

Instructions for Completing the “Budgeted Required Local Effort and Budgeted Required Local Match” Template for Mandatory Standards of Quality Programs and Optional Incentive and Lottery-Funded Accounts for Fiscal Year 2012

The Department of Education is required to make annual calculations to ensure that each school division has appropriated sufficient funds to support its estimated required local expenditure for providing an educational program meeting the prescribed Standards of Quality (SOQ), required by Article VIII of the Constitution of Virginia and Chapter 13.2 (§ [22.1-253.13:1](#) et seq.). To complete this requirement, each school division must complete the “Budgeted Required Local Effort and Required Local Match” (RLERLM) data collection. For fiscal year 2012, the process is divided into two parts, one based in Excel and the other in the Single Sign-on for Web Systems (SSWS). Each of these parts will be discussed in more detail below.

IMPORTANT REMINDER: Part II of the RLERLM data collection is an application in SSWS. Therefore, in order to access Part II of this data collection in SSWS, your division’s SSWS administrator must assign a designated user to the RLERLM application in SSWS. Otherwise, the application will not be available when the designated user logs into SSWS.

Please also note that each jointly-operated school division (Bedford County and Bedford City, Fairfax County and Fairfax City, Greensville County and Emporia City, and James City County and Williamsburg) must submit separate certifications for each participating locality.

Part I of the RLERLM data collection will collect the various budgeted expenditure data necessary to calculate required local effort for SOQ programs and required local matches for the applicable Incentive and Lottery-funded accounts. Each division will complete an Excel template for Part I, which is located on the Department’s Web site and can be downloaded from the following address:

http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml

The Excel template contains several spreadsheets that will determine budgeted required local effort for mandatory SOQ programs (Basic Aid, Gifted Education, Vocational Education, Special Education, Prevention, Intervention and Remediation, English as a Second Language, Textbooks, and Fringe Benefits) and required local matches for the optional Incentive (Supplemental Support for School Operating Costs) and Lottery (At-Risk, Virginia Preschool Initiative, Early Reading Intervention, K-3 Primary Class Size Reduction, and SOL Algebra Readiness) accounts for fiscal year 2012, in accordance with language contained in Chapter 890, 2011 Acts of Assembly.

The Excel template includes references to the Annual School Report Financial Section (ASRFIN) account code structure that is included as Attachment C to this memorandum. School divisions should reference the account code structure to ensure that budgeted data entered into this data collection is consistent with the required local effort and required local match calculations that will be included in the fiscal year 2012 ASRFIN.

Projected required local effort and projected required local match calculations for fiscal year 2012 are based on the fiscal year 2012 per pupil amounts and funding formulas adopted in Chapter 890, 2011 Acts of Assembly.

For those accounts that are calculated on a basis of March 31 Average Daily Membership (ADM), the template allows divisions to calculate projected required local effort and projected required local match using either the Department's ADM projections or locally developed ADM projections.

This document provides detailed instructions for:

1. [Accessing and downloading the Excel template through the Department's Web site;](#)
2. [Using the template to calculate the state and local shares of funds based on projected ADM;](#)
3. [Using the template to calculate required local expenditures for the mandatory SOQ programs;](#)
4. [Using the template to calculate required local match for the optional Incentive and Lottery-funded accounts;](#)
5. [Submitting Part I to SSWS and Completing Part II of the RLERLM Data Collection;](#) and
6. [Submitting the certification forms to the Department.](#)

In addition, this document provides pictorial examples of:

[Fig. 1*](#): Click to begin button

[Fig. 2*](#): Selection of your school division

[Fig. 3*](#): Local effort and match calculation variables matrix

[Fig. 4*](#): Revise ADM projection button

[Fig. 5*](#): ADM projection user form

[Fig. 6*](#): “Budgeted RLE” worksheet tab

[Fig. 7*](#): “Budgeted RLE” check for errors button

[Fig. 8*](#): “Summary” check for errors button

[Fig. 9*](#): Revise data on “Budgeted RLE” worksheet

[Fig. 10*](#): Accessing RLERLM Data Collection in SSWS

[Fig. 11*](#): Uploading Excel file to SSWS

[Fig. 12*](#): Accessing Status Tracking for Excel File Upload to SSWS

[Fig. 13*](#): Status Tracking for Excel File Upload to SSWS

[Fig. 14*](#): Selection of “Yes” button on “Elect to Participate” screen

[Fig. 15*](#): Selection of “No” button on “Elect to Participate” screen

[Fig. 16*](#): Rank-order drop down list on “Prioritize” screen

[Fig. 17*](#): Certification of non-participation

[Fig. 18*](#): Certification of participation

[Fig. 19*](#): Certification of additional local appropriation request

*Please note that several of the figures included in these instructions may include references to prior fiscal years. These figures are for illustrative purposes only and are not intended to reflect the latest Excel template.

1. ACCESSING AND DOWNLOADING THE EXCEL TEMPLATE THROUGH THE DEPARTMENT'S WEB SITE

The Excel template for completing Part I of the budgeted required local effort and budgeted required local match calculations for fiscal year 2012 can be downloaded from the following Web address:

http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml

Both the Excel template and the instructions for completing the template are available at this site.

To download the Excel file:

- Click on the "Excel Template" cell located under the heading "**FY 2012 Budgeted Required Local Effort and Required Local Match.**"

You may either enter or click on the complete Web address as printed above or you may log onto the Department's Web site at

<http://www.doe.virginia.gov>.

- From this home page, select "Information Management" from the lower left hand corner of the Virginia Department of Education Home Page.
- Then, select "Data Collection" from the list on the right side of the page.
- Next, click on "Finance," from the listing along the right side of the page
- Then click on the "Excel Template" option for the "**FY 2012 Budgeted Required Local Effort and Required Local Match.**"

Please follow the steps below to access the Excel file if you use *Internet Explorer* as your Internet browser:

- RIGHT-CLICK on the "Excel Template" link for the FY 2012 Budgeted Required Local Effort and Budgeted Required Local Match data collection.
- Select "Save Target As" and save the file to your local drive. After the dialog box is opened, please save using a **.XLS or .XLSM extension**. If you are using Excel 2003, the default file type is .XLS. If you are using Excel 2007 or later, after the dialog box has opened, make sure that *Microsoft Office Excel 97-2003 Worksheet* is the format selected in the "Save as type" section of the dialog box. The "File name" section of the dialog box should default to save the file with a .XLS extension. This will ensure that the template has been saved with the .XLS extension.
- Once the file is saved, close Internet Explorer and open the file using Excel.

