Instructions for Accessing the Payment Calculation Template for Governor McDonnell's Proposed Amendments to the 2010-2012 Biennial Budget

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 Governor McDonnell's proposed amendments to the 2010-2012 biennial budget.

This 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 "Direct Aid Entitlement Information & Calculation Templates" Web page. To download the Excel file, click on the "Excel Template" link for "Governor's 2010-2012 Introduced Budget Amendments (December 2010)."

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 "School Finance" link located as the last link on the left side of the page. From this section, click on the "Direct Aid Entitlement Information & Calculation Templates" link located on the right side of the page. Then click on the "Excel Template" option for the "Governor's 2010-2012 Introduced Budget Amendments (December 2010)." 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 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 file for use.

The Excel file consists of nineteen 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.

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.

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 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 "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 state general funds used for the state share of Basic Aid in fiscal year 2011.

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 "RLM Projection," is a template that school divisions can use to estimate required local expenditures for optional Lottery funded accounts (Virginia Preschool Initiative (VPI), At-Risk, Early Reading Intervention, K-3 Primary Class Size Reduction, and SOL Algebra Readiness) for fiscal years 2011 and 2012. Estimated state revenues for VPI and the local match requirements for each program are pre-populated based on the projected state payments shown on the "State & Local Funds Summary" spreadsheet. 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 match.

NEW! The eighth spreadsheet, labeled "Title I MOE," is a template that school divisions can use to estimate compliance with meeting Title I Maintenance of Effort requirements for fiscal years 2011 and 2012. Projected state revenues are pre-populated based on the projected state payments shown on the "State & Local Funds Summary" worksheet. This form is intended for planning purposes only, and does not take the place of any state or federal reporting requirements for Title I Maintenance of Effort.

NEW! The ninth spreadsheet, labeled "IDEA MOE," is a template that school divisions can use to estimate compliance with meeting IDEA Maintenance of Effort requirements for fiscal years 2011 and 2012. Projected state revenues are pre-populated based on the projected state payments shown on the "State & Local Funds Summary" worksheet. This form is intended for planning purposes only, and does not take the place of any state or federal reporting requirements for IDEA Maintenance of Effort.

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

The twelfth spreadsheet, labeled "FY11 School Nurses", displays information about the FY 2011 school nurse costs funded in the basic aid appropriation.

The thirteenth spreadsheet, labeled "FY12 School Nurses," displays information about the FY 2012 school nurse costs funded in the basic aid appropriation.

The fourteenth spreadsheet, labeled "K-3," displays the school-level projected 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 fifteenth spreadsheet, labeled "Governor's School," provides information on the total projected state share of funding for Governor's Schools for all school divisions in fiscal years 2011 and 2012.

The sixteenth 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 Alternative Education Program.

The seventeenth 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 year 2011 and fiscal year 2012.

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

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