

**Instructions for Accessing the Entitlement Calculation
Templates for the Amended 2006-2008 Budget Adopted by
the 2007 General Assembly on February 24, 2007**

A downloadable Excel file has been created to allow school divisions to calculate their projected state entitlements and required local matches for the Standards of Quality (SOQ), incentive, categorical, and school facilities accounts based on the amended 2006-2008 biennial budgets adopted by the 2007 General Assembly on February 24, 2007. This Excel file template also allows divisions to change March 31 average daily membership (ADM) projections to test the effect on the projected state entitlements and required local matches. The template 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 topic called "Amended 2006-2008 Budget Adopted by the 2007 General Assembly".

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" cell located next to the topic called "Amended 2006-2008 Budget Adopted by the 2007 General Assembly".

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 in Excel.

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 the instructions below on adjusting macro security levels in Excel.

Please follow the steps below if you are prompted with a **Microsoft Visual Basic** error alerting you to disable macros in Excel:

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 calculation template 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 13 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. Once you have finished reading this spreadsheet, click on the button marked "Click here to continue" to proceed to other spreadsheets in the file.

The second spreadsheet, labeled "State & Local Funds Worksheet," contains the spreadsheet that is used to calculate projected state entitlements and required local matches to state funds 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\General Assembly 2007\2007 General Assembly Adopted Amendments.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 March 31 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. Please note that changing ADM in the calculation template only changes the estimated funding for accounts that are funded on the basis of ADM. Also note that, for each fiscal year, the payment of semi-monthly SOQ entitlements and other accounts paid on the basis of ADM are based only on DOE projections of division March 31 ADM, pending the recalculation of final entitlements based on actual March 31 ADM at the end of each fiscal year.

The third spreadsheet, labeled "Budget Variables," provides an overview of certain budget variables used in the calculation of state entitlements and required local matches. Per pupil amounts, fringe benefit rates, enrollment projections for Remedial Summer School and English as a Second Language, compensation supplement equivalency tables, funded salaries, and cost of competing adjustment (COCA) rates are included in this spreadsheet for your information.

The fourth 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.

Please note that the hold harmless sales tax payment included in the amended budgets, as well as increases in Enrollment Loss and Supplemental Basic Aid, are treated as a credit that is deducted from each school division's projected required local effort for SOQ programs in fiscal year 2007 only. This credit toward meeting required local effort in fiscal year 2007 is included in this worksheet, and is deducted from the calculated required local effort total. The value of the credit is updated for budget actions contained in the House and Senate amended 2006-2008 budgets.

Please also note that the "Hold Harmless Sales Tax Credit (FY 2007 Only)" amount shown on line 25 of this spreadsheet incorporates the amended sales tax estimates into the calculation of the credit. School divisions should recognize that this credit attributed to the calculation of required local effort may affect whether or not the division will meet required local effort in fiscal year 2007.

The fifth spreadsheet, labeled "Budgeted Local Operational Exp.," is a template that school divisions can use to estimate required local expenditures for the SOQ 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 sixth spreadsheet, labeled "Hold Harmless Sales Tax - FY 07," details the calculation of the hold harmless sales tax. This spreadsheet displays the original hold harmless sales tax payment amount approved in the Governor's Budget as of December 15, 2006, as well as the incremental change(s) in this payment

resulting from the change(s) to the fiscal year 2007 sales tax estimate. Please note that the hold harmless sales tax payments for fiscal year 2007 are not final and may change based on actual state sales tax receipts for fiscal year 2007 as finalized in June 2007.

The seventh 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 eighth spreadsheet, labeled "Funded Positions," displays the funded Basic Aid support positions salary cost, as well as the funded SOQ instructional positions. This information was frequently requested by individual school divisions, and is now included in the calculation template for your information.

The ninth spreadsheet, labeled "School Nurses," displays the division-level detail on the estimated fiscal year 2007 school nurse support cost funded in Basic Aid. Item 135, Paragraph A.3.b of Chapter 10, 2006 Acts of Assembly, Special Session I (2006-2008 appropriation act), requires the Department of Education to report annually to school divisions the school nurse support cost funded as part of Basic Aid:

"The amount resulting from the support cost calculation for school nurses shall be specifically identified as such and reported to school divisions annually. School divisions will allocate these funds for school nurse positions or for contracted services of health professionals providing health services."

This sheet provides the required information on the fiscal year 2007 support cost calculation for school nurses funded as part of Basic Aid and is calculated using the ADM forecast used in the calculation template. Actual school nurse costs funded in Basic Aid will be based on actual March 31, 2007, ADM.

The tenth spreadsheet, labeled "K-3," displays the actual fiscal year 2007 and projected fiscal year 2008 school-level entitlements for the K-3 Class Size Reduction program. 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 eleventh spreadsheet, labeled "Statewide Totals," provides information on total state and local shares of funding for Direct Aid accounts for all school divisions in fiscal years 2007 and 2008.

The twelfth 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 thirteenth and final spreadsheet, labeled "Account Funding Explanations," provides information on funding formulas for the SOQ, school facilities, incentive, and categorical accounts.

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