

**Instructions for Accessing the Entitlement Calculation Template
for the Amended Fiscal Year 2004 Budget Adopted by the Full
Membership of the 2004 General Assembly on March 13, 2004**

A downloadable Excel file has been created to allow divisions to calculate their projected state entitlements and local matches for Standards of Quality (SOQ), incentive, and categorical accounts based on the amended fiscal year 2004 budget adopted by the full membership of the 2004 General Assembly on March 13, 2004. This template also allows divisions to change average daily membership (ADM) projections to test the effect of a different ADM on the projected state entitlements and required local matches. The template is provided for your use and does not have to be returned to the department. The Excel file is located on the department's Web site, at the following address:

<http://www.pen.k12.va.us/VDOE/Finance/Budget/calctools.html>

The Web address noted above brings you to the Budget Office's "Calculation Templates" Web page. To download the Excel file, click on the "Excel Template" link located next to corresponding budget. You may also access the template by logging onto the department's Web site at <http://www.pen.k12.va.us/>. 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 click on the "Excel Template" link for the amended fiscal year 2004 budget adopted by the 2004 General Assembly.

You must use Microsoft Excel version 97 or later to use all of the features contained in this file. If you do not have Excel 97 or later, please contact the budget office staff at (804) 225-2025 for assistance. Please follow the steps below to access the Excel file from the Web site using either the Netscape or Internet Explorer browser.

Downloading Instructions for Netscape Users:

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. **Please note that in order for the**

template to operate correctly, you must click on the "ENABLE MACROS" button.

Downloading Instructions for Internet Explorer Users:

1. RIGHT-CLICK on the "Excel Template" link on the Web site.
2. Select "Save Target As" and save the file to your local drive. (Note: The file will be renamed once you select your school division from the drop-down box. Make sure you do not change the file name assigned to your file.)
3. Once the file is saved, close Internet Explorer and open the file using Excel. **Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.**

The Excel file consists of six spreadsheets that are described below:

- A. The first spreadsheet, labeled "Instructions," contains instructions for using the template. Please review this spreadsheet carefully, as it provides specific guidance for calculating projected entitlements.
- B. The second spreadsheet, labeled "State & Local Funds Worksheet," contains the spreadsheet that is used to calculate projected entitlements and required local matches. This sheet is used as follows:
 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 school 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. The file will be saved automatically to the following location on your computer's hard drive:

[C:\DOE_DATA\FY 2004 Budget\Final FY 2004 Budget Adopted by 2004 GA.xls.](#)
 3. After the file has been saved to your hard drive, a box will appear that provides you with the option to use DOE's projected ADM or your own ADM projections.

Should you choose to change ADM, you can make this change by selecting the option "CLICK HERE TO RUN NEW ADM," at the top of this spreadsheet.

The third spreadsheet, labeled "Required Local Effort," summarizes the division's projected required local effort for the Standards of Quality programs for fiscal year 2004. No data entry is required as this sheet uses the data from the "State and Local Funds Worksheet" to calculate required local effort.

The fourth spreadsheet, labeled "Account Funding Matrix," contains a summary of Direct Aid Account Information for fiscal year 2004. 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 or whether the program requires an application or certification.

The fifth spreadsheet, labeled "Account Funding Explanations," provides information on funding formulas for the SOQ, incentive, and categorical accounts based on the amended fiscal year 2004 budget adopted by the 2004 General Assembly.

The sixth spreadsheet, labeled "Statewide Totals," provides information on total state funding provided for the Direct Aid accounts shown.

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