Office of the Comptroller Directive No. 1-15

Table of Contents

Directive Compliance Guidelines for State Agencies

Introduction 3
Reconciliation to CARS 8
Preparation of Attachments 9
Preparation of GAAP Basis Financial Statement Templates (**Attachments 9-13**) 12
Supplemental Information 19

Informational Documents Available on DOA's Website

Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates
Frequently Asked Questions
Fund Descriptions Spreadsheet ***(Available in June)***
GAAP Master List
GASBS No. 34 Government-wide Revenue Classification Table ***(Available in June)***
GASBS No. 48 Commonwealth of Virginia Intra-Entity Reporting List ***(Available early-July)***
GASBS No. 51 Frequently Asked Questions
Glossary
CIPPS Leave Liability Spreadsheet ***(Available mid-July)***
TAL Leave Liability Spreadsheet ***(Available mid-July)***
Master Equipment Leasing Program (MELP) Listing ***(Available early-July)***
Prior Year Energy Performance Contract Cumulative Assets Balance by Agency List
Prior Year Pollution Remediation Submission Summary
Prior Year Reported Intangible Balances by Agency and Category List

Attachments 1 through 33

Attachment 1, Checklist to Determine Information Required by Comptroller's Directive
Attachment 2, Contact Survey
Attachment 3, **GASBS No. 14** Checklist Modified to Reflect **GASBS Nos. 39 and 61**
Attachment 4, **2014** Off-Balance Sheet Financial Obligations Update
Attachment 5, Energy Performance Contracts
Attachment 6A, Leave Liability Statement – CIPPS Users
Attachment 6B, Leave Liability Statement – TAL Users
Attachment 6C, Leave Liability Statement – Non-CIPPS, Non-TAL, and Hybrid Users
Attachment 7, Schedule of Outstanding Installment Purchase Obligations
Attachment 8, Schedule of Inventory on Hand as of June 30
Attachment 9, Governmental Fund Financial Statement Template
Attachment 10, Enterprise Fund Financial Statement Template
Attachment 11, Internal Service Fund Financial Statement Template

Continued on next page

Table of Contents, Continued

Attachments 1 through 33, Continued

Attachment 12, Private-purpose Trust Fund Financial Statement Template
Attachment 13, Agency Fund Financial Statement Template
Attachment 14, Capital Asset Accounting and Control System (FAACS) Analysis
Attachment 14A, Impairment of Capital Assets
Attachment 15, Federal Schedules
Attachment 16, **GASBS No. 33** Expenditure and Revenue Analysis
Attachment 17, **GASBS No. 38** Short-term Debt
Attachment 18, Insurance Recoveries
Attachment 19, Pollution Remediation
Attachment 20, Internal Service Funds – Conversion to Government-wide Statement of Activities
Attachment 21, Schedule of Prepayments as of June 30
Attachment 22, Receivables as of June 30
Attachment 23, Schedule of Retainage Payable
Attachment 24, Schedule of Cash, Cash Equivalents, and Investments as of June 30
Attachment 25, Donor-restricted Endowments
Attachment 26, **GASBS No. 33** Federal Fund Analysis – Nonreimbursement Grants
Attachment 27, Direct Billed Central Services
Attachment 28A, Government-wide Payables and Other Accruals as of June 30 – CARS Users
Attachment 28B, Government-wide Payables and Other Accruals as of June 30 – Cardinal Users
Attachment 29, Adjustments
Attachment 30, Report of Financial Condition
Attachment 31, Supplemental Information – Revision Control Log
Attachment 32, Subsequent Events
Attachment 33, **2015** Off-Balance Sheet Financial Obligations

Office of the Comptroller Directive No. 1-15

Directive Compliance Guidelines for State Agencies

Introduction

Subject

This Directive addresses State agencies' responsibilities for submitting financial statement templates and other financial information to the Department of Accounts (DOA).

Purpose

To provide guidance to State agencies for submitting the following items to DOA to assist in the preparation of the Commonwealth's Comprehensive Annual Financial Report (CAFR):

- Financial statement templates (**Attachments 9-13**)
- Other attachments
- Supplemental information

Financial statement templates (**Attachments 9-13**), other attachments, and supplemental information must be prepared in accordance with generally accepted accounting principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).

SAS 122

Statement on Auditing Standards No. 122, *Statements on Auditing Standards: Clarification and Recodification (SAS 122)*, states that the identification by the auditors of a material misstatement is an indicator of a material weakness in internal control. This also includes restatements of previously issued financial statements to reflect a correction of a material misstatement. This applies to whether the auditors or the agency discovers the restatement.

Note: This does not apply to a change in accounting principle to comply with a new accounting principle or a justifiable voluntary change from one GAAP to another. Agencies must ensure controls are in place to avoid material misstatements and/or misclassifications in the attachments and other financial information submitted to DOA.

Continued on next page

Introduction, Continued

Agency compliance

Pursuant to §2.2-803 and §2.2-813 of the *Code of Virginia* (1950), as amended, agencies are required to submit financial statement templates and/or other financial information for the following reasons:

- The financial information required by this Directive is necessary for DOA to prepare the CAFR.
- The bond rating agencies use the CAFR to determine Virginia's bond rating. Maintaining an unmodified opinion on the CAFR is critical to Virginia retaining its AAA bond rating.
- The bond rating agencies require that parts of the CAFR be included in bond offering statements.

Applicability

This Directive applies to **all state agencies**.

Policy

For year-end closing, financial statement template, other attachment, and/or supplemental information preparation, all state agencies must comply with the following guidelines. These are described in detail on the following pages:

- Reconciliation to CARS
- Preparation of Attachments
- Preparation of GAAP Basis Financial Statement Templates (**Attachments 9-13**)
- Supplemental Information

Additionally, agencies must comply with the requirements contained in the **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Continued on next page

Introduction, Continued

Effective date

This Directive is effective for the fiscal year ended June 30, 2015, and thereafter. This Directive rescinds and replaces Office of the Comptroller Directive No. 1-14, *Directive Compliance Guidelines for State Agencies*.

Failure to comply

If an agency fails to comply with the requirements of this Directive, the Comptroller may disclose such failure in the *Quarterly Report on Statewide Financial Management and Compliance*.

Directive availability

This Directive is available at **www.doa.virginia.gov**. Fiscal officers are notified via e-mail. The Commonwealth Accounting and Reporting System (CARS) users are notified via the CARS Broadcast Screen. Wave 1 agencies are notified via the Cardinal Broadcast Screen.

Questions

John J. Sotos
Assistant Director – Financial Statements
Voice: (804) 225-2111
E-mail: **john.sotos@doa.virginia.gov**

Susan L. Jones
Assistant Director – Financial Statements
Voice: (804) 225-4426
E-mail: **susan.jones@doa.virginia.gov**

Sharon H. Lawrence
Director, Financial Reporting
Voice: (804) 225-2414
E-mail: **sharon.lawrence@doa.virginia.gov**

For specific questions regarding attachments or training, contact
Attachment Analyst
E-mail: **AttachmentAnalyst@doa.virginia.gov**

Training

Online training on various topics related to Comptroller's Directive 1-15 is available in the Knowledge Center at: **https://covkc.virginia.gov.** Click on the "Learning Center" link and then click the "Course Catalog" link. Search using the keyword "Directive" and then click the course reference link.

If you have difficulty accessing the training, contact **doatraining@doa.virginia.gov**.

Continued on next page

Submission information

Except as noted on specific attachments, DOA **requires** the agency to e-mail financial statement templates (**Attachments 9-13**), other attachments, and/or supplemental information.

DOA will also notify agencies if submissions do not meet the specified standards. If a submission is deemed unacceptable and rejected by DOA, the agency will be provided a new due date to resubmit the information in a manner that adequately addresses the deficiencies noted by DOA.

Note: Please include **Agency Number** and **Attachment Number** or **Submission Item Number** in the **subject line** of the submission e-mail.

Please note the e-mail addresses below:

Submission	E-mail Address
Financial Statement Templates	finrept-agyatt@doa.virginia.gov
Other Attachments	finrept-agyatt@doa.virginia.gov
Supplemental Information	finrept-agysupp@doa.virginia.gov
All other correspondence	finrept@doa.virginia.gov
Questions & Training Requests	AttachmentAnalyst@doa.virginia.gov

DOA will e-mail a confirmation of receipt for each electronic submission. Agencies should follow up with DOA if the agency does not receive a confirmation. **Agencies should not submit paper copies of e-mailed attachments.**

Agencies should copy the Auditor of Public Accounts (APA) on all e-mail submissions at: **APAFinRept@apa.virginia.gov**.

Continued on next page

Revision requirements

If revisions are made to the attachments subsequent to DOA acknowledgement of receipt **and** acceptance of the original submission, perform the following steps:

1. Contact DOA **BEFORE** submitting the revision. See contact information in the **Questions** section of this directive.

2. Include "**REVISED – date**" in the **subject line** of the e-mail as well as in the **file name**. Resubmit the revised attachment; and

3. 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.

Reconciliation to CARS

What is required?

The following requirements apply to the reconciliation of CARS:

- Reconcile, where appropriate, all internally prepared accounting records, data submission logs, and other accounting data to reports produced by CARS. Reconciling includes posting adjustments to CARS so it agrees to the reconciled balance. For further information, Wave 1 agencies should see CAPP Topic No. 20905 – Cardinal, *Cardinal Reconciliation Requirements*, at **http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics_Cardinal/20905.pdf**, and Wave 2 agencies should see CAPP Topic No. 20905 – CARS, *CARS Reconciliation Requirements*, at **http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20905.pdf.**

- Perform and certify these reconciliations to DOA monthly and at fiscal year-end. When agencies certify that the reconciliation was performed, they are certifying that:

  - On monthly reconciliations, all necessary corrections identified as a result of the reconciliation have been included as an "exception" with the certification OR will be submitted on an Agency Transaction Voucher (ATV) or Inter-Agency Transaction (IAT). Any correction that can be made on an ATV or IAT may not appear as an exception. The agency should process any necessary ATVs or IATs and not submit those items with the certification. Agency reconciliation procedures should be sufficient so that, after the agency processes all correcting ATVs and IATs and after DOA processes exceptions submitted with the certification, the fiscal officer can certify that CARS balances will be correct. These corrections must be submitted within two weeks following the exception register due date. For May, this will be mid-July.

  - On the June fiscal year-end reconciliation certification all corrections must be submitted by the final reconciliation due date as communicated in DOA's annual fiscal year-end closing procedures memorandum to agencies. All corrections must be posted to the fiscal year for which the certification is applicable.

    Note: Agencies are prohibited from certifying the monthly and year-end certification unless all balances specified on the CARS certification are accurate or will be corrected within the timelines outlined in CAPP Topic No. 20905 – Cardinal for Wave 1 agencies and CAPP Topic No. 20905 – CARS for Wave 2 agencies.

Preparation of Attachments

Purpose and requirements

Most agencies are not required to prepare financial statement templates (**Attachments 9-13**). Agencies that are not required to prepare financial statement templates for specified funds are required to submit other attachments for DOA to gather financial information needed for the CAFR.

- Attachments must comply with applicable GASB Statements.
- Attachments must be in the format provided in this Directive.

Once again, except as otherwise noted on specific attachments, DOA requires the agency to e-mail the submissions to DOA. **Agencies should not submit paper copies of e-mailed attachments.** All attachments must be sent to DOA and copied to the APA **except** for **Attachment 30**, Report of Financial Condition, which must be sent **only** to the APA.

To prevent rounding errors, ALL dollar amounts reported to DOA must be whole numbers that are rounded to the nearest dollar. The attachments require whole numbers.

Overall changes

A detailed listing of changes and items of interest was e-mailed to fiscal officers and is posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

ARMICS certification

Agency heads must certify to DOA and APA that they have established, maintained, and evaluated their agency's internal control framework. The ARMICS certification is due **September 30, 2015**. Guidance for preparation and submission of this certification may be obtained from the following:

- Wave 1 Agencies: CAPP Topic No. 10305 – Cardinal, *Internal Control*, on DOA's website at **http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics_Cardinal/10305.pdf**

- Wave 2 Agencies: CAPP Topic No. 10305 – CARS, *Internal Control*, on DOA's website at **http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/10305.pdf**

Continued on next page

Government-wide revenue classification per GASBS No. 34

As in the prior year, information from last year's submissions and CARS activity were analyzed and is posted on DOA's website at **www.doa.virginia.gov** as the **GASBS No. 34 Government-wide Revenue Classification Table**. **For fiscal year 2015, the GASBS No. 34 Government-wide Revenue Classification Table was completed using activity through May.** Click on the "Financial Statement Directives" link. When completing attachments that require **GASBS No. 34** government-wide revenue classifications, refer to this table for proper classification.

Review of this table is required in **Attachment 1** and DOA must be notified if changes are needed.

Note: This table will be available in June 2015.

Fund descriptions spreadsheet

As in the prior year, a listing by agency and fund/fund detail with a description of the fund's activity is posted on DOA's website at **www.doa.virginia.gov** as the **Fund Description Spreadsheet**. **For fiscal year 2015, the Fund Description Spreadsheet was completed using activity through May.** Click on the "Financial Statement Directives" link. It is important that each fund's usage be up-to-date so it can be properly classified in the CAFR.

Review of this table is required in **Attachment 1** and DOA must be notified if changes are needed.

Note: This table will be available in June 2015.

Note: If the agency has changes or updates to the Fund Description Spreadsheet, copy only the lines relating to the agency into a separate spreadsheet for submission to DOA. Do not submit the entire file to DOA.

It is very important that the agencies take care when reviewing the funds descriptions list. If any fund description does not contain a reference to the authorizing legislation, please ensure it is added. If there is no authorizing legislation for the fund, please add a statement to that effect.

Continued on next page

Preparation of Attachments, Continued

Due dates The attachment due dates are detailed below:

Prior Year Attachment	*Current Year Attachment*	*Attachment Name*	*Due Date*
1	**1**	Checklist to Determine Information Required by Comptroller's Directive	**July 9**
2	**2**	Contact Survey	**July 9**
3	**3**	**GASBS No. 14** Checklist Modified to Reflect **GASBS Nos. 39 and 61**	**July 16**
4	**4**	**2014** Off-Balance Sheet Financial Obligations Update	**July 16**
5	**5**	Energy Performance Contracts	**July 23**
6A	**6A**	Leave Liability Statement – CIPPS Users	**July 23**
6B	**6B**	Leave Liability Statement – TAL Users	**July 23**
6C	**6C**	Leave Liability Statement – Non-CIPPS, Non-TAL, and Hybrid Users	**July 23**
7	**7**	Schedule of Outstanding Installment Purchase Obligations	**July 23**
8	**8**	Schedule of Inventory on Hand as of June 30	**July 23**
9	**9**	Governmental Fund Financial Statement Template	**August 6**
10	**10**	Enterprise Fund Financial Statement Template	**August 6**
11	**11**	Internal Service Fund Financial Statement Template	**August 6**
12	**12**	Private-purpose Trust Fund Financial Statement Template	**August 6**
13	**13**	Agency Fund Financial Statement Template	**August 6**
14	**14**	Capital Asset Accounting and Control System (FAACS) Analysis	**August 6**
14A	**14A**	Impairment of Capital Assets	**August 6**
15	**15**	Federal Schedules	**August 6**
16	**16**	**GASBS No. 33** Expenditure and Revenue Analysis	**August 6**
17	**17**	**GASBS No. 38** Short-term Debt	**August 6**
18	**18**	Insurance Recoveries	**August 6**
19	**19**	Pollution Remediation	**August 6**
20	**20**	Internal Service Funds – Conversion to Government-wide Statement of Activities	**August 13**
21	**21**	Schedule of Prepayments as of June 30	**August 20**
22	**22**	Receivables as of June 30	**August 20**
23	**23**	Schedule of Retainage Payable	**August 20**
24	**24**	Schedule of Cash, Cash Equivalents, and Investments as of June 30	**August 20**
25	**25**	Donor-restricted Endowments	**August 20**
26	**26**	**GASBS No. 33** Federal Fund Analysis – Nonreimbursement Grants	**September 17**
28	**27**	Direct Billed Central Services	**September 17**
27	**28A**	Government-wide Payables and Other Accruals as of June 30 – CARS Users	**September 17**
N/A	**28B**	Government-wide Payables and Other Accruals as of June 30 – Cardinal Users	**October 8**
29	**29**	Adjustments	**October 8**
30	**30**	Report of Financial Condition	**October 8**
31	**31**	Supplemental Information – Revision Control Log	**As revisions are made**
32	**32**	Subsequent Events	**November 16**
33	**33**	**2015** Off-Balance Sheet Financial Obligations	**January 14, 2016**

Preparation of GAAP Basis Financial Statement Templates (Attachments 9-13)

Introduction

This section is divided into the following areas:

- Agencies required to submit templates
- General financial statement template guidelines
- Guidelines for financial statement template work papers

Information on specific GASB Statements is available on DOA's website at **www.doa.virginia.gov** in the document entitled **Authoritative Literature/ Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**. Click on the "Financial Statement Directives" link.

Agencies required to submit templates

Agencies listed on the following pages are required to submit GAAP basis financial statement templates (**Attachments 9-13**). In some instances, templates are required only for specific fund(s) within an agency. The table on the following pages indicates the specific reporting requirements for each agency.

