

**Instructions for Completing the  
Required Local Expenditure Template  
(Standards of Quality and Incentive-based Programs)  
Fiscal Year 2001**

The required local expenditure Excel template is new for fiscal year 2001. This template combines the Required Local Effort Certification form with a spreadsheet that allows you to calculate your division's required local effort for Standards of Quality (SOQ) programs and required matching funds for the incentive-based programs for fiscal year 2001 using either the Department's projected Average Daily Membership (ADM) or your own ADM projections. This document provides detailed instructions for accessing the template through the Department's Web site, using the template to calculate your required local expenditures for both the mandatory SOQ programs and the optional incentive-based programs, and submitting the certification form and final Excel file to the Department.

#### **Accessing the Excel template**

- The Excel template for completing the fiscal year 2001 Required Local Effort Worksheet can be downloaded from the following address:  
<http://www.pen.k12.va.us/VDOE/Finance/Budget/Calctools/rle2001.html>.  
The file at this web address is titled "Required Local Expenditures Template". 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 budget office staff at (804) 225-2025 for assistance.
- To access the template, you may either enter the complete address as printed above or log onto the Department's Web site at <http://www.pen.k12.va.us>. From this home page, select the drop-down box titled "DOE Offices", click on "Finance", click on "Budget", click on "Calculation Tools", and click on "Required Local Effort". Both the Excel template and the instructions for completing the Required Local Effort Template are available for downloading.
- If you do not have access to the Internet, please contact budget office staff at (804) 225-2025 and a diskette containing the template will be sent to you.

#### **Downloading the "Required Local Expenditures Template"**

1. After you click on the file name on the Web site, you will be prompted to either 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 either disable the macros or to enable the macros. **In order for the template to operate correctly, you must click on the "ENABLE MACROS" button.**

3. If you are able to access the template via the Internet, you may move on to the instructions for completing the Required Local Effort Worksheet below. If you do not have Internet access and have requested a diskette from the Department, please use the following instructions:

**Instructions for Opening the Required Local Effort Worksheet Using the Diskette Supplied by DOE:**

1. Insert the diskette into the “A” or “B” drive as appropriate. (The remainder of these instructions will refer to this as the “A Drive” or “A:”. If your computer’s 3.5 inch disk drive is the “B” drive, substitute “B:” where “A:” is referenced.)
2. Start Excel as you normally would.
3. Open the RleNNN2001.xls file by clicking on “File” in the upper left corner of the menu bar.
4. From the pull-down menu click “Open”.
5. In the Open Dialog Box that appears under “Drives”, select “A”.
6. The spreadsheet should contain two worksheets labeled “Instructions,” “Required Expenditure Worksheet,” and “Certification Form”. Contact the Department if any spreadsheets are missing from the workbook.

**Completing the Required Local Expenditure Worksheet**

**Required Expenditure Worksheet**

- This spreadsheet offers two options for calculating your division’s required local expenditures for both the mandatory SOQ programs (see section IIa of the spreadsheet) and the optional incentive-based programs (see section IIb of the spreadsheet). You can either choose to calculate required local expenditures using the Department’s fiscal year 2001 Average Daily Membership (ADM) projection for your division or choose to calculate required local expenditures using a local ADM projection for fiscal year 2001. You will only be allowed to enter data into shaded cells; all other cells will automatically be updated by formula. Follow the directions below to begin using the template:
  1. Enter the name and phone number of the person who is responsible for completing the worksheet into the appropriate cells.
  2. Select your division using the pull-down box located at the top of the spreadsheet. A box will appear that asks you to confirm that you have chosen the correct

division. If the division name is correct, click “Yes”. If you have selected the wrong division, click “No” and select the correct division using the drop-down box.

3. After you have confirmed your division selection, a box will appear that notifies you that the file will automatically be saved to the following location on your computer’s hard drive:

C:\DOE\_DATA\RLE\_Certification\FY 2000 Req Local Effort – [division name].xls

4. Complete the worksheet using the instructions provided below depending on whether you would like to calculate your division’s required local expenditures using the Department’s ADM projection or an alternate ADM projection.

**To Calculate Required Local Expenditures Using the Department’s Fiscal Year 2001 ADM Projection:**

- After you have completed steps 1 through 4 above, click on the button labeled “Click Here to Run Required Local Effort and Optional Match Programs Based on DOE’s Projected ADM”. Choosing this option launches an Excel macro that calculates the required local expenditures for both the SOQ and all of the optional incentive-based programs offered in fiscal year 2001 based on DOE’s latest ADM projection for your division. The resulting local effort required for the mandatory SOQ programs is displayed in section IIa of the worksheet. Local match requirements for the incentive-based programs are displayed in section IIb of the worksheet.

**To Calculate Required Local Expenditures Using Your Division’s Fiscal Year 2001 ADM Projection:**

1. After you have completed the steps 1 through 4 above, enter your division’s projections for both unadjusted ADM and ADM adjusted for half-day kindergarten into cells A17 and B17. **You must enter numbers into both cells, even if the unadjusted and adjusted projections for your division are the same.**
2. Click on the button labeled “Click Here to Run Required Local Effort and Optional Match Programs Based on Your Local Projected ADM”. Choosing this option launches an Excel macro that calculates the required local expenditures for both the SOQ and all of the optional incentive-based programs offered in fiscal year 2001 based on the ADM projection that you entered into the spreadsheet. The resulting local effort required for the mandatory SOQ programs is displayed in section IIa of the worksheet. Match requirements for the incentive-based programs are displayed in section IIb of the worksheet.

