

EXPENDITURES

The Expenditure Report is used to collect the amount of state and other funds spent supporting state-approved CTE programs during the previous school year. The following types of fund expenditures should be included in this report: Section 61a (1), 61b, and 61c, as well as State and Other sources. The Expenditure Report is important in that it reflects the actual cost of operating CTE programs and is used to calculate Program Cost Factors, which are included in the formula that generates Section 61a (1) CTE Added Cost funds.

A primary goal of the expenditures reporting process is to accurately determine the cost of operating CTE programs. Therefore, it is beneficial to districts to report all expenditures required to support their programs. This information is used to determine one of the core components of the state's funding formula.

For more background information on the Expenditures and Expenditure Imports template [click here.](#)

Expenditures Tasks:

Please note: You must be assigned the expenditure role to do expenditures.

- 1) Collect your CTE program expenditure information
- 2) Create distribution tables to distribute expenditures across programs or buildings/districts as necessary
- 3) Enter/Import Expenditures
- 4) Validate/Verify all expenditures
- 5) Complete and Submit Expenditure Report

Please see OCTE Calendar for Expenditure due dates.