Please follow the steps below to access the Excel file if you use *Mozilla Firefox* or *Netscape* as your Internet browser:

- 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.

August 19, 2011

- 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.

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 FY 2012 Budgeted Required Local Effort and Budgeted Required Local Match 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 macro set-up needs to be completed.

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 data using Excel 2007.

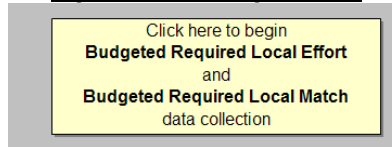
After the Excel file has been downloaded, set up according to the instructions above, and the template opened, proceed with the actions described in the following pages of these instructions.

2. USING THE TEMPLATE TO CALCULATE THE STATE AND LOCAL SHARES OF FUNDS BASED ON PROJECTED MARCH 31 ADM

Upon opening the file, you will see the “Instructions” worksheet that provides an abridged version of the instructions contained in this document.

Once you have read through this document, and the “Instructions” worksheet, you may proceed to the next worksheet in the workbook. Do this by clicking on the button at the bottom of the “Instructions” worksheet:

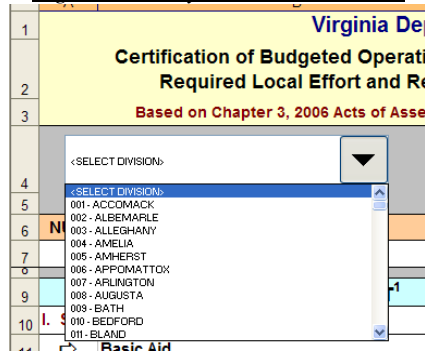
Fig. 1: Click to begin button



After clicking on the button, you will be directed to the “State and Local Funds Worksheet.” This worksheet is similar to the Department-issued calculation templates. All SOQ, Incentive, Categorical, and Lottery-funded accounts are shown in this worksheet, although not all accounts have a required local match. All accounts are shown for your information, so that you can best estimate the total state share of funds your school division is projected to receive in fiscal year 2012.

Click on the arrow in the drop-down menu to display a listing of school divisions. Scroll through the list of divisions and select your division:

Fig. 2: Select your school division



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.

After you have confirmed your division selection, a box will appear that notifies you that the file will no longer save automatically on your computer’s hard drive, as it has in prior collections. This change is due to continuing problems associated with different versions of software being used across divisions and the Department of Education. Therefore, it will be the responsibility of the user to ensure that the file is properly saved. Please note that there is no required naming

convention for your file; however, it is suggested that the name include a reference to the respective fiscal year.

An Excel macro will automatically calculate the projected state and local shares required for the SOQ programs in fiscal year 2012 based on the Department's latest March 31 Average Daily Membership (ADM) projections for your division and the SOQ per pupil amounts and funding formulas as contained in Chapter 890, 2011 Acts of Assembly.

In addition, the state share and required local match amount for the fiscal year 2012 Incentive and Lottery-funded programs that are calculated on the basis of ADM are also automatically calculated using the Department's latest ADM projections for your division and the latest calculation data as contained in Chapter 890, 2011 Acts of Assembly.

Projected state share of payment and projected local match for the Virginia Preschool Initiative offered in fiscal year 2012 are based on the application data received by the Department in May 2011. Final payments and final required local match amounts for this program will be based on Fall Verification Report data submitted to the Department in fall 2011.

Required local match amounts for the Incentive (Supplemental Support for School Operating Costs) and other Lottery-funded accounts (Early Reading Intervention, K-3 Primary Class Size Reduction, and SOL Algebra Readiness) are based on projected 2011 fall membership. Final payments and final required local match amounts for these programs will be based on actual fall membership data submitted to the Department in fall 2011.

You have the option to use your local ADM projections when calculating required local effort and required local match amounts for those accounts that are calculated on the basis of ADM.

You will not have the option to revise fall membership data or Virginia Preschool Initiative data used in the calculations. Figure 3, shown on the next page, provides an overview of the accounts affected by changing ADM projections.

Actual required local effort and required local match amounts for fiscal year 2012 will be collected as part of the 2011-2012 Superintendent's Annual School Report and will be based on final March 31 ADM, final fall membership, and final Virginia Preschool Initiative Fall Verification Report data.

Fig. 3: Local Effort and Match Calculation Variables

Account	Projected Required Local Effort or Required Local Match Based On:		
	Projected March 31, 2012 ADM	Projected FY 2012 Fall Membership	May 2011 Application Data
Basic Aid	X		
Vocational Education	X		
Gifted Education	X		
Special Education	X		
Prevention, Intervention, & Remediation	X		
VRS Retirement	X		
Social Security	X		
Group Life	X		
Textbooks	X		
English as a Second Language		X	
Supplemental Support for School Operating Costs	X		
At-Risk	X		
Virginia Preschool Initiative			X
Early Reading Intervention		X	
K-3 Primary Class Size Reduction		X	
SOL Algebra Readiness		X	

If you wish to change the projected March 31 ADM used in calculations, click on the button shown in row four of the “State and Local Funds Worksheet”:

Fig. 4: Revise ADM projection

Click here to run new ADM	
Projected FY 2010 Unadjusted ADM ²	Projected FY 2010 Adjusted ADM ²
#N/A	#N/A

You will then view a user form with two buttons, one to allow you to use the Department’s ADM projections and one to allow you to use local ADM projections:

Fig. 5: ADM projection user form

PLEASE NOTE:

To calculate your budgeted required local effort and required local match for fiscal year 2010, please select either DOE's ADM projections or your school division's locally-developed ADM projections for fiscal year 2010 by clicking on the appropriate button below. If you choose to use local ADM projections, you will be prompted to enter both adjusted and unadjusted ADM figures.

DOE Projected FY 2010 Unadjusted ADM 4,887.45
DOE Projected FY 2010 Adjusted ADM 4,887.45

Use DOE's Projected ADM

"Use DOE's Projected ADM" - Select this option to use DOE's ADM projections, shown above.

Use Local ADM Projection

"Use Local ADM Projection" - Select this option to key in your own ADM projections for FY 2010.

If you wish to use your locally developed ADM projections, select the button labeled “Use Local ADM Projection.” When prompted, enter your division’s projections for both unadjusted ADM and ADM adjusted for half-day kindergarten. If your division's ADM is not adjusted for half-day kindergarten, these projected ADM figures will be the same.