### **Customizing Required Local Matches for the Incentive-based Programs:**

- The Required Expenditure Worksheet calculates local effort for the mandatory SOQ programs and local matching requirements for the optional incentive-based programs offered by the state for fiscal year 2001. **Localities must appropriate funds sufficient to cover their share of the SOQ program costs as stipulated in §22.1-94, Code of Virginia.** However, they do not have to appropriate local matches for those incentive-based programs in which they choose not to participate.
- The Required Expenditure Worksheet offers an immediate way for you to calculate the division's local match requirements for the incentive-based programs by allowing you to choose the programs in which your division will participate. For each incentive-based program listed in section II b of the worksheet, there is a question asking whether or not your division plans to participate in the program and option buttons to the right of the question.
- The worksheet assumes that your division will participate in all of the incentive-based programs offered in fiscal year 2001 and calculates required local matches for all of programs as the default. Therefore, if your division will participate in all of the optional programs listed in the worksheet, the worksheet will be complete after you have calculated the division's expenditure requirements following the directions above. If this is the case, you may move on to the instructions for completing the "Certification Form" sheet in the template (see below).
- If there are programs listed that your division will not participate in, click on the button labeled "No" next to each incentive-based program. This will place a zero in the local match column. To reverse your decision, click on the button labeled "Yes" and the calculated local match will be restored.
- After you have completed the Required Local Expenditure Worksheet, you may move on to the Certification Form.

### **Completing the Certification Form**

- The certification form included in the Excel template is similar to Required Local Effort Certification forms you have completed in the past. The main exception to this is that the form is being distributed and collected electronically for fiscal year 2001.
- Of particular note, the fiscal year 2001 certification form references the required local effort calculated for the mandatory SOQ programs based on the calculations made in the template's Required Expenditure Worksheet (see item 9 of the Certification Form). Net local expenditures for operations, as calculated on the Certification Form,

are compared with the required local effort calculated on the Required Expenditure Worksheet to determine whether the division's appropriations will be sufficient to cover its share of costs for the mandatory SOQ programs. Any positive balance remaining after this comparison is made provides an estimate of the amount of local funding that may be applied toward match requirements for categorical and incentive-based accounts (item 10).

- You will only be allowed to enter data into shaded cells; all other cells will automatically be updated by formula. Directions for completing the Certification Form are as follows:
  1. Verify that the correct division name appears in the top left corner of the Certification Form.
  2. Enter the estimated total expenditures planned for fiscal year 2001 in item 1. Include all educational programs and all fund sources in this estimate.
  3. Enter the amount of any fiscal year 2000 funds from lottery proceeds that were deposited into an escrow fund pursuant to Chapter 635 (previously HB903) or Chapter 693 (previously SB244) in item 2a. Enter the amounts carried over from fiscal year 2000 into fiscal year 2001 for the School Construction, SOL Remediation, and SOL Training accounts into items 2b through 2d.
  4. Enter the estimated planned expenditures for fiscal year 2001 for capital outlay, facilities, and debt service (all funds) in items 3a through 3c.
    - The totals generated for items 2 and 3 will automatically be deducted from the total planned expenditures entered in item 1. The total displayed on item 4 represents your division's total planned operating expenditures for fiscal year 2001 from all fund sources.
  5. Enter the estimated amount of state sales and use tax you will receive for fiscal year 2001 in item 5a. You may use the amount communicated to you on Attachment C of Superintendent's Memorandum Number 1, dated March 17, 2000 (i.e., division entitlement sheet).
  6. Enter the estimated amount of state funds for all other educational programs you will receive in fiscal year 2001 in item 5b. Please note that the division entitlement sheet does not include state funds for various small grants that are distributed by the Department. If you receive any funding from such grants or any other state funds that are not reflected on your division entitlement sheet, please include it in item 5b.
  7. Enter the estimated amount of excluded federal funds for fiscal year 2001 in item 6.

8. Enter the estimated amount of receipts in fiscal year 2001 for gas tax refunds, tuition received from other counties/cities, payments received from other counties/cities, and payments received from other state agencies in items 7a through 7d.
- The totals generated for items 5, 6, and 7 will automatically be deducted from the total planned operating expenditures in item 4. The total displayed on item 8 represents your division's planned net operating expenditures for fiscal year 2001 from local fund sources.
  - The balance calculated in item 10 of the Certification Form compares the net local operating expenditures (item 8) with the required local effort for SOQ programs that was calculated on the Required Expenditures Worksheet (item 9). **For purposes of complying with § 22.1-94 of the Code of Virginia, this balance must be equal to or greater than zero.** If the balance shown on item 10 is less than zero, you must review and recalculate your division's net local operating expenditures on the Certification Form before continuing.

#### **Submitting the Certification Form to the Department**

- If there will be sufficient local funds appropriated for the SOQ programs as calculated on item 10 of the Certification Form, enter the name of the division superintendent and the date in the shaded cells inside the certification box and e-mail the file by August 25, 2000, to (**mailto:[k12budget@mail.vak12ed.edu](mailto:k12budget@mail.vak12ed.edu)**). A hardcopy of the Certification Form must be signed by the division superintendent and submitted, via U.S. mail, by August 25, 2000, to:

Virginia Department of Education, Attention: Budget Office  
P. O. Box 2120  
Richmond, Virginia 23218-2120

Only a hardcopy of the Certification Form should be mailed to the Department. You do not need to return a hardcopy of the Required Expenditures Worksheet.