

**Comptroller's Directive No. 1-09**  
**Attachment 16**  
**GASBS No. 33 Expenditure and Revenue Analysis**

---

**Purpose**

The purpose of this attachment is as follows:

- Identify ALL **expenditures** (general ledger accounts 901 / 902), **including** federal expenditures, recorded on CARS for nonexchange transactions that do not meet the recognition requirements as defined in **GASBS No. 33** and must be reclassified as an **advance**.
- Identify **revenue** (general ledger accounts 961 / 962), **excluding** federal revenue, recorded on CARS for nonexchange transactions that does not meet the recognition requirements as defined in **GASBS No. 33 / GASBS No. 36** and must be reclassified as **unearned revenue**. The federal revenue is analyzed in Attachment 26.
- Identify **GASBS No. 33** transactions not recognized because they were not measurable.

Refer to **GASBS No. 33**, **GASBS No. 36** and the **GASBS No. 33 Nonexchange Transactions Overview** section of **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at [www.doa.virginia.gov](http://www.doa.virginia.gov). Click on the "Financial Statement Directives" link.

This attachment is similar to prior year's Attachment 16.

---

**Applicable agencies**

All agencies with revenues and expenditures on CARS for those funds that are not included in the agency submitted financial statement templates.

---

**Due date**

**August 13, 2009**

---

**Certification**

The **Certification** tab requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. **By typing a name, the individual is certifying that all tabs of this attachment have been reviewed; the information is both complete and accurate; the preparer and reviewer were not the same individual for any tab; and that you have read and understand the instructions for completing the attachment.**

---

*Continued on next page*

**Comptroller's Directive No. 1-09**  
**Attachment 16**  
**GASBS No. 33 Expenditure and Revenue Analysis**

---

**Submission requirements**

Contact DOA if the agency has any problems with the files.

**After downloading the files, rename the spreadsheet file using the agency number followed by Att16.** For example, agency 151 should rename its Attachment 16.xls file as 151Att16.xls.

**Submit these Excel spreadsheets electronically to [finrept-agvatt@doa.virginia.gov](mailto:finrept-agvatt@doa.virginia.gov).**

**Copy APA via e-mail to [APAFinRept@apa.virginia.gov](mailto:APAFinRept@apa.virginia.gov).**

**Do not submit paper copies of the Excel attachment.**

For your convenience, the contact information in all but the first tab in each attachment / template has been unlocked and shaded yellow. The contact information continues to be auto filled with the information from the first tab but the cells remain unlocked to allow for more than one preparer to complete the attachment.

---

**Attachment revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the [Revision Control Log](#) tab in the attachment excel file.**

Enter the revision date, applicable excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

Include “**REVISED – date**” in the **subject line** of the submission e-mail as well as in the **file name**. Resubmit the revised attachment; and ensure that the [Revision Control Log](#) tab has been completed.

Each time a revision is submitted the [Certification](#) tab should be updated with new signatures and dates.

---

**Comptroller's Directive No. 1-09**  
**Attachment 16**  
**GASBS No. 33 Expenditure and Revenue Analysis**

**Exclusions**

Exchange type transactions such as Interest and Prepayments (for rent and insurance) should not be included on this Attachment. Prepayments should be included on **Attachment 21, Schedule of Prepayments as of June 30.**

**Spreadsheet instructions – Part 1**

This spreadsheet lists each State agency excluding State agencies that are discrete component units (i.e. higher education institutions) and State agencies that prepare financial statement templates for all funds recorded on CARS for their agency. The spreadsheet is sorted by control agency and then by agency code. **Each control agency must complete this spreadsheet for all agencies under its control.**