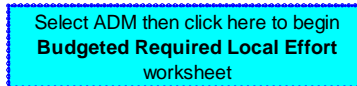
An Excel macro will recalculate state shares and the required local expenditures for the SOQ programs and other accounts that use ADM for fiscal year 2012 based on the local ADM projections entered into the spreadsheet. Should you choose to go back to using the Department’s projected ADM, click the button labeled "Click here to run new ADM" again and choose the button in the text box marked “Use DOE’s Projected ADM.”

Please take time reviewing the “State & Local Funds Worksheet” in detail, as this worksheet provides information on the required local effort and required local match amounts that your school division must certify as meeting in fiscal year 2012 in order to receive the state share of funding for SOQ, Incentive, and Lottery-funded accounts.

3. USING THE TEMPLATE TO CALCULATE YOUR REQUIRED LOCAL EXPENDITURES FOR THE MANDATORY SOQ PROGRAMS

After you have reviewed the information on the “State and Local Funds Worksheet,” you may proceed to the “Budgeted RLE” worksheet by clicking on the blue button at the top of the “State & Local Funds Worksheet”:

Fig. 6: “Budgeted RLE” worksheet tab



In order to provide the information needed for fiscal year 2012 required local effort, you will need to estimate budgeted total expenditures and state, federal, and local revenues as they would be reported on the 2011-2012 Annual School Report Financial Section (ASRFIN). The “Budgeted RLE” worksheet contains numerous cell comments that provide additional guidance and should be reviewed before entering the data.

You can only enter data into yellow-shaded cells on the worksheet; all green-shaded cells will automatically be updated by formula. Refer to Attachment C of this memorandum for the 2010-2011 ASRFIN account structure.

The following information explains the data that will be entered in Sections 1 through 5 of the worksheet:

Rows 5, 6, & 7: Contact Information

Please enter your name, e-mail address, and telephone number into the three cells at the top of the page. This information will be copied into all worksheets in the workbook.

SECTION 1: Qualifying Expenditures for Operations

Total budgeted expenditures for fiscal year 2012 - Enter the estimated total expenditures planned for fiscal year 2012 in this cell. Include all educational programs, both operational and capital, and all fund sources in this estimate. Exclude any penalty payment to the federal government for failing to meet the maintenance of effort requirement.

Excluded Capital Expenditures: Enter budgeted expenditures included in the following categories:

- 1. Capital Outlay Additions** – Enter budgeted expenditures that would be categorized in all functions under object codes 8200 through 8230. This deduction is required per language in the appropriation act.
- 2. Facilities - Capital Outlay Replacements** – Enter budgeted expenditures that would be categorized in function 66000, sub-function 68800, and sub-function 69800 under object codes 8100 through 8130. This deduction is authorized per language in the appropriation act.

August 19, 2011

- 3. Debt Service** - Enter budgeted expenditures that would be categorized in sub-functions 67100, 68900, or 69900 under object codes 4000 through 9300. This deduction is authorized per language in the appropriation act.

School Nutrition, Enterprise & Community Services – Enter budgeted expenditures that would be categorized under sub-functions 65100, 65200, 65300, 68700, or 69700 for all object codes except object codes 8200 through 8230. These expenditures are not considered part of a school division’s cost of operations relating to the Standards of Quality and should therefore be deducted.

Excluded Intra-Fund Transfers – Enter any transfers that would be categorized in sub-function 67200 and 69900 under object codes 9400 and 9800. These transfers are not considered part of a school division’s operational costs and should be deducted.

Excluded Inter-Fund Transfers – Capital Purchased by Locality – Enter any transfers budgeted under sub-function 67300 in object code 9600. These transfers are not considered part of a school division’s operational costs and should be deducted.

Excluded Inter-Fund Transfers – Transfer to Inter-Agency Fund – Enter any transfers budgeted under sub-function 67300 in object codes 9700 through 9740. These transfers are not considered part of a school division’s operational costs and should be deducted.

Excluded Programs – Enter any budgeted expenditures that would be categorized in programs 7, 8, 9 or 10 for all object codes except object codes 8200 through 8230. Programs 7, 8, 9, and 10 relate to adult education, non-regular day school, and non-LEA programs and are therefore not considered part of the operational costs related to the Standards of Quality. These expenditures should be deducted.

Payments Made by the School Division to the Virginia Retirement System (VRS) for the Employee Share of the VRS Rate When Such Payments Are Funded by EMPLOYEE Contributions – Enter any budgeted payments that the school division will make to the Virginia Retirement System (VRS) for the employee share of the VRS rate that are funded solely by EMPLOYEE contributions pursuant to Chapter 737, 2010 Acts of Assembly. These pass-through expenditures made to VRS for the employee share of the VRS rate that are funded by employee contributions are excluded from required local effort and required local match.

Total Excluded Expenditures – This cell does not require any data entry. It contains a formula that deducts the sum of items 1 through 3 and the budgeted transfers and program exclusions from total budgeted expenditures.

SECTION 2: Adjustment for State Funds

Sales Tax – This field is automatically populated with the Department’s latest sales tax estimate for fiscal year 2012, based on Chapter 890, 2011 Acts of Assembly. If you wish to use a different sales tax projection, you may enter your projection in this cell and override the formula. This deduction is authorized per language in the appropriation act.

Other State Funds – Enter your estimate of total state revenues from all sources for fiscal year 2012 excluding state revenues related to equipment, pre-kindergarten, school food, and adult education/literacy, as these revenues are not defined as operational costs as they relate to the Standards of Quality and have already been accounted for as excluded expenditures in Section 1 above. The state revenue sources that should be excluded from this total include:

Revenue Source Code	Excluded from State Funds Total
240308 and 240312	Sales Tax (<i>already excluded on line 32</i>)
240206	Adult Education
240215	School Lunch Program
240218	Career & Technical Education Adult Education
240262	Career & Technical Education Adult - Regional Program
240220	State-operated Programs
240240	Adult Literacy
240281	Virginia Preschool Initiative
240295	Special Education in Jails
240347	School Breakfast Program

If, at any point during the data collection, you return to the “State & Local Funds Worksheet” and revise the fiscal year 2012 ADM projection, then subsequent worksheets will be hidden, and you will be directed to the “Budgeted RLE” worksheet to revise the amount of “Other State Funds,” as the expected value will change with a revised ADM projection.

Carry-Forward State Funds from Prior Year – Includes unexpended fiscal year 2011 state funds paid from the Department of Education as well as other state agencies. Please note, [Chapter 890](#), 2011 Acts of Assembly (appropriation act), only permits school divisions that have met required local effort and required local match for fiscal year 2011 to carry forward to fiscal year 2012 any remaining state fund balances that are unexpended as of June 30, 2011. This amount must be deducted because the funds were recorded as received in the prior fiscal year.

