

**Instructions for Accessing the Entitlement Calculation Templates  
for the Amended Fiscal Year 2004 Direct Aid to Public Education  
Budget as proposed by Governor Warner on December 17, 2003  
(Informational Superintendent's Memorandum Number 222)**

A downloadable Excel file has been created to allow divisions to calculate their projected state entitlements and local matches for Standards of Quality (SOQ), incentive, and categorical accounts based on the amended fiscal year 2004 budget introduced by Governor Warner on December 17, 2003. This template also allows divisions to change their FY 2004 average daily membership (ADM) projections to test the effect on the projected state entitlements and required local matches. This template is provided for your use and does not have to be returned to the department. 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 brings you to the Budget Office's "Calculation Templates" Web page. To download the Excel file, click on the "Excel Template" cell located next to corresponding budget. 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 in 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" option for the Governor's Amendments to the Fiscal Year 2004 Budget as of December 17, 2003 - Entitlement Sheets.

You must use Microsoft Excel version 97 or later to use all of the features contained in this file. 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 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 for the corresponding entitlement sheets.
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 six spreadsheets that are described below:

- A. 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.
- B. 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 amended fiscal year 2004 budget as proposed by Governor Warner as of December 17, 2003.

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. The file will automatically be saved to the following location on your computer's hard drive:

[C:\DOE\\_DATA\Caboose FY 2004\Governor's Proposed Amendments to FY 2004.xls](#)

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 projections. Should you choose to change ADM, you can make this change by selecting the option "CLICK HERE TO RUN NEW ADM", at the top of this spreadsheet.

The third spreadsheet, labeled "Required Local Effort," summarizes the division's actual FY 2003 and projected FY 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.

The fourth spreadsheet, labeled "Account Funding Matrix", contains a summary of Direct Aid Account Information for the 2002-2004 biennium. This sheet explains which accounts are based on Fall Membership or ADM and which accounts require a local match. There is also information on whether an account is automatically paid each fiscal year or whether the program requires an application or certification.

The fifth spreadsheet, labeled "Account Funding Explanations", provides information on funding formulas for the SOQ, incentive, and categorical accounts based on the Governor's introduced amendments.

The sixth spreadsheet, labeled "Statewide Totals", provides information on the total state funding for Direct Aid for all school divisions.

If you have any questions regarding this information, please contact the Department of Education Budget Office at (804) 225-2025.