

# Collecting Expenditure Data Overview

Expenditure information is typically collected from your business or finance office. You may find it helpful to create a list of contacts as well as the types of records they can provide. Please refer to the Contact Table Example listed below.

**Contact Table Example:**

Contact	Number	Description
A. Smith	(123) 456-7890	Salaries for T, A, P, TS
Bookkeeper A	LCTE	Cosmetology tuition costs
Bookkeeper B	LCTE	Mileage for LCTE staff
A. Smith	(123) 456-7890	Dan and Jeff mileage
Bookkeeper C	LCTE	Equipment replacement
B. Jones	Ext. 33	Custodial supplies
Bookkeeper C	LCTE	Equipment repair
B. Jones	Ext. 33	Maintenance supplies

This is an example of a contact table you could prepare for yourself to make the collection of expenditure information easier. This can be created in Excel or Word and updated for reuse each year.

The process of reporting expenditure requires that you first know the following:

- Amount of expenditure to be reported.
- Program (PSN) where each expenditure is to be reported.
- If the expenditure applies to multiple programs (PSNs), you will need to know the percentage of the expenditure to be used for each program (PSN).

For more information regarding the data, you collect for the Expenditure Report, please see the Supplemental Information provided by OCTE below:

**Statement Of Assurance of Compliance with Federal Law:**

The Michigan Office of Career and Technical Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Michigan Office of Career and Technical Education, that no person based on race, color, religion, national origin or ancestry, age, gender, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives federal financial assistance from the U.S. Department of Education.

Office of Career and Technical Education (517) 373-0600.

## **GENERAL INSTRUCTIONS FOR EXPENDITURE REPORTING**

---

1. Career and Technical Education (CTE) program Fiscal Agency Authorized Officials are required to file annual reports of program expenditure information with the Office of Career and Technical Education.
2. Expenditures are to be reported only for those state-approved CTE programs (grades 9-12) for which enrollments were reported in the previous spring Enrollment Report.
3. The fiscal reporting year is July 1, through June 30 of the following year.
4. Program Serial Number (PSN): Each CTE CIP program operated by a district has a unique five-digit PSN. The PSN identifies for each CTE program the CIP code, CEPD, fiscal agency, operating district, and building in which this program operates. Expenditures are collected and reported by PSN at the building level.

## GENERATING A LIST PROGRAMS THAT RECEIVED FUNDING

As you begin collecting data for your Expenditure report, you may find it helpful to generate a report that indicates all programs running within your buildings. To facilitate this, CTEIS allows you to export your program listing into an Excel spreadsheet using the following steps:

### CTEIS Expenditure Entry

My Area Schools ▼
My Career Center ▼

EXPORT TO EXCEL

Exp Type	PSN	CIP Code/DT Code	Program/Dist Table Name	Type
▼	▼	▼	▼	▼
\$ PSN	3456	48.0508	Welding, Brazing/Soldering	Reg

1. From the **Data Entry** Expenditures menu, choose **Expenditure Entry**.
2. If necessary, select a district from the **Select District...** drop-down menu.
3. Select a building from the **Select Building...** drop-down menu.
4. Click the **Export to Excel** button at the top of the program grid, then save the Excel .xlsx file.
5. Find and open the saved file in Microsoft Excel to view and print it.

**Note:** By default, most Web browsers will place your saved file in the Downloads folder on your hard drive.