

**Instructions for Downloading Table 15 Worksheets for Calculating Total and Per Pupil Expenditures by Fund Source for Fiscal Years 2006, 2007, and 2008**

A downloadable Excel file has been created to allow divisions to view detailed calculations related to Table 15, Sources of Financial Support for Expenditures, Total Expenditures for Operations and Total Per Pupil Expenditures for Operations, from the *Superintendent's Annual Report for Virginia*. The Excel file allows school divisions to download actual fiscal year 2006 total and per pupil expenditures and provides a tool for divisions to estimate total and per pupil expenditures for fiscal years 2007 and 2008. This information is provided to assist you in complying with the reporting requirements of Section 22.1-92, *Code of Virginia*.

The Excel file is located on the department's Web site, at the following address:

<http://www.doe.virginia.gov/VDOE/Publications/asrstat/2005-06/asrbook.html>

This address brings you to the Virginia Department of Education's "Superintendent's Annual Report 2005 - 2006" Web page. To download the Excel file, click on the "Table 15.xls" link located to the right of the Table 15 description. You may also access the template by logging onto the department's Web site at <http://www.doe.virginia.gov>. From the top menu bar on this home page, select the option titled "Data & Reports," then select "Reports" and under Superintendent's Annual Report (near the bottom of the page), click on "2005-06."

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

RIGHT-CLICK on the "Table 15.xls" link located to the right of the Table 15 description.

1. Select "Save Target As" and save the file to your local drive.
2. Once the file is saved, close Internet Explorer and open the file using Excel.
3. 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 the instructions below on adjusting macro security levels in Excel.

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. 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 the instructions below on adjusting macro security levels in Excel.

Please follow the steps below in Excel if you are prompted with a **Microsoft Visual Basic error** alerting you to disabled macros:

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 may have to exit out of the spreadsheet and reopen the file for the macro security changes to take effect.
5. When accessing the Table 15 worksheets from the Department of Education, you must click on the "ENABLE MACROS" button before using the spreadsheets.

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