Instructions for Downloading Table 15 Worksheets for Calculating Total and Per Pupil Expenditures by Fund Source for Fiscal Years 2004, 2005, and 2006

A downloadable Excel file has been created to allow divisions to view detailed calculations related to Table 15, *Sources of Financial Support for Expenditures, Total Expenditures for Operations and Total Per Pupil Expenditures for Operations*, from the Superintendent's Annual Report for Virginia. The Excel file allows school divisions to download actual fiscal year 2004 total and per pupil expenditures and provides a tool for divisions to estimate total and per pupil expenditures for fiscal years 2005 and 2006. This information is provided to assist you in complying with the reporting requirements of Section 22.1-92, *Code of Virginia*.

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/Publications/asrstat/2003-04/asrbook.html

This address brings you to the Virginia Department of Education's "Superintendent's Annual Report 2003 – 2004" Web page. To download the Excel file, click on the "Table 15.xls" link located to the right of the Table 15 description. You may also access the template by logging onto the department's Web site at http://www.doe.virginia.gov. From the top menu bar on this home page, select the option titled "Data & Reports," then select "Reports" and under Superintendent's Annual Report (near the bottom of the page), click on "2003-04."

Instructions for downloading the Excel file for <u>Netscape</u> users only:

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 each template to operate correctly, you must click on the "ENABLE MACROS" button.**

Instructions for downloading the Excel file for <u>Internet Explorer</u> users only:

1. RIGHT-CLICK on the "Table 15.xls" link located to the right of the Table 15 description.

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. After the file is saved, close Internet Explorer and open the file using Excel.