# 61b EXPENDITURE MONITORING

## Overview

It is the responsibility of the 61b fiscal agency to ensure districts expend the 61b funds as allowed under the legislation. The CTEIS suite of applications provides several tools to review the 61b funds received as well as monitor 61b expenditures.

To use these tools, a user must have access to CTEIS through the State of Michigan MILogin system and be granted the 61b Fiscal ISD role by the Office of Career and Technical Education.

## Accessing CTEIS through MILogin

1. Log into CTEIS at: MILogin - Login(michigan.gov) with MILogin username and password.

2. Click the MILogin link in the top right corner of the screen. You will be directed to the MILogin for Third Party home page. Here, enter your MILogin Username and Password into the indicated text fields.

3. Select Career Technical Education Information System (CTEIS) acknowledge/ agree to the terms and conditions, and you will be redirected to the CTEIS homepage.
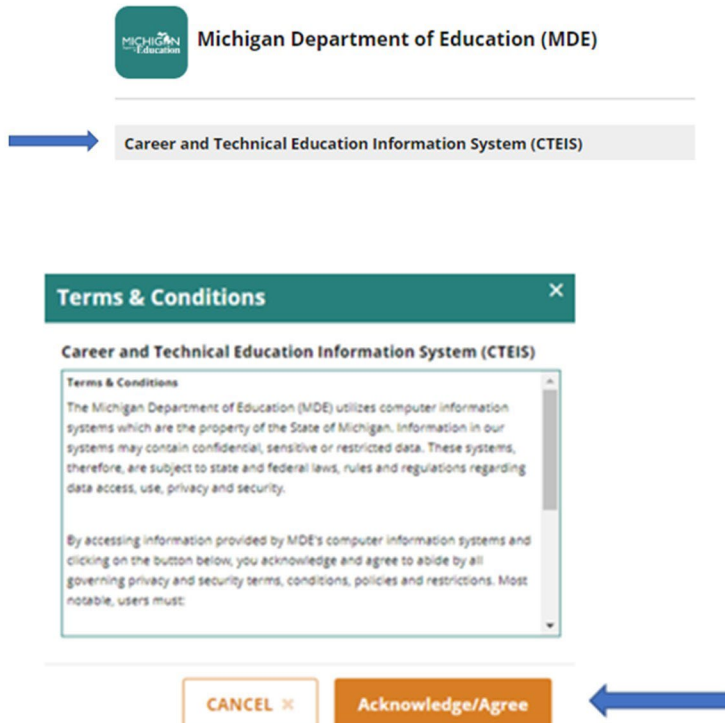
**New Users:** Please click the link for a guide on how to sign up for MILOGIN for Third Party account or navigate to http://support.cteis.com/Data-Entry/MILogin-for-CTEIS.
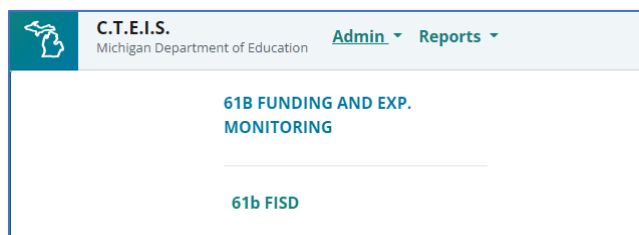
## Reviewing 61b Expenditures Reports

Users can review their 61b Fiscal ISD funding received by reviewing the X0207: Section 61b Funds Report. These reports can be found on the public Reports.CTEIS.com page, in the Funding reports section, or on CTEIS, in the Reports menu, under the funding reports.



## 61b Expenditure Monitoring Tool

If you have been given the 61b Fiscal ISD role, you will have access to the 61b Expenditure Monitoring Tool. You will find this on the Admin Menu under the 61b Funding and Expenditure Monitoring section.

The Monitoring tool will have the following features and functions:



A. Upon entering the page, you will be asked to select the year you wish to work on.
B. Once a year is selected, a grid will load and a list of all buildings that generated 61b funds in that fund year will be displayed.
C. The amount of 61b funds the building has generated will be displayed.
D. The amount of 61b expenditures reported for that building will be displayed in this column. It will reflect what has been currently reported for that building. It is possible that a building may not generate 61b funding but still have 61b funds expended.
E. Totals for all buildings will be displayed, listing the total 61b Funding received by the Fiscal ISD as well as the total 61b Expenditures currently reported by buildings within the Fiscal ISD.
F. Districts have the option to carry over unspent funds for a single year. If the ISD has carried funds over from the previous year, they will be displayed here.
G. This cell will show the Grand Total of 61b funds received as well as any carryover funds received. This total will determine the amount of 61b expenditures expected.
H. Districts may choose to identify 5% of 61b funds received as Administrative Costs. These costs are considered to be administrative expenditures and do not need to be individually entered at the building and program level, like all other 61b expenditures. To enter administrative costs, click the "Update Admin Costs" button, enter your administrative costs and click Enter. Remember, Administrative costs can be no more than 5% of the 61b funds received.

I. This cell will provide the total of building and program 61b Expenditures, including any administrative costs.

J. This cell contains the currently calculated amount that will be carried over into the next funding year. Remember that the amount carried over can never be more than the amount of 61b funds received that year. If you fail to expend money carried over, it will be subject to recapture.

K. You will need to review and approve the funding and expenditures for each building. The 61a1 Fiscal Agency representative will need to approve the building and Fiscal Agency expenditures before the 61b Fiscal ISD official can approve them.

L. This section of the grid will show if buildings have completed their expenditure entry. Buildings will display an X where the building has completed its report.

A printout of this page is available by clicking the "Print" button at the bottom left of the page.

## Technical Support

**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