

**Instructions for Accessing the Entitlement Calculation Template
for the Amended Fiscal Year 2006 Direct Aid to Public Education
Budget as proposed by Governor Warner on December 16, 2005
(Informational Superintendent's Memorandum Number 250)**

A downloadable Excel file has 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 fiscal year 2006 budget introduced by Governor Warner on December 16, 2005. This template also allows divisions to change their FY 2006 average daily membership (ADM) projections to test the effect on the projected state entitlements and required local matches. This 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 and can be downloaded from the following address:

<http://www.doe.virginia.gov/VDOE/Finance/Budget/calctools.html>

This Web address brings you to the Budget Office's "Calculation Templates" Web page. To download the Excel file, click on the "Excel Template" link for "Governor's Amendments to the Fiscal Year 2006 Budget (December 16, 2005)." 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" option for the "Governor's Amendments to the Fiscal Year 2006 Budget (December 16, 2005)."

Please follow the steps below to access the Excel calculation file using the Netscape, Mozilla Firefox, or Internet Explorer browsers.

Please follow the steps below to access the Excel file if you use **Mozilla Firefox or 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 Excel file 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.
3. Once the file is saved, close Internet Explorer and open the file using Excel.
4. 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 if you are prompted with a Microsoft Visual Basic error alerting you to disabled macros.

1. Select the "Tools" menu from the drop-down options at the top of the spreadsheet.
2. Select "Macro;" then select "Security."
3. Set the security level at "Medium." This will give you the option to disable or enable macros.
4. You may have to exit out of the spreadsheet and reopen the file for the macro security changes to take effect.
5. When accessing the calculation templates from the Department of Education, you must click on the "ENABLE MACROS" button before using the spreadsheets.

The Excel file consists of six 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 Direct Aid entitlements.

The second spreadsheet, labeled "State & Local Funds Worksheet," contains the spreadsheet that is used to calculate projected entitlements and required local matches **based on the amended fiscal year 2006 budget as proposed by Governor Warner on December 16, 2005.**

1. Select your division using the drop-down box located at the top of the spreadsheet. 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.
2. The file will automatically be saved to the following location on your computer's hard drive:

[C:\DOE_DATA\Caboose FY 2006\Governor's Proposed Amendments to FY 2006.xls](#)

3. After the file has been saved to your hard drive, a box will appear that provides you with the option to use DOE's projected fiscal year 2006 ADM or your own fiscal year 2006 ADM projections. Should you choose to change fiscal year 2006 ADM, you can make this change by selecting the option "CLICK HERE TO RUN NEW ADM," at the top of this spreadsheet.

The third spreadsheet, labeled "Required Local Effort," summarizes the division's actual FY 2005 and projected FY 2006 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 account 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. Please note that any such adjustments to fiscal year 2006 Basic Aid are not yet final and may differ from the fiscal year 2005 amounts.

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 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 as well as the total local matching funds required to receive the state funds.

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 the amended fiscal year 2006 Direct Aid to Public Education budget proposed by Governor Warner on December 16, 2005.

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