If the agency is not listed on the following pages and has off-CARS activity related to any board, foundation, council, etc., then the agency must notify:

- **John Sotos, Assistant Director - Financial Statements, at (804) 225-2111, or john.sotos@doa.virginia.gov**

- **Susan Jones, Assistant Director – Financial Statements, at (804) 225-4426, or susan.jones@doa.virginia.gov**

- **Sharon Lawrence, Director of Financial Reporting, at (804) 225-2414, or sharon.lawrence@doa.virginia.gov**

The agency may be required to prepare GAAP basis financial statement templates in accordance with this Directive.

Continued on next page

Preparation of GAAP Basis Financial Statement Templates (Attachments 9-13), Continued

Agencies required to submit templates, Continued

Agency / Fund	Fund Type	Attachment Number
Department for the Blind and Vision Impaired		
Special Revenue Fund	Special Revenue	9
Virginia Industries for the Blind	Enterprise	10
Department of Accounts		
(See also Supplemental Information section)		
Payroll Service Bureau	Internal Service	11
Enterprise Application Fund	Internal Service	11
Department of Agriculture & Consumer Services		
(See also Supplemental Information section)		
Virginia Winery Distribution Company	Special Revenue	9
Milk Commission – Producer Recovery/Equalization Fund	Agency	13
Department of Alcoholic Beverage Control	Enterprise	10
(See also Supplemental Information section)		
Department of Behavioral Health and Developmental Services – Local Funds (See also Supplemental Information section)		
Special Revenue Fund	Special Revenue	9
Permanent Fund	Permanent	9
Canteen and Local Activity Fund	Enterprise	10
Non-patient Agency Fund	Agency	13
Patient/Resident Fund	Agency	13
Department of Corrections		
(See also Supplemental Information section)		
Commissary Fund	Special Revenue	9
Inmate and Ward Trust Fund	Agency	13
Department of Environmental Quality		
(See also Supplemental Information section)		
Title V Air Pollution Permit Fund	Enterprise	10

Continued on next page

Agencies required to submit templates (Continued)

Agency / Fund	Fund Type	Attachment Number
Department of General Services		
(See also Supplemental Information section)		
eVA	Enterprise	10
Newborn Screening/Consolidated Laboratory	Enterprise	10
Fleet Management	Internal Service	11
Property Management (Real Estate Services, Maintenance & Repair)	Internal Service (Combining)	11
General Services (Virginia Distribution Center, Consolidated Laboratory Water Testing, Office of Graphic Communications, Federal Surplus Property, State Surplus Property, Engineering Services)	Internal Service (Combining)	11
Department of Housing and Community Development		
(See also Supplemental Information section)		
Virginia Individual Development Account (VIDA) Trust Fund (Fund 0726)	Agency	13
Department of Human Resource Management		
(See also Supplemental Information section)		
Local Choice Health Care	Enterprise	10
Health Insurance Fund	Internal Service	11
Workers' Compensation	Internal Service	11
Department of Juvenile Justice		
(See also Supplemental Information section)		
Commissary Fund	Special Revenue	9
Donation Trust Fund	Special Revenue	9
J. Bryan Trust Fund	Special Revenue	9
Inmate and Ward Trust Fund	Agency	13
Department of Mines, Minerals, and Energy		
(See also Supplemental Information section)		
Gas and Oil Board Escrow Account	Private-purpose	12
Mined Land Deposit Trust Fund	Agency	13
Department of Motor Vehicles		
(See also Supplemental Information section)		
All Off-CARS funds (contractor deposits)	Agency	13
Department of Professional and Occupational Regulation		
Contractor's Transaction Recovery Act Fund	Special Revenue	9
Virginia Real Estate Transaction Recovery Fund	Special Revenue	9
Off-CARS Common Interest Recovery Fund	Special Revenue	9

Continued on next page

Preparation of GAAP Basis Financial Statement Templates (Attachments 9-13), Continued

Agencies required to submit templates (Continued)

Agency / Fund	Fund Type	Attachment Number
Department of Veterans Services (See also Supplemental Information section)		
Off-CARS Sitter Barfoot Veterans Care Center Resident Fund	Agency	13
Off-CARS Virginia Veterans Care Center Resident Fund	Agency	13
Gunston Hall		
Off-CARS Museum Collections Fund	Special Revenue	9
Gunston Hall Regents Fund	Special Revenue	9
Gunston Hall Foundation	Special Revenue	9
Science Museum of Virginia (See also Supplemental Information section)		
Gift Shop Enterprise Fund	Enterprise	10
Virginia College Savings Plan (See also Supplemental Information section)		
Virginia Prepaid Education Program	Enterprise	10
Virginia Education Savings Trust	Private-purpose	12
Virginia Correctional Enterprises	Internal Service	11
Virginia Employment Commission (See also Supplemental Information section)		
Unemployment Compensation	Enterprise	10
Virginia Information Technologies Agency (See also Supplemental Information section)		
Wireless E-911 Service Board	Enterprise	10
VITA	Internal Service	11
Virginia Lottery (See also Supplemental Information section)	Enterprise	10
Virginia Museum of Fine Arts (See also Supplemental Information section)		
Special Revenue Fund	Special Revenue	9
Gift Shop & Food Services	Enterprise	10
Virginia Rehabilitation Center for the Blind and Vision Impaired (See also Supplemental Information section)		
Virginia Rehabilitation Center for the Blind Trust Fund	Special Revenue	9
Virginia State Bar		
Clients' Protection Fund	Special Revenue	9
Administration Finance Fund	Special Revenue	9
Woodrow Wilson Rehabilitation Center (See also Supplemental Information section)		
Off-CARS Agency Fund	Agency	13

Continued on next page

General financial statement template guidelines

The following guidelines apply to the GAAP basis financial statement templates that agencies prepare and submit to DOA:

- Prepare all financial statement templates in accordance with GAAP as prescribed by GASB.
- A GAAP Master List is available on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link. This non-authoritative listing has been added for informational purposes to assist in financial statement template preparation.
- Unless specific funds are listed, the agency must present all funds maintained by the agency regardless of whether the funds are recorded on CARS. This includes all trust, local, and endowment funds.
- Report materials and supplies inventories on the financial statement templates using the consumption method.
- Report prepayment balances as of June 30 on the financial statement template using the consumption method.
- Record any applicable lag pay accruals in the financial statement templates. At a minimum, this will require recording of the July 1 (June 10-24 pay period) and a portion of the July 16 (June 25-30 pay period) paychecks. Refer to individual template instructions for additional guidance.

Continued on next page

General financial statement template guidelines, *Continued*

Use the criteria in **GASBS No. 14**, as modified to reflect **GASBS No. 39**, *Determining Whether Certain Organizations Are Component Units* and **GASBS No. 61**, *The Financial Reporting Entity: Omnibus* to evaluate which organizations are included in the financial reporting entity.

- **Attachment 3** outlines the requirements of **GASBS No. 14**, as modified to reflect **GASBS Nos. 39 and 61**.
- Return the completed **Attachment 3** for each organization evaluated by **July 16, 2015**.
- Be aware of legislative changes for fiscal year 2015.

Refer to the **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates** on DOA's website at **www.doa.virginia.gov** for further guidance on preparation of the financial statement templates. Click on the "Financial Statement Directives" link.

Continued on next page

Preparation of GAAP Basis Financial Statement Templates (Attachments 9-13), Continued

Guidelines for financial statement template work papers

The following guidelines apply to the preparation of financial statement template work papers:

- Prepare work papers that clearly support the preparation of the financial statement templates.
- Fully reconcile work papers to final CARS closing reports.
- Provide an adequate crosswalk and audit trail from the work papers to the financial statement template. For governmental funds, this must include the adjusting entries for converting from the fund statement information to the government-wide statement information.
- The following work papers are required but are not all-inclusive:
  - Trial balances of funds maintained on CARS
  - Trial balances of funds that are not maintained on CARS
  - Trial balances of government-wide financial statements
  - Reconciliation between government-wide financial statement information and fund statement information, including adjusting journal entries and supporting documentation
  - Itemized listing of capitalized assets as of year-end, which reconciles to the agency's internal accounting system and/or CARS, if applicable
  - Itemized listing of accounts receivable, allowance for doubtful accounts, and accounts payable

Work papers and agency supporting internal records should be ready for APA review or DOA request by **August 6, 2015**.

Supplemental Information

Introduction

Some agencies are required to provide supplemental financial information to DOA for CAFR footnotes and schedules. These agencies and specific requirements are listed on the following pages. **Agency names are in alphabetical order**.

Submission requirements

All submissions are required to include the following information within the e-mail:

- Agency number
- Agency name
- Contact name
- Contact telephone number
- Contact e-mail address
- Date completed
- Name of preparer
- Name of reviewer
- Description of the supplemental information

Statistical Information should be submitted by fiscal year; however, if fiscal year information is unavailable, calendar or tax year information will be accepted. All submissions must clearly state whether fiscal year or calendar year is used.

The subject line of the e-mail should include the agency number, item number, and due date of the submission. For example, if the Department of Taxation is submitting items due on July 16, then the subject line would read "**Agy 161, Item #, Due Date July 16, 2015**." In addition, when naming the actual file, **include the Item # in the file name**.

DO NOT include different due date submissions within the same e-mail.

DOA requires certification of all supplemental information submitted. This certification step requires the names of all preparers and reviewers to be included on all submissions. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any submission. **By typing a name, the preparer is certifying that all information in the submission is complete and accurate; the reviewer is certifying that the information has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual; and the preparer and reviewer have read and understood the instructions for the submission. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements (Continued)

Submit copies of all supplemental information submissions to DOA at **finrept-agysupp@doa.virginia.gov**. Agencies should copy the APA on all e-mail submissions at: **APAfinrept@apa.virginia.gov**.

Revision requirements

If revisions are made to the supplemental information subsequent to DOA acknowledgement of receipt **and** acceptance of the original submission, perform the following steps:

1. Include "**REVISED – date**" in the **subject line** of the e-mail as well as in the **file name**. Resubmit the revised supplemental information; and
2. Submit a completed **Attachment 31**, Supplemental Information – Revision Control Log.

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

Additional requirements

A fluctuation analysis is required for submissions that affect balances reported in the CAFR. The analysis should compare the reported amounts for the current year and the prior year, and explanations should be provided for any variances exceeding the specified scope. The explanations should quantify the underlying reasons (i.e., management decisions, trend, event) for the change, not just state that the item increased or decreased.

DOA will notify agencies if any additional information is required.

Continued on next page

Attorney General
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit comments addressing the following items by **August 10, 2015:**

1. Review Footnote 39.B, CONTINGENCIES, page 172 of the 2014 CAFR, and provide a Litigation Representation Letter for items arising before August 10, 2015. This letter must identify pending or threatened litigation that would result in a material loss, $5 million or more, significant enough to disclose in the General Fund Preliminary (Unaudited) Annual Report of the Commonwealth. **GASBS No. 62**, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, requires that a loss contingency be recorded and reflected in the Commonwealth's financial statements if both of the following conditions are met:

   - Information available prior to issuance of the financial statements indicates that it is probable that an asset has been impaired or a liability has been incurred at the date the financial statements are being prepared. It is implicit in this condition that it is probable that one or more future events will occur confirming the fact of the loss.
   - The amount of the loss can be reasonably estimated.

   Additionally, **GASBS No. 62** requires a loss contingency to be fully disclosed in the footnotes if the above two conditions are not both met or if an exposure to loss exists in excess of the amount accrued, and the occurrence of the loss is reasonably possible. This disclosure must indicate the nature of the contingency and give an estimate of the possible loss or range of loss, or state that such an estimate cannot be made. If the probability of the loss is only remote, then the loss need not be disclosed.

Continued on next page

Attorney General (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit comments addressing the following items by **August 10, 2015**, continued:

All material pending litigation existing as of June 30, 2015, and all material threatened litigation, arising after June 30, up to the date of the letter, must be considered in formulating the response. Please indicate the following for each litigation issue identified:

- Nature of the legal issue
- How the Commonwealth is responding or intends to respond to the charges
- Progress of the case to date
- An evaluation of the probability of an unfavorable outcome
- An estimate, if possible, of the potential loss or range of loss

Submit the following by **September 3, 2015**:

2. Provide the fund/fund detail used to account for administrative costs related to the Legal Settlement Fund.

Submit the following by **October 8, 2015**:

3. A Litigation Representation Letter for the fiscal year ended June 30, 2015. This letter must identify pending or threatened litigation that would result in a material loss, $5 million or more, significant enough to disclose in the Commonwealth's financial statements or accompanying notes.

Submit the following by **December 9, 2015**:

4. Any updates to the information requested above or written confirmation that there were no changes to the October 8, 2015, information.

Compensation Board *(see submission / revision requirements at the beginning of the Supplemental Information section)*

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015**, for statistical purposes:

1. Number of constitutional officers receiving financial support

Submit the following by **September 10, 2015**:

2. Program, sub-program, fund, and amount for locality reimbursements processed as P-vouchers

Continued on next page

Comprehensive Services for At-Risk Youth and Families
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015,** for statistical purposes:
1. Number of youth to whom services are provided

Department for Aging and Rehabilitative Services
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015,** for statistical purposes:
1. Number of Medicare recipients

Department of Accounts
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015**:
1. Provide the number of retirees and number of other participants that participated in the Line of Duty OPEB program.
2. Provide administrative costs for the Line of Duty OPEB fund 0742.

Submit the following by **September 3, 2015**:
3. Provide the fund/fund detail used to account for administrative costs related to:
   - Agency 162, Funds 0700, 0708, 0721, and 0722, and
   - Agency 997, Funds 0700 and 0757.

Continued on next page

Department of Agriculture & Consumer Services
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **July 9, 2015**:

1. DOA will eliminate CARS activity relating to the Virginia Winery Distribution Company (VWDC) since this information will be obtain via a financial statement template, and needs to know where and how the activity has been recorded on CARS. Please provide applicable coding (Fund/fund detail, program, cost code, function, revenue source code, etc.).

Submit the following by **August 27, 2015,** for statistical purposes:

2. Number of food inspections conducted
3. Number of weights/measure equipment inspected

Submit the following by **September 3, 2015**:

4. Provide the fund/fund detail used to account for administrative costs related to the Consumer Services Fund and the Contested Pesticide Penalties Fund.
5. For Fund 0708, GLA 962, provide the purpose of the revenue refund, if applicable.

Continued on next page

Department of Alcoholic Beverage Control
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015**:

1. Amount of malt beverage tax collected in July 2015
2. Full accrual basis receivable amount as of June 30, 2015, for the malt beverage tax, **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $635,000 **or** a variance greater than $1.3 million regardless of the percentage change.
3. Revenue source code numbers that account for the malt beverage tax
4. Amount that is due to the Literary Fund related to the sale of confiscated liquor and confiscated assets
5. Amount of bailment inventory for the ABC Enterprise Fund

Department of Behavioral Health and Developmental Services
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **July 16, 2015**:

1. Revise wording included in the Off-balance Sheet Financial Obligation report provided in a separate communication from DOA.

Submit the following by **August 27, 2015,** for statistical purposes:

2. Number of patients receiving services and the number of operational beds used

Submit the following by **September 3, 2015**:

3. LGIP Summary of Submissions

Submit the following by **January 14, 2016**:

4. Revise wording included in the Off-balance Sheet Financial Obligation report provided in a separate communication from DOA.

Continued on next page

Department of Conservation and Recreation
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following for the **Virginia Land Conservation Foundation:**

1. All applicable Component Unit attachments by the due date reflected in the Year-End Reporting Requirements for Component Units posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Submit the following by **August 27, 2015,** for statistical purposes:

2. Number and area of state parks
3. Number and area of natural areas
4. Number and area of historical areas

Department of Corrections
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015**:

1. **Attachment 9**, Governmental Fund Financial Statement Template

Submit the following by **August 13, 2015**:

2. **Attachment 13**, Agency Fund Financial Statement Template

Submit the following by **September 17, 2015**:

3. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Provide a funding breakdown for contractual services/teacher services/other. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Continued on next page

Department of Criminal Justice Services *(see submission / revision requirements at the beginning of the Supplemental Information section)*

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following for **Fund 0221** by **August 6, 2015**:

1. If Project Code 98000 is reported on any attachment submissions, submit the amounts and applicable coding (function, revenue source code, **GASBS No. 34** revenue classifications, etc.). DOA will eliminate this project code and needs to know where and how the activity has been recorded on the attachments.

Submit the following for **Fund 0221** by **September 3, 2015**:

2. Provide the fund/fund detail used to account for administrative costs.
3. For Project Code 98000, GLA 962, provide the purpose of the revenue refund.

Continued on next page

Department of Education
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015**:

1. Submit the year-end LGIP activity by CARS GLA and revenue source code/expenditure function for agency 201, Fund 0700. DOA records LGIP from account histories provided by Treasury and therefore needs to eliminate LGIP recorded on CARS.

Submit the following by **August 27, 2015,** for statistical purposes:

2. Total primary and secondary school enrollment

Submit the following by **August 27, 2015**:

3. **Attachment 15**, Federal Schedules
4. **Attachment 22**, Receivables as of June 30

Submit the following by **September 17, 2015**:

5. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.
6. Program, sub-program, fund, and amount for locality reimbursements processed as P-vouchers for July and August **and** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $280,000 **or** a variance greater than $560,000 regardless of the percentage change.
7. When preparing **Attachment 28A**, Government-wide Payables and Other Accruals as of June 30 – CARS Users, the methodology used should be consistent with the approach agreed upon with DOA and APA. For consistency purposes, notify DOA if any modifications have been made to the methodology.

Continued on next page

Department of Environmental Quality
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015**:

1. Capital asset information, including information required by **GASBS No. 42**, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, and **GASBS No. 51**, *Accounting and Financial Reporting for Intangible Assets*, requested in a separate communication from the Department of Accounts. Ensure the capitalization limits specified on the spreadsheet are appropriately applied **and** a fluctuation analysis which compares the current year and prior year amounts is performed. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change.