NOTE on Regional Program Pass-Through Funds: The sum of funds entered into the “State Funds Passed Through to Regional Programs” in Section 2 cannot exceed the total amount of excluded inter-fund transfers to inter-agency funds from Section 1. You will be prompted with an error message and unable to continue with your data submission if Section 2 pass-through funds exceed Section 1 data. **The only school divisions that report funds in the “State Funds Passed Through to Regional Programs” cells in Section 2 should be those divisions that serve as the fiscal agent on behalf of a regional program.**

State Funds Passed Through – Excluding Regional Programs – Fiscal agent school divisions should enter the budgeted amount of state funds that you anticipate will be passed through your school division in fiscal year 2012, excluding funds dedicated for regional programs. Enter any transfers budgeted under sub-function 67300 in object code 9700. The amount in this cell represents an addition because the funds were transferred to a non-regional program, and are not part of the current year operational cost for your school division. **Do not enter data in this cell if you are not a fiscal agent for a non-regional program.**

August 19, 2011

State Funds Passed Through to Regional Alternative Education Program – Fiscal agent school divisions should enter the budgeted amount of state funds that you anticipate will be passed through your school division to a regional alternative education program in fiscal year 2012. Enter any transfers budgeted under sub-function 67300 in object code 9710. The amount in this cell represents an addition because the funds were transferred to a regional program, and are not part of the current year operational cost for your school division. **Do not enter data in this cell if you are not a fiscal agent for a regional alternative education program.**

State Funds Passed Through to Regional Governor’s School – Fiscal agent school divisions should enter the budgeted amount of state funds that you anticipate will be passed through your school division to a regional governor’s school program in fiscal year 2012. Enter any transfers budgeted under sub-function 67300 in object code 9720. The amount in this cell represents an addition because the funds were transferred to a regional program, and are not part of the current year operational cost for your school division. **Do not enter data in this cell if you are not a fiscal agent for a regional governor’s school program.**

State Funds Passed Through to Regional Career and Technical Education Center – Fiscal agent school divisions should enter the budgeted amount of state funds that you anticipate will be passed through your school division to a regional career and technical education center in fiscal year 2012. Enter any transfers budgeted under sub-function 67300 in object code 9730. The amount in this cell represents an addition because the funds were transferred to a regional program, and are not part of the current year operational cost for your school division. **Do not enter data in this cell if you are not a fiscal agent for a regional career and technical education program.**

State Funds Passed Through to Regional Special Education Program – Fiscal agent school divisions should enter the budgeted amount of state funds that you anticipate will be passed through your school division to a regional special education program in fiscal year 2012. Enter any transfers budgeted under sub-function 67300 in object code 9740. The amount in this cell represents an addition because the funds were transferred to a regional program, and are not part of the current year operational cost for your school division. **Do not enter data in this cell if you are not a fiscal agent for a regional special education program.**

Unspent State Funds (at end of fiscal year) – Enter the budgeted amount of state funds that you anticipate will remain unexpended as of June 30, 2012. The amount entered into this cell represents an addition because the funds will not be expended in the current fiscal year and are not part of current year operational costs. Please note, [Chapter 890](#), 2011 Acts of Assembly (appropriation act), only permits school divisions that have met required local effort and required local match for fiscal year 2012 to carry forward to fiscal year 2013 any remaining state fund balances that are unexpended as of June 30, 2012.

Sum of Capital Expenditures Paid from State Funds – Enter the budgeted amount of expenditures from state funds related to object codes 8100 through 8130 (capital outlay replacements) in sub-functions 66100 through 66600, 68800, and 69800. You will also need to include budgeted expenditures related to object codes 8200 through 8230 across all functions. This entry adds back part of the capital deduction taken in Section 1 in order to ensure that state funds related to capital outlay are not deducted twice.

August 19, 2011

Sum of Debt Service Expenditures Paid from State Funds – Enter the budgeted amount of expenditures from state funds related to sub-functions 67100, 68900, and 69900. This entry adds back part of the debt service deduction taken in Section 1 in order to ensure that state funds related to debt service are not deducted twice.

Total Excluded and Added State Revenues – This cell does not require any data entry. The cell contains a formula that deducts Sales Tax, Other State Funds, and Carry-Forward State Funds, and adds Unspent State Funds, Capital Expenditures paid from State Funds, and Debt Service Expenditures Paid from State Funds. The sum of these deductions and additions becomes an adjustment to total budgeted expenditures.

SECTION 3: Adjustment for Federal Funds

Federal Funds – Enter your estimate of total federal revenues from all sources excluding the following federal revenues related to pre-kindergarten, school food, federal impact aid and land-use, and adult education/literacy, as these revenues are not part of the definition of operational costs as they relate to the Standards of Quality and have already been accounted for as expenditure exclusions in Section 1 above:

Revenue Source (CFDA) Code	Excluded from Federal Funds Total
84173	Special Education Preschool
93600	Head Start
12112	Federal Land Leasing
84002	Adult Literacy
84213	Even Start
10553	School Food
10555	National School Lunch Program
10556	Special Milk Program for Children
84392	Special Education Preschool (ARRA)

School divisions should also exclude any federal stimulus funding if it was used for these purposes; otherwise, all other federal stimulus funding should be reported in this cell. Any Title I revenues (84010, 84013, 84357, & 84389) used for preschool programs should also be excluded.

Carry-Forward Federal Funds from Prior Year - Includes federal funds paid by the State Department of Education or directly by federal agencies that were carried forward at June 30, 2011. This amount represents a deduction because the funds were recorded as received in the prior fiscal year.

Unspent Federal Funds (at end of fiscal year) – Enter federal funds received in fiscal year 2012 that you anticipate will remain unexpended as of June 30, 2012. This amount represents an addition because the funds will not be expensed in the current fiscal year and are not part of current year operational costs. Carryover of federal funds is limited to only the following permitted funds:

Project Code	Revenue Source Code (CFDA)	Description of Federal Funds
42845	12112	Federal Leasing of Land
42855	09060	Federal Energy Regulation Commission
43841	10665	Forest Reserve
45850	09060	Department of Defense
N/A	84041	Impact Aid

Sum of Capital Expenditures Paid from Federal Funds – Enter the budgeted amount of expenditures from federal funds related to object codes 8100 through 8130 (capital outlay replacements) in sub-functions 66100 through 66600, 68800, and 69800. You will also need to include budgeted expenditures related to object codes 8200 through 8230 across all functions. This entry adds back part of the capital deduction taken in Section 1 in order to ensure that federal funds related to capital outlay are not deducted twice.

