

Comptroller's Directive No. 1-09
Attachment 23
Schedule of Retainage Payable

Purpose

To obtain the amount of retainage payable as of June 30, 2009. Retainage payable is the amount due on a contract not yet paid pending final inspection of the project or the lapse of a specified period or both. The unpaid amount is usually a stated percentage of the contract price. This attachment is similar to prior year's Attachment 23. Please note the following when completing the attachment:

- **Include retainage payable related to VPBA activity recorded in funds 0820 and 0821.**
 - **Omit retainage payable related to any other VPBA activity, as it will be reported by the Department of Treasury on the VPBA financial statements.**
 - **Omit retainage payable related to Energy Performance Contracts.**
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Applicable agencies

Agencies that have retainage payable outstanding as of June 30, 2009, and the retainage payable is not included in the agency's financial statement templates. **Do not include anything reported in Attachment 5, Energy Performance Contracts.**

Due date

August 27, 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 the attachment.**

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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 Att23. For example, agency 151 should rename its Attachment 23.xls file as 151Att23.xls.

Submit the Excel spreadsheet electronically to finrept-agyatt@doa.virginia.gov.

Copy APA via e-mail to 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.

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Functions

Functional codes are the first number in every service area. For example, service area code 1031000 “Community Services” would fall under the “Education” function. Each functional code and its corresponding description are below.

- 1-Education
 - 3-Administration of Justice
 - 4-Individual and Family Services
 - 5-Resources and Economic Development
 - 6-Transportation
 - 7-General Government
 - 8-Enterprise
 - 9-Capital Outlay Projects
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Additional instructions

A fluctuation analysis is required for variances greater than 10% AND \$1.5 million over / under prior year amounts. Ensure that these variances are fully explained in the space provided.

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