Submit the following by **August 20, 2015**:

2. Provide a list of state agencies/institutions involved in pollution remediation related projects.

Submit the following by **August 27, 2015,** for statistical purposes:

3. Number of permits issued
4. Number of inspections conducted

Submit the following by **September 3, 2015**:

5. Provide the fund/fund detail used to account for administrative costs related to Fund 0708.

Submit the following by **September 17, 2015**:

6. Update **Footnote 20**, COMMITMENTS, page 138 of the 2014 CAFR. Revise the footnote disclosure for FY 2015 for wastewater treatment projects, and provide any additional information requested in separate communication(s). Provide the description and amount as of June 30, 2015, related to any other construction or commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Provide a funding breakdown for contractual services/other. For wastewater treatment commitments, please provide a complete listing of ALL commitments, even if less than $5 million. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm.**

Continued on next page

Department of Environmental Quality (continued)
(see submission / revision requirements at the beginning of the Supplemental Information section)

Submit the following by **October 8, 2015**:

7. If necessary, provide final **Attachment 15 – Federal Schedules Footnotes spreadsheet only**. Also, separately identify the second generation loan amount and provide an explanation for a variance greater than 10% and $280,000 **or** a variance greater than $560,000 regardless of the percentage change.

Department of Forensic Science
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **September 17, 2015**:

1. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Please submit aggregated amounts for all construction projects that add to over $5 million even if individual projects are below the threshold. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Department of Forestry
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015,** for statistical purposes:

1. Number and area of state forests
2. Number of firefighters trained in forest fire control (Department of Planning and Budget performance measure)

Continued on next page

Department of Game and Inland Fisheries
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015**:

1. Capital asset information, including information required by **GASBS No. 42**, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, and **GASBS No. 51**, *Accounting and Financial Reporting for Intangible Assets*, requested in a separate communication from the Department of Accounts. Ensure the capitalization limits specified on the spreadsheet are appropriately applied **and** a fluctuation analysis which compares the current year and prior year amounts is performed. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change.

Submit the following by **September 17, 2015**:

2. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the 2015 Fiscal Year-End Closing Procedures, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Continued on next page

Department of General Services
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015**:

1. Submit lease information as requested via separate communication from the Department of Accounts. Differentiate between agency, internal service, and enterprise activity.

Submit the following by **September 17, 2015**:

2. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Department of Health
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015**, for statistical purposes:

1. Number of WIC participants
2. Number of childhood immunizations administered

Submit the following by **September 17, 2015**:

3. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more, including but not limited to the Water Supply Assistance Grant Fund. Please submit contractually obligated and non-contractually obligated amounts separately. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the 2015 Fiscal Year-End Closing Procedures, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Submit the following by **September 24, 2015**:

4. Amount of adjusted P-vouchers by fund, fund detail, and program **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $1.5 million **or** a variance greater than $3.0 million regardless of the percentage change.

Continued on next page

Department of Housing and Community Development
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015:**

1. Provide amounts and applicable coding (function, revenue source code, etc.) reported on any attachment submissions for the Agency Fund portion of Fund 0726.
2. Provide total number of housing units improved through housing programs for the current fiscal year.

Department of Human Resource Management
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015**:

For the **Workers' Compensation Internal Service Fund** and the **Health Insurance Fund**:

1. **Attachment 11**, Internal Service Fund Financial Statement Template, **ONLY** Tab 9 - Part 2 - Unearned Revenue - Prepayments by Agency

For the **Pre-Medicare Retiree Healthcare OPEB** to comply with **GASBS No. 43** and **GASBS No. 45**:

2. Employer's actual contribution to the plan
   - Benefits Employment System (BES) FY 2015 Enrollment/Income and Premium calculations, including Employee Retirement Insurance Credit (ERIC)
3. The Plan's actuarial valuation date and actuarially determined
   - Annual Required Contribution (ARC)
   - Investment earning assumption rate (discount rate)
   - Amortization factor used by the actuary to amortize contribution deficiencies or excess contributions (experience losses and gains)
4. Provide number of retirees in the Pre-Medicare Retiree Healthcare Program.

Continued on next page

Department of Human Resource Management (continued)
(see submission / revision requirements at the beginning of the Supplemental Information section)

Submit the following by **August 20, 2015**:

For the **Local Choice Enterprise Fund**:

5. **Attachment 10**, Enterprise Fund Financial Statement Template (complete except for claims payable)

For the **Workers' Compensation Internal Service Fund**:

6. **Attachment 20**, Internal Service Funds – Conversion to Government-wide Statement of Activities, **ONLY** Part 1 – Internal tab, step 3.

For the **Health Insurance Fund**:

7. **Attachment 20**, Internal Service Funds – Conversion to Government-wide Statement of Activities, **ONLY** Part 1 – Internal tab, step 3
8. **Attachment 20**, Internal Service Funds – Conversion to Government-wide Statement of Activities, **ONLY** Part 2 – External tab, step 4, to provide amount reported in Step 2 that also represent Accounts Receivable as of June 30 and is included in the Statement of Net Position template.

Submit the following footnote data and required supplementary information for the **Pre-Medicare Retiree Healthcare OPEB** to comply with **GASBS No. 43** and **GASBS No. 45** by **September 3, 2015:**

9. Schedule of Funding Progress
10. Schedule of Employer Contributions

Continued on next page

Department of Human Resource Management (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following for the **Workers' Compensation Internal Service Fund** and the **Health Insurance Fund** by **September 17, 2015**:

11. **Attachment 11**, Internal Service Fund Financial Statement Template
12. **Attachment 20**, Internal Service Funds – Conversion to Government-wide Statement of Activities. In addition to the attachment, please submit the methodology that was used in Part 3 Conversion to allocate the expenses.
13. **Internal Service Claims Payable** footnote spreadsheet provided in a separate communication from the Department of Accounts and a fluctuation analysis, comparing the current year's amounts to the prior year's amounts with explanations for variances greater than 10% and $2.2 million **or** greater than $4.4 million, regardless of the percentage change.

Submit the following by **September 17, 2015**:

14. **Attachment 10**, Enterprise Fund Financial Statement Template (Final including claims payable)
15. **Enterprise Claims Payable** footnote spreadsheet provided in a separate communication from the Department of Accounts and a fluctuation analysis, comparing the current year's amounts to the prior year's amounts with explanations for variances greater than 10% and $2.2 million **or** greater than $4.4 million, regardless of the percentage change.
16. Necessary information and disclosures, including the "Ten-Year Claims Development Information" schedule for the Public Entity Risk Pools, required by **GASBS No. 30**, *Risk Financing Omnibus.*
17. A copy of any changes to the 2014 Actuarial Valuations of the Workers Compensation, Health Insurance Fund, and the Pre-Medicare Retiree Healthcare OPEB, and a description of the methodology used by the actuary

Note: Any risk financing or insurance related activities, including public entity risk pools that were not applicable last year, may be applicable this year and must be disclosed in the CAFR.

Continued on next page

Department of Juvenile Justice *(see submission / revision requirements at the beginning of the Supplemental Information section)*

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **September 17, 2015**:

1. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Continued on next page

Department of Medical Assistance Services
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Please ensure that the **GASBS No. 34** government-wide revenue classifications are provided for **ALL** revenue entries submitted. Refer to the **GASBS No. 34 Government-wide Revenue Classification Table** on DOA's website at **www.doa.virginia.gov** to obtain the revenue classifications for each revenue source code. Click on the "Financial Statement Directives" link.

Submit the following by **July 27, 2015, including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $200,000 **or** a variance greater than $400,000 regardless of the percentage change:

1. Journal entries for drug rebate cash receipts to include both:
   - Rebates incurred and billed in FY 2013 and prior years
   - Rebates incurred in FY 2014 and billed in FY 2015
2. The journal entry to report federal fund warrants-in-process as federal revenue
3. Any other journal entries that are necessary for proper cash basis presentation
4. Breakdown of the federal and local portions of revenue recorded in the Medicaid Intergovernmental Transfer Fund (Fund 0220) as of June 30, 2015

Submit the following by **August 6, 2015**:

5. Capital asset information, including information required by **GASBS No. 42,** *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries,* and **GASBS No. 51**, *Accounting and Financial Reporting for Intangible Assets*, requested in a separate communication from the Department of Accounts. Ensure the capitalization limits specified on the spreadsheet are appropriately applied **and** a fluctuation analysis which compares the current year and prior year amounts is performed. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change.

Continued on next page

Department of Medical Assistance Services (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following by **August 27, 2015,** for statistical purposes:

6. Number of Medicaid recipients

Submit the following by **September 17, 2015, including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $200,000 **or** a variance greater than $400,000 regardless of the percentage change for **Items 7-12**:

7. Journal entries for the Medicaid claims payable (including add-pay payables)
8. Journal entries for the drug rebate receivables
9. Journal entries for the Temporary Detention Order program claims payable
10. Journal entries for the audit deferrals related to federal audits (please provide separate journal entry for each audit year)
11. Any other journal entries that are necessary for proper modified accrual basis presentation
12. Amount of net payable/receivable recorded in steps 7-10 that relate to the Medicaid Cost Settlement for DBHDS only
13. Additional entries necessary to bring the above entries to full accrual basis of accounting for the Government-wide Statement of Net Position and Statement of Activities
14. For any receivable and payable amounts, provide amounts receivable or payable greater than one year (noncurrent)
15. Revisions to **Footnote 25**, OTHER LIABILITIES, Medicaid Payable and FAMIS Payable, page 146 of the 2014 CAFR

Continued on next page

Department of Mines, Minerals, and Energy
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015**:

1. Capital asset information, including information required by **GASBS No. 42**, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, and **GASBS No. 51**, *Accounting and Financial Reporting for Intangible Assets*, requested in a separate communication from the Department of Accounts. Ensure the capitalization limits specified on the spreadsheet are appropriately applied **and** a fluctuation analysis which compares the current year and prior year amounts is performed. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change.

Submit the following by **September 3, 2015**:

2. Provide the fund/fund detail used to account for administrative costs related to the Mined Land Deposits Fund (Funds 0750, 0751, and 0737) and for Funds 0753 and 0755.

Submit the following for the **Virginia Offshore Wind Development Authority**:

3. All applicable Component Unit attachments by the due date reflected in the Year-End Reporting Requirements for Component Units posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Continued on next page

Department of Motor Vehicles *(see submission / revision requirements at the beginning of the Supplemental Information section)*

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **July 27, 2015**:

1. The amount of deposits in transit at June 30 (i.e., in DMV local bank accounts but not in CARS) **by fund and revenue source code** for **all** deposits, including motor fuel taxes

Submit **to DOA and to VDOT** by **August 27, 2015**:

2. The net motor fuel taxes receivable (net of deposits in transit) at June 30 on the **modified accrual basis** of accounting and a fluctuation analysis, **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $490,000 **or** a variance greater than $1.0 million regardless of the percentage change. Identify the amount of the receivable that is allocated to VDOT. Separately identify the amount of the receivable recorded in Fund 0471 that is allocated to VDOT, Virginia Port Authority, Department of Rail and Public Transportation, and the Department of Aviation. Be sure to include the following information:
   - Gross amount
   - Allowance
   - Net Receivable
   - Amount to be collected after June 30, 2016
   -
3. The additional amount necessary to report motor fuel taxes receivable at June 30 on the **full accrual basis** of accounting and a fluctuation analysis, **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change. Identify the amount of the receivable that is allocated to VDOT. Separately identify the amount of the receivable recorded in Fund 0471 that is allocated to VDOT, Virginia Port Authority, Department of Rail and Public Transportation, and the Department of Aviation.

Continued on next page

Department of Motor Vehicles (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following by **August 27, 2015,** continued, for statistical purposes:

4. Number of Commonwealth vehicles, **excluding** Higher Education vehicles

Submit the following by **September 3, 2015**:

5. Provide the fund/fund detail used to account for administrative costs related to the following Funds: 0715, 0725, 0745, and 0746.
6. For Funds 0715, 0725, 0745, and 0746, GLA 962, provide the purpose of the revenue refund.

Submit to **DOA only** by **September 17, 2015**:

7. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Include ALL software commitments, even if under $5 million, and provide the specific amount remaining on the contract. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Department of Planning and Budget *(see submission / revision requirements at the beginning of the Supplemental Information section)*

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **September 3, 2015**:

1. Explanation of variances on the General Fund Preliminary budget/actual statement, original/final budgets, and 2014/2015 actual amounts for MD&A identified by DOA in a separate communication
2. Provide the fund/fund detail used to account for administrative costs related fund 0244, School Efficiency Review – Locally Funded.

Continued on next page

Department of Rail and Public Transportation
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015**:

1. Capital asset information, including information required by **GASBS No. 42**, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, and **GASBS No. 51**, *Accounting and Financial Reporting for Intangible Assets*, requested in a separate communication from the Department of Accounts. Ensure the capitalization limits specified on the spreadsheet are appropriately applied **and** a fluctuation analysis which compares the current year and prior year amounts is performed. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change.

Submit the following by **October 15, 2015**:

2. Revisions to **Footnote 20**, COMMITMENTS, Mass Transit Projects, page 138 of the 2014 CAFR, **excluding** payable amounts reported pursuant to the **2015 Fiscal Year-End Closing Procedures**, **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, or reported on any other attachment.

Department of Small Business and Supplier Diversity
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **July 27, 2015, including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change:

1. FY 2015 employer VRS contributions in object code 1111 for the **Virginia Small Business Financing Authority**

Submit the following by **August 6, 2015**:

2. If Project Code 73001 (Fund 0200) is reported on any attachment submissions, submit the amounts and applicable coding (function, revenue source code, **GASBS No. 34** revenue classifications, etc.). DOA will eliminate this project code, and needs to know where and how the activity has been recorded on the attachments.

Submit the following for the **Virginia Small Business Financing Authority**:

3. All applicable Component Unit attachments by the due date reflected in the Year-End Reporting Requirements for Component Units posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Continued on next page

Department of Social Services *(see submission / revision requirements at the beginning of the Supplemental Information section)*

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **July 6, 2015**:

1. Provide a copy of the June quarterly cost allocation between Funds 0235, 0239, and 1000 and confirmation that this allocation has been recorded in CARS. If the cost allocation has not been recorded in CARS, please provide the date it will be keyed.

Submit the following by **August 20, 2015**:

2. Review **GASBS No. 24**, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*, for its relevance to the food stamp program and provide:
   - Total food stamp benefits redeemed by recipients as of June 30, 2015, for the electronic distribution system, **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $200,000 **or** a variance greater than $400,000 regardless of the percentage change.

Submit the following by **August 27, 2015:**

3. For all funds, provide Due to/Due from entries by fund/fund detail, and any other **modified accrual** AND **full accrual** basis entries **not included** on attachment submissions, reviewed and certified correct, **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $200,000 **or** a variance greater than $400,000 regardless of the percentage change. List full accrual entries separately from modified accrual entries. Please ensure that **GASBS No. 34 revenue classifications** are provided. For proper **GASBS No. 34** government-wide revenue classification, refer to the **GASBS No. 34 Government-wide Revenue Classification Table** on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.
4. Revisions to the paragraph discussing food stamps in **Footnote 39.A.,** CONTINGENCIES, Grants and Contracts, page 172 of the 2014 CAFR

Continued on next page

Department of Social Services (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following by **August 27, 2015,** for statistical purposes:

5. Number of households receiving food stamps
6. Number of households receiving Child Support Enforcement assistance

Submit the following by **September 3, 2015**:

7. Provide the fund/fund detail used to account for administrative costs related to the Child Support Enforcement Fund.
8. For Fund 0239, GLAs 902 and 962, provide the purpose of the refund.

Department of State Police *(see submission / revision requirements at the beginning of the Supplemental Information section)*

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015,** for statistical purposes:

1. Number of state police stations
2. Number of traffic citations issued
3. Number of arrests

Submit the following by **September 3, 2015**:

4. Provide the fund/fund detail used to account for administrative costs related to Fund 0733.

Submit the following by **September 17, 2015**:

5. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually and non-contractually obligated amounts separately. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Continued on next page

Department of Taxation
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **July 27, 2015**:

1. Provide VITA (Agency 136) with information related to PSAP providers to include monthly payment information and CARS activity. Copy DOA on this correspondence.
2. If Accelerated Sales Tax – RSC 01089 has a balance as of June 30, provide correct tax classifications by revenue source code.

Submit the following by **August 20, 2015**:

3. Provide VITA (Agency 136) with information related to PSAP providers for any accrual activity. Copy DOA on this correspondence.

Submit the following by **August 27, 2015,** for statistical purposes:

4. Population estimate and the per capita income estimate
5. Number of personal income tax filers
6. Income tax liability by income level for current year and nine years prior
7. Number of individual tax returns processed for calendar year
8. Number of business tax returns processed for calendar year

Submit the following by **September 3, 2015**:

9. Provide the fund/fund detail used to account for administrative costs related to Funds 0700, 0710, 0727, 0728, and 0745.
10. For Fund 0700, GLA 557, provide the amount that was distributed to localities.

Continued on next page

Department of Taxation (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following by **September 10, 2015**, continued**:**

11. Provide modified and full accrual amounts for receivables (including allowance for doubtful accounts), payables, individual and corporate deferred credit. The format and methodology should be consistent with the approach agreed upon with DOA and APA. For consistency purposes, notify DOA if any modifications have been made to the approach/methodology. Provide fluctuation explanations on each submission by line item using the scopes by reporting fund as follows:

    General Fund variances over 10% and $650,000 **or** variances greater than $1.3 million regardless of percentage change.

