

**Comptroller's Directive No. 1-09**  
**Attachment 29**  
**Adjustments**

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**Purpose** This attachment requires agencies to certify that all adjustments to financial statement templates, other attachments, and / or supplemental information have been provided to DOA. This attachment is similar to the prior year's Attachment 30.

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**Applicable agencies** All agencies must complete this attachment.

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**Due date** **October 15, 2009**

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**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 Att29.** For example, agency 151 should rename its Attachment 29.xls file as 151Att29.xls.

**Submit the Excel spreadsheet 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.**

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**Revised  
submissions  
and revision  
control log**

If an agency has identified required adjustments **subsequent** to DOA’s acceptance of the original submission, a revised attachment or supplemental information is required. The majority of attachments require a revision control log. Refer to the individual attachment instructions to determine the specific revision instructions. All Supplemental Information revisions must include **Attachment 31, Supplemental Information Revision Control Log**.

Each time a revision is submitted the **Certification** tab should be updated with new signatures and dates.

**Note: Agencies that submit several of the same attachment for different funds may use the comment box to specify which fund the revision was for.**

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**Additional  
requirements**

**The agency must notify the individuals listed in the **Questions** section of this directive if material adjustments are discovered after submitting this attachment to DOA.**

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