

MEMORANDUM

TO: Superintendents
Business Managers

FROM: Stephanie Graff, Assistant Commissioner
Paula Palmer, Director, Career and College Success Division

DATE: June 25, 2021

RE: Career and Technical Education Levy Reporting – Enter Actual Expenses by **September 10, 2021**

Minnesota Statutes, section 124D.4531, allows a district with a career and technical program approved under this section to be eligible for career and technical revenue equal to 35 percent of approved expenditures in the fiscal year in which the levy is certified. Districts must submit annual budgets for their career and technical education programs to qualify for this permissive levy. The Minnesota Department of Education approves the actual expenses for each school district's career and technical education programs.

The **Career and Technical Education Levy Reporting System** will open on July 6, 2021 for entering Fiscal Year 2020 (FY20) actual expenses. Eligible actual expenditures must be entered for approved career and technical education programs by **September 10, 2021**.

A few reminders:

- District Users and Administrators can log into the [Career and Technical Education Levy Reporting System](#). For step-by-step instructions, use the Career and Technical Education (CTE) Levy Reporting System User's Guide available on the [CTE Levy Reporting System](#) web page.
- All program expenditures should be entered by the **District User** (business manager, office administrator, or superintendent), and submitted to the **District Administrator** (superintendent or designee) for approval. This is done through the **Summary of Program Budgets** page.
- Next, the **District Administrator** will log in to review the table of budgets submitted by the **District User**. The table includes a column that indicates the District User Status which should indicate "Submitted." If it does not indicate "Submitted," it means the **District User** will need to submit before the District Administrator can approve.
- Finalized eligible CTE Expenditures need to be submitted by the **District Administrator by September 10, 2021**. The expenditures should also match what is reported in the Uniform Accounting and Financial Reporting System (UFARS) under **FIN 830**.

For further information, please contact [Shelli Sowles](#), Career and Technical Education program coordinator, Career and College Success Division, 651-582-8403.