

**Instructions for Accessing the Entitlement Calculation Template
for the 2006-2008 Biennial Budget as Introduced by Governor
Warner on December 16, 2005**

A downloadable Excel file has been created to allow school divisions to calculate their projected state entitlements and required local matches for Standards of Quality (SOQ), incentive, and categorical accounts based on the Governor's introduced 2006-2008 biennial budget. This file also allows divisions to change average daily membership (ADM) projections to test the effect on the projected state entitlements and required local matches. The file is provided for your use and does not have to be returned to the Department of Education. The Excel file is located on the department's Web site at the following Web address:

<http://www.doe.virginia.gov/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 file, click on the "Excel Template" cell located next to the item labeled "Governor's 2006-2008 Introduced Budget."

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 located next to the item labeled "Governor's 2006-2008 Introduced Budget."

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.

- * If you are prompted with a Microsoft Visual Basic error, please see instructions below on adjusting macro security levels.

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.

- * If you are prompted with a Microsoft Visual Basic error, please see instructions below on adjusting macro security levels.

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.

Please note that beginning in the 2006-2008 biennium, the commonwealth will use a new budgetary structure (i.e., "service areas") for budgeting state Direct Aid to Public Education funds. These new service areas generally correlate with the previously used budget structure; the service area structure further differentiates the school construction and lottery funds from the Group III - Incentive Accounts, where these funds were previously housed, into a separate "Facilities" service area. You may also notice that some accounts have moved from one group to another. Please contact the budget office if you have any questions about the new structure.

The Excel file consists of nine spreadsheets that are described below:

The first spreadsheet, labeled "Instructions," contains instructions for using the Excel template. Please review this spreadsheet carefully, as it provides specific guidance for calculating projected entitlements and required local matches.

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 2007 and 2008:

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\Governor's 2006-2008 Introduced\Governor's Introduced 2006-2008 Budget \(December 2005\).xls](C:\DOE_DATA\Governor's 2006-2008 Introduced\Governor's Introduced 2006-2008 Budget (December 2005).xls)

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 2007 and FY 2008 ADM projections and 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 and follow the instructions as presented.

The third spreadsheet, labeled "Required Local Effort," summarizes the division's projected required local effort for the Standards of Quality programs in fiscal years 2007 and 2008. No data entry is required as this sheet uses the data from the "State and Local Funds Worksheet" to calculate required local effort. To aid school divisions in planning, a *budgeted* required local effort calculator can be accessed by clicking on the bottom of the "Required Local Effort" spreadsheet.

The fourth spreadsheet, labeled "Budgeted RLE," is a template that school divisions can use to budget required local

expenditures for fiscal years 2007 and 2008. This form is intended for planning purposes only, and does not take the place of the required reporting to the department for budgeted or actual required local effort.

The fifth spreadsheet, labeled "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 for fiscal years 2007 and 2008.

The sixth spreadsheet, labeled "K-3," displays the projected school-level entitlements for the K-3 Class Size Reduction program for fiscal years 2007 and 2008. Please note that the calculations use base-year October 2004 free lunch eligibility data. New schools that open during each fiscal year will be assigned the division-average free lunch eligibility rate for calculation purposes in the first year of operation only; in subsequent years, the actual school-level eligibility percentages will be updated and used.

The seventh spreadsheet, labeled "Statewide Totals," provides information on total state and local shares of funding for Direct Aid for all school divisions in fiscal years 2007 and 2008.

The eighth spreadsheet, labeled "Account Funding Matrix," contains a summary of Direct Aid account information for fiscal years 2007 and 2008. 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 16 payment or whether the program requires an application or certification prior to payment.

The ninth spreadsheet, labeled "Account Funding Explanations," provides information on funding formulas for the SOQ, incentive, and categorical accounts.

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