

FY 2021 Preliminary Budget
Data Collection
Software Instructions

Due

February 1, 2020

Data Management & Analysis Team
(802) 828-1017



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Minimum System Requirements

The Preliminary Budget is an Excel worksheet this year, not an online application. You need to enable the macros when you first open it.

Technical Support

Call (802) 828-1017 for assistance with the data entry application.
Call (802) 828-2725 for assistance with data issues.

Due Date

The FY2021 Preliminary Budget is due February 1, 2020.

Starting the Application

Open a Microsoft Excel template and choose the organization that you would like to report information on.

Preliminary Budget Data Entry Template

Due Date: February 1, 2020 or after Board Approval

Vermont Agency of Education HelpDesk (802) 828-1017

Please Create a Folder on your Local Disk (C) drive Called "PRELIM" before using this template

Please Select Your Organization:

Column #	1	2	5	6	9
Column Name	PRPEXP	PRPREV	APPGRSCON	DEDREV	EXSPNDOFF
Description	Proposed Expenditures (Box A)	Proposed Offsetting Revenues	Gross eligible Capital Debt Expenditures (F8888)	Offsetting revenues dedicated to eligible capital debt (R8888)	All other eligible exclusions for excess spending threshold
FY20					
FY21	0	0	0	0	0

Clear FY21 Data Fields

Initial Educational Spending

0

Make Preliminary Budget Data File

Once you have selected an organization the amounts you entered for last year's preliminary budget will appear in the "FY20" line. Please enter this year's information on the "FY21" line.

Preliminary Budget Data Entry Template

Due Date: February 1, 2020 or after Board Approval

Vermont Agency of Education HelpDesk (802) 828-1017

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Please Select Your Organization:

Column #	1	2	5	6	9
Column Name	PRPEXP	PRPREV	APPGRSCON	DEDREV	EXSPNOFF
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FY20					

FY21	0	0	0	0	0
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Clear FY21 Data Fields

Initial Educational Spending

0

Make Preliminary Budget Data File

Data File Creation

Before making a data file for the Preliminary budget collection make sure to create a folder on your C:\ drive, called "PRELIM" (all caps).

Once you have created the appropriate folder, use the button in the excel data file to create the data file to send to AOE.

Preliminary Budget Data Entry Template

Due Date: February 1, 2020 or after Board Approval
 Vermont Agency of Education HelpDesk (802) 828-1017

Please Create a Folder on your Local Disk (C) drive Called "PRELIM" before using this template

Please Select Your Organization:

Column #	1	2	5	6	9
Column Name	PRPEXP	PRPREV	APPGRSCON	DEDREV	EXSPNOFF
Description	Proposed Expenditures (Box A)	Proposed Offsetting Revenues	Gross eligible Capital Debt Expenditures (F8888)	Offsetting revenues dedicated to eligible capital debt (R8888)	All other eligible exclusions for excess spending threshold
FY20					
FY21	0	0	0	0	0

Initial Educational Spending

When you select a new district, you can reset the FY21 data by clicking on the “Clear FY21 Data Fields” Button after you have created the file for the previous district:

Preliminary Budget Data Entry Template

Due Date: February 1, 2020 or after Board Approval

Vermont Agency of Education HelpDesk (802) 828-1017

Please Create a Folder on your Local Disk (C) drive Called "PRELIM" before using this template

Please Select Your Organization:

Column #	1	2	5	6	9
Column Name	PRPEXP	PRPREV	APPGRSCON	DEDREV	EXSPNDOFF
Description	Proposed Expenditures (Box A)	Proposed Offsetting Revenues	Gross eligible Capital Debt Expenditures (F8888)	Offsetting revenues dedicated to eligible capital debt (R8888)	All other eligible exclusions for excess spending threshold
FY20					
FY21	0	0	0	0	0

Clear FY21 Data Fields

Initial Educational Spending

0

Make Preliminary Budget Data File

Data Reporting and Software Instructions

These instructions help you complete the data in the application and will be attached to the announcement email and listed on the [AOE website](#).

Reporting Instructions

FY 2021 Preliminary Budget Data Collection Data Reporting Instructions

Software Instructions

FY 2021 Preliminary Budget Data Collection Software Instructions

Data Submission

To submit data please email the file named T***FY21PRELIM.CSV if you are submitting for T*** to [Glenn Bouchard](#). Please note we will run edit checks on your data once we have received the information and may need to follow up with you then.