

**Component Unit Year-End Reporting Memorandum – FY 2009**  
**Attachment CU1 – Instructions**  
**Entity Additional Information Survey**

---

**Purpose**

To report additional information that may not be provided through other Attachments.

**Note:** This attachment is similar to prior year's Attachment CU1.

---

**Applicable entities**

All component units and related organizations.

---

**Due date**

**July 30, 2009**

---

**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 AttCU1.** For example, the Virginia Resources Authority should rename its Attachment CU1.xls file as VRAAttCU1.xls. **If the entity does not have a well known acronym** then spell the entire name of the entity followed by AttCU1. For example, Jamestown-Yorktown Education Trust may rename its Attachment CU1.xls file as JamestownYorktownEducationTrustAttCU1.xls.

**Submit the Excel document 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.**

---

**This Page Intentionally Left Blank**