

**Guide to Entering Anticipated
Career and Technical Education (CTE)
Expenses for School Year 2018-19**

CTE Levy Web-Based Reporting System

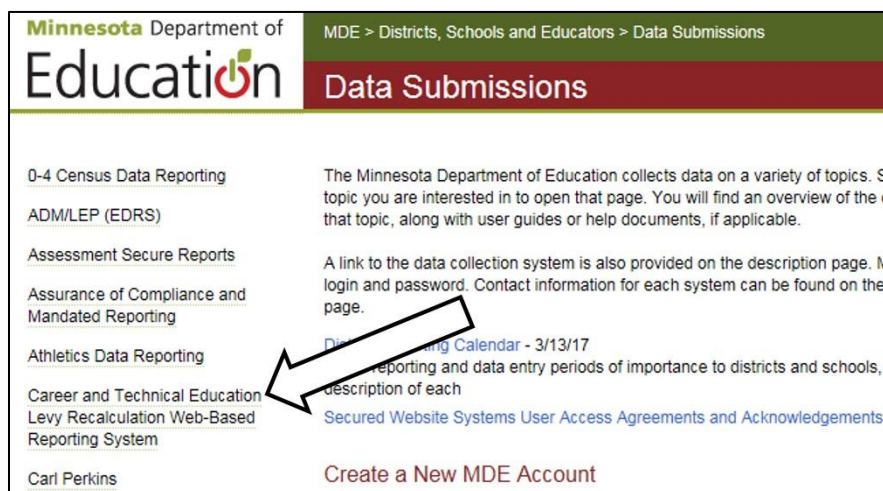
Spring 2018

Directions on how to enter anticipated CTE Expenses for School Year 2018-19

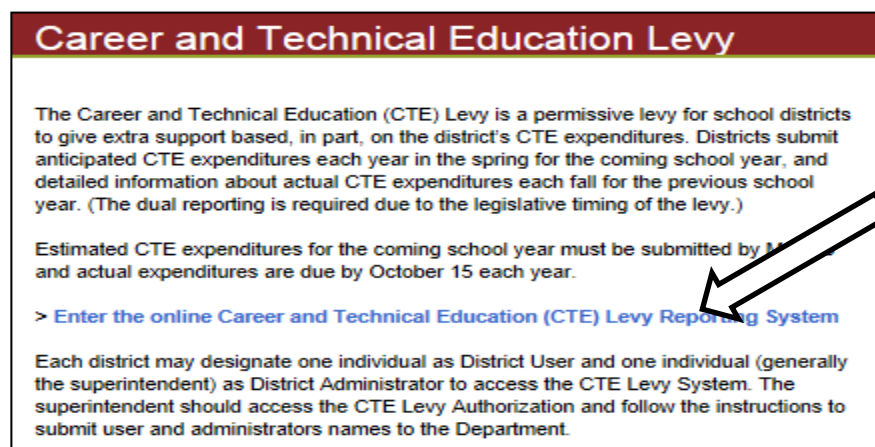
1. Go to the [Minnesota Department of Education \(MDE\) home page](http://education.state.mn.us): <http://education.state.mn.us>
2. From the Districts, Schools and Educators menu, select Data Submissions.



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.



- 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.

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

- On the Program Selection page, verify the correct school district and fiscal year is listed.
- Under the Program Selection section, select fiscal year 2018-19 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 2018-19 School Year

9. On the Budget Information page, enter the anticipated budget cost for the 2018-19 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
Program Code	Curriculum Development Activities	0			
610					
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.

Save

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 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
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
Program Code	Curriculum Development Activities	0	0	0	0
CTE Program					
Total Anticipated Expenditures		0	0	0	0
Subtotal		0.00	0.00	0	0

Enter Additional Budget Information

Save - Back Admin

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

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

Minnesota Department of Education
190 - 1 - ROSEMOUNT APPLE VALLEY EAGLE

District: 190-1
Program Code:
Budget Year: 2017-2018

Secondary Career and Technical Education Program Budget

Summary of Program Budgets

Select a program budget year to review:
Program Budget Year: 2017-2018 [Submit]

When finished entering all anticipated expense amounts for each program, go to "Summary of Program Budgets" and click "Submit Budget".

