

**Guide to Entering Anticipated
Career and Technical Education (CTE)
Expenses for School Year 2017-18**

CTE Levy Web-Based Reporting System

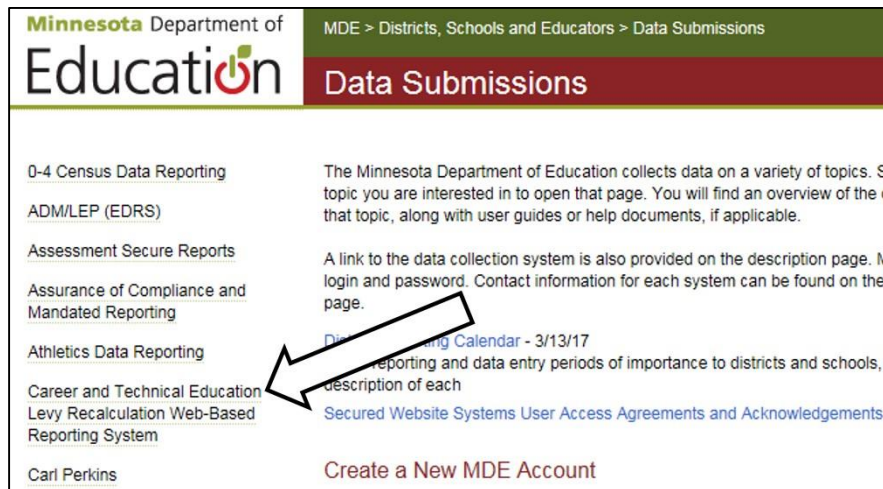
Spring 2017

Directions on how to enter anticipated CTE Expenses for School Year 2017-18

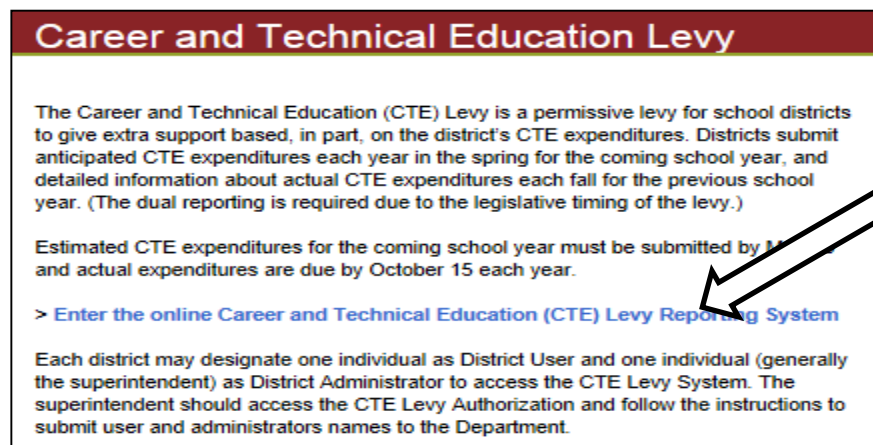
1. Go to the [Minnesota Department of Education \(MDE\) home page](http://education.state.mn.us): <http://education.state.mn.us>
2. From the Districts, Schools and Educators menu, select Data Submissions.



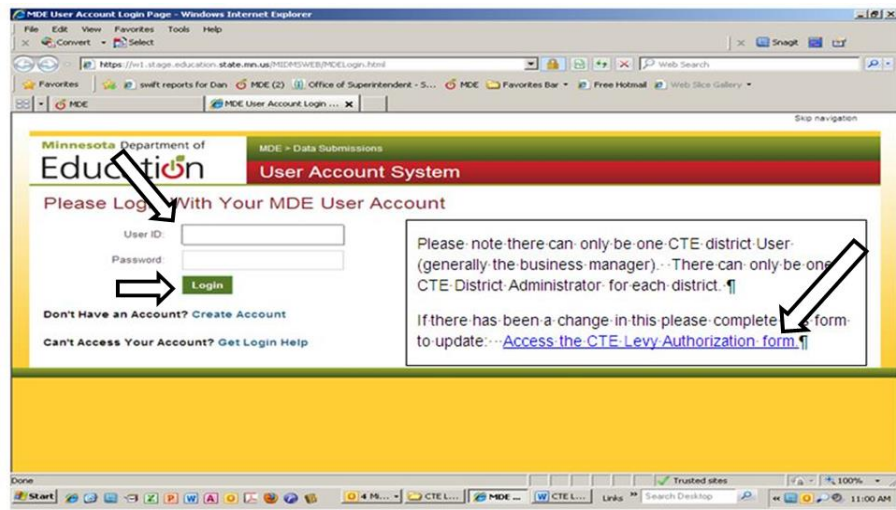
3. From the Data Submissions page, select Career and Technical Education Levy Recalculation Web-Based Reporting System from the left navigation bar.



