

Comptroller's Directive No. 1-09
Attachment 31
Supplemental Information Revision Control Log

Purpose This attachment is used to identify revisions to the supplemental information submitted to DOA. This is similar to prior year's Attachment 32.

Applicable agencies This attachment is ONLY for agencies required to submit supplementary information and need to revise information previously submitted to **and** accepted by DOA. Refer to **Attachment 1** (Supplemental Information section) for a list of all agencies required to submit supplementary information.

Due date **As revisions are made**

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 this attachment has 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.**

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 Att31. For example, agency 151 should rename its Attachment 31.xls file as 151Att31.xls.

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

Copy APA via e-mail to APAFinRept@apa.state.va.us.

Do not submit paper copies of the Excel attachment.

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**Supplemental
information
revisions**

If revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original supplemental information submission, **resubmit the revised supplemental information AND submit a completed Attachment 31 identifying the change.**

Enter the revision date, a description of the supplemental information, due date of the submission, and the previous and revised information.

If the supplemental information is revised more than once, do not delete the 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 to the supplemental information submissions to date.

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.