Total Excluded and Added Federal Revenues – This cell does not require any data entry. The cell contains a formula that deducts Federal Funds and Carry-Forward Federal Funds and adds Unspent Federal Funds, Capital Expenditures from Federal Funds, and Debt Service Expenditures Paid from Federal Funds. The sum of these deductions and additions becomes an adjustment to total budgeted expenditures.

SECTION 4: Adjustment for Other Local Revenue

Tuition and Other Payments from Another City or County – Enter the estimated amount of revenues from revenue sources 1901010 and 1901020. This deduction is authorized per language in the appropriation act.

Local Funds Carried Forward for Textbooks – This entry will be deducted from total budgeted expenditures.

Local Funds Carried Forward for School Construction Grants – This entry will be deducted from total budgeted expenditures.

Local Funds Carried Forward from FY 2010 for Additional Support for School Construction and Operating Costs – This entry will be deducted from total budgeted expenditures.

Beginning of Year Carry-Forward Balance for Other State Funded Accounts – This entry will be deducted from total budgeted expenditures.

Total Excluded Local Revenues – This cell does not require any data entry. The cell contains a formula that adds tuition and other payments to the local carry-forward amounts from fiscal year 2011. The sum of these deductions becomes an adjustment to total budgeted expenditures.

SECTION 5: Verify Required Local Effort

Net Local Expenditures for Operations - The total displayed in this cell represents your division's estimated net operating expenditures budgeted for meeting the division's required local effort from local fund sources for fiscal year 2012.

FY 2012 Required Local Effort for SOQ Accounts - The figure calculated as "Net Local Expenditures for Operations" in Section 5 is compared to the required local effort calculation in the "State and Local Funds Worksheet." If your division has met required local effort on a budgeted basis for fiscal year 2012, then a message will be displayed indicating that your division has met budgeted local effort related to the Standards of Quality.

Conversely, if your division has not met its local effort requirement, then a message will be displayed indicating that your division has not met budgeted local effort related to the Standards of Quality. If this is accurate, you will have to submit a signed certification stating that your school division will request additional local appropriation from the local governing body that is sufficient to meet the Standards of Quality.

Please see Item 132, B.8-9, Chapter 890, 2011 Acts of Assembly, for the specific reporting requirements. If you believe that your division does have sufficient local funds budgeted to meet the Standards of Quality, then you must review the data entered on this worksheet and recalculate your division's local operating expenditures before continuing.

Please note that this workbook has several error-checks built into the file. If the yellow-shaded cells are left blank, you will not be able to proceed to the next required worksheet until the "Budgeted RLE" worksheet is complete. **You may enter zeroes (0) as values, but may not leave any yellow-shaded cells blank.** Several cells also contain data validation checks. If the data you enter into these cells is outside an expected range, you will see an error message that prompts you to re-enter the data.

Once you have completed the worksheet in full, and all yellow-shaded cells have data entered into them, you may proceed to the next worksheet in the workbook. Do this by clicking on the yellow button at the bottom of the "Budgeted RLE" worksheet:

Fig. 7: "Budgeted RLE" check for errors button



After your "Budgeted RLE" worksheet is complete and has passed all error checks successfully, the file will automatically take you to the "Summary" worksheet. Please note that after you proceed to the "Summary" worksheet, the data entered on the "Budgeted RLE" worksheet will be locked and you will only be able to revise this data by returning to this worksheet and forfeiting any data entered into subsequent worksheets.

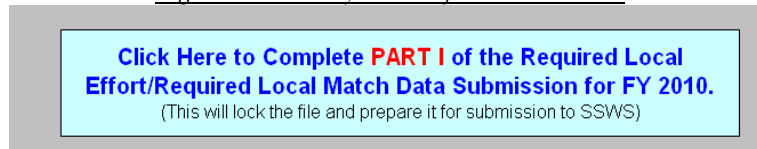
4. USING THE TEMPLATE TO CALCULATE YOUR REQUIRED LOCAL MATCH FOR THE OPTIONAL INCENTIVE AND LOTTERY-FUNDED ACCOUNTS

After completing the “Budgeted RLE” worksheet, you will be taken to a worksheet labeled “Summary.” This worksheet will provide a summary of the calculations based on the entries for budgeted local expenditures. The local matches for the applicable Incentive and Lottery-funded accounts will also be listed on this tab, along with a calculation of the remaining funds if local matches are met.

This worksheet will also provide an opportunity to enter the total amount of local Virginia Preschool Initiative (VPI) expenditures budgeted for fiscal year 2012. This amount can be used to meet the required local match for the VPI program only. If or when these funds are exhausted, then the local match for the VPI program can be met from local operational funds after required local effort for the SOQ is met.

Once you have completed the “Summary” worksheet, you will then prepare your file for submission to SSWS. Do this by clicking on the button at the bottom of the “Summary” worksheet:

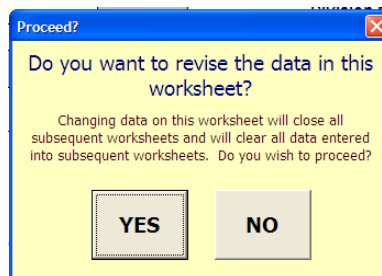
Fig. 8: “Summary” check for errors button



After the “Summary” worksheet is complete and has passed all error checks successfully, the file will automatically lock. You will then need to save and close the file. This completes Part I of the RLRLM data submission process.

Please note that after you have successfully completed the file, the data entered on all worksheets will be locked. If you need to revise the data entered in the “Budgeted RLE” worksheet, you can return to the “Budgeted RLE” worksheet and revise data on that worksheet by clicking on the “yes” button (this will also unlock the data entry cell on the “Summary” worksheet):

Fig. 9: Revise data on “Budgeted RLE” worksheet



5. SUBMITTING PART I TO SSWS AND COMPLETING PART II OF THE RLERLM DATA COLLECTION

Part II of the RLERLM data collection will be completed using the Single Sign-on for Web Systems (SSWS). Each division will log into the site and upload the Excel file from Part I using the following address:

<https://p1pe.doe.virginia.gov/ssws/login.page.do>

Once the file has been successfully uploaded to SSWS, each division will have the ability to elect to participate in programs that require a local match or to prioritize such programs if there are not enough local operating funds to support participation in all eligible programs.