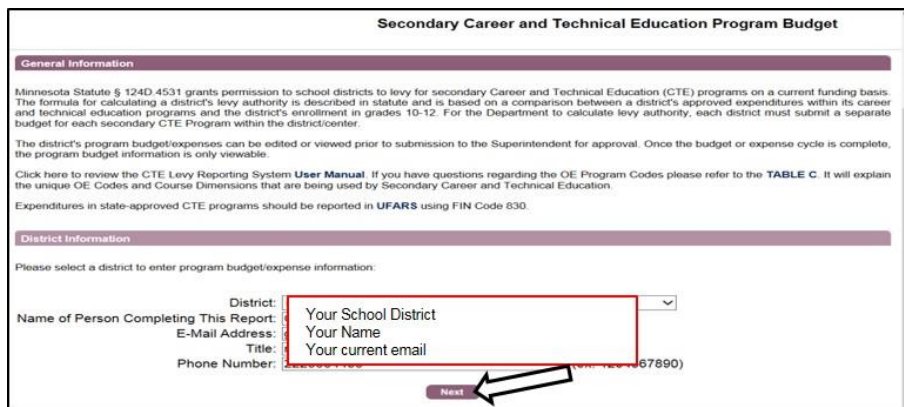
4. Next, select the link Enter the Online Career and Technical Education (CTE) Levy Reporting System to access Login page.



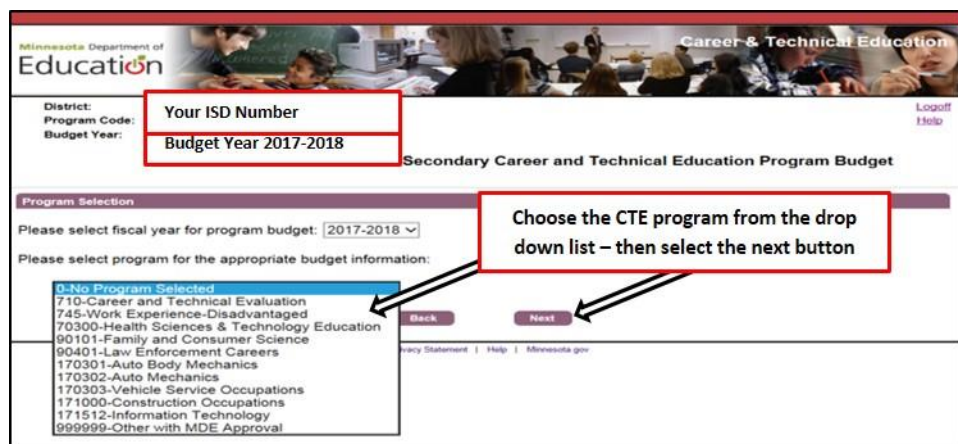
5. Enter your login user ID and password, and then select Login. If there has been a change in this please select the link to Access the CTE Levy Authorization form.



6. Select your district from the drop down menu and enter your name, current email address, title, phone number and then select Next.



7. On the Program Selection page, verify the correct school district and fiscal year is listed.
8. Under the Program Selection section, select fiscal year 2017-18 for program budget, then a CTE program from the drop down menus, and then select **Next**.



NEW Process this year for the anticipated expenditures for 2017-18 School Year

9. On the Budget Information page, enter the anticipated budget cost for the 2017-18 school year.
 - Be sure to remove the “zero” before entering amounts.
 - Do not use dollar signs or commas, only the budget number.