    Special Revenue Funds variances greater than 10% and $280,000 **or** $560,000 regardless of percentage change.

    Agency Funds variances greater than 10% and $200,000 **or** $400,000 regardless of percentage change.

    DOA may request additional information in a separate communication.

    Please note the following cutoff dates for these submissions:
    July/August Payments – Receivable Submission **August 14, 2015**
    August P-vouchers **August 24, 2015**

12. The Transportation Trust Fund (TTF) Sales Tax Receivable represents the 0.5% of the sales tax that is transferred to the Virginia Department of Transportation (VDOT). Provide the TTF Sales Tax Receivable on the **modified accrual** and **full accrual** bases of accounting to DOA and to VDOT.

13. Explanation of variances on the General Fund Preliminary budget/actual statement, original/final budgets, and 2014/2015 actual amounts for Management's Discussion and Analysis identified by DOA in a separate communication.

    Note: When preparing information for non-tax revenue source codes, in order to ensure proper **GASBS No. 34** government-wide revenue classification, refer to the **GASBS No. 34 Government-wide Revenue Classification Table** on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Department of Taxation (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following by **September 21, 2015:**

14. Recap Refunds Reports from Revenue Accounting for July 2015 and August 2015 that identify debt set-off amounts transferred in July and August that were payable as of June 30, 2015

15. Debt set off amounts transferred in July and August 2015 (information comparable to prior year's TAXPIM72 Report)

16. Adjustments made after August for July and August receipts

Continued on next page

Department of Veterans Services
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **September 17, 2015:**

1. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Jamestown Yorktown Foundation
(*see submission / revision requirements at the beginning of the Supplemental Information section)*

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **September 17, 2015:**

1. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Please aggregate all project commitments related to the Yorktown Museum Project, including, but not limited to exhibit design services, architecture services, security services, audio/visual and all other commitments related to the project. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Continued on next page

Library of Virginia
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following information, including the effects of **GASBS No. 42**, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries,* for any library books not capitalized on FAACS by **August 6, 2015, including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change:

1. Beginning balance, increases, decreases, and ending balances (using historical cost)
2. Total beginning balance, increases, decreases, and ending balances for accumulated depreciation
3. CARS expenditures by function for current acquisitions. This should equal the increases in library books above.
4. Depreciation expense by function. Total depreciation expense should equal the increases in the accumulated depreciation column.

Submit the following for the **Library of Virginia Foundation**:

5. All applicable Component Unit attachments by the due date reflected in the Year-End Reporting Requirements for Component Units posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Continued on next page

Science Museum of Virginia
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **July 27, 2015, including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change:

1. FY 2015 employer VRS contributions in object code 1111 for the **Science Museum Gift Shop**

Submit the following by **September 10, 2015** for the **Science Museum of Virginia Foundation, Inc**. and the **Danville Science Center, Inc**.:

2. All applicable Component Unit attachments by the due date reflected in the Year-End Reporting Requirements for Component Units posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Submit audited financial statements for the following when available:

3. **Science Museum of Virginia Foundation, Inc**.
4. **Danville Science Center, Inc**.

Continued on next page

State Corporation Commission
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **September 3, 2015**:

1. Provide the fund/fund detail used to account for administrative costs related to Funds 0200 and 0700.

State Council of Higher Education for Virginia
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015,** for statistical purposes:

1. Total number of private and state supported higher education institutions, educators, and students

Continued on next page

Supreme Court
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015,** for statistical purposes:
1. Number of criminal trials
2. Number of civil trials
3. Number of traffic hearings

Virginia College Savings Plan
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015,** for statistical purposes:
1. Number of prepaid tuition contract holders
5. Update **Footnote 14**, DERIVATIVES, page 114 of the 2014 CAFR. Revise the footnote disclosure for FY 2015, and provide any additional information requested in separate communication(s).
3. Submit investment information by **November 16, 2015,** if requested by DOA in a separate communication

---

Virginia Commission for the Arts
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following for the **Virginia Arts Foundation**:
1. All applicable Component Unit attachments by the due date reflected in the Year-End Reporting Requirements for Component Units posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Continued on next page

Virginia Employment Commission *(see submission / revision requirements at the beginning of the Supplemental Information section)*

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015**:

1. Capital asset information, including information required by **GASBS No. 42**, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, and **GASBS No. 51**, *Accounting and Financial Reporting for Intangible Assets*, requested in a separate communication from the Department of Accounts. Ensure the capitalization limits specified on the spreadsheet are appropriately applied **and** a fluctuation analysis which compares the current year and prior year amounts is performed. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million, regardless of the percentage change.

Submit the following by **August 27, 2015**:

2. All modified accrual **and** full accrual basis entries for the general fund and all special revenue funds, **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $450,000 **or** a variance greater than $900,000, regardless of the percentage change, for modified accrual entries and explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change for full accrual entries. List full accrual entries separately from modified accrual entries.

Continued on next page

Virginia Employment Commission (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following by **August 27, 2015,** continued, for MD&A and statistical purposes:

3. Provide **GASBS No. 34** revenue classifications. For proper **GASBS No. 34** government-wide revenue classification, refer to the **GASBS No. 34 Government-wide Revenue Classification Table** on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.
4. Top 10 employers of the Commonwealth for the current fiscal/calendar year and Top 10 employers for the fiscal/calendar year 9 years prior
5. Number of individuals receiving unemployment benefits at June 30, 2014 and 2015
6. Number of new unemployment claims at June 30, 2014 and 2015
7. Unemployment rate at June 30, 2014 and 2015
8. Average weekly benefit amounts at June 30, 2014 and 2015
9. Average benefit duration at June 30, 2014 and 2015
10. Unemployment compensation payments to state employees during FY 2015

Submit the following by **September 3, 2015**:

11. **Attachment 10**, Enterprise Fund Financial Statement Template

Submit the following by **September 17, 2015**:

12. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the 2015 Fiscal Year-End Closing Procedures, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.
13. **Attachment 22**, Receivables as of June 30
14. Breakdown of IAT amounts and non-IAT amounts included on **Attachment 26**, **GASBS No. 33** Federal Fund Analysis – Nonreimbursement Grants

Continued on next page

Virginia Information Technologies Agency
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 13, 2015**:

1. Provide breakdown of amounts reported as "due from VITA" on **Attachment 20** by fund detail.

Submit the following by **August 20, 2015**:

2. Update **Footnote 38**, INFORMATION TECHNOLOGY INFRASTRUCTURE PARTNERSHIP – NORTHROP GRUMMAN, page 171-172 of the 2014 CAFR. Revise the footnote disclosure for FY 2015, and provide any additional information requested in separate communication(s).

   Note: Include remaining amount owed and remaining term of agreement.

Virginia Lottery
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 27, 2015**, for statistical purposes:

1. Number of tickets sold by game for all games

Continued on next page

Virginia Museum of Fine Arts
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following for the **Virginia Museum of Fine Arts Foundation, Inc.**:

1. All applicable Component Unit attachments by the due date reflected in the Year-End Reporting Requirements for Component Units posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Virginia Rehabilitation Center for the Blind and Vision Impaired
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following information by **August 6, 2015,** including the effects of **GASBS No. 42,** *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries,* for any capital assets (e.g., library books, text books, Braille masters, etc.) not capitalized on FAACS, **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change:

1. Beginning balance, increases, decreases, and ending balances (using historical cost)
2. Total beginning balance, increases, decreases, and ending balances for accumulated depreciation
3. CARS expenditures by function for current acquisitions. This should equal the increases in any capital assets not capitalized on FAACS above.
4. Depreciation expense by function. Total depreciation expense should equal the increases in the accumulated depreciation column.

Continued on next page

Virginia Retirement System
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **August 6, 2015** (or earlier if available):

1. **GASBS No. 68** as amended by **GASBS No. 71** entries for the VRS*, SPORS, VALORS*, and JRS single-employer defined benefit pension plan(s) (including the defined benefit portion of the VRS Hybrid Retirement Plan) for FY 2015 to include the following and any other entries as deemed necessary:
    - Net pension liability,
    - Pension expense,
    - Deferred outflows of resources (by category & in total),
    - Deferred inflows of resources (by category & in total), and
    - Beginning net position restatement.

    Also, indicate if there are any special funding situations or nonemployer contributing entities as defined in **GASBS No. 68**.

    ***Note:** For VRS and VALORS, also provide the **GASBS No. 68** as amended by **GASBS No. 71** entries by employer (including employer number and employer name).

2. If measurement date is June 30, 2014, provide **GASBS No. 68** entries for the VRS*, SPORS, VALORS*, and JRS single-employer defined benefit pension plan(s) (including the defined benefit portion of the VRS Hybrid Retirement Plan) for FY 2015 employer contributions to be reclassified to deferred outflows of resources.

    ***Note:** For VRS and VALORS, also provide the **GASBS No. 68** as amended by **GASBS No. 71** entries by employer (including employer number and employer name).

3. Provide contributions receivable breakdown by plan and agency. Also, provide any significant terms related to the receivables and a description of what gave rise to the receivables.

    Note: Contributions receivable for the defined contribution portion of the VRS Hybrid Retirement Plan should also include a breakdown by agency.

Continued on next page

Virginia Retirement System (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following as soon as available, but no later than **August 6, 2015,** continued:

4. Provide the following information for Line of Duty Death and Disability benefits pursuant to **GASBS No. 43**, **GASBS No. 45**, **GASBS No. 50**, and **GASBS No. 57**:
   - Actuarial report
   - Employer's actual contribution to the plan
   - Actuarially determined required contribution
   - Plan's investment earning assumption rate (discount rate)
   - Amortization factor used by the actuary to amortize contribution deficiencies or excess contributions (experience losses and gains)

Submit the following as soon as available, but no later than **September 10, 2015**:

5. GAAP basis draft financial statements, **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $3.0 million **or** a variance greater than $6.0 million regardless of the percentage change

6. Footnote data and required supplementary information to meet the reporting requirements of **GASBS No. 25**, **GASBS No. 27**, **GASBS No. 50**, **GASBS No. 67 and GASBS No. 68**, for **each** retirement system incorporating the defined benefit activity of the Hybrid Retirement Plan: Virginia Retirement System (VRS), State Police Officers' Retirement System (SPORS), Judicial Retirement System (JRS), and Virginia Law Officers' Retirement System (VALORS) and Supplemental Information to meet the reporting requirements of **GASBS No. 43, GASBS No. 45 and GASBS No. 57,** for the following postretirement benefit programs: Health Care Credit, Group Life Insurance, Sickness and Disability, and Line of Duty.

7. Footnote data required to meet the reporting requirements of **GASBS No. 25**, **GASBS No. 27**, **GASBS No. 50**, **GASBS No. 67 and GASBS No. 68** for the defined contribution portion of the Hybrid Retirement Plan to include employer and employee contributions and other required disclosures.

8. Footnote data to meet the reporting requirements of **GASBS No. 28**, *Accounting and Financial Reporting for Securities Lending Transactions*

9. Any applicable disclosures required by **GASBS No. 53,** *Accounting and Financial Reporting for Derivative Instruments*, as amended by **GASBS No. 59**, *Financial Instruments Omnibus*, and **GASBS No. 64**, *Derivative Instruments: Application of Hedge Accounting Termination Provisions –an amendment of* ***GASBS No. 53***.

Continued on next page

Virginia Retirement System (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the 2015 revisions for the following **CAFR footnotes** as soon as available, but no later than **September 10, 2015**, continued:

10. **Footnote 6**, CASH, CASH EQUIVALENTS, AND INVESTMENTS, pages 93-101 of the 2014 CAFR, including Derivative Financial Instruments information
11. **Footnote 7**, RECEIVABLES, pages 102-103 of the 2014 CAFR, including accounts receivable detail and amount to be collected in greater than one year
12. **Footnote 14**, DERIVATIVES, pages 114 -121 of the 2014 CAFR.
13. **Footnote 15**, RETIREMENT AND PENSION SYSTEMS, Sections A through I, pages 122-127 of the 2014 CAFR, updated to incorporate the necessary **GASBS No. 68** requirements
14. **Footnote 16**, OTHER EMPLOYMENT BENEFITS, Group Life Insurance, Virginia Sickness and Disability Program, and Volunteer Firefighters' and Rescue Squad Workers' Fund sections, pages 131-132 of the 2014 CAFR
15. **Footnote 17**, OTHER POSTEMPLOYMENT BENEFITS (OPEB), sections A through D on pages 132-136 of the 2014 CAFR
16. **Footnote 18**, DEFERRED COMPENSATION PLANS, page 136-137 of the 2014 CAFR to include the Deferred Compensation Plan's net assets valued at year-end using valuation standards for certain investments as provided by **GASBS No. 31** and fair value for all other investments as provided by **GASBS No. 32**
17. **Footnote 20.C.**, COMMITMENTS, amount of VRS Investment commitments, page 139 of the 2014 CAFR
18. **Footnote 24**, ACCOUNTS PAYABLE, accounts payable detail, page 144 of the 2014 CAFR
19. Review **Footnote 25**, OTHER LIABILITIES, pages 144-146 of the 2014 CAFR. Provide Other Liabilities detail amounts to be included in Note 2 on page 145 of the 2014 CAFR.

Continued on next page

Virginia Retirement System (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following as soon as available, but no later than **September 10, 2015,** continued:

20. Reconciliation of Cash with the Treasurer of Virginia (GLA 101) to the financial statements

21. **Attachment 24**, Schedule of Cash, Cash Equivalents, and Investments as of June 30 for Virginia Retirement System (VRS), State Police Officers' Retirement System (SPORS), Judicial Retirement System (JRS), Retiree Health Insurance Credit, Group Life, Disability Insurance Trust Fund, and Virginia Law Officers' Retirement System (VALORS).
    - **Also provide spreadsheet showing detailed breakdown of all investments for VRS,** including CUSIP number**.**

22. **Attachment 24**, Schedule of Cash, Cash Equivalents, and Investments as of June 30 for Securities Lending Collateral for Virginia Retirement System (VRS), State Police Officers' Retirement System (SPORS), Judicial Retirement System (JRS), Retiree Health Insurance Credit, Group Life, Disability Insurance Trust Fund, and Virginia Law Officers' Retirement System (VALORS).
    - **Also provide spreadsheet showing detailed breakdown of all investments for Securities Lending,** including CUSIP number**.**

23. **Attachment 24**, Schedule of Cash, Cash Equivalents, and Investments as of June 30 for Virginia Retirement System (VRS) Investment Short Sales, if applicable

For the **Political Appointees Optional Retirement Plan**:

24. Defined contribution plan activity for July 1, 2014, through June 30, 2015
25. Schedule of accumulated plan assets by investment type at June 30, 2015
26. **Attachment 24**, Schedule of Cash, Cash Equivalents, and Investments as of June 30

For the **Virginia Supplemental Retirement Plan**:

27. Defined contribution plan activity for July 1, 2014, through June 30, 2015
28 Schedule of accumulated plan assets by investment type at June 30, 2015
29. **Attachment 24**, Schedule of Cash, Cash Equivalents, and Investments as of June 30

Continued on next page

Virginia Retirement System (continued) *(see submission / revision requirements at the beginning of the Supplemental Information section)*

Submit the following as soon as available, but no later than **September 10, 2015,** continued**:**

For the **Firefighters' and Rescue Squad Workers' Service Award Fund**:

30. Analysis of VRS and Wells Fargo activity for July 1, 2014, through June 30, 2015 (including CARS activity for Fund 0736)
31. Schedule of plan assets by investment type at June 30, 2015 (including CARS activity for Fund 0736)
32. Breakdown of contributions paid by member and employer
33. **Attachment 24**, Schedule of Cash, Cash Equivalents, and Investments as of June 30

For the **Commonwealth Health Research Board**:

34. Provide information related to investment activity in the format provided in the prior fiscal year, including a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $900,000 **or** greater than $1.8 million regardless of the percentage change.

For the **School Superintendent Optional Retirement Plan**:

35. Defined contribution plan activity for July 1, 2014, through June 30, 2015
36. Schedule of accumulated plan assets by investment type at June 30, 2015
37. **Attachment 24**, Schedule of Cash, Cash Equivalents, and Investments as of June 30

38. Ensure information requested in **Attachment 24**, Schedule of Cash, Cash Equivalents, and Investments as of June 30, is presented in the VRS Financial Statement Cash, Cash Equivalents, and Investments footnote. If it is not, provide the additional information needed as requested in **Attachment 24**.

39. Submit investment information by **November 16, 2015**, if requested by DOA in a separate communication

40. Submit the final audited financial report when available.

Continued on next page

Virginia School for the Deaf and Blind
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **July 9, 2015**:

1. List of all project and cost codes used for Agency Funds.
2. Provide budgeted expenditure and revenue amounts for project and cost codes provided for various reporting funds.

Submit the following by **July 27, 2015**:

3. DOA will eliminate Cost Code 707 for Fund 0200, and needs to know where and how the activity has been recorded on the attachments. In order for DOA to do this, provide amounts and applicable coding (function, revenue source code, **GASBS No. 34** revenue classifications, etc.) reported on any attachment submissions.

