

VIRGINIA DEPARTMENT OF EDUCATION (VDOE)
Career & Technical Education (CTE) Financial Report for Fiscal Year 2007
Reimbursement for Costs Incurred During School Year 2006 - 2007
August 2007

The state provides financial assistance to the school divisions and regional centers to support the operation, improvement, and expansion of career and technical education. The state financial assistance is provided through categorical entitlements for occupational and adult education to support: 1. Principals and assistant principals of career and technical education centers where at least 50% of their time is spent in career and technical education program administration or supervision. 2. Extended contracts of instructors for activities related to the coordination, development, or improvement of career and technical education programs. 3. Adult occupational career and technical education to provide opportunities for adults to prepare for initial employment, retraining, or career advancement.

This Excel file contains the Career & Technical Education Financial Report form(s) and the accompanying certification(s) for Fiscal Year 2007. The information collected in this report will be used to calculate fiscal year 2008 state categorical entitlements for occupational and adult education. Please read the instructions provided to ensure that the report(s) are completed accurately. General information regarding this data collection can be found in [Administrative Supts. Memo No. 39, dated August 24, 2007](#). Electronic copies of the Supts. Memo can be downloaded from the VDOE, Career & Technical Education Web page at:

<http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/cterf.html>

SAVING THE WEB SITE "CTE FINANCIAL REPORT for FISCAL YEAR 2007" EXCEL TEMPLATE FILE

DOWNLOADING THE EXCEL TEMPLATE FILE - INTERNET EXPLORER

STEP 1. RIGHT-CLICK on the "Excel Template" file link for the FY 2007 Career and Technical Education Financial Report.

STEP 2. Select "Save Target As" and save the file to your local drive.

STEP 3. Once the file is saved, close Internet Explorer and open the Financial Report Template file using Excel.

DOWNLOADING THE EXCEL TEMPLATE FILE - NETSCAPE NAVIGATOR

STEP 1. LEFT-CLICK on the "Excel Template" file link for the FY 2007 Career and Technical Education Financial Report.

STEP 2. When the download option window appears, select "Save this file to Disk" and save the file to your local drive.

STEP 3. Once the file is saved, close Netscape Navigator and open the Financial Report Template file using Excel.

NOTE: If you get a Microsoft Visual Basic RUN-TIME ERROR "1004": error message while trying to run the Excel Template file, you did not properly DOWNLOAD the Excel Template File to your local drive before using.

NOTE: If you are preparing the report for your school division's vocational education center, you will complete one sheet for that center. If you are a regional vocational center, you must complete one sheet for each participating division in your regional center. You will be provided with a separate sheet for each division participating in your regional center. If you started a vocational education center in School Year 2006-2007, please enter your local expenditures ONLY. If you DO NOT operate a vocational education program, you DO NOT need to complete this data collection form.

INSTRUCTIONS

NOTE: The Career and Technical Education Financial Report data collection template is protected and designed for data entry only in specific cells. The template (including the file name stored on your C: drive) should not be altered in any way. If you submit a file to the department that has been altered and this file is identified in the course of the department's review, it will not be accepted because data integrity could be compromised. If an altered template is submitted (but not identified by the department during its review process) and funding to a school division is REDUCED because of this problem, the department may not be able to correct the funding deficiency.

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The Career and Technical Education Financial Report data collection template contains cell links and error checks in addition to hidden coding features. As you are entering and editing data in the template, it is imperative that you do not cut and paste information into the worksheets from outside sources. Cutting and pasting information will break the links and error checks built into the template, which could cause problems when the data is reviewed by the department. Should information be inadvertently cut or pasted, click on "Edit" on the top of the Excel template and then click on "Undo Typing". If you are unable to "undo" any cut and paste actions, it is recommended that you download a new template from the VDOE Web page and re-enter your data information.

STEP 1. Select your school division / regional center using the drop-down box located at the top of the "Financial Report Form" spreadsheet (Note that the drop-down box contains a list of all operating school divisions and regional vocational education centers). After you have made a selection, a box will appear that asks you to "Confirm that you have chosen the correct division". If the school division / regional center name is correct, click "Yes". If you have selected the wrong division, click "No" and reselect the correct division using the drop-down box.