NOTE: Budget/Expense information must be saved before leaving this screen.

| UFARS Object Code | Item | Budget Amount | Approved Expense Amount | UFARS | Lesser Amount of the two |
|--------------------------------|---|---------------|-------------------------|-------|--------------------------|
| 140/143 | Classroom Support | 0.00 | 0.00 | 0 | 0.00 |
| 185 | Staff Extended Time | 0.00 | 0.00 | 0 | 0.00 |
| 365/366 | Travel (Staff Travel) | 0.00 | 0 | 0 | 0 |
| 305/394/396 | Contracted Services (Approved By the state) and/or Salary Purchased from Another District | 0.00 | 0 | 0 | 0 |
| 433/490 | Specialized CTE Instructional Supplies/Food | 0 | 0 | 0 | 0 |
| 610 | Curriculum Development Activities | 0 | 0 | 0 | 0 |
| Total Anticipated Expenditures | | 50000 | | | |
| Subtotal | | 50000.00 | | | |

Do not enter commas or dollar signs, only the amount. For example 50000 for \$50,000

Only enter the total anticipated expense for the 2017-2018 year. Remember to select the “Save” button.

10. Follow the same procedure for the additional approved CTE programs you have and then select save.

Continue with each program by choosing “Program Selection”, Enter the Anticipated Expenditures and “Save”.

Budget Expense View for 2017-2018

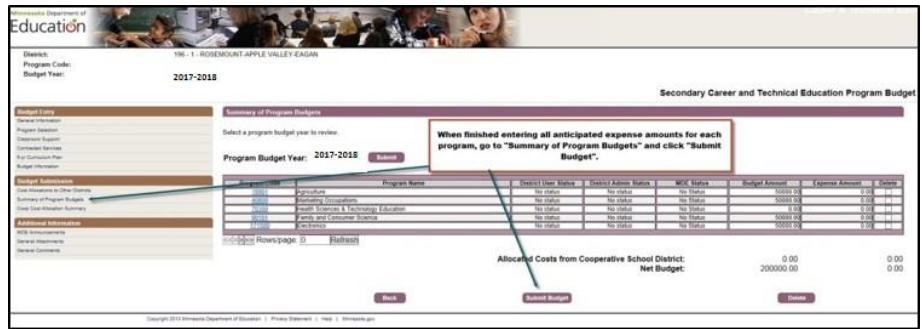
NOTE: Budget/Expense information must be saved before leaving this screen.

When in Expenditure Reporting Mode, to enter actual salary expenditures please go to the Classroom Support screen using the left navigator menu.

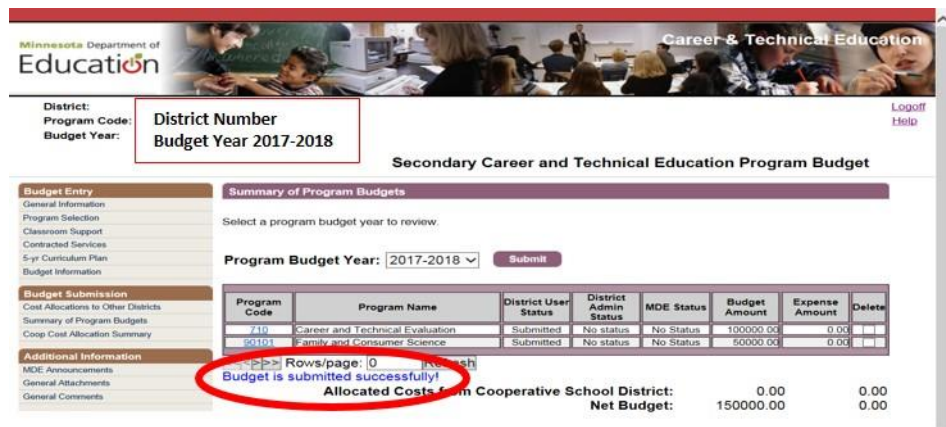
| UFARS Object Code | Item | Budget Amount | Approved Expense Amount | UFARS | Lesser Amount of the two |
|--------------------------------|---|---------------|-------------------------|-------|--------------------------|
| 140/143 | Classroom Support | 0.00 | 0.00 | 0 | 0 |
| 185 | Staff Extended Time | 0.00 | 0.00 | 0 | 0 |
| 365/366 | Travel (Staff Travel) | 0.00 | 0 | 0 | 0 |
| 305/394/396 | Contracted Services (Approved by the state) and/or Salary Purchased from Another District | 0.00 | 0 | 0 | 0 |
| 433/490 | Specialized CTE Instructional Supplies/Food | 0 | 0 | 0 | 0 |
| 610 | Curriculum Development Activities | 0 | 0 | 0 | 0 |
| Total Anticipated Expenditures | | 0.00 | 0.00 | 0 | 0 |
| Subtotal | | 0.00 | 0.00 | 0 | 0 |

Note: Expenditures will be reported through the **Budget Information** page.

