Instructions for Accessing the Revised 2000-2002 Entitlement Sheet Template

A downloadable Excel file was created to allow divisions to calculate their projected state entitlements and local matches for Standards of Quality (SOQ) and incentive-based accounts according to the Governor's introduced budget for the 2001 General Assembly Session. The template also allows divisions to change average daily membership (ADM) projections to test the effect on the projected state entitlements and local matches. This template is provided for your use and does not have to be returned to the department. The Excel file is located on the department's Web site and can be downloaded from the following address:

http://www.pen.k12.va.us/VDOE/Finance/Budget/calctools/

This address brings you to the Budget Office's "Calculation Tools" Web page. To download the Excel file, click on the "Excel Template" cell located next to the heading labeled "Governor's Amendments to the 2000-2002 Budget (December 2000)." You may also access the template by logging onto the department's Web site at http://www.pen.kl2.va.us. From this home page, select the drop-down box titled "DOE Offices," click on "Finance," click on "Budget Office," click on "Calculation Tools," and click on the "Excel Template" option for the Governor's Amendments.

You must use Microsoft Excel version 97 or later to use all of the features contained in the spreadsheets. If you do not have Excel 97 or later, please contact the budget office staff at (804) 225-2025 for assistance. Please follow the steps below to access the file from the Web site:

1. After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.

2. A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

The Excel file consists of two spreadsheets. The first spreadsheet, labeled "Instructions," contains instructions for working with the template. Please review this spreadsheet carefully, as it provides specific guidance for calculating projected entitlements.

The second spreadsheet, labeled "State & Local Funds Worksheet," contains the spreadsheet that is used to calculate projected entitlements and local matches

based on the Governor's introduced budget for the 2001 General Assembly Session.

Please note that the information contained in the template is based on the Governor's introduced budget for the 2001 General Assembly Session and is subject to change as the House of Delegates and the Senate propose amendments to it. The budget will not be final until after the General Assembly Session has concluded and the Governor has signed it. The 2001 General Assembly Session is scheduled to conclude on February 24, 2001.