

**Career and Technical Education Financial Report for Fiscal
Year 2004**

Instructions For Downloading and Using the Excel Template

Locating the Excel template:

A downloadable Excel file has been created to facilitate the collection of data for the Career and Technical Financial Report for Fiscal Year 2004. The information collected in this report will be used to calculate your fiscal year 2005 state categorical entitlements for occupational and adult education. All of the required forms for reimbursement, including the superintendent's certification forms, are included in the Excel template. The Excel file is located on the department's Web site and can be downloaded from the following address:

<http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/cterf.html>

This address brings you to the "Career and Technical Education Financial Report for Fiscal Year 2004" Web page. To download the Excel file, click on the "Excel Template" hyperlink, item number 3. You may also access the template by logging onto the department's Web site at <http://www.doe.virginia.gov/>.

From this home page, select the drop-down box in the upper right hand corner of the web page titled "DOE Offices," click on "Instruction," click on "Career and Technical Education," click on "Reporting and Data Collection", click on "Career and Technical Education Financial Report" and click on the "Excel Template" hyperlink 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:

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link for the FY 2004 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.

To download the Excel file using Netscape Navigator:

1. LEFT-CLICK on the "Excel Template" link for the FY 2004 Career and Technical Financial Report.
2. When the download option window appears, select "Save this file to Disk" 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 Netscape Navigator and open the file using Excel.

Using Microsoft Excel:

Security Level for Macros: The security level for macros must be set to Medium or Low. If the security level is set to High you will NOT receive the message box prompting you to disable the macros or to enable the macros and not be able to operate the template correctly. To check your security level open Excel and from the main toolbar click on "Tools". From "Tools" click on "Macro" and from "Macro" click on "Security...". In the "Security" window click on the 'Security Level' tab and select MEDIUM as your security level. You may now open the Excel template.

Enable Macros: Once you have downloaded and opened the Excel template using Netscape or Internet Explorer from the instructions noted above, a message box will appear warning you that the file contains macros. The message box will prompt you to disable the macros or to enable the macros.

* **NOTE 1:** in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

* **NOTE 2:** If when you open the Excel template and you do not receive a message box prompting you to disable the macros or to enable the macros your security setting is too high. You must close the Excel template, re-open Excel and follow the directions above to set the Security Level for Macros.

General: The Excel file consists of two spreadsheets for school divisions and up 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. You only need to enter data into the shaded cells on the collection template(s).

- **Operation of local programs** - After you have downloaded your division or regional program number, a data collection template named "Financial Report Form" or "Participating Division" will be displayed. These templates require that you answer two questions. The first question concerns whether or not your division/program operated a local occupational prep program. The second question asks whether your division/regional program operated a local adult education program. If you answer yes to either question, forms will be displayed for you to fill out your financial information. Also, a superintendent's verification form will be displayed. If you answer no to both questions, then a superintendent's verification form will be displayed asking you to certify that no programs were operated.
- **Error Checks** - For occupational prep, the state totals that you enter in the shaded cells must be equal to the FY 2004 state allocation. If the totals do not match, you will receive an error message and will need to adjust your entries. For adult education, the state totals are automatically populated.
- **Variance Checks** - For both occupational prep and adult education, the local amount reported by your division/regional program in FY 2004 is displayed cells D50 and D59. If the figures reported by you in FY 2005 exceed a variance threshold of ten percent (10%) over or under the data reported in FY 2004, you will receive a message to verify your figures.

Submitting the Excel Template:

All school divisions or regional programs that want to be reimbursed for qualifying fiscal year 2004 career and technical education expenditures must return a completed Excel template, e-mailed to CTEFR@doe.virginia.gov along with a hard copy of the superintendent's certification(s) only, to: Virginia Department of Education, Attention: Office of Career and Technical Education, P. O. Box 2120, Richmond, Virginia 23218-2120. Both submissions (electronic Excel file and signed certification form) are due to the department no later than April 4, 2005.