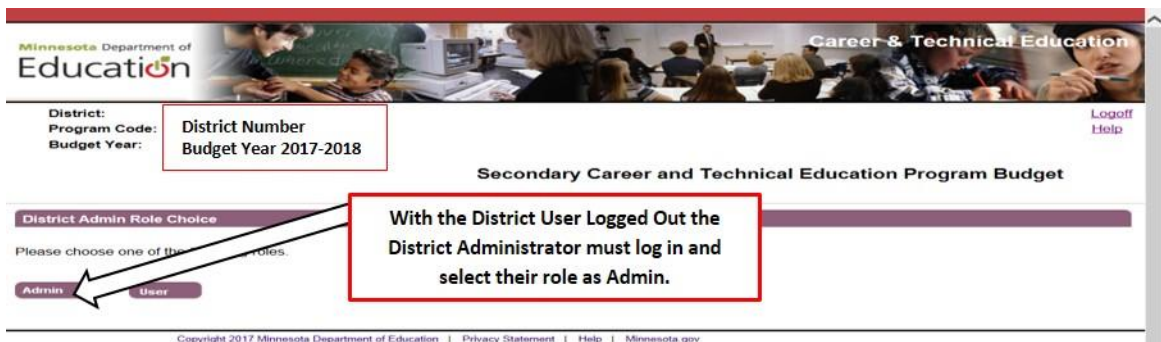
- After ALL anticipated expenditure amounts have been entered, select **Summary of Program Budgets** from the left navigation bar to review your program budget entries.
- After you review, then select the “Submit Budget” button.



- A screen will appear with a notification that indicates that the “Budget is submitted successfully!” to the district administrator.



- The **District User** must now **logoff** the program.
- Once all CTE Program budgets have been submitted, and you have received the Budget prompt, and you have logged out of the program, you should contact the **District Administrator** to indicate that all CTE **Program** budgets have been submitted for his/her approval.
- Next, the **District Administrator** will log into the system to review, approve and submit all of the CTE Program Budgets to MDE.
- The **District Administrator** will log in (steps 1-5 above) and then select **Admin** role.



18. The administrator verifies the district information listed is accurate, and then select Next.

19. On the District Budget Approval page, confirm your district information, enter your signature, title and date, and then select Budget Approved.

| Rejected | Program Code | Program Name | District User Status | District Admin Status | MDE Status | Budget Amount | Expense Amount |
|---|--------------|---|----------------------|-----------------------|------------|---------------|----------------|
| | 100 | Career and Technical Education | Submitted | Approved | No Status | 0.00 | 0.00 |
| | 101 | Teacher Coordinator - Diversified Vocational Apprenticeship | Submitted | Approved | No Status | 12500.00 | 0.00 |
| | 102 | Language | Submitted | Approved | No Status | 0.00 | 0.00 |
| | 103 | Health Sciences & Technology Education | Submitted | Approved | No Status | 1.00 | 0.00 |
| Allocated Costs from Cooperative School District: | | | | | | 0.00 | 0.00 |
| Net Budget: | | | | | | 12500.00 | 0.00 |

20. You are now done with your anticipated budgets for 2017-18 and MDE staff will review and contact you with any questions.

You will enter actual expenditures for the 2017-18 school year in the fall of 2018.

How do I add in expenses if I am a cooperative district?

1. Follow the program steps 1-10 above to enter all anticipated expenditures for each of the CTE programs operated by the cooperative. Then select Save.

