

## **Instructions for Accessing the Final Payment Calculation Template for the Fiscal Year 2011 Direct Aid to Public Education Budget Based on Final March 31, 2011, Average Daily Membership**

A downloadable Excel file has been created to allow divisions to calculate their final fiscal year 2011 state payments and local matches for Standards of Quality (SOQ), Lottery-funded, Incentive, and Categorical accounts based on Chapter 890, 2011 Acts of Assembly, as well as final March 31, 2011, average daily membership (ADM), adjustments to fiscal year 2011 Basic Aid payments, and final Lottery-funded, Incentive, and Categorical account payments, where available. Unlike previous Excel calculation templates for fiscal year 2011 provided by the department, this file does not offer an option to change March 31 ADM for fiscal year 2011 since ADM is now final.

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](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, click on the "Excel Template" link for "Final FY 2011 Direct Aid Payments (May 2011)."

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 on the bottom left corner of the page. From this option, click on "Budget & Grants Management" in the School Finance Main Menu along the right-hand side of the page, then click on "Direct Aid Payments and Calculation Templates," select the "Final FY 2011 Direct Aid Payments (May 2011)" template and right-click on the "Excel Template" link for any of the options listed in the previous paragraph. 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.

**FY 2011 Payment Calculation File:**

The final FY 2011 payment calculation file consists of twenty-one spreadsheets that are described below:

The first spreadsheet, labeled “Instructions,” contains instructions for using the file. Please review this spreadsheet carefully, as it provides specific guidance for calculating the Direct Aid payments.

The second spreadsheet, labeled “State & Local Funds Summary,” contains the spreadsheet that is used to calculate final fiscal year 2011 payments and required local matches based on the fiscal year 2011 budget (Chapter 890, 2011 Acts of Assembly), as well as actual March 31, 2011, ADM.

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. Please note that while this file provides you with the final FY 2011 payments for accounts calculated using March 31, 2011, ADM, it may not include all year-end adjustments to Incentive, Categorical, or Lottery-funded programs that are based on actual participation or reimbursement; consequently, the amounts shown for these accounts may be estimated payments only.

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) which replaced 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 the required local match for optional general fund or Lottery-funded accounts (Virginia Preschool Initiative [VPI], At-Risk, Early Reading Intervention, K-3 Primary Class Size Reduction, SOL Algebra Readiness, Supplemental Support for School Operating Costs) 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.

The eighth spreadsheet, labeled “Title I MOE,” is a template that school divisions can use to estimate compliance with meeting federal 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.

The ninth spreadsheet, labeled “IDEA MOE,” is a template that school divisions can use to estimate compliance with meeting federal 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 “March 31, 2011 ADM,” shows the division-level average daily membership (ADM) used to calculate your school division's final fiscal year 2011 payments for accounts calculated using ADM. Also included are the specific additions and deductions used to generate the final fiscal year 2011 ADM for your school division.

The eleventh spreadsheet, labeled “Adjustments to FY2011 Basic Aid,” provides information on adjustments to the fiscal year 2011 Basic Aid entitlements such as payments made by the department on behalf of school divisions to the Virginia School for the Deaf and the Blind or to state mental health/mental retardation facilities, as well as adjustments to Basic Aid for those divisions ineligible to receive state Driver Education funds. These adjustments reduce the final fiscal year 2011 Basic Aid payment for affected divisions.

The twelfth 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 thirteenth spreadsheet, labeled “Funded Positions,” displays the funded Basic Aid support positions and salary cost, as well as the funded SOQ instructional positions.

The fourteenth spreadsheet, labeled “FY11 School Nurses,” displays information about the FY 2011 school nurse support costs funded in the Basic Aid entitlement.

The fifteenth spreadsheet, labeled “FY12 School Nurses,” displays information about the FY 2012 school nurse support costs funded in the Basic Aid entitlement.

The sixteenth spreadsheet, labeled “K-3,” displays the school-level formula payments for fiscal years 2011 (actual) and 2012 (projected) 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 seventeenth 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 eighteenth 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 nineteenth 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 twentieth 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 twenty-first 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.