

CTEIS Expenditures – 4033 Expenditure Report – Section 61b Approval Process

November 2, 2022

For those CEPDs whose 61b Fiscal ISD has generated 61b funds, the 4033 Expenditure report approval process has been modified to require approval of Section 61b fund expenditures (or lack of expenditures) by buildings within the CEPD. In this case, the 61b Fiscal ISD Official will need to signify that the 61b expenditures for each building are correct. The 61b Fiscal ISD Monitoring Tool has been provided to support this requirement. Please see the 61b Monitoring Tool documentation for instructions.

CEPDs without 61b Funds

If your CEPD did not receive 61b Funds in 2021-2022, you will not need to report and verify any 61b Funds. The process for the 4033 Expenditure report will be the same as before. The approval process will be:

Building Reporter Completion -> 61a1 Fiscal Agency Submission -> CEPD Admin Review -> OCTE

CEPD receiving 61b Funds

If your CEPD did receive 61b funds in 2021-2022, the 61b Fiscal ISD Official will need to verify the expenditures as well as any FISC administrative costs (see Manual) for the CEPD and Fiscal ISD. The review process will be:

Building Reporter Completion -> 61a1 Fiscal Agency Submission -> 61b Fiscal ISD Submission -> CEPD Admin Review -> OCTE

Any buildings that have been marked reviewed by the CEPD in CEPDS with 61b funding, will need to be reset so the 61b Fiscal ISD Official can review the 61b expenditures.

If you have any questions, **technical assistance** is available from PTD Technology by contacting the help desk at:

cteis.help@PTDtechnology.com
(517)333-9363, ext. 128
(800)203-0614, ext.128

Policy Assistance can be found with OCTE:

Joan Church: ChurchJ@michigan.gov
(517)335-0360