Department of Juvenile Justice

Revenue Estimate Worksheet Instructions

*Open the attached Excel workbook and fill in all gray shaded cells in accordance with these directions:*

1. **Select “Revenue Estimate” tab on the Excel workbook.**

2. **Enter your district number in cell A1.** (These sheets are currently set to District #1.) Only by entering the correct number will you be able to pull in the district-appropriate data from the feeder sheets.

   *You can find your district number on the second tab of the workbook. Columns A & B on that sheet list the district name preceded by the district number.*

3. **Check the line under the heading to be sure that the sheet pulls in your district name just above the #1.** If the district name does not reflect your district, press F9 to initiate the indexing of the data and check again for the correct district name.

4. **Enter your annualized FTE** (full-time equivalent) in section 1, column (2), Number of FTE. *(Column for data entry is headed in red.)*

5. **Enter your additional FTE in section 1, cells C32 through C38, Number of FTE.** *(Column for data entry is headed in red.)*

6. **Re-enter the ESE FTE from programs 111, 112, and 113 into section 2, by appropriate grade and matrix level.** *(Column for data entry is headed in red.)*

7. **Calculate your estimated revenue.** The bottom line should calculate automatically; if not, press F9 again to initiate the calculation.