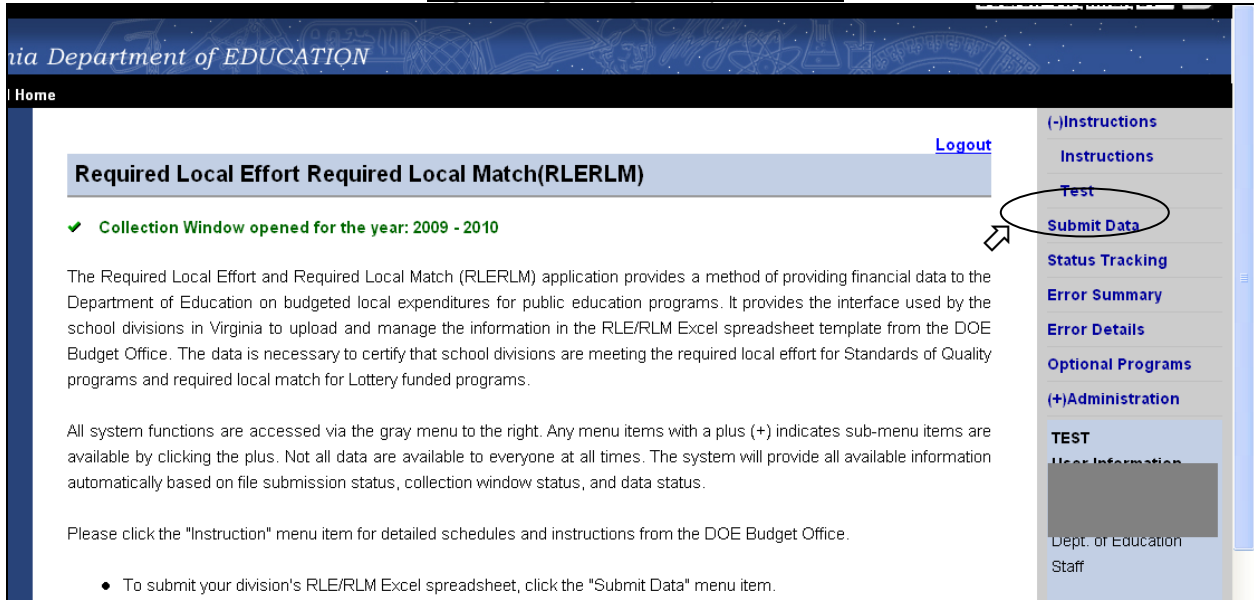
To access Part II of the RLERLM data collection, log into SSWS and then select “Required Local Effort and Required Local Match” from the application menu.

Fig. 10: Accessing RLERLM Data Collection in SSWS

The screenshot displays the SSWS Application Selection interface. At the top, it says "VDOE Website >> SSWS Menu" and "Contact Us". A "Logout" link is in the top right. The main heading is "SSWS Application Selection". A red warning message states: "WARNING! You are NOT connected to a live database! Data is for testing/training only. This is a test system to be used for testing and training purposes only. Data viewed, entered, or updated is not regarded as real information and may be lost or overwritten at any time." Below this, a green checkmark says "Welcome Sterling Daniel." and a prompt asks to "Please select one of the Applications listed below". A section titled "APPLICATIONS" lists several options: "Annual School Report: Financial (ASRFIN)", "Budget Office Downloads (BOD)", "Miscellaneous Statistics", "Online Management of Education Grant Awards-OMEGA", "Pupil Transportation", and "Required Local Effort Required Local Match(RLERLM)". The "Required Local Effort Required Local Match(RLERLM)" link is circled in red. The right sidebar contains "SSWS Instructions", "Contact List", "Applications Contact Info", "Change Password", "Change E-mail", "Dropbox", "EIM Service Request", "User Information" (Sterling Daniel, sdaniel, Dept. of Education Staff), "VDOE SSWS Admin" (Doris Brown, (804) 371-7875, E-Mail), and a PDF icon with a note: "Many of the documents on the VDOE Web Site are in PDF format and require Adobe's".

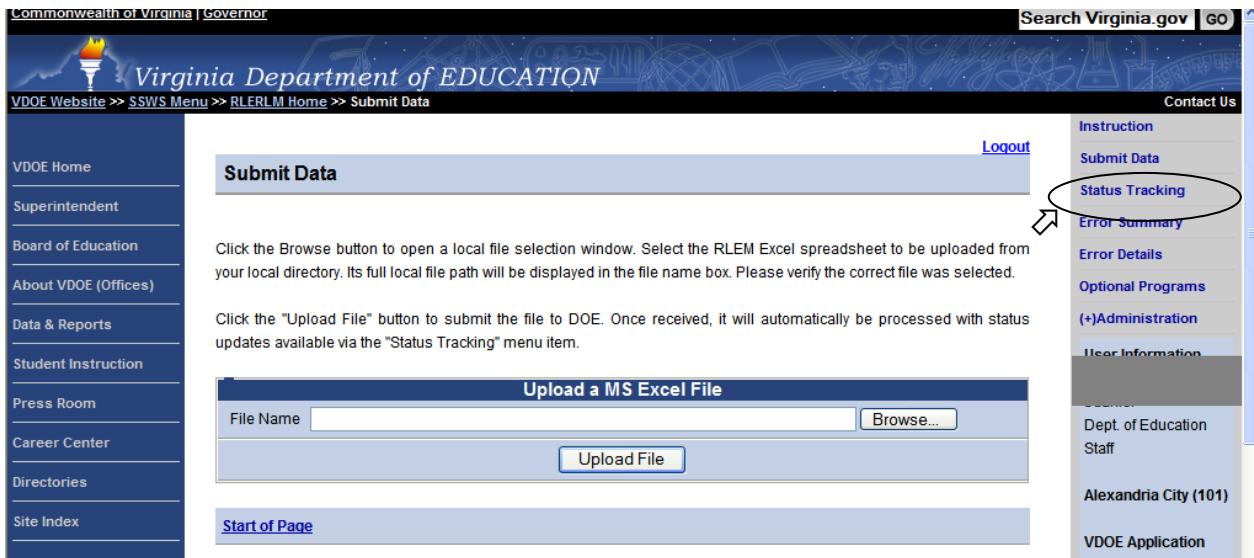
Please select your division from the list provided on the screen. This will take you to the welcome screen for the RLERLM data collection as shown below. You will then need to select “Submit Data” from the menu on the right side of the screen to upload the Excel spreadsheet (Part I) to SSWS.