Submit the following by **August 6, 2015**:

4. Information regarding the "reserved for student expenses" in the special revenue fund.

Submit the following for the **Virginia School for the Deaf and Blind Foundation:**

5. All applicable Component Unit attachments by the due date reflected in the Year-End Reporting Requirements for Component Units posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link

Submit the following by **September 17, 2015**:

6. Provide the description and amount as of June 30, 2015, related to any construction or other commitment contracts that aggregate to $5 million or more. Please submit contractually obligated and non-contractually obligated amounts separately. Please do not submit any amounts that were processed as payables during July or August, using the criteria outlined in the **2015 Fiscal Year-End Closing Procedures**, located at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.

Continued on next page

Virginia Sesquicentennial of the American Civil War Commission
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following for the **Sesquicentennial of the American Civil War Foundation:**

1. All applicable Component Unit attachments by the due date reflected in the Year-End Reporting Requirements for Component Units posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Woodrow Wilson Rehabilitation Center
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following by **July 27, 2015**:

1. Provide DOA with the restricted amount included in Fund 0200.

Submit the following by **August 6, 2015**:

2. Capital asset information, including information required by **GASBS No. 42**, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, and **GASBS No. 51**, *Accounting and Financial Reporting for Intangible Assets*, requested in a separate communication from the Department of Accounts. Ensure the capitalization limits specified on the spreadsheet are appropriately applied and a fluctuation analysis which compares the current year and prior year amounts is performed. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change.

Continued on next page

Workers' Compensation Commission
(see submission / revision requirements at the beginning of the Supplemental Information section)

If the information requested in this supplemental section is also provided on an attachment, contact the individuals listed in the Questions section of this Directive.

Submit the following for the FY 2015 **Uninsured Employers Fund** by **August 20, 2015, including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and $2.2 million **or** a variance greater than $4.4 million regardless of the percentage change:

1. Provide the liability breakdown between the compensation portion and the medical portion, including an estimate of how much is due within one year and how much is due in greater than one year.
2. Provide the actuarial report that supports the liability.

Comptroller's Directive No. 1-15
Attachment 1
Checklist to Determine Information Required by Comptroller's Directive

---

Purpose

This attachment will help agencies determine what information must be submitted to DOA as required by this Directive. Some information/ attachments are required by all agencies and other information/attachments are only required to be submitted by certain agencies.

In addition, questions at the end of the attachment must be answered to ensure:

- ALL off-CARS activity, including that of foundations, councils, etc., are being reported to DOA;
- Agency fund descriptions and revenue classifications on file are accurate and complete; and,
- All necessary agency information is obtained to facilitate current implementations of GASB statements.

Applicable agencies

All agencies **must** complete this attachment.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

July 9, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Continued on next page

Comptroller's Directive No. 1-15
Attachment 1
Checklist to Determine Information Required by Comptroller's Directive

---

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

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 Att1. For example, agency 151 should rename its Attachment 1.xlsx file as 151Att1.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of the Excel attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Spreadsheet instructions

Complete the Checklist tab to determine what information must be submitted.

In order for the Summary tab to be accurate, please ensure that all questions specific to the other attachments are answered on the Checklist tab.

In order to ensure that all submission requirements are identified, please ensure that each part of the General Information section questions are answered.

After completing the Checklist tab, review the Summary tab.

Note: On the Termination Benefits tab, please ensure that all of the necessary benefits are properly reported in the appropriate cost period. Items with object codes 1171, 1172, 1173 and 1174 should be given particular attention when determining the presence and amount of benefits. Also, please ensure that the benefits for the month of August are properly estimated.

Continued on next page

ARMICS Certification

Agency heads must certify to DOA and APA that they have established, maintained, and evaluated their agency's internal control framework. The ARMICS certification is due **September 30, 2015**. Guidance for preparation and submission of this certification may be obtained from the following:

- Wave 1 Agencies: CAPP Topic No. 10305 – Cardinal, *Internal Control*, on DOA's website at **http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics_Cardinal/10305.pdf**

- Wave 2 Agencies: CAPP Topic No. 10305 – CARS, *Internal Control*, on DOA's website at **http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/10305.pdf**

Fund Descriptions Spreadsheet

If the agency has changes or updates to the Fund Descriptions Spreadsheet, copy only the lines relating to the agency to another file prior to submission to reduce the size of the file.

Note: This table will be available in June 2015.

It is very important that agencies diligently review the Fund Descriptions Spreadsheet. The list will be an integral part of the analysis that DOA performs to comply with GASBS No. 54, *Fund Balance Reporting and Governmental Fund Types Definitions*. If any fund description does not contain a reference to the authorizing legislation, please ensure it is added. If there is no authorizing legislation for the fund, please add a statement to that effect.

Additional information requests

DOA may contact agencies to provide additional information necessary to prepare the Commonwealth's Comprehensive Annual Financial Report.

Comptroller's Directive No. 1-15
Attachment 2
Contact Survey

Purpose

This attachment will provide DOA with the agency contact information for each agency.

Applicable agencies

All agencies **must** complete this attachment.

Due date

July 9, 2015

Submission requirements

Contact DOA if the agency has any problems with the file.

After downloading the files, rename the spreadsheet using the agency number followed by Att2. For example, agency 151 should rename the Attachment 2.xlsx file as 151Att2.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of this Excel spreadsheet.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Completing the attachment

Complete the information at the top of the attachment.

Enter the contact information for the agency head, the fiscal officer as shown on the agency signature card submitted annually to DOA, and the directive contact person. Include e-mail addresses and telephone numbers.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 3
GASBS No. 14 Checklist Modified to Reflect GASBS Nos. 39 and 61

Purpose

This attachment is a checklist used to evaluate, based on **GASBS No. 14**, **GASBS No. 39** and **GASBS No. 61** criteria, each organization, foundation, or commission for possible inclusion as a component unit in the CAFR. This attachment is similar to prior year's Attachment 3.

Applicable agencies

- All agencies that have a potential component unit that has **not** been previously evaluated using this checklist must complete this attachment
- All agencies that have a potential component unit that **has** been evaluated in prior years **if** a change occurred that might affect its classification must complete this attachment

Due date

July 16, 2015

Certification

The **Certification** 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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Continued on next page

Comptroller's Directive No. 1-15
Attachment 3
GASBS No. 14 Checklist Modified to Reflect GASBS Nos. 39 and 61

Submission requirements

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

After downloading the files, rename the attachment file using the agency number followed by Att3. For example, agency 151 should rename its Attachment 3.docx file as 151Att3.docx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of the attachment.

***Note: The attachment is in the Word 2007 version (.docx). If the agency has an earlier version of Word, the file can be saved in the earlier version (.doc). If the agency has an earlier version of Word and has problems opening the file, DOA can provide the attachment saved in an earlier version of Word (.doc).**

Additional information

Also submit a copy of the most recently audited financial statements for any organization identified as a component unit pursuant to **GASBS No. 14**, **GASBS No. 39**, and **GASBS No. 61**. These financial statements should be sent to the following individuals:

John Sotos, Assistant Director – Financial Statements
Department of Accounts
P.O. Box 1971
Richmond, Virginia 23218-1971
Phone 804-225-2111
Fax 804-225-2430

LaToya Jordan, Audit Director
Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218
Phone 804-225-3350
Fax 804-225-3357

Comptroller's Directive No. 1-15
Attachment 4
2014 Off-Balance Sheet Financial Obligations Update

Purpose

During the 2007 General Assembly Session, legislation was passed (*Code of Virginia*, §2.2-813.2) requiring the State Comptroller to report off-balance sheet financial obligations of the Commonwealth. As can be seen in the text, the term off-balance sheet financial obligation is utilized. Given the general nature of this terminology, a broad examination of the Commonwealth's financial commitments is appropriate.

This attachment is to confirm whether or not there have been any changes to the amounts submitted in January 2015 for FY 2014.

Applicable agencies

Agencies with changes to prior year **Attachment 33** **must** complete this attachment.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**

Please reference the attachment number in the subject line of the e-mail.

Due date

July 16, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Continued on the next page

Comptroller's Directive No. 1-15
Attachment 4
2014 Off-Balance Sheet Financial Obligations Update

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att4. For example, agency 151 should rename its Attachment 4.xlsx file as 151Att4.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of these Excel spreadsheets.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

Comptroller's Directive No. 1-15
Attachment 4
2014 Off-Balance Sheet Financial Obligations Update

Definitions

Balance Sheet – For purposes of this attachment, balance sheet is referring to the amounts that were reported in the Comprehensive Annual Financial Report (CAFR) as of June 30, 2014. This information was obtained from CARS reports and directive submissions (attachments and supplemental information) and does not need to be resubmitted.

Off-Balance Sheet Financial Obligations – For purposes of this attachment, any amount for which the Commonwealth is committed to disburse funds or pledge revenues in future periods as of June 30, 2014. While these amounts do not meet the accounting definition of a liability and are excluded from the balance sheet, they do represent financial obligations of the Commonwealth for future periods. The obligations reported should not represent the normal, on-going future costs of performing the agency's functions.

Approach

DOA has identified different categories of off-balance sheet financial obligations that require consideration for inclusion in the report. Certain categories are evidenced by a signed agreement for which the Commonwealth has agreed to pay for goods or services to be provided in the future (i.e., operating leases and construction commitments) and are disclosed in the financial statement notes. These amounts are generally obtained through statewide financial systems or supplemental directive reporting requirements from selected agencies. These amounts should only be included in this attachment if they are not otherwise reported in the directive.

In other instances, the Commonwealth is committed to pay for future outflows, but these amounts have not been reported in the financial statement notes because they have not met the accounting definition for financial statement disclosure (i.e., federal match requirements). These amounts should be included on this attachment.

Other obligations fall into the ongoing operations category. Public education, Medicaid, TANF, prisoner incarceration, and many other programs throughout the state budget represent ongoing obligations of state government. This includes six-year budget plans submitted to DPB. DOA will attempt to meet the reporting requirements for these “obligations” through use of information obtained from central agencies like DPB and DGS.

Continued on next page

Additional considerations

As mentioned previously, DOA will use information available centrally to identify as many off-balance sheet financial obligations as possible. DOA has identified certain off-balance sheet financial obligations for which agency input is required. A listing of the types of obligations DOA has identified follows. Please be aware that this list may not be all-inclusive, and agencies should include any additional items deemed necessary based on the **Definitions** and **Approach** described previously.

- Operating Leases (only include amounts not reported in LAS or via directive submissions as of June 30, 2014)
- Construction or other commitment contracts - legal or other formal arrangement exists (only include amounts not reported via directive submissions as of June 30, 2014)
- Other project commitments - agency is committed to a project, but no formal agreement exists
- Public-private Partnership Agreements not reported pursuant to **GASBS No. 60**
- Federal match requirements (amounts charged to federal programs that have been determined unallowable)
- Questioned Federal Costs
- Potential legal case settlements - likelihood that the Commonwealth will have to pay out funds once the case is settled
- Court-ordered requirements - court orders that require the Commonwealth to take action that would likely have monetary implications

Continued on next page

Completing the attachment

Cells that require input are shaded in light yellow.

Step	Action
1	Enter the agency number and the agency name will appear. In addition, other agencies that the agency is responsible for will populate.
2	Item numbers are provided as a control number for each entry made by the agency. If additional lines and item numbers are needed, contact DOA.
3 & 4	Type in or use the drop-down list to choose an agency number, the name will appear after choosing an agency number.
5	Provide the type of off-balance sheet financial obligation. Refer to the **Additional Considerations** section of these instructions.
6	Provide a description for the off-balance sheet financial obligation.
7	Provide the source for the amounts provided.
8A	Enter the **originally submitted** amount of the off-balance sheet financial obligation.
8B	Enter the **revised** amount of the off-balance sheet financial obligation.
8C	Provide an explanation for the revision.
9	Since this survey is to obtain off-balance sheet financial obligations, this question is to ensure that total obligations reported in step 8 do represent off-balance sheet amounts. The anticipated answer to this question is "no" because the step 8 amounts should represent amounts that are not required by GAAP to be reported as a liability as of June 30, 2014.
10	In the event that an obligation is identified that was recorded as a GAAP liability, the obligation amount needs to be identified to prevent duplication of information in the CAFR and the off-balance sheet obligation report.
11	If a liability is identified, this information will assist DOA in the compilation process.
12	If an off-balance sheet obligation exists, but the amount cannot be readily determined, please provide a brief explanation for why the amount cannot be quantified.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 5
Energy Performance Contracts

Purpose

This attachment is used to gather uniform financial reporting information for Energy Performance Contracts for which the Commonwealth has an outstanding obligation. The Treasury Board administers the lease financing program for energy efficiency projects. These projects are intended to reduce energy consumption and demand or allow for the use of an alternative energy source. In some cases, these projects are funded through escrow financing. These contracts are considered installment purchase obligations of the Commonwealth. A bank account is established for the agency to purchase equipment or pay for other project expenses over a certain period of time. This is similar to prior year's Attachment 5.

Do not include any information on this attachment related to other types of installment purchase obligations or for energy related contracts that were funded with existing resources. All other types of installment purchase obligations should be reported on Attachment 7, Schedule of Outstanding Installment Purchase Obligations.

Continued on next page

Comptroller's Directive No. 1-15
Attachment 5
Energy Performance Contracts

Applicable agencies

All agencies with obligations or current year activity related to "Energy Performance Contracts" that are **not** reported on a financial statement template **must** complete this attachment.

The beginning balance will automatically populate based on the agency number selected on the **Debt** tab of the attachment spreadsheet. In order to obtain the appropriate beginning balances, the following agencies must key the specified three-digit agency number for all related facilities/agencies:

- The Department of Corrections must aggregate central office and all facilities using 701. The Department submitted two attachments in the prior year and the drop-down list has been updated as follows:
  - 701-4 corresponds to agency prior year submission 701-4
  - 701-6 corresponds to agency prior year submission 701-6

  Note: For new agreements, choose 701 from the drop-down list and save the file with the next number in sequence (e.g., 701-7Att5.xlsx*).

- The Department of Behavioral Health and Developmental Services must aggregate central office and all facilities using 720. The Department submitted four attachments in the prior year and the drop-down list has been updated as follows:
  - 720-1 Southwestern Virginia Mental Health Institute
  - 720-3 Central Virginia Training Center
  - 720-5 Catawba Hospital
  - 720-6 Piedmont Geriatric Hospital

  Note For new agreements, choose 720 from the drop-down list and save the file with the next number in sequence (e.g., 720-7Att5.xlsx*).

- The Supreme Court of Virginia must aggregate all agencies 103, 111, 112, 113, 114, 115, 116, 125, 160 using 111.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

July 23, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and that you have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

A separate template must be completed for each energy performance contract. After downloading the files, rename the spreadsheet file using the agency number followed by Att5-Contract Number. For example, if agency 151 has two energy performance contracts, two attachments will be submitted. The attachments will be renamed as follows: 151Att5-1.xlsx and 151Att5-2.xlsx.

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of these Excel spreadsheets.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

For review and audit purposes, prepare and maintain a separate listing of assets acquired under "Energy Performance Contract" related installment purchases. Also, prepare and maintain a separate file of bank statements, contractor invoices, DGS CO-12 (Capital Outlay Report) (3 pages), and other documents related to balances listed on the attachment.

Please provide this supporting information to:

Sharon Lawrence, Financial Reporting Director
Department of Accounts
P.O. Box 1971
Richmond, Virginia 23218-1971
Phone 804-225-2414
Fax 804-225-2430

Continued on next page

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, applicable Excel file tab name, 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

Continued on next page

Definitions

Energy Performance Contracts – Agreements provided by an approved energy performance contractor which provide a guarantee to significantly reduce energy operating costs of an essential Commonwealth facility through one or more energy conservation or operational efficiency measures. As a reminder, the Treasury Board must approve all Energy Performance Contracts by agencies, institutions, boards and authorities which receive appropriations from the Commonwealth per the *Code of Virginia* §2.2-2417. Refer to CAPP Topic No. 30320, *Energy Performance Contracts*, for additional information.

Installment Purchases – Financing agreements to acquire assets for which title passes immediately to the agency. Financing arrangements covered by the Treasury Board Master Equipment Leasing Program are considered installment purchases.

Lease – A financing agreement in which the title may pass by the end of the lease term, or may not pass at all.

Capitalized Assets – For CAFR financial reporting purposes, capitalized assets are equipment related to projects valued greater than or equal to $50,000 and all other asset categories valued greater than or equal to $100,000.

Controlled Assets – For CAFR financial reporting purposes, controlled assets are equipment related to projects less than $50,000 and all other asset categories less than $100,000.

Compounded Interest – In some financing agreements, the outstanding principal balance of the loan increases, because the scheduled monthly payments do not cover the full amount of interest owed. The unpaid (compounded) interest is added to the outstanding principal, to be repaid later.

Continued on next page

Additional considerations

GASBS No. 34 Government-wide Financial Statements

This attachment obtains information to convert the Governmental Fund Statements (modified accrual) to the Government-wide Statements (full accrual). Also, the installment purchase obligation must be reported on the following two separate line items on the Statement of Net Position: amounts due within one year and amounts due in greater than one year.

LAS and FAACS

Agencies should ensure that installment purchases are NOT included in the Lease Accounting System (LAS) and that the capital assets acquired through these installment purchases are properly recorded in FAACS.

Continued on next page

Completing Debt Worksheet tab

Cells that require input are shaded in light yellow.

Step	Action

	Use the drop-down list to choose the agency number. **This must be done FIRST for the spreadsheet to function properly. For your convenience, it is only necessary to enter the contact information on the Debt Worksheet tab. The contact information is linked to the remaining tabs; however, the contact information in the remaining tabs may be overwritten if necessary.**
	
	The following agencies must key the specified three-digit agency number for all related facilities/agencies:
	
	• The Department of Corrections must aggregate central office and all facilities using 701. The Department submitted two attachments in the prior year and the drop-down list has been updated as follows:
	  ○ 701-4 corresponds to agency prior year submission 701-4
	  ○ 701-6 corresponds to agency prior year submission 701-6
	
	  Note: For new agreements, choose 701 from the drop-down list and save the file with the next number in sequence. For example, 701-7Att5.xlsx.
	
