

**Instructions for Completing the
Required Local Effort Template
(Standards of Quality Programs)
Fiscal Year 2002**

The Excel 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 for fiscal year 2002. 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 the mandatory SOQ programs, and submitting the certification form and final Excel file to the department.

Accessing and Downloading the Excel Template

- The Excel template for completing the required local effort calculation for fiscal year 2002 can be downloaded from the following address:

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

- 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 "Current Data Collections", and click on "FY 2002 Required Local Effort". Both the Excel template and the instructions for completing the required local effort calculation are available at this site.

Note: Special Downloading Instructions for Internet Explorer Users:

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link for the 2002 Required Local Effort certification.
2. Select "Save Target As" and save the file to your local drive. (Note: The file will be renamed once you select your school division from the drop down

box. Make sure you do not change the file name assigned to your file.)

3. Once the file is saved, close Internet Explorer and open the file using Excel.

After the File has been Downloaded:

After you have opened the Excel template, 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. **In order for the template to operate correctly, you must click on the "ENABLE MACROS" button.**

Completing the State and Local Funds Worksheet Using Actual March 31, 2002, ADM

- This spreadsheet requires you to calculate your division's required local expenditures for the mandatory SOQ programs using **your actual March 31, 2002, ADM**. To begin using the template:
 1. Select your division using the drop-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.
 2. 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\RLE xxx\[division number\]FY02.xls](#)
 3. An Excel macro will calculate the required local expenditures for the SOQ programs for fiscal year 2002 based on **your actual March 31, 2002, ADM**.

Special Note for Fiscal Agents of Jointly-Operated Divisions

If your school division operates as a jointly-operated division (**Alleghany County/Clifton Forge [for fiscal year 2002 payment purposes], Bedford County/Bedford City, Fairfax County/Fairfax City, Greensville County/Emporia, Williamsburg City/James City County**) the template will automatically generate a "State & Local Funds" worksheet for each participating division. Required local effort in each sheet will be based on the individually calculated per pupil amounts, sales tax estimates, composite indices, and ADM for each division. Required local effort for both divisions will be combined on the "Required Local Effort" worksheet for the purpose of determining whether sufficient funds have been appropriated for the mandatory SOQ programs. With the exception of working with two separate "State & Local Funds" worksheets, all other directions provided in this document apply to jointly-operated divisions.

Completing the Required Local Effort Worksheet

- You will only be allowed to enter data into shaded cells; all other cells will automatically be updated by formula.
- Enter the estimated total expenditures planned for fiscal year 2002 in item 1. Include all educational programs, both operational and capital, and all fund sources in this estimate.
- Enter the amount of any fiscal year 2001 funds from lottery proceeds or school construction grant program funds that were deposited into escrow funds and appropriated for expenditure in fiscal year 2002 in item 2a. Enter the amounts carried over from fiscal year 2001 into fiscal year 2002 for the School Construction, SOL Remediation, and SOL Training accounts into items 2b through 2d.
- Enter the estimated expenditures for fiscal year 2002 for capital outlay, debt service, technology hardware additions, and technology infrastructure additions (all funds) in items 3a through 3e. Please note that the department has revised the expenditure items to be excluded on the required local effort worksheet.

Beginning with the fiscal year 2002 required local effort certification, operational expenditures in the Facilities function ("66000") will no longer be excluded from total expenditures. Therefore, only Capital Outlay (object "8200") across all functions and Debt Service expenditures should be excluded from total expenditures to calculate the total amount of operating expenditures in support of required local effort.

- 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 estimated operating expenditures for fiscal year 2002 from all fund sources.
- Enter the estimated amount of state sales and use tax you will receive for fiscal year 2002 in item 5a. You may use the amount communicated to you on Attachment B of Superintendent's Memorandum Number 1, dated March 15, 2002 (i.e., FY 2002 Final General Assembly Conference Amendments entitlement sheet).
- Enter the estimated amount of state funds for all other educational programs you will receive in fiscal year 2002 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.
- Enter the estimated amount of federal funds to be received in fiscal year 2002 in item 6.
- Enter the estimated amount of receipts in fiscal year 2002 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 estimated operating expenditures in item 4. The total displayed in item 8 represents your division's estimated net operating expenditures for fiscal year 2002 from local fund sources.

- The balance calculated in item 10 compares the net local operating expenditures (item 8) with the required local effort for SOQ programs that was calculated on the State & Local Funds 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 in item 10 is less than zero, the division superintendent must submit a certification indicating that additional local appropriation will be requested from the local governing body in an amount sufficient to meet required local effort.

Submitting the Certification Form to the Department

- After completing the Required Local Effort worksheet, click on the button labeled "Press Here to Check for Errors After Completing this Worksheet." If no errors are detected, one of two certification forms will appear for signature by the division superintendent. If the amount reported on the "Required Local Effort" worksheet for operational expenses from local appropriations is equal to or greater than the calculated required local effort for SOQ programs, a certification form will appear on which the division superintendent certifies the accuracy of the submitted data. If the amount reported on the "Required Local Effort" worksheet for operational expenses from local appropriations is less than the calculated required local effort for SOQ programs, a certification form will appear on which the division superintendent certifies that additional local appropriation will be requested from the local governing body in an amount sufficient to meet required local effort.
- On either certification form, enter the name of the division superintendent, the date, and the name and phone number of the person completing the worksheet in the shaded cells inside the certification box and e-mail the Excel file by April 26, 2002, to

(<mailto:k12budget@mail.vak12ed.edu>). A hardcopy of the Certification Form must be signed by the division superintendent and mailed by April 26, 2002 to:

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