Step	Action
-	Record the contact information.
1	<p>Click on the control agency number. This will show only the agencies under that control agency number. Contact DOA if you find an agency # missing.</p> <p><b>Note:</b> If the agency cannot click on the control agency number using the drop-down arrow, then scroll down to the control agency number. The agency may be running an earlier version of Windows which may not allow the agency to use the drop-down arrow when the worksheet is locked.</p>
2	<p>For each agency # that is under the control agency #, <b>including federal funds</b>, analyze all <b>nonexchange expenditure / expenditure refund</b> (GLA 901 / 902) transactions recorded on CARS for fiscal year ended June 30 for all funds excluding funds that are reported in agency submitted financial statement templates and determine the following:</p> <ul style="list-style-type: none"> <li>• Did the agency record any expenditures (GLA 901) net of any related expenditure refunds (GLA 902) on CARS for the fiscal year ended June 30 that did not meet the expenditure recognition requirements defined in <b><u>GASBS No. 33</u></b> and that must be reclassified as an Advance?</li> <li>• Enter “yes” or “no”</li> </ul> <p>If <b>yes</b>, agencies must <b>complete Part 2.</b></p>

*Continued on next page*

**Comptroller's Directive No. 1-09**  
**Attachment 16**  
**GASBS No. 33 Expenditure and Revenue Analysis**

**Spreadsheet instructions – Part 1, continued**

Step	Action																												
3	<p>For each agency # that is under the control agency #, <b>excluding federal funds</b>, analyze all <b>nonexchange revenue / revenue refund</b> (GLA 961 / 962) transactions recorded on CARS for fiscal year ended June 30 for all funds excluding funds that are reported in the agency submitted financial statement templates and determine the following:</p> <ul style="list-style-type: none"> <li>• Excluding federal funds, did the agency record any revenues (GLA 961) net of any related revenue refunds (GLA 962) on CARS for the fiscal year ended June 30 that do not meet the revenue recognition requirements defined in <b><u>GASBS No. 33</u> / <u>GASBS No. 36</u></b> and that must be reclassified as unearned revenue?</li> <li>• Enter “yes” or “no”</li> </ul> <p>If <b>yes</b>, agencies must <b>complete Part 3</b>.</p> <p><b>*Note:</b> Federal fund revenue activity is analyzed in <b>Attachment 26, <u>GASBS No. 33</u> Federal Fund Analysis – Non-reimbursement Grants</b>.</p> <p>Federal funds are identified in CARS as follows.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Agency</u></th> <th style="text-align: center;"><u>Fund / Fund Detail</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">All</td> <td style="text-align: center;"><b>1000, 10XX, 12XX, 13XX</b></td> </tr> <tr> <td style="text-align: center;">132</td> <td style="text-align: center;">0701</td> </tr> <tr> <td style="text-align: center;">140</td> <td style="text-align: center;">0701, 0704</td> </tr> <tr> <td style="text-align: center;">165</td> <td style="text-align: center;">0726</td> </tr> <tr> <td style="text-align: center;">182</td> <td style="text-align: center;">0701, 0721, 0725, 0791, 0972, 0793, 0795, 0796, 0798, 0799</td> </tr> <tr> <td style="text-align: center;">301</td> <td style="text-align: center;">0710, 0725</td> </tr> <tr> <td style="text-align: center;">325</td> <td style="text-align: center;">0701</td> </tr> <tr> <td style="text-align: center;">326</td> <td style="text-align: center;">0701</td> </tr> <tr> <td style="text-align: center;">440</td> <td style="text-align: center;">0964</td> </tr> <tr> <td style="text-align: center;">501</td> <td style="text-align: center;">0401</td> </tr> <tr> <td style="text-align: center;">505</td> <td style="text-align: center;">0401</td> </tr> <tr> <td style="text-align: center;">601</td> <td style="text-align: center;">0925, 0945</td> </tr> <tr> <td style="text-align: center;">765</td> <td style="text-align: center;">0726</td> </tr> </tbody> </table>	<u>Agency</u>	<u>Fund / Fund Detail</u>	All	<b>1000, 10XX, 12XX, 13XX</b>	132	0701	140	0701, 0704	165	0726	182	0701, 0721, 0725, 0791, 0972, 0793, 0795, 0796, 0798, 0799	301	0710, 0725	325	0701	326	0701	440	0964	501	0401	505	0401	601	0925, 0945	765	0726
<u>Agency</u>	<u>Fund / Fund Detail</u>																												
All	<b>1000, 10XX, 12XX, 13XX</b>																												
132	0701																												
140	0701, 0704																												
165	0726																												
182	0701, 0721, 0725, 0791, 0972, 0793, 0795, 0796, 0798, 0799																												
301	0710, 0725																												
325	0701																												
326	0701																												
440	0964																												
501	0401																												
505	0401																												
601	0925, 0945																												
765	0726																												

