

Instructions for Completing the Required Local Effort Template (Standards of Quality Programs - Fiscal Year 2003)

The Excel template combines the Required Local Effort Certification form with a spreadsheet that allows you to calculate your division's projected required local effort for Standards of Quality (SOQ) programs for fiscal year 2003. The template allows divisions to calculate these requirements using either the department's projected Average Daily Membership (ADM) or locally derived 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 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 projected required local effort calculation for fiscal year 2003 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 "Fiscal Year 2003 Certification of Adequate Budgeted Funds to Meet the Required Local Effort for the Standards of Quality." 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 2003 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. After 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 the Department's Fiscal Year 2003 and Fiscal Year 2004 ADM Projections

- This spreadsheet offers two options for calculating your division's required local expenditures for the mandatory SOQ programs. You can choose to calculate required local expenditures using the department's fiscal year 2003 and fiscal year 2004 Average Daily Membership (ADM) projections for your division or you can choose to calculate required local expenditures using a local ADM projection for fiscal year 2003 and fiscal year 2004. To begin using the template:
 - A. 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.
 - B. 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]FY03.xls

- C. An Excel macro will calculate the projected required local expenditures for the SOQ programs offered in fiscal years 2003 and 2004 based on DOE's latest ADM projections for your division.

Special Note for Fiscal Agents of Jointly-Operated Divisions

If your school division operates as a jointly-operated division (**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 projections for each division. Required local effort for both divisions will be combined on the "FY 2003 Local Funds" worksheet for the purpose of determining whether sufficient local funds have been appropriated for the mandatory SOQ programs. (Note: If sufficient local funds have not been provided, additional analysis will have to be performed to determine which local governing body must appropriate additional funds. If this occurs, please contact the department's budget office at (804) 225-2025 for further guidance.) 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 State and Local Funds Worksheet Using Your Division's Fiscal Year 2003 and Fiscal Year 2004 ADM Projections

- After you have completed steps A. through C. above, click on the button labeled "Click Here to Change ADM After Selecting Division." You will then view a text-box with two buttons, one to allow you to use DOE's ADM projections and one to allow for use of local ADM projections. If you wish to use your local school division projections, you should choose the button labeled "Local Projections". When prompted, enter your division's projections for both unadjusted ADM and ADM adjusted for half-day kindergarten. (If your division's ADM is not adjusted for half-day kindergarten, these projected ADM figures will be the same.) An Excel macro will calculate the required local expenditures for the SOQ programs for fiscal year 2003 and fiscal year 2004

based on the local ADM projections entered into the spreadsheet. (Should you choose to go back to using DOE's projected ADM, you should again click the button labeled "Click Here to Change ADM After Selecting Division" and choose the button in the text-box marked "DOE Projections").

Completing the Required Local Effort Worksheet for Fiscal Year 2003

- 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 2003 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 2002 funds from lottery proceeds or school construction grants program funds that were deposited into escrow funds in items 2a and 2b. Also, please enter the amount carried over from fiscal year 2002 into fiscal year 2003 for the SOL Algebra Readiness program in item 2c.
- Please note Item 154 B. that was enacted in Chapter 814 (2000-2002 Appropriation Act) regarding carry-over of state funds from FY 2002 to FY 2003:

"B. Notwithstanding the provisions of section 22.1-100, Code of Virginia, any unexpended balances of state funds held by school divisions on June 30, 2002, that are not required to be spent for the state share of the Standards of Quality programs as specified in Item 143 A. 7. may be carried over on the books of the locality to be appropriated to the school division in the following fiscal year for any school purpose. Any such funds carried to the next fiscal year shall continue to be counted as state funds."

Please enter all state carry-over funds that apply to this provision in item 2d.

- Enter the estimated expenditures for fiscal year 2003 for capital outlay additions, debt service, technology hardware additions, and technology infrastructure additions (all funds) in items 3a through 3e. Please note

that only expenditures for capital outlay additions (ASR object code 8200, all functions), capital outlay replacement (ASR object code 8100, facilities function only), and technology-related additions (ASR object codes 8210 and 8220 in function 68000) are to be reported on these lines.

- 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 2003 from all fund sources.
- The DOE estimated amount of state sales and use tax you will receive for fiscal year 2003 will automatically calculate in item 5a. If your estimate differs from the one provided by DOE, you have the option to enter a different figure in this item.
- Enter the estimated amount of state funds (besides sales tax) you will receive in fiscal year 2003 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 of Education (DOE). If you receive any funding from such grants or any other state education funds paid by DOE that are not reflected on your division entitlement sheet, please include it in item 5b. Please be certain when reporting other state education funds paid by DOE that they are not already reported as expenditures under item 3. For example, if the division receives a state grant for new technology hardware, only report it once - as an expenditure on line 3d. or as other state funds on line 5b. Reporting such amounts on both lines (as an expense and state revenue) will result in the amount being deducted twice from calculated local operating expenditures.
- Enter the estimated amount of federal funds to be received in fiscal year 2003 in item 6. As with state funds referenced above, please be sure not to double count federal funds that are already excluded on line 3 as capital expenditures. Any capital expenditures paid from federal funds should only be deducted once, in item 3.
- Enter the estimated amount of receipts in fiscal year 2003 for tuition received from other counties/cities and

payments received from state agencies other than DOE in items 7a and 7b.

- 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 from local fund sources for fiscal year 2003.
- The balance calculated in item 10 is based on the difference between the local operating expenditures (item 8) and 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, you must review and recalculate your division's local operating expenditures before continuing or you must request additional local appropriation.

Submitting the Certification Form to the Department of Education

After completing the Required Local Effort worksheet, click on the button labeled "Press Here to Check for Errors After Completing this Worksheet."

If the local funds that your division plans to spend for operations is less than the projected required local effort for SOQ programs, a Superintendent's Certification form will appear. This form requires the division superintendent to certify that additional local appropriation will be requested from the local governing body in order to meet the local effort requirements for fiscal year 2003. If you are not able to obtain sufficient additional local appropriation, please contact budget office staff at (804) 225-2025.

If the local funds your division plans to spend for operations is greater than or equal to the projected required local effort for SOQ programs, a Superintendent's Certification form will appear requiring the division superintendent to verify the accuracy of all submitted data.

For both certification forms, enter the name of the division superintendent, the date, and the name and phone

number of the person responsible for completing the worksheet in the shaded cells inside the certification box and e-mail the file by October 11, 2002, to (<mailto:k12budget@mail.vak12ed.edu>). A hardcopy of the Certification Form must be signed by the division superintendent and mailed by October 11, 2002, to:

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