**Instructions for Accessing the Entitlement Calculation Templates
for the Amendments to the 2004-2006 Biennial Budget as Adopted
by the Senate and by the House of Delegates on February 10, 2005**

Two downloadable Excel files have 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 2004-2006 biennial
budgets adopted by the Senate and by the House of Delegates on
February 10, 2005. These templates also allow divisions to
change average daily membership (ADM) projections to test the
effect on the projected state entitlements and required local
matches. The templates are provided for your use and do not
have to be returned to the department. The Excel files are
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 files,
click on the "Excel Template" cell located next to corresponding
budget. You may also access the templates by logging onto the
Department of Education's (DOE) 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" option for either the Senate or the House
of Delegates proposed amended budget for the 2004-2006 biennium.

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 eight 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 projected entitlements and required local matches. After reviewing the instructions, click on the "Click here to view Entitlement Sheets" button at the bottom of the "Instructions" worksheet to view the remaining seven spreadsheets.

The second 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 the sheet labeled "State & Local Funds Worksheet." 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\General Assembly 2005\Proposed Senate Amendments to SB 700.xls (For the Excel file that contains the Senate's proposed amended 2004-2006 budget.)

    C:\DOE_DATA\General Assembly 2005\Proposed House Amendments to HB 1500.xls (For the Excel file that contains the House's proposed amended 2004-2006 budget.)

2. Next, 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.

3. After you have confirmed your division selection, you will be prompted with a form that provides you with DOE's current FY 2005 and FY 2006 ADM projections. You may either select the "Use DOE's Projected ADM" button, or if you want to use your own ADM projections, select the "Use Local Projected ADM" button.

The third 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 fourth 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 fifth spreadsheet, labeled "FY05 & FY06 K-3," displays the final fiscal year 2005 and the projected fiscal year 2006 K-3 Class Size Reduction Program entitlements for each eligible school.

The sixth spreadsheet, labeled "Statewide Totals," shows total state funding for Direct Aid for all school divisions in fiscal years 2005 and 2006 based on DOE's current ADM projections.

The seventh spreadsheet, labeled "Account Funding Matrix," contains a summary of Direct Aid account information for fiscal years 2005 and 2006. 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 beginning on the July 16th payment or whether the program requires an application or certification prior to payment.

The eighth spreadsheet, labeled "Account Funding Explanations," provides information on the funding formulas for the SOQ, incentive, and categorical accounts based on the House or Senate's proposed amendments to the 2004-2006 biennial budget.

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