SCHOOL-LEVEL EXPENDITURE DATA COLLECTION FOR FISCAL YEAR 2009

Instructions for Downloading the Excel Template

A downloadable Excel file is provided to facilitate the collection and certification of School-Level Expenditure data for FY 2009 for school divisions receiving 2009 Title I funds as required by the American Recovery and Reinvestment Act of 2009 (ARRA). All of the required forms, including the superintendent's certification form, are included in this Excel template. The School-Level Expenditure Excel template is located on the Virginia Department of Education's Budget Office "Current Data Collections" Web page and can be downloaded from the following address:

http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html

To download the Excel file:
- Click on the "Excel Template" cell located next to the item titled "School-Level Expenditure Data Collection" under the column heading "Tool."

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."
- Click on "Finance,"
- Then click on "Budget Office,"
- Then click on "Current Data Collections,"
- Then click on the "Excel Template" option for the "School-Level Expenditure Data Collection."

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.
3. 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.
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.

The Excel template that you downloaded to your computer was written using Excel 2003. There are a number of divisions that are using Excel 2007. The procedures for accessing the Excel Template will be explained for both versions below.

For **Excel 2003 users**, please use the following instructions:

When the Excel template is opened, a box will appear with a warning that the file contains macros. The box will prompt you to disable the macros or to enable the macros. In order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

If you are not prompted with the "Enable Macros" button, or if you are prompted with a Microsoft **Visual Basic** error alerting you to disabled macros please follow these steps to reset your macro security level:

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.

For **Excel 2007 users**, please use the following instructions:

Before opening the Excel template the following set-up needs to be done.

1. Open Excel 2007.
2. Select the "Office Button" in the upper left hand corner of the window.
3. At the bottom of the window, select the "Excel Options" button.
4. On the "Excel Options" window, select the "Trust Center" from the selections along the left of the page.
5. Then, select the "Trust Center Settings…" button near the center of the page.
6. On the "Trust Center" window, select "Macro Settings" along the left of the window.
7. Under the "Macro Settings" section select "Enable all macros".
8. Select "OK" to close the "Trust Center" window, then "OK" again to close the "Excel Options" window.
9. You can now open the Excel template and begin entering your Remedial Summer School data using Excel 2007.

General Information Regarding the School-Level Expenditure Data Collection

School divisions required to submit this data collection should report the following four categories of school-level expenditures from state and local funds for fiscal year 2009:

- Personnel salaries at the school level for all school-level instructional and support staff.
- Personnel salaries at the school level for instructional staff only.
- Personnel salaries at the school level for teachers only.
- Non-personnel expenditures at the school level (if available).

School divisions should include all types of salary expenditures, including not only base salaries but also incentive pay, bonuses, and supplemental stipends for mentoring or other additional

roles. However, do not include expenditures on employee benefits or expenditures made from federal program funds. In addition, it is preferable to also exclude expenditures for special education, preschool, summer school, school nutrition, adult education, and non-regular day.

Additional instructions for reporting non-personnel expenditures. School divisions are asked to include the following types of expenditures, if this information is available at the school-level:

- Professional development for teachers and other staff
- Instructional materials and supplies
- Computers, software, and other technology
- Contracted services such as distance learning services
- Library books and media center learning materials

Instructions for Completing the Excel Template

The Excel file consists of one data-entry spreadsheet. The spreadsheet must be completed in full before it can be submitted to the Department of Education.

Once you have read through the "Instructions" page click on the "Click Here to Begin" button, which will take you to the input screen.

You must first select your school division from the drop-down menu. Click on the arrow (▼) to display a listing of school divisions. Scroll down the list and click on your school division.

PLEASE NOTE THAT DUE TO CONTINUING PROBLEMS INVOLVING THE USE OF DIFFERENT VERSIONS OF MICROSOFT EXCEL, THE FILE WILL NO LONGER SAVE AUTOMATICALLY. PLEASE REMEMBER TO SAVE THE FILE BEFORE PROCEEDING.

The name and division number of your school division will automatically load into the file. When you confirm that you have selected the correct school division a list of your Fall Membership schools will load. Please enter your name and phone number in the contact information cells at the top right of the page.

Please fill in the School Level Total Instructional Salaries, School Level Instructional Staff Salaries, School Level Teacher Salaries, and School Level Non-Personal Expenditures cells for each school in your division. The Total Expenditures will automatically populate with the data you submit in the four required cells.

Please note, the U.S. Department of Education (USED) is not asking for school-level expenditure data to be reported for functions that are commonly accounted for at the district level such as facilities operations and maintenance, transportation, or food services. Also, do not include employee benefits as part of the personnel salaries, but do include bonuses, supplemental stipends, and incentive pay. Please do not include preschool, summer school, adult education, school nutrition, or non-regular day school expenditures as well.

Once you have completed the spreadsheet, you must print the spreadsheet and mail a copy with original signatures to the Department of Education by December 1, 2009, at the following address:

Virginia Department of Education
Budget Office
P.O. Box 2120
Richmond, Virginia 23218-2120

All divisions must also e-mail a completed Excel template for School-Level Expenditures by December 1, 2009, to k12budget@doe.virginia.gov. The Virginia Department of Education will submit the division data to the U.S. Department of Education by the March 31, 2010, deadline.

If you have any questions regarding the use of the Excel template, please contact the Budget Office staff at (804) 225-2025.

Both submissions (Excel file and signed certification form) are due to the department no later than **December 1, 2009**. Thank you for completing this data submission.