

**INSTRUCTIONS FOR ACCESSING THE EXCEL TEMPLATE USED TO
CALCULATE STATE ENTITLEMENTS AND REQUIRED LOCAL MATCHES
BASED ON FINAL AVERAGE DAILY MEMBERSHIP AS OF MARCH 31,
2001**

A downloadable Excel file was created that calculates state entitlements, required local effort for the Standards of Quality (SOQ) accounts, and required local matches for incentive-based accounts based on March 31, 2001 ADM. This file also provides estimated entitlements and required local matches for fiscal year 2002 based on the department's fall 2000 ADM projections for fiscal year 2002. The Excel file is located on the department's Web site and can be downloaded from the following address:

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

This address brings you to the budget office's "Calculation Tools" Web page.

Downloading Instructions for Netscape Users:

To download the Excel file using Netscape, click on the "Excel Template" cell located next to the heading labeled "FY2001 Final Entitlements." 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 titled "DOE Offices," click on "Finance," click on "Budget Office," click on "Calculation Tools," and click on the "Excel Template" link next to "FY2001 Final Entitlements."

Downloading Instructions for Internet Explorer Users:

To download the Excel file using Internet Explorer:

1. After accessing the Calculations Tools page, RIGHT-CLICK on the "Excel Template" link for "FY2001 Final Entitlements."
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 inside the template.)
3. After the file is saved, close Internet Explorer and open the file using Excel.

After the File has been Downloaded:

After you open the Excel file, 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. In order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

The Excel file consists of two spreadsheets. The first, labeled "Instructions," contains instructions for working with the Excel template. The second, labeled "State & Local Funds Worksheet," calculates state entitlements and required local matches based on final March 31, 2001, ADM for fiscal year 2001 and on the department's fall 2000 ADM projections for fiscal year 2002.

Please note that this file does not allow divisions to change ADM for either year. If you would like to test the effects of changing fiscal year 2002 ADM, please use the calculation tool provided as part of Regulatory Superintendent's Memorandum number 1, dated March 9, 2001. (Note: When using the "Calctools" spreadsheet from the March 9, 2001, superintendent's memorandum, please remember that in order to calculate the correct amounts for fringe benefits, enrollment loss, and school construction, you must enter the division's final 2001 ADM as well as the updated ADM projection for 2002. ADM changes will only recalculate those accounts that are dependent on ADM. Please refer to the May 25, 2001, superintendent's memorandum for the latest entitlements on all other accounts.)

This tool is provided for your information only; you do not have to return the Excel template to the department. If you have questions regarding the Excel template, please contact budget office staff at (804) 225-2025.