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount	Delete
710	Career and Technical Evaluation	Submitted	No status	No Status	100000.00	0.00	
90101	Family and Consumer Science	Submitted	No status	No Status	50000.00	0.00	

Allocated Costs from Cooperative School District: 0.00
Net Budget: 200000.00

[Back] [Submit Budget] [Close]

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

Minnesota Department of Education
Career & Technical Education

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

Secondary Career and Technical Education Program Budget

Summary of Program Budgets

Select a program budget year to review:
Program Budget Year: 2017-2018 [Submit]

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount	Delete
710	Career and Technical Evaluation	Submitted	No status	No Status	100000.00	0.00	
90101	Family and Consumer Science	Submitted	No status	No Status	50000.00	0.00	

Rows/page: 0 [Refresh]

Budget is submitted successfully!

Allocated Costs from Cooperative School District: 0.00
Net Budget: 150000.00

14. The **District User** must now **logoff** the program.
15. 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.
16. Next, the **District Administrator** will log into the system to review, approve and submit all of the CTE Program Budgets to MDE.
17. The **District Administrator** will log in (steps 1-5 above) and then select **Admin** role.

Minnesota Department of Education
Career & Technical Education

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

Secondary Career and Technical Education Program Budget

District Admin Role Choice

Please choose one of the following roles:

[Admin] [User]

With the District User Logged Out the District Administrator must log in and select their role as Admin.

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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.

Reported	Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount
100	100	Career and Technical Education	Submitted	Approved	No Status	0.00	0.00
101	101	Teacher Coordinator, Diversified Youth Apprenticeship	Submitted	Approved	No Status	12500.00	0.00
102	102	Language Arts	Submitted	Approved	No Status	0.00	0.00
103	103	Health Sciences & Technology Education	No Status	No Status	No Status	0.00	0.00

20. You are now done with your anticipated budgets for 2018-19 and MDE staff will review and contact you with any questions.

You will enter actual expenditures for the 2018-19 school year in the fall of 2019.

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.

Minnesota Department of Education

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

Secondary Career and Technical Education Program Budget

Budget Entry

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

Budget Information

BudgetExpense View for 2017-2018

NOTE: BudgetExpense 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
185	Classroom Extended Time	0.00	0.00	0	0
305-506	Classroom Travel	0.00	0.00	0	0
305-504/306	Contracted Services (Approved by the state) and/or Salary Purchased from Another District	0.00	0.00	0	0
431-400	Specialized CTE Instructional Supplies/Food	0.00	0.00	0	0
610	Curriculum Development Activities	0.00	0.00	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.

Minnesota Department of Education

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

Secondary Career and Technical Education Program Budget

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 share. In aggregate must not exceed 100%, that will be prorated (spread) across all districts being served.

District	Percentage Allocation for Participant District
(0001-01) ALTON PUBLIC SCHOOLS DISTRICT	

Back Next Add/Update Done

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

Minnesota Department of Education

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

Secondary Career and Technical Education Program Budget

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

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

April 15, 2017 – Anticipated Budget submitted for 2017-2018

July 15, 2017 – Actual expenditures submitted for 2016-17 school year

September 1, 2017 – Final date to submit actual expenses for 2016-2017

September 25, 2017 – Comparison reports generated

October 30, 2017 – CTE actual expenses and UFARS data are complete and matched

October 30, 2017 – Final UFARS data submitted

October 31, 2017 – Final Levy Adjustment determined for 2016-2017

April 15, 2018 – Anticipated Budget submitted for 2018-2019

July 15, 2018 – Actual expenditures submitted for previous fiscal year (2017-18)

September 1, 2018 – Final date to submit actual expenses for 2017-2018

September 25, 2018 – Comparison reports generated

October 30, 2018 – CTE actual expenses and UFARS data are complete and matched

October 30, 2018 – Final UFARS data submitted

October 31, 2018 – Final Levy Adjustment determined for 2017-2018

Spring 2019 – Budget submitted for 2019-2020

APPENDIX II – MDE – Career and Technical Education Contact Information

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