Instructions for Accessing the Entitlement Calculation Template for the Governor's Introduced 2010-2012 Biennial Budget Submitted to the General Assembly on December 18, 2009

A downloadable Excel file has been created to allow divisions to calculate their projected state payments and local matches for Standards of Quality (SOQ), incentive, categorical and Lottery funded accounts based on the Governor's Introduced 2010-2012 biennial budget submitted to the General Assembly on December 18, 2009.

The 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/school_finance/budget/calc_tools/index.shtml

This Web address brings you to the Budget Office's "Calculation Templates" Web page. To download the Excel file, right-click on the "Excel Template" link for the Governor's 2010-2012 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 right-click on the "Excel Template" option for the Governor's 2010-2012 Introduced Budget. 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 "Excel Template" link 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 file for use.

The Excel file consists of sixteen 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 projected Direct Aid payments. After you have reviewed the instructions, click on the "Click Here to Continue" button.

The second spreadsheet, labeled "State & Local Funds Summary," contains the spreadsheet that is used to calculate projected state payments and required local matches for fiscal years 2011 and 2012.

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.

   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.

2. After you have confirmed your division selection, you will be prompted with a form that provides you with DOE's current FY 2011 and FY 2012 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 ADM Projection" 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 payments 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 "Federal Funds for Basic Aid," displays a detailed breakdown of the use of the federal ARRA State Fiscal Stabilization Fund (SFSF) to replace a portion of general funds used for the state share of Basic Aid in fiscal year 2011 only.

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

The fifth spreadsheet, labeled "Required Local Effort," summarizes the division's projected required local effort for the Standards of Quality programs in fiscal years 2011 and 2012. No data entry is required as this sheet uses the data from the "State & Local Funds Summary" to calculate required local effort.

The sixth 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 2011 and 2012. 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 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.

The eighth spreadsheet, labeled "Funded Positions," displays the funded Basic Aid support positions and salary cost, as well as the funded SOQ instructional positions.

The ninth spreadsheet, labeled "FY11 School Nurses", displays information about the FY 2011 school nurse costs funded in the Basic Aid per pupil amount.

The tenth spreadsheet, labeled "FY12 School Nurses," displays information about the FY 2012 school nurse costs funded in the Basic Aid per pupil amount.

The eleventh spreadsheet, labeled "K-3," displays the school-level entitlements for fiscal years 2011 and 2012 for the K-3 Primary Class Size Reduction program. Please note that the calculations use base-year October 2008 free lunch eligibility data. New schools that open during each fiscal year will be assigned the K-3 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 twelfth spreadsheet, labeled "Governor's School," provides information on the projected state share of funding for Governor's Schools for all school divisions in fiscal years 2011 and 2012.

The thirteenth spreadsheet, labeled "Alternative Education," provides information on the total number of funded slots and state share of funding for all school divisions in fiscal years 2011 and 2012 for the Regional Alternative Education Program.

The fourteenth spreadsheet, labeled "Statewide Totals," provides information on total projected state and local shares of funding for Direct Aid accounts for all school divisions in fiscal years 2011 and 2012.

The fifteenth spreadsheet, labeled "Account Funding Matrix," contains a summary of Direct Aid account information for fiscal years 2011 and 2012. 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 with the July 16 payment or whether the program requires an application or certification prior to payment.

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

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