Fig. 11: Uploading Excel file to SSWS



This will take you to the file upload screen (see below). Use the “Browse” button to select the FY 2012 Budgeted RLERLM file from your desktop. Then, press the “Upload file” button. You will then select “Status Tracking” from the menu on the right side of the screen.

Fig. 12: Accessing Status Tracking for Excel File Upload to SSWS



The “Status Tracking” screen will indicate the progress of your file upload. The upload process could take up to five minutes and consists of three stages:

Awaiting Conversion – SSWS is waiting for a macro to run that converts your Excel file to a text file that is then uploaded to SSWS.

Not Validated – The macro has run and SSWS is now reading the data from the text file to make sure that the file submitted is valid and contains no errors.

Successful/Failed – The final stage will indicate whether or not your file was successfully loaded to SSWS.

Fig. 13: Status Tracking for Excel File Upload to SSWS

nia Department of EDUCATION

Home >> Status Tracking

Status Tracking [Logout](#)

These are the file names, status, and upload date of all files uploaded during the current RLE/RLM collection. The last file uploaded may be viewed by clicking the "View" link in that file's row. Please remember to refresh this screen to update the upload status. The upload status will display the current status of each file:

- Awaiting Conversion - the file is being processed at DOE
- Not Validated - the file is being checked for errors
- Failed - the data has critical issues, click "Error Summary" or "Error Detail" to review
- Successful - the data has no issues, click "Optional Programs" to continue the submission process.

File Name	Upload Status	File Upload Date	View
budgeted rle-rlm template forxls	Successful	07/30/2009 12:28 PM	View

[Start of Page](#)

Navigation Menu:
(-)Instructions
Instructions
Test
Status Tracking
Error Summary
Error Details
Optional Programs
(+)Administration
Reports
TEST
User Information
Dept. of Education
Staff

If you receive a “Failed” message, you will need to repeat the file upload process. You can select “Error Details” from the menu on the right side of the screen for additional information on the cause of the failed submission. You will also receive an e-mail detailing potential problems with your Excel file. You will not be able to complete Part II of the RLERLM data collection until you successfully upload your Excel file to SSWS.

If you receive a “Successful” message on the “Status Tracking” screen, you can then proceed to Part II of the RLERLM data collection.

To begin Part II, scroll to the right side of the screen and select “Optional Programs” from the menu. The next screen will be based on the amount of local funds available, after required local effort for SOQ programs is met, for optional Incentive and Lottery-funded accounts.

If the local funds available are *equal to or greater than* the total local match amount for all Incentive and Lottery-funded accounts, then your school division will be directed to complete the “Elect to Participate” screen.

If the local funds available are *less than* the total local match amount for all Incentive and Lottery-funded accounts, then your school division will be directed to the “Prioritize” screen.

Directions for the “Elect to Participate” screen:

Based on data entered in the "Budgeted RLE" worksheet in Part I (Excel file), your school division has sufficient budgeted operating expenditures from local funds to meet all projected required local match obligations, in addition to the required local effort obligations. On this

screen, you must indicate which Incentive and Lottery-funded accounts your school division chooses to participate in for fiscal year 2012.

Your division has the option to participate in all of the Incentive and Lottery-funded accounts, or only those selected by your division. To signal intended participation, click the “Yes” button below each program:

Fig. 14: Selection of “Yes” button on “Elect to Participate” screen

Optional Programs	
1 At-Risk	Elect to Participate? Yes <input checked="" type="radio"/> No <input type="radio"/>
Required Local Match: \$848,272.00	
Remaining Local Operating Funds:	\$181,891,866.20
Remaining Virginia Preschool Initiative Funds:	\$3,537,487.00

Note that if your division "elects to participate," you will be directed to the superintendent's certification form for program requirements, as well as verification that the local match of funds will be provided in fiscal year 2012.

To indicate that your school division will not participate in a program, click on the “No” button below the program:

Fig. 15: Selection of “No” button on “Elect to Participate” screen

3 SOL Algebra Readiness	Elect to Participate? Yes <input type="radio"/> No <input checked="" type="radio"/>
Required Local Match: \$2,000.00	
Remaining Local Operating Funds:	-\$2,846,713.84
Remaining Virginia Preschool Initiative Funds:	\$0.00

Note that if your division elects not to participate, the required local match amount is zero (\$0.00) and you are not required to provide a local match of funds for this program in fiscal year 2012. You will be directed to a superintendent's certification form to certify that your division will not participate in the program in fiscal year 2012. Your division will not receive the state share of payment for the program in fiscal year 2012.

Once you have made all of your selections, you will proceed to the certification process of the data collection. The program certification forms are discussed in greater detail in Section 6 of these instructions.

Directions for the “Prioritize” screen:

Based on data entered in the "Budgeted RLE" worksheet in Part I (Excel file), your school division either:

- Only has sufficient budgeted expenditures to meet local match requirements for all Incentive and Lottery-funded accounts if Virginia Preschool Initiative funds are used in the required local match calculations;

or:

- Does not have sufficient budgeted local operating expenditures to meet all required local match obligations.

On this screen, your school division must first prioritize the Incentive and Lottery-funded accounts in which your school division chooses to participate, and then must indicate participation in those prioritized programs based on your division’s ability to provide a local match of funds.

Your school division must rank order the Incentive and Lottery-funded accounts based on their relative importance in terms of your division’s participation in them.

To begin, click in the white text box to display the drop-down list of Incentive and Lottery-funded accounts. Scroll down the list, and highlight and click on the program you wish to select for each priority. Please note that there are error checks built into the system that will not allow you to select the same program twice. In addition, any program in which you are not eligible to participate will not be included on the list. If you inadvertently select the same program twice, then you will be directed to revise your selection before being allowed to submit your data to DOE:

Fig. 16: Rank-order drop down list on “Prioritize” screen

Optional Programs		
1	--Select-- --Select-- At-Risk Early Reading Intervention K-3 Primary Class Size Reduction SOL Algebra Readiness Virginia Preschool Initiative	Elect to Participate? Yes <input type="radio"/> No <input type="radio"/>
Remaining Local Operating Funds:		\$86,934.00
Remaining Virginia Preschool Initiative Funds:		\$71,225.00
2	Virginia Preschool Initiative	Elect to Participate? Yes <input type="radio"/> No <input type="radio"/>
Required Local Match:		
Remaining Local Operating Funds:		\$86,934.00
Remaining Virginia Preschool Initiative Funds:		\$71,225.00

You must rank order all programs that require a local match. You will then need to indicate whether or not your division will elect to participate in each program. This includes any program in which your division is unable to meet local match requirements or chooses not to participate.

