

**Instructions for Downloading and Using the Excel Template for Fiscal Year 2003 State Entitlements Based on Actual March 31, 2003, Average Daily Membership (ADM) and Adjustments to the Fiscal Year 2003 Basic Aid Entitlement**

A downloadable Excel file is provided to allow divisions to calculate their state entitlements for fiscal year 2003 based on actual March 31, 2003, ADM and for fiscal year 2004 based on projected March 31, 2004, ADM. The Excel file also provides a sheet labeled "Adjustments to FY03 Basic Aid" which reflects adjustments to the fiscal year 2003 Basic Aid entitlement such as overpayments or payments made by the department on behalf of school divisions. 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 "FY 2003 Final Entitlements Based On March 31, 2003 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 at the top right hand corner of the page, titled "DOE Offices." From this option, click on "Finance," click on "Budget Office," click on "Calculation Templates," and click on the "Excel Template" cell located next to the label called "FY 2003 Final Entitlements Based On March 31, 2003 ADM".

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.

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**Note: Special Downloading Instructions for Internet Explorer Users**

*To download the Excel file using Internet Explorer:*

1. *RIGHT-CLICK* on the "Excel Template" link next to the corresponding entitlement sheet.

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.

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The Excel file consists of seven spreadsheets that are described below:

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 final actions of the 2003 General Assembly. Instructions for using this sheet are as follows:

1. Select your division using the drop-down box located at the top of the spreadsheet. You will be notified that the file will automatically be saved to the following location on your computer's hard drive:

*C:\Doe\_Data\Final Entitlements\Final FY 2003 Entitlements.xls*

2. 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.
3. After the file has been saved to your hard drive, a box will appear that provides you with the option to use DOE's projected ADM or your own ADM projection for fiscal year 2004 only. Should you choose to later change the projected fiscal year 2004 ADM used in calculating the entitlements, select the option "CLICK HERE TO RUN NEW ADM" at the top of this spreadsheet. Please note that, unlike previous Excel calculation tools provided by the department, this file does not offer an option to change ADM for fiscal year 2003 since ADM for fiscal year 2003 is now final.

The third spreadsheet, labeled "Required Local Effort," summarizes the division's actual fiscal year 2003 and projected fiscal year 2004 required local effort for the Standards of Quality programs. No data entry is required as this sheet uses the data from the "State and Local Funds Worksheet" to calculate required local effort for each year.

The fourth spreadsheet, labeled "Adjustments to FY03 Basic Aid," provides information on adjustments to the fiscal year 2003 Basic Aid entitlement such as overpayments or payments made by the department on behalf of school divisions to the schools for the deaf and the blind, mental health/mental retardation facilities, or summer Governor's School programs. This sheet also provides information on adjustments made to Enrollment Loss and Lottery for certain divisions.

The fifth spreadsheet, labeled "Account Funding Matrix", contains a summary of Direct Aid account information for the 2002-2004 biennium. This sheet indicates which accounts are based on Fall Membership or ADM and which accounts require a local match. There is also information on which accounts are automatically paid each fiscal year and which accounts require an application or certification in order for state funding to be received.

The sixth spreadsheet, labeled "Account Funding Explanations", provides information on funding formulas for the SOQ, incentive, and categorical accounts based on the final actions of the 2003 General Assembly.

The seventh spreadsheet provides total statewide appropriations for Standards of Quality, Incentive, and Categorical accounts for fiscal years 2003 and 2004 based on the final actions of the 2003 General Assembly.