

Instructions for Accessing the Final Entitlement Calculation Template for the Fiscal Year 2006 Direct Aid to Public Education Budget Including Final March 31, 2006, Average Daily Membership and Amendments to the Fiscal Year 2006 "Caboose" Budget Passed by the 2006 General Assembly

A downloadable Excel file has been created to allow divisions to calculate their fiscal year 2006 state entitlements and local matches for Standards of Quality (SOQ), incentive, and categorical accounts based on the amended fiscal year 2006 budget (HB 5012) passed by the 2006 General Assembly on May 12, 2006, as well as final March 31, 2006, average daily membership (ADM), adjustments to fiscal year 2006 Basic Aid entitlements, and final incentive and categorical account payments, where available. Unlike previous Excel calculation templates for fiscal year 2006 provided by the department, this file does not offer an option to change March 31 ADM for fiscal year 2006 since ADM is now final.

Please note that HB 5012, as adopted by the General Assembly, now goes to the Governor for final action. The Governor may propose amendments or vetoes to the budget, or he may sign it without proposing any changes. **The budget for fiscal year 2006 is not final until signed into law by the Governor.**

This template is provided for your use and does not have to be returned to the department. The calculation template can be downloaded from the Department of Education Web site at:

<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 "Final FY 2006 Direct Aid Entitlements (May 2006)."

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 "Final FY 2006 Direct Aid Entitlements (May 2006)." 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 must 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 eleven 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 the Direct Aid entitlements.

The second spreadsheet, labeled "State & Local Funds Worksheet," contains the spreadsheet that is used to calculate final fiscal year 2006 entitlements and required local matches based on the fiscal year 2006 budget (HB 5012) as adopted by the 2006 General Assembly on May 12, 2006, as well as actual March 31, 2006, ADM.

Please note that the amended fiscal year 2006 budget adopted by the General Assembly now goes to the Governor for action. The Governor may propose amendments or vetoes to the budget, or he may sign it without proposing any changes. The budget for fiscal year 2006 is not final until signed into law by the Governor.

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\FY 2006 Final Entitlements\Final FY 2006 Entitlements \(May 2006\).xls](#)

3. Please note that while this file provides you with the final FY 2006 entitlements for accounts calculated using March 31 ADM, it may not include all year-end adjustments to incentive or categorical programs that are based on actual participation or reimbursement; consequently, the amounts shown for these accounts may be estimated entitlements only.

The third spreadsheet, labeled "Required Local Effort," summarizes the division's actual fiscal year 2005 and actual fiscal year 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 "Final March 31, 2006 ADM," shows the division-level average daily membership (ADM) used to calculate your school division's final entitlements for accounts calculated using ADM. Also included are the specific additions and deductions used to generate the final fiscal year 2006 ADM for your school division.

The fifth spreadsheet, labeled "Adjustments to FY05 Basic Aid," provides information on adjustments to the fiscal year 2005 Basic Aid entitlement.

Similarly, the sixth spreadsheet, labeled "Adjustments to FY06 Basic Aid," provides information on adjustments to the fiscal year 2006 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 2006 Basic Aid payment for affected divisions.

The seventh 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 eighth 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 ninth 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 tenth 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 eleventh and final spreadsheet, labeled "Account Funding Explanations," provides information on funding formulas for the SOQ, incentive, and categorical accounts based on the amendments to the fiscal year 2006 "Caboose" budget passed by the 2006 General Assembly (HB 5012).

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