	• The Department of Behavioral Health & Developmental Services must aggregate central office and all facilities using 720. The Department submitted four attachments in the prior year and the drop-down list has been updated as follows:
	  ○ 720-1 is for Southwestern Virginia Mental Health Institute
	  ○ 720-3 is for Central Virginia Training Center
	  ○ 720-5 is for Catawba Hospital
	  ○ 720-6 is for Piedmont Geriatric Hospital
	
	  Note: For new agreements, choose 720 from the drop-down list and save the file with the next number in sequence. For example, 720-7Att5.xlsx.
	
	• The Supreme Court of Virginia must aggregate all agencies 103, 111, 112, 113, 114, 115, 116, 125, and 160 using 111.

Continued on next page

Completing Debt Worksheet tab, continued

Step	Action
1	• Enter the beginning balance into the **Debt Worksheet** tab of the attachment spreadsheet. If the agency's beginning energy performance contract obligation is different than the ending obligation reflected in the fiscal year 2014 submission and in the below auto populated cell, please provide the reason for the difference. **Note:** There should only be a value in the auto-populated cell if there was an Energy Performance Contract in the prior year. • Enter the amount of new or refinanced energy performance contract obligation(s) during fiscal year 2015. **Note:** For new contracts entered into during FY 2015 and later, the agency should submit a separate attachment for each new contract. • Enter amount of defeasance for current year refunding. • Enter the amount of principal increases due to the compounding of interest. • Enter the debt service principal payments made in FY 2015 for energy performance contracts. • The ending balance will be computed for the agency. The agency does not have to enter this number. **This number MUST agree to the total future principal payments plus compounded interest in step 3.**
2	**Complete the detailed information about the principal and interest debt service payments:** • Enter corresponding amount of principal and interest by fund/fund detail and function. • Total principal MUST agree to the total in Step 1. If not, an "error" message will appear. • Identify the fund/fund detail used by the agency to accumulate and pay energy efficiency savings.
3	• Enter future principal and interest payments as well as interest that is expected to accrue and compound by year for the first five fiscal years indicated, and then in five-year increments thereafter. Send supporting documentation to DOA. **Total principal payments MUST EQUAL the ending balance in step 1 plus compounded interest. If not, an "error" message will appear.**

Continued on next page

Completing the Fund Activity tab

The contact information is linked to the Debt Worksheet tab. Cells that require input are shaded in light yellow.

Step	Action
1	• Provide the date of any **current** year financing agreement that was entered into and the date your agency received the related proceeds.
2	• Provide the cash basis fund activity related to energy contracts. Enter beginning balance amount. If the beginning balance amount does not represent the agency's ending balance reported in the prior fiscal year directive submission, please provide explanation in the comment box. • Enter investment earnings, payment to contractors, current year defeasance, and other payments (excluding scheduled debt service). Include in other payments any extra principal payments made from unspent proceeds as in the case where the contract provides for the application towards principal of any unspent proceeds remaining at the end of the project. If proceeds have been applied towards principal, be sure to include these amounts in Step 2 of the Debt Worksheet tab and adjust the schedule of Future Payments in Step 3 of that tab as appropriate. Current year proceeds will automatically calculate. Send supporting documentation to DOA, including bank statement, portfolio summary, and schedule of values. • Provide whether amounts are recorded in CARS and if so, enter the agency number, fund/fund detail and GLA. • Categorize the ending balance of unspent proceeds as cash, cash equivalents, or investments. For definitions of each category, refer to the **Glossary** on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link. Complete **Attachment 24**, Schedule of Cash, Cash Equivalents, and Investments as of June 30 if there is a balance in any of these fields.
3	• Provide total payments to contractors to be made in July and August 2015, which relate to amounts owed at June 30, 2015 (**excluding retainage**). If data is unavailable by the due date, please provide an estimate. • Provide amount owed to contractors as of June 30 for which payments will be made after August 31, 2015. If data is unavailable by the due date, please provide an estimate. • Provide retainage payable as of June 30, 2015.
4	• Provide information about any energy performance contract agreements entered into subsequent to June 30, 2015.

Continued on next page

Completing the Capital Assets tab

The contact information is linked to the Debt Worksheet tab. Cells that require input are shaded in light yellow.

Step	Action
1	• Answer yes or no as to whether capitalized equipment valued at $50,000 or more and/or all other asset categories valued at $100,000 or more were acquired with energy contract proceeds.
2 & 3	• If you answered **yes** in step 1, answer yes or no as to whether any of the assets were recorded in FAACS. • If **yes**, complete the schedule at step 2a. • If assets recorded in FAACS in the current fiscal year were acquired with prior year outlays, complete the schedule at step 2b. • If **no**, explain why and complete the schedule at step 3.
4	• To account for reclassifications of Energy Performance Contract related CIP to buildings, infrastructure, equipment or land in the current year, complete the schedule at step 4.

Function codes defined

Functional codes are the first number in every service area. For example, service area **1**031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description are below.

1 – Education
3 – Administration of Justice
4 – Individual and Family Services
5 – Resources and Economic Development
6 – Transportation
7 – General Government
8 – Enterprise
9 – Capital Outlay

Continued on next page

Completing the Reconciliation tab

The contact information is linked to the Debt Worksheet tab. Cells that require input are shaded in light yellow.

Step	Action
1	Provide the cumulative totals per agency records for each category in the "Per Agency Records" column. The initial contract amount and cumulative totals derived from all prior **Attachment 5** submissions for the contract will pre-populate based on the agency number. Please provide an explanation of any variances in the "Explanation of Variance" column.
2	Review the detail information shown in the **Prior Year Energy Performance Contract Cumulative Asset Balance By Agency List** as of June 30, 2014, published on DOA's website at **www.doa.virginia.gov** for accuracy. If any additions or corrections are needed to the information, provide an explanation in the text box on the **Reconciliation** tab or in a separate file.
3	Enter current year amounts in the yellow-shaded cells. Unshaded cells will pre-populate with amounts from the **Fund Activity** and **Capital Assets** tabs. If the current year activity entered does not reconcile to the **Fund Activity** and **Capital Assets** tabs, an error message will appear.

Comptroller's Directive No. 1-15
Attachment 6A
Leave Liability Statement – CIPPS Users

Purpose

This attachment is used to accumulate leave liability information for recording compensated absence liabilities in accordance with GAAP. This attachment is similar to prior year's Attachment 6A.

Applicable agencies

All agencies and funds with compensated absence liabilities for all employees that are **not** included on a financial statement template must complete Attachment 6A, 6B **or** 6C as follows:

- Attachment 6A – agencies that use CIPPS for **all** employees
- Attachment 6B – agencies that use TAL for **all** employees
- Attachment 6C – agencies that DO NOT use either CIPPS or TAL for **all** employees, **OR** agencies that are considered "hybrid" agencies using a combination of CIPPS/TAL and nonCIPPS/nonTAL

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

July 23, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Comptroller's Directive No. 1-15
Attachment 6A
Leave Liability Statement – CIPPS Users

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 preparer is certifying that all questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for completing the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att6A. For example, agency 151 should rename its Attachment 6A.xlsx file as 151Att6A.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note: This attachment is in the Excel 2007 version (.xlsx). If the institution has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the institution has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

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.

Definitions

Current Leave Liability – The portion of accrued leave liability associated with employees who were terminated on or before June 24, 2015, and who will not be paid for compensated leave until after June 30, 2015.

Long-term Leave Liability – The liability for accrued annual, sick or disability credits, compensatory, overtime, on-call leave, recognition, and applicable sabbatical leave for all leave-eligible employees employed by the Commonwealth on June 25, 2015.

- **Long-term Leave Liability Due Within One Year** – The portion of long-term leave liability that is due within one year after the fiscal year-end. For fiscal year 2015, it is the liability due by June 30, 2016.

- **Long-term Leave Liability Due Greater Than One Year** – The portion of long-term leave liability that is due after June 30, 2016.

Note: Current leave liability is based on actual amounts owed and is reported on the modified accrual basis of accounting whereas long-term leave due within one year is an estimate of leave to be paid and/or used within one year after fiscal year-end and is reported on the full accrual basis of accounting.

For governmental funds, only the current leave liability (as defined above) should be reported in the fund statements. The long-term amount due within one year and the long-term amount due greater than one year should be reported in the government-wide statements.

GASBS No. 16 requirements

GASBS No. 16, *Accounting for Compensated Absences*, requires the accrual of compensated absence liability, regardless of fund type. Leave liability should include the following:

- Employer's share of Social Security and Medicare taxes on all accrued compensated absences
- Termination payments for sick leave or disability credits limited to the lesser of 25% of leave earned or $5,000
- Other leave earned such as sabbatical leave (if unrestricted in nature), on-call, overtime, compensatory, and recognition leave that has not been used by or paid to the employee
- Employer contribution payments made to defined contribution or cost-sharing multiple employer defined benefit pension plans, if associated with service

Note: Executive leave should be excluded since it does not accrue or carry over to the following year.

Impact of Virginia Sickness and Disability Program (VSDP)

For those employees who participate in the VSDP and converted sick leave balances to Virginia Retirement System service credit, the accrual for compensated absences will no longer include an amount for sick leave.

However, for those employees who participate in the VSDP and converted sick leave balances to disability credits, the accrual for compensated absences **will include an amount for disability credits**. The calculation of this amount should result in the same amount as would have been calculated for sick leave had these employees remained in the non-VSDP sick leave program. The sick leave or disability credits liability is limited to the lesser of 25% of leave earned or $5,000.

Functional codes defined

Functional codes are the first number in every service area. For example, service area **1**031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description are below.

1-Education
3-Administration of Justice
4-Individual and Family Services
5-Resources and Economic Development
6-Transportation
7-General Government

Social Security and Medicare taxes

The CIPPS reports have been modified to include the Social Security (6.2% on a maximum salary base of $118,500) and Medicare taxes (1.45%, no salary limit) on the accrued leave.

General information and summary of attachment

Information should only be entered in yellow cells. Validation fields have been created to ensure agreement between appropriate amounts reported on each page. If "Answer Required" messages are displayed, please revise the information as required to eliminate the messages.

The leave attachment is comprised of the following:

Tab	Information
Tab 1	• Contact Information • Questions A-C
Tab 2	• CIPPS
Tab 3	• Variance Analysis
Tab 4	• Certification
Tab 5	• Revision Control Log

Comptroller's Directive No. 1-15
Attachment 6A
Leave Liability Statement – CIPPS Users

Completing the contact information

It is only necessary to enter the contact information on **Tab 1 Questions**. All agencies should enter the agency number and complete the remaining contact information. For your convenience, the contact information on the remaining tabs is linked to **Tab 1 Questions**; however, the cells on the remaining tabs are unlocked to allow keying of different information if necessary.

The agency name and prior year total leave liability will be populated automatically when the agency number is keyed.

Completing Tab 1 Questions

All agencies and funds with leave liability that are not included on a financial statement template that use CIPPS for all employees must answer ALL of the questions on Tab 1 Questions to determine what parts of the attachment must be completed. The part(s) that must be completed are determined by yes/no answers to the questions and these instructions are included on the Excel attachment. Use the drop-down lists to select Yes or No.

Payroll Service Bureau

The Payroll Service Bureau (PSB) will complete Questions A and B on **Tab 1 Questions**, **Tab 2 CIPPS,** and part of **Tab 3 Variance Analysis** for all agencies using the PSB's services and will forward the attachment, along with a leave detail spreadsheet, to the agency for review and approval.

These agencies must complete **Tab 3 Variance Analysis** explanations, if required, answer Question C on **Tab 1 Questions**, and submit the attachment to DOA using the submission requirements on page 2.

When submitting the attachment, please provide a copy of the leave detail spreadsheet prepared by PSB.

Comptroller's Directive No. 1-15
Attachment 6A
Leave Liability Statement – CIPPS Users

Completing Tab 2 CIPPS

DOA has extracted leave data from the CIPPS file. This data is provided in the **CIPPS Leave Liability Spreadsheet** file posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Note: The file will not be available on the website until mid-July 2015.

The **CIPPS Leave Liability Spreadsheet** file has been modified to combine various reporting funds (i.e., 0100 and 1100, 0200 and 2200). In addition, funds 10XX, 12XX, and 13XX are used to report federal stimulus funds and are combined as Fund 1000. Also, if any leave liability amounts were coded to capital outlay (functional code 9), these amounts have been combined with the most predominant expenditure functional code used by the agency.

Determine whether any adjustments are required to correct the total shown on the **CIPPS Leave Liability Spreadsheet**. Consider the following items to determine whether the amounts are accurate:

- Did the agency receive leave slips for absences on or before June 24, 2015, that were not processed in CIPPS? The following exceptions **do not** require adjustments:
  - Leave slips for absences during June 25, 2015, through June 30, 2015
  - Late leave slips for leave taken prior to June 25, 2015
- Will the agency have payouts to terminated employees paid after June 24, 2015, but prior to July 1, 2015?
- Does the agency have additional leave liability for sabbatical leave or non-VRS pension contributions not accounted for on CIPPS?

1. Make the necessary adjustments based on the questions above and complete Steps 1 through 4, aggregating totals by fund/fund detail.
2. Determine if any of the total entered in Step 4 represents current leave liability (leave liability amount for employees terminated on or before June 24, 2015, but will not be paid for the leave until after June 30, 2015). Enter any current leave liability in Step 5. The long-term leave liability will be automatically calculated in Step 6.

Note: Do not confuse current leave liability with leave liability due within one year. DOA will calculate the leave liability due within one year for all leave amounts on CIPPS.

Completing Tab 3 Variance Analysis

The total leave liability amounts entered in **Tab 2 CIPPS** are summed in **Tab 3 Variance Analysis**. This amount is compared to the prior year ending balance which was entered automatically when the agency number was selected.

Provide an explanation in the yellow boxes if the variance between current and prior years meets the following criteria:

1. Current leave liability variance is $200,000 **AND** 10% **or** greater than 75% regardless of the dollar amount
2. Long-term leave liability variance is $2,000,000 **AND** 10% **or** greater than 75% regardless of the dollar amount
3. For both current or long-term leave liability, if either current year or prior year balance is zero but there was a balance in the other year (i.e., a 100% variance)

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 6B
Leave Liability Statement – TAL Users

Purpose

This attachment is used to accumulate leave liability information for recording compensated absence liabilities in accordance with GAAP. This attachment is similar to prior year's Attachment 6B.

Applicable agencies

All agencies and funds with compensated absence liabilities for all employees that are **not** included on a financial statement template must complete Attachment 6A, 6B **or** 6C as follows:

- Attachment 6A – agencies that use CIPPS for **all** employees
- Attachment 6B – agencies that use TAL for **all** employees
- Attachment 6C – agencies that DO NOT use either CIPPS or TAL for **all** employees, **OR** agencies that are considered "hybrid" agencies using a combination of CIPPS/TAL and nonCIPPS/nonTAL

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

July 23, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Comptroller's Directive No. 1-15
Attachment 6B
Leave Liability Statement – TAL Users

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 preparer is certifying that all questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for completing the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att6. For example, agency 151 should rename its Attachment 6B.xlsx file as 151Att6B.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note: This attachment is in the Excel 2007 version (.xlsx). If the institution has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the institution has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

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.

Definitions

Current Leave Liability – The portion of accrued leave liability associated with employees who were terminated on or before June 24, 2015, and who will not be paid for compensated leave until after June 30, 2015.

Long-term Leave Liability – The liability for accrued annual, sick or disability credits, compensatory, overtime, on-call leave, recognition, and applicable sabbatical leave for all leave-eligible employees employed by the Commonwealth on June 25, 2015.

- **Long-term Leave Liability Due Within One Year** – The portion of long-term leave liability that is due within one year after the fiscal year-end. For fiscal year 2015, it is the liability due by June 30, 2016.

- **Long-term Leave Liability Due Greater Than One Year** – The portion of long-term leave liability that is due after June 30, 2016.

Note: **Current leave liability is based on actual amounts owed and is reported on the modified accrual basis of accounting whereas long-term leave due within one year is an estimate of leave to be paid and/or used within one year after fiscal year-end and is reported on the full accrual basis of accounting**.

For governmental funds, only the current leave liability (as defined above) should be reported in the fund statements. The long-term amount due within one year and the long-term amount due greater than one year should be reported in the government-wide statements.

GASBS No. 16 requirements

GASBS No. 16, *Accounting for Compensated Absences*, requires the accrual of compensated absence liability, regardless of fund type. Leave liability should include the following:

- Employer's share of Social Security and Medicare taxes on all accrued compensated absences
- Termination payments for sick leave or disability credits limited to the lesser of 25% of leave earned or $5,000
- Other leave earned such as sabbatical leave (if unrestricted in nature), on-call, overtime, compensatory, and recognition leave that has not been used by or paid to the employee
- Employer contribution payments made to defined contribution or cost-sharing multiple employer defined benefit pension plans, if associated with service

Note: Executive leave should be excluded since it does not accrue or carry over to the following year.

Impact of Virginia Sickness and Disability Program (VSDP)

For those employees who participate in the VSDP and converted sick leave balances to Virginia Retirement System service credit, the accrual for compensated absences will no longer include an amount for sick leave.

