

**Instructions for Accessing the Entitlement Calculation
Templates for the FY 2002 Budget and the 2002-2004 Biennial
Budget Adopted by the 2002 General Assembly.
(Regulatory Superintendent's Memorandum Number 1)**

Two downloadable Excel files were created to allow divisions to calculate their projected state entitlements and local matches for Standards of Quality (SOQ), Incentive-Based accounts and Categorical accounts based on the changes to the FY 2002 budget and the 2002-2004 biennial budget adopted by the 2002 General Assembly. The templates also allow divisions to change average daily membership (ADM) projections to test the effect on the projected state entitlements and required local matches. These templates are provided for your use and do not have to be returned to the department. The Excel files are 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 brings you to the Budget Office's "Calculation Templates" Web page. To download the Excel files, click on the "Excel Template" cell located next to each of the corresponding budgets. 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," click on "Calculation Templates," and click on the "Excel Template" option for the Final 2002 General Assembly Conference Amendments and Entitlement Sheets.

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 each template to operate correctly, you must click on the "ENABLE MACROS" button.

Each Excel file consists of three 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 required local matches based on the fiscal year 2002 budget and the 2002-2004 biennial budget adopted by 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.