*Continued on next page*

**Comptroller's Directive No. 1-09**  
**Attachment 16**  
**GASBS No. 33 Expenditure and Revenue Analysis**

---

**Spreadsheet instructions – Part 1, continued**

Step	Action
4	<p>For all net revenue and net expenditure nonexchange transactions, were there any <b><u>GASBS No. 33</u></b> transactions not recognized because they were not measurable (see <b><u>GASBS No. 33</u></b>, paragraph 11)?</p> <ul style="list-style-type: none"> <li>• Enter “yes” or “no”</li> <li>• If <b>yes</b>, provide a description of the transactions in the space provided.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Including federal funds, did your agency record net expenditures (GLA 901 / 902) on CARS in the prior fiscal year for nonexchange transactions that did not meet the expenditure recognition requirements defined in <b><u>GASBS No. 33</u></b> that were reclassified as an advance for which the expenditure recognition criteria have still not been met as of June 30, 2009?</li> <li>• Enter “yes” or “no”</li> <li>• If <b>yes</b>, provide a description of the transactions in the space provided.</li> </ul>

---

**Spreadsheet instructions – Part 2**

**Including federal funds**, in order to identify the net expenditures (GLA 901 / 902) recorded on CARS as of June 30 that must be reclassified, follow these instructions.

This spreadsheet must be completed for each agency that has answered yes to Part 1, Step 2. This spreadsheet provides more detail in order to make the reclassification of expenditures to advances.

Step	Action
-	Record the control agency number and control agency name.
1	Record the agency number on each row of information. This must be entered as a numeric field.
2	<p>Record the fund / fund detail. This must be entered as a numeric field. When fund / fund detail 0100 is entered as a numeric field it will show on the spreadsheet as 100.</p> <p>Fund / fund detail 10XX, 12XX and 13XX have been set up specifically for federal stimulus dollars.</p>

---

*Continued on next page*

**Comptroller's Directive No. 1-09**  
**Attachment 16**  
**GASBS No. 33 Expenditure and Revenue Analysis**

---

**Spreadsheet instructions – Part 2, continued**

<b>Step</b>	<b>Action</b>
3	<p>Record the function of the expenditures. The function is the first digit of the service area code. A drop-down list is available. Click on the cell, click on the arrow, and click on the appropriate function. The functions are listed below:</p> <p>1-Education            3-Administration of Justice            4-Individual and Family Services            5-Resources and Economic Development            6-Transportation            7-General Government            8-Enterprise</p>
4	<p>Provide a brief description of the transactions, and document the eligibility requirement that was not met as of June 30 that requires these expenditures to be reclassified. This column is formatted as wrap text. The cell height should automatically adjust (heighten) to show all information keyed in.</p>
5	<p>Record the net amount of expenditures recorded on CARS as of June 30 that must be reclassified to an Advance because expenditure recognition requirements per <b><u>GASBS No. 33</u></b> were <b><u>not</u></b> met. These amounts must be net of any related expenditure refunds. Round amounts to the nearest dollar.</p>
6	<p>Complete fluctuation analysis explanation in the text box at the bottom of worksheet if indicated at the top of the worksheet (cell E12).</p>

---

**Comptroller's Directive No. 1-09**  
**Attachment 16**  
**GASBS No. 33 Expenditure and Revenue Analysis**

---

**Spreadsheet  
instructions –  
Part 3**

**Excluding federal funds**, in order to identify the net revenues (GLA 961 / 962) recorded on CARS as of June 30 that must be reclassified, follow these instructions.

