

Comptroller's Directive No. 2-09
Attachment HE-5
Optional Retirement Plans

Purpose

DOA must include disclosures for optional retirement plans of higher education institutions in the CAFR footnotes. The disclosures are required by GASBS No. 27, Accounting for Pensions by State and Local Governmental Employers as amended by GASBS No. 50, Pension Disclosures. This attachment is similar to the prior year's Attachment HE-5.

Note: This attachment should **exclude** amounts for foundations/entities considered discrete component units of the HEI.

Disclosure information

Provide the following information for **each defined contribution** plan:

- required contribution percent,
- actual dollars contributed,
- a description of each plan's provisions, i.e., retirement, death benefits, disability benefits, and
- the authority given to allow participation in the plan, i.e., Appropriation Act language, *Code of Virginia* section, etc.

DOA may request a copy of the institution's pension footnote disclosures.

Applicable institutions

All institutions **must** complete this attachment.

Due date

August 13, 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 the instructions for the attachment have been read and are understood.

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Submission requirements

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

After downloading the Excel file, rename the file using the institution's acronym followed by Attachment HE-5. For example, VCCS should rename the Attachment HE-5.xls file as VCCS Attachment HE-5.xls.

Submit the Excel file electronically to finrept-HE@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of this spreadsheet.

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 (RCL) 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.

Each time a revision is submitted the [Certification](#) tab should be updated with new signatures and dates. Include "REVISED – date" in the subject line of the e-mail as well as in the **file name**.