STEP 2. After you have correctly selected your school division / regional center and clicked "Yes", a box will appear stating that the file will automatically be saved to the following location on your computer's hard drive, i.e.,
C:\Doe_Data\Career_Ed_FY07\Career_Ed_FY07_[division number].xls. **The path will be placed into Cell B20.** DO NOT MODIFY the file name after it has been saved to your hard drive.

Path: **C:\DOE_Data\Career_Ed_FY07\Career_Ed_FY07_[division number].xls**

STEP 3. Enter the name and phone number of the person responsible for the CTE Financial Report in the shaded cells provided at the top of the report form.

STEP 4. Enter data in shaded cells only. If you attempt to enter data in a cell that is not shaded, an error message will appear that reminds you that the cell is protected. If you encounter this error, click "OK" inside the error message box and reenter the data into a shaded cell.

NOTE: The report forms will only allow you to enter numeric characters that are greater than or equal to zero in the shaded cells.

STEP 5. Complete a CTE Financial Report form for each applicable regional center. As noted above, if you are preparing the report for your division's career and technical education center, you will complete one sheet for that center. **For a regional career and technical (vocational) center, you must complete one sheet for each participating school division.** You will be provided with a separate sheet for each school division participating in your regional center. If you do not operate a school division career and technical (vocational) education center, you do not need to complete this data collection.

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GENERAL INSTRUCTIONS FOR THE DATA COLLECTION:

1. You must indicate whether a local program for either occupational prep (career and technical education) or adult education was operated by your school division or program in School Year 2006-2007. Once you have responded to these questions and filled out all contact information, you must use the button marked "Click here to begin submission..." in order to provide information for your programs. Note that if you did not operate any local program for either occupational prep or adult education in School Year 2006-2007, then no further entry is necessary after answering "NO" to the questions below (other than completing a verification form). For Occupation Prep, report salary expenditures only in the categories listed - **DO NOT INCLUDE ANY FRINGE BENEFITS IN THE REPORTED AMOUNTS.** For Adult Education Programs, report **ONLY** funds paid for full-time and part-time teacher salaries and salary supplements - **DO NOT INCLUDE ANY FRINGE BENEFITS IN THE REPORTED AMOUNTS.**

2. **OCCUPATION PREP** - Distribute the state funds your school division received last year for Occupational Prep (Supts. Memo No. 108, dated May 25, 2007 and Supplemental Entitlement paid June 29, 2007) in the shaded cells under the column labeled "State." Enter the amount of any additional **LOCAL FUNDING** spent for Occupational Prep in the shaded cells under the column labeled "Local."

3. **ADULT EDUCATION** - The state funds your division received last year for Adult Education have already been totaled for your division and are included in cell B57. Enter the amount of any additional **LOCAL FUNDING** spent for Adult Education in cell D57.

4. **GENERAL NOTES** - The column labeled "Total" reflects the amount your school division spent for salaries in each of the categories listed from both state and local funds. Your entitlements for Fiscal Year 2008 will be calculated based on the amounts in the total column. Should your reported local expenditures vary significantly from data reported in School Year 2005-2006, you will be prompted to check your entries.

IMPORTANT REMINDERS

DUE DATE: The CTE Financial Report must be submitted before **October 1, 2007.**

E-MAIL SUBMISSION: After you have finished the Financial Report, you must e-mail the completed Excel file to:

CTEFR@doe.virginia.gov

SIGNED PAPER COPY SUBMISSION. Mail a paper copy of each report, signed by the division superintendent (or by each of the division superintendents participating in the regional center), to:

Virginia Department of Education
Attention: Office of Career and Technical Education
P.O. Box 2120
Richmond, VA 23218-2120

QUESTIONS: If you have questions or need technical assistance with the CTE Financial Report, please contact:

W. Terry Dougherty, CTE Grants Administrator

E-mail Address:

Terry.Dougherty@doe.virginia.gov

Telephone Number:

(804) 225-3349