

**Instructions for Accessing the Excel Entitlement Calculation
File for the 2004-2006 Biennial Budget Adopted by the 2004
Special Session of the General Assembly on May 7, 2004**

A downloadable Excel file has been created to allow school divisions to calculate their projected state entitlements and required local matches for Standards of Quality (SOQ), incentive, and categorical accounts based on the 2004-2006 biennial budget adopted by the 2004 Special Session of the General Assembly on May 7, 2004. This file also allows divisions to change average daily membership (ADM) projections to test the effect on the projected state entitlements and required local matches. The file 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 Web address:

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

Please note that the per pupil amounts and the projected entitlements for fiscal years 2005 and 2006 contained in the Excel file include unfunded corrections and updates in both fiscal years. If sufficient savings in actual costs are not obtained or if additional funds are not made available when payments must be made, Basic Aid payments may have to be prorated among all school divisions. The calculation file does NOT include an estimated proration value for each division.

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" cell located next to the topic called "2004-2006 Budget adopted by the 2004 General Assembly." 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 located next to the topic called "2004-2006 Budget adopted by the 2004 General Assembly."

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 if you use Netscape as your Internet browser:

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.**

.....

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.*

.....

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

The first spreadsheet, labeled "Exec Summary of GA Amendments," provides a summary of key elements in the 2004-2006 budget adopted by the General Assembly.

The second spreadsheet, labeled "Instructions," contains instructions for using the template. Please review this spreadsheet carefully, as it provides specific guidance for calculating projected entitlements and required local matches.

The third spreadsheet, labeled "State & Local Funds Worksheet," contains the spreadsheet that is used to calculate projected state entitlements and required local matches for fiscal years 2005 and 2006:

1. Select your division using the drop-down box located at the top of each 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 be saved to the following location on your computer's hard drive:

C:\DOE_DATA\2004 General Assembly\2004 General Assembly Adopted Budget for FY2004-06 (with Unfunded Corrections) 5-7-04.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 in calculating state entitlements and required local matches. 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 fourth spreadsheet, labeled "Required Local Effort," summarizes the division's projected required local effort for the Standards of Quality programs in fiscal years 2005 and 2006. No data entry is required as this sheet uses the data from the "State and Local Funds Worksheet" to calculate required local effort.

The fifth spreadsheet, labeled "FY2005 & FY2006 Basic Aid," displays the instructional and support cost components of the Basic Aid per pupil amounts for each division and the calculation of the state and local shares of Basic Aid cost.

The sixth spreadsheet, labeled "Account Funding Matrix," contains a summary of Direct Aid Account Information for the 2004-2006 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 seventh spreadsheet, labeled "Account Funding Explanations," provides information on funding formulas for the SOQ, incentive, and categorical accounts based on the 2004-2006 biennial budget adopted by the 2004 Special Session of the General Assembly.

The eighth spreadsheet, labeled "Statewide Totals," provides information on total state funding for Direct Aid for all school divisions in fiscal years 2005 and 2006.

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