However, for those employees who participate in the VSDP and converted sick leave balances to disability credits, the accrual for compensated absences **will include an amount for disability credits**. The calculation of this amount should result in the same amount as would have been calculated for sick leave had these employees remained in the non-VSDP sick leave program. The sick leave or disability credits liability is limited to the lesser of 25% of leave earned or $5,000.

Functional codes defined

Functional codes are the first number in every service area. For example, service area **1**031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description are below.

1-Education
3-Administration of Justice
4-Individual and Family Services
5-Resources and Economic Development
6-Transportation
7-General Government

Social Security and Medicare taxes

The TAL reports have been modified to include the Social Security (6.2% on a maximum salary base of $118,500) and Medicare taxes (1.45%, no salary limit) on the accrued leave.

General information and summary of attachment

Information should only be entered in yellow cells. Validation fields have been created to ensure agreement between appropriate amounts reported on each page. If "Answer Required" messages are displayed, please revise the information as required to eliminate the messages.

The leave attachment is comprised of the following:

Tab	Information
Tab 1	• Contact Information • Questions A-C
Tab 2	• TAL
Tab 3	• Variance Analysis
Tab 4	• Certification
Tab 5	• Revision Control Log

Comptroller's Directive No. 1-15
Attachment 6B
Leave Liability Statement – TAL Users

Completing the contact information

It is only necessary to enter the contact information on **Tab 1 Questions**. All agencies should enter the agency number and complete the remaining contact information. For your convenience, the contact information on the remaining tabs is linked to **Tab 1 Questions**; however, the cells on the remaining tabs are unlocked to allow keying of different information if necessary.

The agency name and prior year total leave liability will be populated automatically when the agency number is keyed.

Completing Tab 1 Questions

All agencies and funds with leave liability that are not included on a financial statement template that use TAL for all employees must answer ALL of the questions on Tab 1 Questions to determine what parts of the attachment must be completed. The part(s) that must be completed are determined by yes/no answers to the questions and these instructions are included on the Excel attachment. Use the drop-down lists to select Yes or No.

Completing Tab 2 TAL

DOA has extracted leave data from the TAL file. This data is provided in the **TAL Leave Liability Spreadsheet** file posted on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Note: The file will not be available on the website until mid-July 2015.

The **TAL Leave Liability Spreadsheet** file has been modified to combine various reporting funds (i.e., 0100 and 1100, 0200 and 2200). In addition, funds 10XX, 12XX, and 13XX are used to report federal stimulus funds and are combined as Fund 1000. Also, if any leave liability amounts were coded to capital outlay (functional code 9), these amounts have been combined with the most predominant expenditure functional code used by the agency.

Continued on next page

Completing Tab 2 TAL (continued)

Determine whether any adjustments are required to correct the total shown on the **TAL Leave Liability Spreadsheet**. Consider the following items to determine whether the amounts are accurate:

- Did the agency receive leave slips for absences on or before June 24, 2015, that were not processed in TAL? The following exceptions **do not** require adjustments:
  - Leave slips for absences during June 25, 2015, through June 30, 2015
  - Late leave slips for leave taken prior to June 25, 2015

- Will the agency have payouts to terminated employees paid after June 24, 2015, but prior to July 1, 2015?

- Does the agency have additional leave liability for sabbatical leave or non-VRS pension contributions not accounted for in TAL?

1. Make the necessary adjustments based on the questions above and complete Steps 1 through 4, aggregating totals by fund/fund detail.

2. Determine if any of the total entered in Step 4 represents current leave liability (leave liability amount for employees terminated on or before June 24, 2015, but will not be paid for the leave until after June 30, 2015). Enter any current leave liability in Step 5. The long-term leave liability will be automatically calculated in Step 6.

Note: Do not confuse current leave liability with leave liability due within one year. DOA will calculate the leave liability due within one year for all leave amounts on TAL.

Completing Tab 3 Variance Analysis

The total leave liability amounts entered in **Tab 2 TAL** are summed in **Tab 3 Variance Analysis**. This amount is compared to the prior year ending balance which was entered automatically when the agency number was selected.

Provide an explanation in the yellow boxes if the variance between current and prior years meets the following criteria:

1. Current leave liability variance is $200,000 **AND** 10% **or** greater than 75% regardless of the dollar amount
2. Long-term leave liability variance is $2,000,000 **AND** 10% **or** greater than 75% regardless of dollar amount
3. For both current or long-term leave liability, if either current year or prior year balance is zero but there was a balance in the other year (i.e., a 100% variance)

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 6C
Leave Liability Statement – Non-CIPPS, Non-TAL, and Hybrid Users

---

Purpose

This attachment is used to accumulate leave liability information for recording compensated absence liabilities in accordance with GAAP. This attachment is similar to prior year's Attachment 6C.

Applicable agencies

All agencies and funds with compensated absence liabilities for all employees that are **not** included on a financial statement template must complete Attachment 6A, 6B **or** 6C as follows:

- Attachment 6A – agencies that use CIPPS for **all** employees
- Attachment 6B – agencies that use TAL for **all** employees
- Attachment 6C – agencies that DO NOT use either CIPPS or TAL for **all** employees, **OR** agencies that are considered "hybrid" agencies using a combination of CIPPS/TAL and NonCIPPS / nonTAL

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

July 23, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Comptroller's Directive No. 1-15
Attachment 6C
Leave Liability Statement – Non-CIPPS, Non-TAL, and Hybrid Users

---

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for completing the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att6. For example, agency 151 should rename its Attachment 6C.xlsx file as 151Att6C.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note: This attachment is in the Excel 2007 version (.xlsx). If the institution has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the institution has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

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.

Definitions

Current Leave Liability – The portion of accrued leave liability associated with employees who were terminated on or before June 24, 2015, and who will not be paid for compensated leave until after June 30, 2015.

Long-term Leave Liability – The liability for accrued annual, sick or disability credits, compensatory, overtime, on-call leave, recognition, and applicable sabbatical leave for all leave-eligible employees employed by the Commonwealth on June 25, 2015.

- **Long-term Leave Liability Due Within One Year** – The portion of long-term leave liability that is due within one year after the fiscal year-end. For fiscal year 2015, it is the liability due by June 30, 2016.

- **Long-term Leave Liability Due Greater Than One Year** – The portion of long-term leave liability that is due after June 30, 2016.

Note: **Current leave liability is based on actual amounts owed and is reported on the modified accrual basis of accounting whereas long-term leave due within one year is an estimate of leave to be paid and/or used within one year after fiscal year-end and is reported on the full accrual basis of accounting**.

For governmental funds, only the current leave liability (as defined above) should be reported in the fund statements. The long-term amount due within one year and the long-term amount due greater than one year should be reported in the government-wide statements.

GASBS No. 16 requirements

GASBS No. 16, *Accounting for Compensated Absences*, requires the accrual of compensated absence liability, regardless of fund type. Leave liability should include the following:

- Employer's share of Social Security and Medicare taxes on all accrued compensated absences
- Termination payments for sick leave or disability credits limited to the lesser of 25% of leave earned or $5,000
- Other leave earned such as sabbatical leave (if unrestricted in nature), on-call, overtime, compensatory, and recognition leave that has not been used by or paid to the employee
- Employer contribution payments made to defined contribution or cost-sharing multiple employer defined benefit pension plans, if associated with service

Note: Executive leave should be excluded since it does not accrue or carry over to the following year.

Impact of Virginia Sickness and Disability Program (VSDP)

For those employees who participate in the VSDP and converted sick leave balances to Virginia Retirement System service credit, the accrual for compensated absences will no longer include an amount for sick leave.

However, for those employees who participate in the VSDP and converted sick leave balances to disability credits, the accrual for compensated absences **will include an amount for disability credits**. The calculation of this amount should result in the same amount as would have been calculated for sick leave had these employees remained in the non-VSDP sick leave program. The sick leave or disability credits liability is limited to the lesser of 25% of leave earned or $5,000.

Comptroller's Directive No. 1-15
Attachment 6C
Leave Liability Statement – Non-CIPPS, Non-TAL, and Hybrid Users

Functional codes defined

Functional codes are the first number in every service area. For example, service area **1**031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description are below.

1-Education
3-Administration of Justice
4-Individual and Family Services
5-Resources and Economic Development
6-Transportation
7-General Government

General information and summary of attachment

Information should only be entered in yellow cells. Validation fields have been created to ensure agreement between appropriate amounts reported on each page. If "Answer Required" messages are displayed, please revise the information as required to eliminate the messages.

The leave attachment is comprised of the following:

Tab	Information
Tab 1	• Contact Information • Questions A-D
Tab 2	• Part 1 – Total leave liability amount NOT on CIPPS or TAL • Part 2 – Non-CIPPS / Non-TAL Total Leave Liability Due within One Year and Due Greater than One Year • Part 3 – Non-CIPPS / Non-TAL **GASBS No. 34** Footnote Disclosure
Tab 3	• Variance Analysis
Tab 4	• Certification
Tab 5	• Revision Control Log

Completing the contact information

It is only necessary to enter the contact information on **Tab 1 Questions**. All agencies should enter the agency number and complete the remaining contact information. For your convenience, the contact information on the remaining tabs is linked to **Tab 1 Questions**; however, the cells on the remaining tabs are unlocked to allow keying of different information if necessary.

The agency name and prior year total leave liability will be populated automatically when the agency number is keyed.

Completing Tab 1 Questions

All agencies and funds with leave liability that are not included on a financial statement template that do not use CIPPS or TAL exclusively for all employees must answer ALL of the questions on Tab 1 Questions to determine what parts of the attachment must be completed. The part(s) that must be completed are determined by yes/no answers to the questions and these instructions are included on the excel attachment. Use the drop-down lists to select Yes or No.

Completing Tab 2 NonCIPPS NonTAL, Part 1

Perform the following steps to calculate leave liability for employees:

Note: Agencies with leave liability not on CIPPS or TAL must consider maximum payouts for annual and traditional sick leave when computing leave liability.

Step	Action
1	Determine the leave balance at June 24 for each employee, using the agency's records. Leave should include annual, compensatory, overtime, on-call, **25% of sick or disability credits**, recognition leave, and applicable sabbatical leave.
2	Determine each employee's hourly rate by dividing the annual salary at June 24 by standard full-time hours of 2,080.
3	Multiply the hours for each leave category by the hourly rate. **(See special instructions on Page 5 for sick leave or disability credits.)**
4	Calculate and include employer's tax payment for Social Security and Medicare on the leave liability. Based on individual employee salaries, Social Security is 6.2% on a maximum salary base of $118,500 and Medicare is 1.45% on all salaries.
5	Compute additional leave liability for sabbatical leave and any pension contributions if applicable. (Since VRS is an agent multiple-employer defined benefit plan, no additional accrual is necessary for VRS contributions.)
6	Allocate the leave liability for each employee to the appropriate funds based on the total salary provided by each fund/fund detail and function. (Functions are described on Page 6.)
7	Aggregate the information at the agency level.
8	Enter the total leave liability by Agency, Fund Detail, and Function in Steps 1 through 4.
9	Determine if any of the total entered in Step 4 represents current leave liability (leave liability amount for employees terminated on or before June 24, 2015, but will not be paid for the leave until after June 30, 2015). Enter any current leave liability in Step 5. The long-term leave liability will be automatically calculated in Step 6.
10	Retain copies of all computations for review by auditors.

Note: Do not confuse current leave liability with leave liability due within one year. The agency must calculate leave due within one year in Part 2 for amounts NOT on CIPPS or TAL.

Continued on next page

Completing Tab 2 NonCIPPS NonTAL, Part 2

Manually calculate Part 2: Non-CIPPS / Non-Tal Amount Due Within One Year and Due Greater Than One Year. The total leave liability NOT on CIPPS or TAL was already entered in Part 1 (Step 4). **GASBS No. 34** requires that this amount be reported on the Government-wide Statements in two line items: (1) amount due within one year and (2) amount due in greater than one year. Agencies must manually calculate the portion that is due within one year.

The U007 and U008 Leave Reports may be used to complete Part 2 of **Tab 2 NonCIPPS NonTAL** in certain instances.

Leave liability becomes due upon the occurrence of relevant events such as resignations and retirements. These events cannot be known reliably in advance so the amount due within one year must be estimated.

Perform the following steps to calculate the amounts due within one year.

Step	Action
1	Project the number of annual and sick leave hours that will be accrued in the next fiscal year (July 1, 2015, to June 30, 2016) for each employee and in total.
2	Determine each employee's hourly rate by dividing the salary rate at June 24, 2015, by standard full-time hours of 2,080.
3	Multiply the projected hours in Step 1 for each leave category by the hourly rate.
4	Calculate a percentage for annual leave hours used and paid out compared to annual leave hours accrued. For those employees in the traditional sick leave program, calculate a second percentage for sick leave hours used and paid compared to sick leave hours accrued. (For example, agency XYZ used and/or paid out 1,000 hours of annual leave. The annual leave hours earned for agency XYZ were 4,000. Therefore, the percentage factor for agency XYZ annual leave usage would be 25%.) **This calculation can be done on a fiscal year or calendar year basis using historical data.**
5	Multiply the percentages for annual and sick leave usage in Step 4 by the projected annual and sick leave liabilities calculated in Step 3.
6	Aggregate the information for annual and sick leave in total. This is the amount due within one year.
7	Adjust the long-term leave liability for the amount due within one year.
8	Retain copies of all computations for review by DOA and APA.

Continued on next page

Completing Tab 2 NonCIPPS NonTAL, Part 3

The following information is required footnote disclosure under **GASBS No. 34**.

- Beginning Balance – should equal the prior year ending balance.
- Increases – use the projected amount calculated in Part 3, Step 3 from the prior year or actual current year information.
- Decreases – calculated amount since other three amounts are known.
- Ending Balance – should equal the total current year leave liability calculated.

DOA realizes the projected leave liability amounts are being used as current year increases. (Agencies may calculate increases based on actual current year information.)

Completing Tab 3 Variance Analysis

The total leave liability amounts entered in **Tab 2 NonCIPPS NonTAL** are summed in **Tab 3 Variance Analysis**. This amount is compared to the prior year ending balance which was entered automatically when the agency number was selected.

Provide an explanation in the yellow boxes if the variance between current and prior years meets the following criteria:

1. Current leave liability variance is $200,000 **AND** 10% **or** greater than 75% regardless of the dollar amount
2. Long-term leave liability variance is $2,000,000 **AND** 10% **or** greater than 75% regardless of the dollar amount
3. For both current or long-term leave liability, if either current year or prior year balance is zero but there was a balance in the other year (i.e., a 100% variance)

Comptroller's Directive No. 1-15
Attachment 7
Schedule of Outstanding Installment Purchase Obligations

Purpose

This attachment is used to gather uniform financial reporting information for installment purchase obligations including footnote disclosures. This is similar to prior year's Attachment 7.

Do not include any information on this attachment related to energy performance contracts. Installment purchase obligations for energy performance contracts should be reported on Attachment 5, Energy Performance Contracts.

Applicable agencies

All agencies with installment purchases that are **not** reported on Attachment 5 or a financial statement template **must** complete this attachment.

The beginning balance will automatically populate based on the agency number keyed into the **IP Worksheet** tab of the attachment spreadsheet. In order to obtain the appropriate beginning balances, the following agencies must key the specified three-digit agency number for all related facilities/agencies:

- The Department of Corrections must aggregate central office and all facilities using 701.
- The Department of Behavioral Health and Developmental Services must aggregate central office and all facilities using 720. The Department submitted several attachments in the prior year and the drop-down list has been updated as follows:
  - **720-1** corresponds to agency prior year submission 720-1 (726)
  - **720-2** corresponds to agency prior year submission 720-2 (706)
  - **720-3** corresponds to agency prior year submission 720-3 (704)
  - **720-4** corresponds to agency prior year submission 720-4 (725)
  - **720-5** corresponds to agency prior year submission 720-5 (738)
  - **720-6** corresponds to agency prior year submission 720-6 (707)
  - **720-7** corresponds to agency prior year submission 720-7 (720)
  - **720-9** corresponds to agency prior year submission 720-9 (720)

  Note: For new agreements, choose 720 from the drop-down list and save the file with the next number in sequence (e.g., 720-10Att7.xlsx).

- The Supreme Court of Virginia must aggregate all agencies 103, 111, 112, 113, 114, 115, 116, 125, 160 using 111.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Continued on next page

Comptroller's Directive No. 1-15
Attachment 7
Schedule of Outstanding Installment Purchase Obligations

Due date **July 23, 2015**

Data entry Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att7. For example, agency 151 should rename its Attachment 7.xlsx file as 151Att7.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of these Excel spreadsheets.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

Definitions

Installment Purchases – Financing agreements to acquire assets for which title passes immediately to the agency. Financing arrangements covered by the Treasury Board Master Equipment Leasing Program are considered installment purchases.

Lease – A financing agreement in which the title may pass by the end of the lease term, or may not pass at all.

Capitalized Assets – For CAFR financial reporting purposes, capitalized assets are equipment valued greater than or equal to $50,000 and all other asset categories valued greater than or equal to $100,000.

Controlled Assets – For CAFR financial reporting purposes, controlled assets are equipment less than $50,000 and all other asset categories less than $100,000.

Additional considerations

GASBS No. 34 Government-wide Financial Statements

This attachment provides information to convert the Governmental Fund Statements (modified accrual) to the Government-wide Statements (full accrual). Also, the installment purchase obligation must be reported on the following two separate line items on the Statement of Net Position: amounts due within one year and amounts due in greater than one year.

