

**Component Unit Year-End Reporting Memorandum – FY 2009**  
**Attachment CU12 - Instructions**  
**Intrafund Activity**

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**Purpose**

This attachment is applicable to component units that report foundations and / or component units as part of the entity. This attachment is used to determine if intrafund activity is reported in an entity's financial statements / template. If intrafund activity exists, this attachment is used to determine the entries to eliminate the activity.

**Note:** This attachment is similar to prior year's Attachment CU12.

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**Applicable entities**

- Virginia Port Authority and Virginia International Terminals
- **Any other component unit that reports a DISCRETE component unit and / or foundation as part of its reporting entity.**

**Note:** **If a component unit reports a BLENDED component unit as part of its reporting entity, information should be reported net of intrafund eliminations; therefore, this attachment is not required.**

**Note:** The entity must answer the first question of the attachment to determine if the attachment must be completed.

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**Completing the attachment**

Answer "Yes" or "No" as to whether the entity reported amounts on the financial statement / template net of any intrafund activity (Intrafund activity relates to foundations / component units reported as part of the entity.)

If yes - Stop here and submit the attachment.

If no - Provide the entries below required to eliminate intrafund amounts.

Use financial statement / template line items previously reported to record entries. The elimination entries should not effect the ending net asset amount.

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**Due date**

**September 22, 2009**

**Note:** This attachment is due with the financial statements / template.

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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.

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 they have read and understand the instructions for the attachment.

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**Submission requirements**

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

**After downloading the file, rename the spreadsheet file using the entity's acronym followed by AttCU12.** For example, the Virginia Port Authority should rename its Attachment CU12.xls file as VPAAAttCU12.xls.

**Submit the Excel spreadsheet electronically to [finrept-cu@doa.virginia.gov](mailto:finrept-cu@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 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.

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**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, 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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