

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

INSTRUCTIONS

The Table 15 Excel file consists of four spreadsheets. The first spreadsheet contains Table 15 of the *Superintendent's Annual Report for Virginia* for fiscal year 2004.

The second spreadsheet, labeled "FISCAL YEAR 2004 Worksheet," is used to calculate actual fiscal year 2004 total and per pupil expenditures by fund source. This spreadsheet displays the division-specific information used in the calculation of the amounts shown on Table 15. From the drop-down box, select the appropriate school division. After you have made your selection, you will be prompted to verify the division name and number. Once you have verified this data by clicking "OK," a message box will appear to provide you with the file name and path where the Excel file will be saved on your C: drive. After clicking "OK," the spreadsheet will be automatically populated with individual school division data that corresponds to the data in the fiscal year 2004 Table 15 spreadsheet. No further action is needed. Please note that the fiscal year 2004 worksheet uses sales tax reported on an accrual basis to match data reported by school division on the Annual School Report (ASR).

The third spreadsheet, labeled "FISCAL YEAR 2005 Worksheet," is used to calculate your division's estimated fiscal year 2005 total and per pupil expenditures. The Excel file automatically adds the division number and name in the upper left hand corner of this file. This spreadsheet requires data entry of estimated revenue, expenditures, beginning year and ending year balances, capital expenditures, and end-of-year average daily membership (ADM) amounts for fiscal year 2005 as follows:

- Item 1a - Include your estimate of total expenditures for operations. (See cell comment for definition of total expenditures for operations.)
- Item 1b - Include your estimate of total tuition revenue from another county or city. (Revenue source code 1901010.)
- Item 1c - This line entry will be automatically populated using a formula-driven calculation.

- Item 2a - Include your estimate of total state revenues. (See cell comment for state revenue sources that should be excluded from the total entered in this cell.)
- Item 2b - Include your estimate of the sum of all beginning-year balances from state funds.
- Item 2c - Include your estimate of the sum of all end-of-year balances from state funds.
- Item 2d - Include your estimate of total state funds used for capital expenditures.
- Items 2e and 2f - These line entries will be automatically populated using formula-driven calculations.
- Item 3a - DOE's estimate for state sales tax (cash basis) will be automatically populated on this line. You have the option to accept this figure or enter your own estimate.
- Item 4a - Include your estimate of total federal revenues. (See cell comment for federal revenue sources that should be excluded from the total entered in this cell.)
- Item 4b - Include your estimate of the sum of all beginning-year balances from federal funds.
- Item 4c - Include your estimate of the sum of all end-of-year balances from federal funds.
- Item 4d - Include your estimate of total federal funds used for capital expenditures.
- Items 4e and 4f - These line entries will be automatically populated using formula-driven calculations.
- Item 5a - This line entry will be automatically populated using a formula-driven calculation that deducts state expenditures for operations, state sales

tax, and federal expenditures for operations from total expenditures for operations.

- Item 5b - This line entry will be automatically populated using a formula-driven calculation.
- Item 6a - This line entry will be automatically populated based on the amount in item 1c of the spreadsheet.
- Item 6b - This line entry will be automatically populated using a formula-driven calculation.
- Item 7 - Include your estimate of end-of-year average daily membership. This entry serves as the denominator for calculating the per pupil expenditure amounts.

The fourth spreadsheet, labeled "FISCAL YEAR 2006 Worksheet," is used to calculate your division's estimated fiscal year 2006 total and per pupil expenditures. This spreadsheet also requires data entry in the same manner as the fiscal year 2005 spreadsheet.

METHODOLOGY

For the fiscal year 2004, fiscal year 2005, and fiscal year 2006 worksheets, per pupil expenditures for each fund source are derived in the following manner:

- End-of-Year Average Daily Membership (ADM) - The spreadsheet contains school division end-of-year ADM, which is used as the denominator for each per pupil expenditure amount. School divisions enter an estimate of end-of-year ADM for fiscal years 2005 and 2006.
- State Expenditures - State expenditures used to derive a state per pupil expenditure amount are calculated by adding state beginning year revenue balances to total state revenue received, excluding at-risk four-year olds revenue (240281) and state operated program revenue (240220), for fiscal year 2004 (or estimates for fiscal years 2005 and 2006) and deducting ending year balances and state funds used for capital expenditures. This figure is then divided by end-of-year ADM to yield the state per pupil expenditure amount.

