formatted as detailed by the FID may also be imported into CTEIS.
Q9: Can I simply enter all of my expenditures into the 61a1 field?	**A9:** This is not recommended as you run the risk of your total entered expenditures being greater than the 61a(1) funds you received, which OCTE does not allow.
Q10: I entered something accidentally. How do I delete it?	**A10:** You may delete expenditures directly from the **Expenditure Entry** screen by clicking the **Del** button beside a record within the Expenditure Table.
Q11: Can I make changes to an expenditure I have already entered?	**A11:** You may edit expenditures directly from the **Expenditure Entry** screen by clicking the **Edit** button beside a record within the expenditure Table.

Q12: What is the Fiscal Agency Portion of the "Added Cost" of CTE?	**A12:** Each Fiscal Agency must expend local funds greater than or equal to the difference between the amount of Added Cost funding received (75% of the Added Cost) and Added Cost funding at the 100% level. For Level 5 FAs and CEPD Administrators, this amount is reflected in an Expenditures Worksheet.
Q13: What are the 90% Program Improvement items?	**A13:** According to the State Board of Education Policy, a minimum of 90% of Added Cost funds must be spent in program improvement expenditure categories. These items are indicated by an asterisk on your report screens and are also listed on page 24 of the CTEIS Expenditures Instructional Guide, available at www.cteis.com.
Q14: Do I report Family and Consumer Sciences (FCS) expenditures?	**A14:** You will report expenditures for Parenthood Education. Other non-Parenthood FCS expenditures are not reported.
Q15: What steps can I take to make sure my data is correct?	**A15:** The following steps will help ensure data accuracy: • Always compare your information to the data source. • Check to see that you have chosen the correct PSN and that you are reporting expenditures using the correct Function and Object Codes. • Make sure to collect data from the appropriate personnel. • Review the warnings and errors that appear during report validation. • Compare your report with the previous year's report and try to account for any major differences.
Q16: How do I submit my report?	**A16:** Select **Expenditure Review** from the **Expenditures** menu. Select your district using the provided dropdown list, then validate a building's expenditure data by clicking the corresponding **Validate** button within the grid. If the report is ready to be marked complete, click the **Complete** button that appears within the **Building Status** column.