

**Career and Technical Education Financial Report for Fiscal
Year 2002**

Instructions For Downloading and Using the Excel Template

A downloadable Excel file was created to facilitate the collection of data for the Career and Technical Financial Report for Fiscal Year 2002. The information collected in this report will be used to calculate your fiscal year 2003 state categorical entitlements for occupational and adult education. All of the required forms for reimbursement, including the superintendent's certification form, are included in this Excel template. 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/cdc/index.html>

This address brings you to the Budget Office's "Current Data Collections" Web page. To download the Excel file, click on the "Excel Template" cell located next to the heading labeled "Career and Technical Financial Report for FY 2002." 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 "Current Data Collections," and click on the "Excel Template" option for the Career and Technical Financial Report.

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.

Download instructions for Internet Explorer:

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link for the FY 2003 Career and Technical Financial Report.
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.

Once you have downloaded and opened the Excel template using Netscape or Internet Explorer from the instructions noted above, 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. Note: in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

The Excel file consists of two spreadsheets for school divisions and three to six spreadsheets for regional career and technical education programs, depending on the number of school divisions that participate in the regional program. The first spreadsheet contains instructions for completing the report. The remaining spreadsheets contain the data collection templates. These spreadsheets contain descriptions of the data to be reported and will automatically show the total state funds provided in fiscal year 2002.

All school divisions that want to be reimbursed for qualifying fiscal year 2002 career and technical education expenditures must return a completed Excel template, along with a hard copy of the superintendent's certification, to: Virginia Department of Education, Attention: Budget Office, P. O. Box 2120, Richmond, Virginia 23218-2120. Both submissions (Excel file and signed certification form) are due to the department no later than March 7, 2003.