

**State Entitlements for Fiscal Year 2002 Based on Actual
March 31, 2002, Average Daily Membership (ADM) and
Adjustments to the Fiscal Year 2002 Basic Aid Entitlement**

**Instructions for Downloading and Using the Excel Template
(Administrative Superintendent's Memorandum Number 29)**

A downloadable Excel file has been created to allow divisions to calculate their state entitlements for fiscal year 2002 based on actual March 31, 2002 ADM. 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.html>

This address will bring 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 topic "State Entitlements for Fiscal Year 2002 Based on Actual March 31, 2002, Average Daily Membership (ADM)". You may also access the template by logging 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 Office," and click on "Calculation Templates" and then click on the "Excel Template" option for "State Entitlements for Fiscal Year 2002 Based on Actual March 31, 2002, Average Daily Membership (ADM)".

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 at (804) 225-2025 for assistance. Please follow the steps below to access the file from the Web site:

1. After you click on "Excel Template", you will be prompted either to open the file or to save it to a drive. You may choose either option.
2. A box will appear prompting you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. For the template to operate correctly, you must click on the "ENABLE MACROS" button.

The Excel file consists of three worksheets. The first worksheet ("Instructions") contains instructions for running the Excel program. Please review this worksheet carefully, as it provides specific guidance for calculating projected entitlements.

The second worksheet ("State and Local Funds Worksheet") is used to calculate your actual FY 2002 state entitlement and local match information. This worksheet contains a drop-down box that allows you to choose the appropriate school division.

Once you have selected the appropriation school division, you will receive a message asking you whether you have chosen the correct division. If the school division is incorrect, then you will need to click "No", and the worksheet will allow you to select another division. If the division is correct, then select "Yes". You will then receive a message indicating that the worksheet will be saved to a specific directory (created by an Excel macro) on your hard drive. After receiving this message box, click "OK" and you will be prompted with a message indicating that your division's FY 2002 entitlement information is being prepared. Again, click "OK" in this message box. You will then receive another reminder message, stating the following:

"Please note that while this file provides you with the final FY 2002 entitlements for accounts calculated using ADM, it does not include any year-end adjustments to incentive or categorical programs that are based on actual participation or reimbursement."

After clicking "OK" in this box, your state entitlement and local match information will appear. Please note that, unlike previous calculation tools, you will not receive a prompt asking you whether you would like to base your calculation on DOE's ADM or on your own projected ADM. This is because this calculation tool uses actual March 31, 2002, ADM as the basis for calculating all ADM-based entitlements.

The third worksheet ("Required Local Effort") is used to calculate your actual FY 2002 required local effort for Standards of Quality (SOQ) programs. No data entry is required since this information is calculated automatically from the "State and Local Funds Worksheet".

Adjustments to the Fiscal Year 2002 Basic Aid Entitlement for Certain School Divisions - Various adjustments will be made to the fiscal year 2002 state Basic Aid entitlements for certain school divisions beginning with the June 16, 2002, electronic funds transfer (EFT). Where applicable, these adjustments will reduce the divisions' fiscal year 2002 Basic Aid entitlements. An Excel file has been created that lists the estimated adjustments to Basic Aid (as of May 16, 2002). The file can be accessed from the department's Web site at:

<http://www.pen.k12.va.us/VDOE/Finance/Budget/directaid.html>