

## School Level Expenditure Report (Civil Rights 2012)

All districts will be responsible for completing a Civil Rights Data Collection that will come directly from the federal government. The Department of Education's School Level Expenditure data collection is provided for the benefit of the school districts to assist in their direct reporting of the Civil Rights data to the federal government. Districts are highly encouraged to complete the Department's collection to ensure that the data reported to the federal government matches the data reported on the 2012 CAR.

**To find the account codes that match the net expenditure number in each row, do the following.**

- Using Row 1 of the School Level Expenditure report as an example, go to the CAR data collection/View Reports/Create Your Own Report.
- Use these criteria:
  1. Account ID = 9
  2. Function between 1000 and 1999
  3. Object between 120 and 129
- Click on the CREATE REPORT button.
- Click on the result.
- Copy and paste the list of account numbers into Excel. You may need to copy from the line "Repeat Column Headings..." down through the list to get it to paste into Excel properly.
- Sort the report by fund. Retain all account codes in Funds 10, 23, 28 and 33. Delete the remaining account codes.
- Sort the report by project. Within the 4xxx project codes, keep the account codes with 4034, 4101 and 4302. Delete the remaining 4xxx account codes.
- Sort the report by program. Delete the account codes that contain Programs 200-269, 280-299, and 500-999.
- Total the amount in the remaining account codes and it should match to the Net Expenditure on the School Level Expenditure report for that row.
- The remaining account codes should total the net expenditures that will need to be broken down by building. If the codes contain a facility number, sort by that. If not, the break down will need to be derived by matching teacher salaries with district information regarding teacher building assignments.
- Do NOT break out objects 300-899 by building level unless this has already been done in your books.
- Repeat these steps for each row, changing the criteria in Create Your Own Report.