Budget Entry

District: District Number
Program Code:
Budget Year: Budget Year 2017-2018

Budget Information

Budget/Expense View for 2017-2018

NOTE: Budget/Expense information must be saved before leaving this screen.
When in Expenditure Reporting Mode, to enter actual salary expenditures please go to the Classroom Support screen using the left navigation menu.

| UFARS Object Code | Item | Budget Amount | Approved Expense Amount | UFARS | Lesser Amount of the Two |
|-------------------|---|---------------|-------------------------|----------|--------------------------|
| 140/143 | Classroom Support | 0.00 | 0.00 | 0 | 0 |
| 195 | Classroom Extended Time | 0.00 | 0.00 | 0 | 0 |
| 305/306 | Travel (Approved) | 0.00 | 0.00 | 0 | 0 |
| 300/304/306 | Contracted Services (Approved by the State) and/or Salary Purchased from Another District | 0.00 | 0.00 | 0 | 0 |
| 433/400 | Specialized CTE Instructional Supplies/Food | 0 | 0 | 0 | 0 |
| Program Code | Curriculum Development Activities | 0 | 0 | 0 | 0 |
| CTE Program | Total Anticipated Expenditures | 0.00 | 0.00 | 0 | 0 |
| Subtotal: | | 0.00 | 0.00 | 0 | 0 |

Enter Additional Budget Information

Save Back Admin

2. Next, select Cost Allocations to Other Districts from the left navigation bar to enter the percentage of your costs to be allocated to participating districts.

Cost Allocations to Other Districts

Independent and Special School Districts should disregard this screen.

Districts served within your COOP (with the total of all districts not to exceed 100%):

Net Budget: 12500.00

Add Cost Allocation

Select the districts that are being served by your COOP. Add in the districts percentage values. In aggregate must not exceed 100%, that will be prorated (spread) across all districts being served.

| District | Percentage Allocation for Participant District |
|--|--|
| (0001-01) ALKIN PUBLIC SCHOOL DISTRICT | |

Back Next Add Update Done

Copyright 2013 Minnesota Department of Education | Privacy Statement | 1963 | Minnesota.gov

3. Select Add Cost Allocation to add a member district (s) and their percentage allocation.

Cost Allocations to Other Districts

Independent and Special School Districts should disregard this screen.

Districts served within your COOP (with the total of all districts not to exceed 100%):

Net Budget: 12500.00

Back Next

Each district is entered to total 100% and that percentage amount will show up under each districts total amount.

There should be a screen that shows each member district their percentage allocation; and the total of all districts must equal 100%.

At the bottom of this screen there will be a bar entitled "Add Cost Allocation". This will allow you to select and add the member districts and their percentage allocation.

4. The cooperative allocation for each district needs to total 100 percent and will be calculated in each district's total amount.
5. Resume at step 11 to complete the process.

Appendix I – CTE Levy Reporting Timeline

May 15, 2016 – Final date to enter anticipated budget submitted for 2017-18 school year

August 31, 2016 – Final date to enter actual expenditures submitted for 2015-2016

October 1, 2016 – Comparison reports generated

November 30, 2016 – Final UFARS data submitted

January 15, 2017 – Final Levy Adjustment determined for 2015-2016

May 15, 2017 – Budget submitted for 2017-18

Fall 2017 – Actual expenditures submitted for 2017-18

November 2017 – Adjustment made to 2017-18 levy based on actual data from 2015-2016

January 15, 2018 – Final Levy Adjustment determined for 2017-18

APPENDIX II – MDE – Career and Technical Education Contact Information

Paula Palmer, Director, Office of College and Career Success
651-582-8737, paula.palmer@state.mn.us

Michelle Kamenov, Supervisor, Career Development & Technical Education
651-582-8434, michelle.kamenov@state.mn.us

Jennifer Norton, Center for Postsecondary Success, Administrative Support Staff
651-582-8333, Jennifer.norton@state.mn.us

Debra Blahosky, Office of Career & College Success, Administrative Support Staff
651-582-8334, debra.blahosky@state.mn.us

Kari-Ann Ediger, Program Improvement/Results Measurement
651-582-8269, Kari-Ann.Ediger@state.mn.us

Joel Larsen, Agriculture/Agribusiness
651-582-8396, joel.larsen@state.mn.us

John Rapheal, Trade & Industrial/Technology Education
651-582-8682, john.v.rapheal@state.mn.us

April Schnell, Transition-Disabled/Work-Based Learning/Guidance
651-582-8840, april.schnell@state.mn.us

Maxine Peterson, Family and Consumer Science
651-582-8421, maxine.peterson@state.mn.us

TBA, Business and Marketing

TBA, Health Sciences/Service Occupations

School Finance

Jan Carlson, Education Finance Specialist
651-582-8342, janice.carlson@state.mn.us

Terri Yetter, Assistant Director of School Finance
651-582-8868, terri.yetter@state.mn.us