Instructions for Accessing the Entitlement Calculation Template for the Governor's FY 2002 Budget Amendments (Informational Superintendent's Memorandum Number 186)

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 based on the Governor's proposed amendments to the fiscal year 2002 budget that have been presented to the 2002 General Assembly. 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 Templates" Web page. To download the Excel file, click on the "Excel Template" cell located next to the heading labeled "Governor's Amendments for Fiscal Year 2002 (December 2001)." 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 Templates," 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 using 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 proposed fiscal year 2002 budget amendments presented to the 2002 General Assembly.

The third spreadsheet, labeled "Required Local Effort," summarizes the division's projected required local effort for the Standards of Quality programs for each fiscal year.

Please note that the information contained in the calculation template is based on the Governor's proposed amendments for fiscal year 2002. These amendments will be considered by the 2002 General Assembly and are subject to change as the House of Delegates and the Senate may propose additional changes. Amendments to the fiscal year 2002 budget will not be final until after the 2002 General Assembly has adopted a revised budget and the Governor has signed it. The 2002 General Assembly Session is scheduled to conclude on March 9, 2002.