Once you have rank-ordered all programs, you will then be able to indicate participation preference. You must indicate which Incentive and Lottery-funded accounts your school division chooses to participate in for fiscal year 2012, and for which programs your school division will provide a local match of funds.

As you indicate participation preference for each of the Incentive and Lottery-funded accounts using the “Yes” and “No” buttons, an updated balance of available funds will be shown for Local Operating and Local Virginia Preschool Initiative (VPI) funds.

August 19, 2011

Please remember that “Local VPI” can only be used to meet the local match requirement for the Virginia Preschool Initiative program. If local VPI funds are insufficient to meet the match requirement for the VPI program, then the local match, in whole or in part, is met using “Local Operating” funds.

If, at any time while working on the “Prioritize” screen, you wish to revise the rank-order priority list, you may change your selections using the dropdown menu referenced above for each priority number. However, please note that **if you modify a selection for a priority number, your participation preference will not be automatically changed or cleared.** Please review your participation preferences for each program to ensure accuracy whenever any changes are made to the rank-order priority list.

Once you have made all of your selections, you will proceed to the certification process of the data collection. The program certification forms are discussed in greater detail in Section 7 of these instructions.

6. SUBMITTING THE CERTIFICATION FORMS TO THE DEPARTMENT

Upon successful completion of Part II of the RLERLM data collection, you will proceed to the Superintendent's Certification Reports screen. To access this screen, press the "Submit to DOE" button on the bottom of the "Optional Programs" screen. Please note that once you have pressed this button, all selections will be locked and you will have to contact the DOE Budget Office to have your submission unlocked.

PLEASE NOTE THAT PAYMENTS FOR ALL LOTTERY-FUNDED ACCOUNTS WILL NOT BEGIN UNTIL ALL SCHOOL DIVISIONS HAVE SUCCESSFULLY COMPLETED PARTS I AND II OF THE RLERLM DATA COLLECTION AND THE DEPARTMENT HAS RECEIVED THE SIGNED CERTIFICATION FORMS.

In general, the certification forms are based on the "Elect to Participate" selections made by your division on the "Optional Programs" screen in SSWS. The amount of available local operating and Virginia Preschool Initiative expenditures also determines whether or not your division has sufficient budgeted local expenditures to meet the local match requirements for those programs in which you choose to participate.

Elect Not to Participate in a Program - If your school division elects not to participate in a program (regardless of whether or not sufficient local expenditures have been appropriated for the program), then you will be directed to a certification form that indicates that your division will not participate in the program in fiscal year 2012:

(Note: Participation in the required SOQ programs is mandatory; therefore, this certification is not shown for Budgeted Required Local Effort for the SOQ.)

Fig. 17: Certification of non-participation

Will <input type="checkbox"/> Participate in this Program in FY 2010?	<input type="checkbox"/> No
Certification of Non-Participation - Fiscal Year 2010	

Elect to Participate in a Program and SUFFICIENT Budgeted Expenditures – If your school division elects to participate in a program, and if sufficient local expenditures have been budgeted, then you will be directed to a certification form that indicates that your division will participate in the program in fiscal year 2012 and that sufficient local expenditures have been budgeted to meet local match requirements:

Fig. 18: Certification of participation

Will [REDACTED] Participate in this Program in FY 2010?	Yes
Are Sufficient Local Operating Expenditures Available to Meet the Required Local Match for this Program in FY 2010?	Yes

Certification of Budgeted Operational Expenditures from Local Funds to Meet Required Local Match for Fiscal Year 2010

Elect to Participate in a Program but INSUFFICIENT Budgeted Expenditures - If your school division elects to participate in a program, and if sufficient local expenditures have not been budgeted, then you will be directed to a certification form that indicates that your division will request additional appropriation of local funds to meet the local match requirements for the program in fiscal year 2012.

The additional appropriation request certification form will include the additional appropriation that must be requested in order for your school division to meet the budgeted local match requirements for the specified program.

The certification also indicates that this data collection will be resubmitted once the additional appropriation is secured, so the final submitted data collection on file reflects all accounts in which required local effort or required local match was met.

Should your division need to resubmit the data collection template when additional local appropriation is secured, then the Department budget staff will provide additional guidance on how to resubmit data using your initial template as submitted to the Department.

Please note that the state share of payments for those programs in which additional appropriation of local funds must be requested will not begin until the Department receives the final certification form from your school division reflecting the requested additional appropriation required to meet local match requirements.

Fig. 19: Certification of additional appropriation request

Will [REDACTED] Participate in this Program in FY 2010?	Yes
Are Sufficient Local Operating Expenditures Available to Meet the Required Local Match for this Program in FY 2010?	No

Certification of Need For Additional Local Appropriation - Fiscal Year 2010

I hereby certify that additional local appropriation will be requested from the local governing body in order to meet Required Local Match for this program for fiscal year 2010. An additional appropriation must be secured from the local governing body in order to meet local match requirements for this program in fiscal year 2010. Please note that the state share of payments for K-3 Primary Class Size Reduction will not begin until the Department of Education receives the final certification from your school division reflecting that the requested additional appropriation required to meet local match requirements has been received.

A hardcopy of all six certification forms (checklist enclosed below) must be signed by the division superintendent and mailed by October 1, 2011, to:

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

<i>Program Certification Form Checklist</i>	
Hard Copy Signed and Mailed to the Department?	Program Certification
<input type="checkbox"/>	Budgeted Required Local Effort ¹
<input type="checkbox"/>	Supplemental Support for School Operating Costs ¹
<input type="checkbox"/>	SOL Algebra Readiness ¹
<input type="checkbox"/>	At-Risk Program ¹
<input type="checkbox"/>	Virginia Preschool Initiative Program ²
<input type="checkbox"/>	Early Reading Intervention
<input type="checkbox"/>	K-3 Primary Class Size Reduction ³
<input type="checkbox"/>	Upload Excel Template (PART I) to: https://p1pe.doe.virginia.gov/ssws
<input type="checkbox"/>	Complete PART II in SSWS
<input type="checkbox"/>	Print and Mail Hard Copies of Each Certification Form, Signed by Division Superintendent, to the Department of Education

¹Final local match amounts and final payments will be based on actual March 31, 2012 ADM.

²Additional certification will be required on the VPI Fall Verification Report due Fall 2011.

³Additional certification is required on the fall data collection, due Fall 2011.

Thank you for completing the Budgeted Required Local Effort and Budgeted Required Local Match certifications for fiscal year 2012.