

MEMORANDUM

TO: Superintendents
Business Managers

FROM: Heather Mueller, Senior Director for Teaching and Learning
Paula Palmer, Director, Career and College Success Division

DATE: July 11, 2019

RE: Career and Technical Education Levy Reporting – Enter Actual Expense by **September 17, 2019**

[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 anticipated expenses for each school district's career and technical education programs.

The **Career and Technical Education Levy Reporting System** is open on July 15, 2019, for entering FY19 actual expenses. Actual expenses must be entered for approved career and technical education programs by **September 17, 2019**.

A few reminders:

- All program expenditures should be entered by the **District User** (business manager, office administrator, or superintendent), saved 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 see 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.
- Final Expenditures need to be submitted by the **District Administrator by September 17, 2019**. The expenditures should also be reported in UFARS under **FIN 830**.
- 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 webpage](#).

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