

**Instructions for Accessing the Entitlement Calculation Template  
for Fiscal Year 2004 State Entitlements Based on Actual March  
31, 2004, Average Daily Membership (ADM) and Adjustments to the  
Fiscal Year 2004 Basic Aid Entitlement**

A downloadable Excel file has been created to allow divisions to calculate their state entitlements and local matches for fiscal year 2004 based on actual March 31, 2004, ADM. The Excel file also provides a sheet labeled "Adjustments to FY04 Basic Aid" which reflects adjustments to the fiscal year 2004 Basic Aid entitlement such as overpayments or payments made by the department on behalf of school divisions. The 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, at the following address:

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

The Web address noted above brings you to the Budget Office's "Calculation Templates" Web page. To download the Excel file, click on the "Excel Template" link 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" link for "FY 2004 Final Entitlements Based On March 31, 2004 ADM."

Please follow the steps below to access the Excel file from the Web site using either the Netscape or Internet Explorer browser.

***Downloading Instructions for Netscape Users:***

1. After you click on the "Excel Template" link 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.**

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

1. RIGHT-CLICK on the "Excel Template" link on the Web site.

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. **Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.**

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 final entitlements.

The second spreadsheet, labeled "State & Local Funds Worksheet," contains the spreadsheet that is used to calculate final entitlements and required local matches. This sheet is used as follows:

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 school 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 be saved automatically to the following location on your computer's hard drive:

C:\Doe\_Data\Final Entitlements\Final FY 2004  
Entitlements.xls

Please note that, unlike previous Excel calculation tools provided by the department, this file does not offer an option to change ADM since ADM for fiscal year 2003 and fiscal year 2004 are now final.

The third spreadsheet, labeled "Required Local Effort," summarizes the division's projected 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 "Adjustments to FY04 Basic Aid," provides information on adjustments to the fiscal year 2004 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.

The fifth spreadsheet, labeled "Account Funding Matrix," contains a summary of Direct Aid Account Information. 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 or whether the program requires an application or certification.

The sixth spreadsheet, labeled "Account Funding Explanations," provides information on funding formulas for the SOQ, incentive, and categorical accounts based on the amended fiscal year 2004 budget adopted by the 2004 General Assembly.

The seventh spreadsheet, labeled "Statewide Totals," provides information on total state funding provided for the Direct Aid accounts shown.

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