

Instructions for Accessing the Entitlement Calculation Template for Final Fiscal Year 2005 and Projected Fiscal Year 2006 Direct Aid Entitlements and Local Match Requirements Based on Actual March 31, 2005 Average Daily Membership (ADM) with the Governor's Supplemental Appropriation to Fully Fund Fiscal Year 2005 Basic Aid

A downloadable Excel file has been created to allow divisions to calculate their state entitlements and local matches for fiscal year 2005 based on actual March 31, 2005, ADM with the Governor's supplemental appropriation to fully fund fiscal year 2005 Basic Aid. The Excel file also provides a sheet labeled "Adjustments to FY05 Basic Aid," which reflects adjustments to the fiscal year 2005 Basic Aid entitlement such as overpayments or payments made by the department on behalf of school divisions. These adjustments reduce the final Basic Aid payment in fiscal year 2005 for affected divisions. The Excel 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.doe.virginia.gov/VDOE/Finance/Budget/calctools.html>

This Web address links to the Budget Office's "Calculation Templates" Web page. To download the Excel file, click on the "Excel Template" link for "FY 2005 Final Entitlements Including Governor's Supplemental Appropriation to Fully Fund FY 2005 Basic Aid." 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 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 2005 Final Entitlements Including Governor's Supplemental Appropriation to Fully Fund FY 2005 Basic Aid."

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

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.

Please follow the steps below to access the file from the Web site if you use Internet Explorer as your Internet browser:

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.)
3. Once the file is saved, close Internet Explorer and open the file using Excel.

The Excel file consists of nine 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 notifies you that the file will automatically be saved to the following location on your computer's hard drive: C:\DOE_DATA\FY 2005 Final Entitlements\Final Unprorated FY 2005 Entitlements (June 13, 2005).xls
2. Next, 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.
3. Next, a message box will appear to inform you that while this calculation file provides you with the

final fiscal year 2005 entitlements for accounts calculated using March 31, 2005, ADM as submitted to DOE, it does not include any of the routine adjustments that reduce the Basic Aid entitlement for affected divisions and it may not include final entitlements for incentive or categorical programs that are based on actual participation or reimbursement.

4. Next, a box will appear that asks you to select either the DOE or local projection for fiscal year 2006 ADM. 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 2005 since ADM for fiscal year 2005 is now final.
5. You have the option to revise the fiscal year 2006 ADM projection by clicking on the green "Use Local FY 2006 ADM Projection" button on the pop-up screen; you will be prompted to enter new projections for both unadjusted and adjusted fiscal year 2006 ADM. The gray "Click here to enter new FY 2006 ADM" in the worksheet will also allow you to change ADM while working in the workbook.

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 FY05 Basic Aid," provides information on adjustments to the fiscal year 2005 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. These adjustments reduce the final fiscal year 2005 Basic Aid payment for affected divisions.

The fifth spreadsheet, labeled "FY05 & FY06 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 "FY05 & FY06 K-3," displays the final school-level entitlements for fiscal year 2005 and the

updated projected entitlements for fiscal year 2006 for the K-3 Primary Class Size Reduction program.

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

The eighth 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 ninth and final spreadsheet, labeled "Account Funding Explanations," provides information on funding formulas for the SOQ, incentive, and categorical accounts based on Chapter 951 (2005 Acts of Assembly).

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