- State Sales Tax - This figure represents sales tax revenues distributed to school divisions and is divided by end-of-year ADM to yield the state sales tax per pupil amount. Please note that actual sales tax on an accrual basis is used for fiscal year 2004, while estimated sales tax on a cash basis is used for fiscal years 2005 and 2006.
- Federal Expenditures - Federal expenditures used to derive a federal per pupil expenditure amount are calculated by adding federal beginning year revenue balances to total federal revenue received, excluding special education preschool revenue (84173) and Head Start revenue (93600), for fiscal year 2004 (or estimates for fiscal years 2005 and 2006) and deducting ending year balances and federal funds used for capital expenditures. This figure is then divided by end-of-year ADM to calculate the federal per pupil expenditure amount.

It should be noted that e-rate revenue (32001) is classified as a local revenue source beginning in fiscal year 2004. In prior years, e-rate revenue was classified as federal revenue.

- Local Expenditures - In order to calculate local expenditures for operations, total state expenditures for operations, state sales tax, and total federal expenditures for operations are deducted from total expenditures for operations. The remainder is estimated as local operational expenditures. This figure is then divided by end-of-year ADM to calculate the local per pupil expenditure amount.
- Total Expenditures - Total expenditures for operations are divided by end-of-year ADM to yield the total per pupil expenditure amount for operations. The methodology for calculating total expenditures for operations in Table 15 is calculated by adding all expenditures for the fiscal year and then excluding the following:
 1. Capital Expenditures - The methodology for calculating expenditures for operations excludes state, federal, and local capital expenditures (as reported in supplemental schedule G of the ASR) from total expenditures. Therefore, expenditures related to object codes 8200, 8210, and 8220 are excluded from Table 15 calculations. Also excluded are the capital

object codes 8100, 8110, and 8120 from the Facilities sub-functions (66100-66600, 68800 and 69800).

It should be noted that in prior years, revenue from VPSA technology grants (410405), career and technical education equipment (240252), and career and technical education equipment for regional programs (240270) was excluded from total expenditures in an effort to remove capital expenditures from operational expenditure totals. Actual capital expenditures by fund source are now captured on supplemental schedule G of the ASR; therefore, these revenues are no longer deducted from expenditures.

2. Removed Duplication of Tuition Expenditures - Beginning in fiscal year 2004, total expenditures for operations exclude tuition revenues received from another county or city (1901010). In fiscal year 2004, all localities, even jointly operated divisions, are reported separately on Table 15. By deducting the amount of tuition received from another county or city, the cost of the tuition expenditure is reflected only in the sending or responsible school division to which the tuition students are assigned for ADM.
3. Program Expenditures - Expenditures from non-regular day school (program 8 from the ASR) and non-local education agency (LEA) programs (program 9 from the ASR) are not included in operational expenditures.
4. Debt Service Expenditures - Expenditures for debt service (67100, 68900, and 69900) are not included in operational expenditures.
5. Fund Transfer Exclusions - The following fund transfer expenditures have been excluded from the calculation of total expenditures for operations:
 - Intra-Agency Fund Transfer - Deposits to Escrow (Function 67200 - Object 9400)
 - Inter-Agency Fund Transfer - Capital purchased by Locality (Function 67300 - Object 9600)
 - Inter-Agency Fund Transfer - Transfer to Regional Program (Function 67300 - Object 9700)

UPDATES FOR FY 2004

The Table 15 calculation incorporates the following changes beginning in fiscal year 2004:

- E-rate revenue is classified as a local revenue source beginning in fiscal year 2004. In prior years, e-rate revenue was classified as federal revenue.
- In prior years, revenue from VPSA technology grants (410405), career and technical education equipment (240252), and career and technical education equipment for regional programs (240270) was excluded from total expenditures in an effort to remove capital expenditures from operational expenditure totals. Actual capital expenditures by fund source are now captured on supplemental schedule G of the ASR; therefore, these revenues are no longer deducted from expenditures.
- Total expenditures exclude, beginning in fiscal year 2004, tuition revenues received from another county or city (1901010). In fiscal year 2004, all localities, even jointly operated divisions, are reported separately on Table 15. By deducting the amount of tuition received from another county or city, the cost of the tuition expenditure is reflected only in the sending or responsible school division to which the tuition students are assigned for ADM.