This spreadsheet must be completed for each agency that has answered **yes** to Part 1, Step 3. This spreadsheet provides more detail in order to make the reclassification of revenue to unearned revenue.

<b>Step</b>	<b>Action</b>
-	Record the contact information.
1	Record the agency number on each row of information. This must be entered as a numeric field.  <b>Note:</b> If you do not enter as a numeric field you will get a message that says the value you entered is not valid.
2	Record the fund / fund detail. This must be entered as a numeric field. When fund / fund detail 0100 is entered as a numeric field it will show on the spreadsheet as 100.
3	Record the 5-digit revenue source code of the revenue. This must be entered as a numeric field. When the revenue source code 01000 is entered as a numeric field it will show on the spreadsheet as 1000.

---

*Continued on next page*

**Comptroller's Directive No. 1-09**  
**Attachment 16**  
**GASBS No. 33 Expenditure and Revenue Analysis**

**Spreadsheet instructions – Part 3, continued**

Step	Action
4	<p>Record the <b><u>GASBS No. 34</u></b> government-wide revenue classification of the revenues. A drop-down list is available. Click on the cell, click on the arrow, and click on the appropriate classification. Refer to the <b><u>GASBS No. 34 Government-wide Revenue Classification Table</u></b> on DOA’s website at <a href="http://www.doa.virginia.gov">www.doa.virginia.gov</a> for the proper classifications. Click on the “Financial Statement Directives” link. The classifications are listed below:</p> <p>GR-Taxes  GR-Investment earnings  GR-Grants/Cont. not restricted to S. P.  GR-Miscellaneous  Endowments/Permanent Fund Principal  PR-Chgs/1-Education  PR-Chgs/3-Administration of Justice  PR-Chgs/4-Individual and Family Services  PR-Chgs/5-Resources and Economic Develop  PR-Chgs/6-Transportation  PR-Chgs/7-General Government  PR-Chgs/8-Enterprise  PR-Oper/1-Education  PR-Oper/3-Administration of Justice  PR-Oper/4-Individual and Family Services  PR-Oper/5-Resources and Economic Develop  PR-Oper/6-Transportation  PR-Oper/7-General Government  PR-Oper/8-Enterprise  PR-Cap/1-Education  PR-Cap/3-Administration of Justice  PR-Cap/4-Individual and Family Services  PR-Cap/5-Resources and Economic Develop  PR-Cap/6-Transportation  PR-Cap/7-General Government  PR-Cap/8-Enterprise  Not Applicable – Fiduciary Fund</p>

*Continued on next page*

**Comptroller's Directive No. 1-09**  
**Attachment 16**  
**GASBS No. 33 Expenditure and Revenue Analysis**

---

**Spreadsheet instructions – Part 3, continued**

<b>Step</b>	<b>Action</b>
4 (cont.)	<p>Below is a crosswalk of the acronyms:            GR – General Revenues            Cont. – Contributions            S. P. – Specific Program            PR – Program Revenue            Charges – Charges for Goods/Services            Oper – Operating Grants and Contributions            Cap – Capital Grants and Contributions</p> <p><b>Note:</b> The program revenues are followed by the related function.</p>
5	<p>Provide a brief description of the transactions and document the eligibility requirement that was not met as of June 30 that requires these revenues to be reclassified. This column is formatted as wrap text. The cell height should automatically adjust (heighten) to show all information keyed in.</p>
6	<p><b>Excluding federal funds</b>, record the net amount of revenues recorded on CARS as of June 30 that must be reclassified to unearned revenue because the revenue recognition requirements per <b><u>GASBS No. 33</u></b> / <b><u>GASBS No. 36</u></b> were <b>not</b> met. These amounts must be net of any related revenue refunds. Round amounts to the nearest dollar.</p>
7	<p>Complete fluctuation analysis explanation in the text box at the bottom of worksheet if indicated at the top of the worksheet (cell F12).</p>

---

**This Page Intentionally Left Blank**