LAS and FAACS

Agencies should ensure that installment purchases are NOT included in the Lease Accounting System (LAS) and that the capital assets acquired through these installment purchases are properly recorded in FAACS.

Audit

For audit purposes, prepare and maintain a separate listing of assets acquired under outstanding installment purchases.

Continued on next page

Completing IP Worksheet tab

Cells that require input are shaded in light yellow.

Step	Action
	Enter the agency number. **This must be done FIRST for the spreadsheet to function properly.** For your convenience, the contact information on the remaining tabs is linked to the **IP Worksheet** tab; however, the cells on the remaining tabs are unlocked to allow keying of different information if necessary.
1	• Enter beginning balance amount. If the beginning balance amount does not represent the agency's ending balance reported in the prior fiscal year Directive submission, please provide explanation in the comment box. **Note:** If a restatement of the prior balance is required, contact those listed in the **Questions** section of this directive. The Department of Corrections must aggregate central office and all facilities using 701. The Department of Behavioral Health and Developmental Services must aggregate central office and all facilities using 720. The Department submitted several attachments in the prior year and the drop-down list has been updated as follows: • **720-1** corresponds to agency prior year submission 720-1 (726) • **720-2** corresponds to agency prior year submission 720-2 (706) • **720-3** corresponds to agency prior year submission 720-3 (704) • **720-4** corresponds to agency prior year submission 720-4 (725) • **720-5** corresponds to agency prior year submission 720-5 (738) • **720-6** corresponds to agency prior year submission 720-6 (707) • **720-7** corresponds to agency prior year submission 720-7 (720) • **720-9** corresponds to agency prior year submission 720-9 (720) **Note**: The Supreme Court of Virginia must aggregate all agencies 103, 111, 112, 113, 114, 115, 116, 125, 160 using 111. • Enter the amount of any new installment purchase obligations for the current fiscal year. • Enter the principal payments made in the current fiscal year for installment purchases. • The ending balance will be computed for the agency. The agency does not have to enter this number. **This number MUST agree to the total future principal payments on the Long-term Debt tab.**

Continued on next page

Completing IP Worksheet tab, Continued

Step	Action
2	**Complete the detailed information about new installment purchase obligations:** • Enter new acquisitions by fund/fund detail and function. • Total acquisitions **MUST** agree to the total in Step 1. If not, an "error" message will appear.
3	**Complete the detailed information about the principal and interest payments:** • Enter corresponding amount of principal and interest by function. • Total principal **MUST** agree to the total in Step 1. If not, an "error" message will appear.
4	**Completing the detailed information about assets acquired with new installment purchases (or acquisitions):** • Select yes or no for whether any assets valued at $50,000 or more were acquired with new installment purchase obligations in the current fiscal year. If **yes**, go to the next question. If **no**, go to the **Long-term Debt** tab. • Select yes or no for whether assets valued at $50,000 or more acquired with new installment purchase obligations were recorded in FAACS in the current fiscal year. If **yes**, complete the detailed information about the assets in the schedule and then go to the **Long-term Debt** tab. If **no**, explain why the assets were not recorded in FAACS in the current fiscal year and then go to the **Long-term Debt** tab. **Note:** All installment purchase assets on FAACS should be marked with an "**I**" in the acquisition method field. For any installment purchase assets that do not have an "**I**", immediately correct the acquisition method and the funding source in FAACS **and notify DOA**. **Note:** Soft costs should be amortized over the life of the asset and included in the payment amounts being reported. These costs include freight and transportation charges, installation costs, site preparation expenditures, professional fees (including title costs and surveying fees if appropriate), and legal costs directly attributable to asset acquisition. (Also see CAPP Topic No. 30210, *Acquisition Valuation*, for more detailed information.)

Continued on next page

Comptroller's Directive No. 1-15
Attachment 7
Schedule of Outstanding Installment Purchase Obligations

Completing the Long-term Debt tab

The contact information is linked to the **IP Worksheet** tab. Cells that require input are shaded in light yellow.

Step	Action
1	Enter future principal and interest payments by year for the first five fiscal years indicated, and then in five-year increments thereafter. **Total principal payments MUST EQUAL the ending balance on the IP Worksheet tab. If not, an "error" message will appear.**
2	The total future principal payment amounts are linked to the total of the principal amounts entered in Step 1. Enter the agency total principal shown on the MELP listing located at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link. The variance and whether a fluctuation analysis is required is automatically calculated. **Note: The MELP listing for the current fiscal year will be available early-July.** Provide a detailed explanation of the variance in the space provided on the attachment.

Function codes defined

Functional codes are the first number in every service area. For example, service area **1**031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description are below.

1 – Education
3 – Administration of Justice
4 – Individual and Family Services
5 – Resources and Economic Development
6 – Transportation
7 – General Government
8 – Enterprise
9 – Capital Outlay

Comptroller's Directive No. 1-15
Attachment 8
Schedule of Inventory on Hand as of June 30

Purpose

This attachment is used to gather financial information for reporting materials and supplies inventory on hand as of June 30 and donated inventory received during the year in the CAFR. This attachment is similar to prior year's Attachment 8.

Applicable agencies

This attachment is applicable to the following agencies:

- Agencies with supplies and materials exceeding $1,000,000 that are not reported in a financial statement template
- Agencies which took physical custody of any donated inventory that was or will be distributed by the agency (excluding donated inventory in which the agency only acts in an administrative capacity)

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

July 23, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Continued on next page

Comptroller's Directive No. 1-15
Attachment 8
Schedule of Inventory on Hand as of June 30

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for completing the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Submission requirements

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

After downloading the files, rename the spreadsheet using the agency number followed by Att8. For example, agency 151 should rename the Attachment 8.xlsx file as 151Att8.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note**: **The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Examples of inventory

Examples of materials and supplies inventory include office supplies, clothing for inmates or patients, and food stock.

The following items should **not** be included in inventory:

- Consigned inventory
- Audiovisual equipment
- Pledged inventory (refer to **Glossary** for definition)

Continued on next page

Control procedures

Control procedures are required regardless of significance. If a physical count is necessary, contact DOA, as needed, for guidance and inform the agency's APA contact of inventory count dates.

CAPP Topic No. 30515, *Supplies and Materials Inventory*

This CAPP topic provides Objectives and Standards for an inventory control system as well as specific policies and procedures for maintaining and accounting for supplies and materials inventory. Please review this topic for additional guidance on conducting physical inventories.

Completing Tab 1 – Inventory

Instructions for completing this tab are in the following tables.

Note: **Do not** include donated inventory on this tab.

Step	Action
1	Enter the contact information on the **Tab 1 - Inventory** tab. For your convenience, the contact information is linked to the remaining tabs; however, the information in the remaining tabs may be overwritten if necessary. After the agency number is entered, the agency name and prior year total inventory will be populated automatically.
2	If the agency has inventory, ensure the agency has procedures to identify, control, and safeguard inventory as follows: • Appropriate access to inventory by employees • Proper segregation of duties in the inventory process, from purchasing to distribution to users • Secure location for storing inventory • Adequate insurance coverage for inventory
3	Determine the value of inventory, either through a physical count or other acceptable means. See the **Determining value, Valuation methods, and Excludable items** sections for more details on determining value.
4	Use whole numbers for all entries. The total dollar amount of inventory on hand will be automatically entered into the appropriate cell and the variance will be calculated.

Continued on next page

Determining value

Use the following table to determine if a physical count is needed.

If inventories are…	Is a physical inventory required?
1. **Not** reported in a financial statement template **and** the amount as of June 30 is expected to be greater than $1,000,000 **and all** of the following conditions exist: • A complete annual physical inventory is impractical • Maintained a perpetual inventory system • Adopted a proper technique for performing an on-going physical inventory of all significant individual items throughout the year • Adopted a statistical sampling technique to estimate the quantities of goods on hand at a particular date	No
2. **Not** reported in financial statement template **and** the amount as of June 30 is expected to be greater than $1,000,000 **and not exempted above**.	Yes

Note: If State or Federal regulations apply to the inventory, evaluate those regulations when determining whether to perform a physical inventory count.

If a physical count is necessary, carefully plan the physical count, perform the count in an efficient and systematic manner, and determine the value of inventory.

Continued on next page

Valuation methods

The agency must use a methodology acceptable by generally accepted accounting principles, which requires inventories to be reported at the lower of cost or market, average cost, cost, or current market cost. The most commonly used method is FIFO (first in, first out). The methodology initially used should continue to be used to ensure comparability between years. If a change in the methodology used for an inventory item is made, the cumulative effect of the change, description of the nature and justification for the change, and rationale for the change, should be disclosed.

Excludable items

Inventory should be reduced to net realizable value by eliminating the value of items noted as obsolete, defective, excessive, or slow moving. Also, exclude consigned inventory.

Completing Tab 2 – Parts 2, 3, and 4

Provide an explanation in **Tab 2 - Part 2** for any variance of $250,000 **AND** 10% over/under the prior year. If a fluctuation analysis is required, it will be indicated on the **Tab 1 - Inventory** tab after all amounts have been entered.

Provide a description in **Tab 2 - Part 3** of any pledged inventory or inventory lien amounts (refer to **Glossary** for definition of pledged inventory or inventory lien).

Provide a description in **Tab 2 - Part 4** of any changes in accounting principle used to value inventory amounts.

Continued on next page

Completing Tab 3 – Donated Inventory

- If inventory was donated to your agency (inventory received by and will be distributed by the Commonwealth), it must be excluded from **Tab 1 – Inventory**, and included in **Tab 3 – Donated Inventory**. When completing this tab, the beginning balance of donated inventory (remaining from prior year) will auto-populate. The amounts received and used during the current fiscal year must be entered and the amount remaining will auto-populate. In addition, if applicable, provide the Revenue Source Code, and fund/fund detail used to expend the donated inventory. Finally, if applicable, enter the CFDA number and any donor restriction (e.g., donor restricted to build a capital asset for the agency, or to provide vaccines).

- For donated commodities that are related to federal awards, the program revenue must also be reconciled to donated commodities on the **SEFA** tab in **Attachment 15 – Federal Schedules**.

Note: The $1,000,000 inventory limit does not apply to donated inventory. ALL donated inventory must be reported.

Increases and decreases in donated inventory received, used, and ending balances, which meet the variance scope of $250,000 **AND** 10%, or a high dollar variance or percentage must be explained. Provide this explanation in the space provided on **Tab 3 – Donated Inventory**.

Completing Tab 4 – CARS Data

If any of the inventory amounts shown on the **Part 1 – Inventory** tab are on CARS, these amounts should be listed in **Tab 4 – CARS Data**.

This Page Intentionally Left Blank

Comptroller's Directive 1-15
Attachment 9
Governmental Fund Financial Statement Template

Purpose

This attachment is used to obtain the financial statement and footnote information for governmental funds.

This attachment is similar to prior year's Attachment 9.

Applicable agencies

This attachment is applicable to all agencies with governmental funds specified on pages 13-15 of the **Preparation of GAAP Basis Financial Statement Template** section of **Office of the Comptroller's Directive 1-15**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Comptroller's Directive 1-15
Attachment 9
Governmental Fund Financial Statement Template

Submission requirements

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

A separate template must be completed for each governmental fund specified in the Directive. <u>After downloading the files, rename the spreadsheet file using the agency number followed by Att9-Fund Number.</u> For example, if agency 151 has two special revenue funds and one permanent fund, three attachments will be submitted. The attachments will be renamed as follows:

Special revenue funds, 151Att9-SR1.xlsx* and 151Att9-SR2.xlsx*; and
Permanent funds, 151Att9-PM1.xlsx*

<u>Note</u>: Contact DOA if there are an insufficient number of rows on any tab.

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do <u>not</u> submit paper copies of the Excel attachment.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***<u>Note</u>: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

General information

1. The templates include numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data. Also, if adjustments were made by DOA to the template in the prior year, information was included in the box titled Comments for the Special Revenue Fund.

2. **GASBS No. 54**, *Fund Balance Reporting and Governmental Fund Type Definitions,* provides clearer fund balance classifications and clarified governmental fund type definitions. For additional information, refer to the online training available in the Knowledge Center at: **https://covkc.virginia.gov.** Click on the "**Learning Center**" link and then click the "**Course Catalog**" link. Search using the keyword "**Directive**" and then click the course reference link.

3. Cash, cash equivalent, and investment footnotes (tabs 1A, 1B, & 1C) are designed to obtain information for **GASBS No. 40**, *Deposit and Investment Risk Disclosures,* as amended by **GASBS No. 59**, *Financial Instruments Omnibus*. Refer to **Attachment 24, Schedule of Cash, Cash Equivalents, and Investments as of June 30** for guidance on completing tabs 1A, 1B, & 1C. In response to agency requests, **Tab 1B – CE & Inv Not W Treas** is not password-protected so that agencies may add additional rows when needed without having to contact DOA or copy and paste information into the sheet from their own records. In adding rows or copying information, care must be taken to preserve the existing spreadsheet layout and column and row labels. If rows are added, please also copy the "TYPE" and "INVESTMENT" descriptions at columns A and B and the formulas at columns N and P.

Continued on next page

General information, *continued*

4. Ensure that all footnote tabs applicable to the data entered on the statements are completed. Complete **Tab 4 – Miscellaneous** tab for **all funds included on the template**. For additional information on **Tab 4 – Miscellaneous**, question 9 regarding **GASBS No. 49**, *Accounting and Financial Reporting for Pollution Remediation Obligations*, refer to **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

5. Each template requires completion of a fluctuation analysis of prior year and current year financial statement template balances. The prior year modified accrual basis financial statement template amounts will automatically populate into the appropriate column on **Tab 7 – Fluctuation Analysis** based upon the fund selected from the drop-down list on the **Fund Financial Stmt Template** tab. To determine the dollar and percentage variance that require an explanation, each agency should review the **Fluctuation Analysis Guidelines and Materiality Scopes** section of **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link. A formula is included on this tab in order to help with the variance determination.

This Page Intentionally Left Blank

Comptroller's Directive 1-15
Attachment 10
Enterprise Fund Financial Statement Template

Purpose

This attachment is used to obtain the financial statement and footnote information for enterprise funds to be reported in the CAFR. This attachment is similar to prior year's Attachment 10.

Applicable agencies

This attachment is applicable to all agencies with enterprise funds specified on pages 13-15 of the **Preparation of GAAP Basis Financial Statement Template** section of **Office of the Comptroller's Directive 1-15** which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Comptroller's Directive 1-15
Attachment 10
Enterprise Fund Financial Statement Template

Submission requirements

After downloading the file, rename the spreadsheet file using the agency number followed by the enterprise fund name followed by Att 10. For example, the Department of General Services' (agency 194) Consolidated Laboratories fund, should rename its Attachment10.xlsx file as 194ConsolidatedLabsAtt10.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.
Do not submit paper copies of the Excel attachment.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

General information

1. The templates include numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data. Also, if adjustments were made by DOA to the template in the prior year, information was included in the box titled DOA Adjustments Made for Enterprise Fund.

2. Cash, cash equivalent, and investment footnotes (tabs 1A, 1B, & 1C) are designed to obtain information for **GASBS No. 40**, *Deposit and Investment Risk Disclosures*, as amended by **GASBS No. 59**, *Financial Instruments Omnibus*. Refer to **Attachment 24,** Schedule of Cash, Cash Equivalents, and Investments as of June 30, for guidance on completing these tabs. In response to agency requests, Tab 1B is not password-protected so that agencies may add additional rows when needed without having to contact DOA or copy and paste information into the sheet from their own records. In adding rows or copying information, care must be taken to preserve the existing spreadsheet layout and column and row labels. If rows are added, please also copy the "TYPE" and "INVESTMENT" descriptions at columns A and B and the formulas at columns N and P.

Continued on next page

General information, *continued*

3. Ensure that all footnote tabs applicable to the data entered on the statements are completed. All funds must complete **Tab *6 – Commitments*, *Tab 7 – Misc*ellaneous**, **Tab 13 – Cash Flow Analysis,** and **Tab 14 – Fund Conversion**. **Tab 3 – Capital Assets** has parts 3.1 to 3.2 for **GASBS No. 42.** Refer to **Authoritative Literature/ Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

4. For additional preparation guidance, refer to **Preparation of GAAP Basis Financial Statement Templates (Attachments 9-13)** in this Directive and **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Continued on next page

General information, *continued*

5. Refer to instructions on page 7 for proper recordation of activities related to Energy Performance Contracts

6. Refer to instructions on page 8 for proper recordation of lag pay.

7. Each template requires completion of a fluctuation analysis of prior year and current year financial statement template balances on the **Template Flux** tab. DOA has included prior year amounts in this template for comparison purposes and a new **Template Flux** tab. The dollar and percentage variance that require an explanation are populated once the **Template** tab is complete, for reference each agency can review the **Fluctuation Analysis Guidelines and Materiality Scopes** section of **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

8. Provide explanations for fluctuation analysis on the **Template Flux** tab. In the explanations quantify the underlying reasons (i.e., management decision, trend, event) for the change, do not just state the item increased or that the item increased because another item decreased.

Continued on next page

Energy Performance Contracts

The Treasury Board administers the lease financing program for energy efficiency projects. These projects are intended to reduce energy consumption and demand or allow for the use of an alternative energy source. In some cases these projects are funded through escrow financing. A bank account is established for the agency to purchase equipment or pay for other project expenses over a certain period of time. This type of funding should be reported as installment purchase obligations. Below are example entries of how to record activity related to the escrow funding of these projects.

Note: In some cases the specific financial statement template (FST) line item is not provided. Use professional judgment to determine the appropriate FST line item.

Cash Installment Purchase Obligations	Record escrow funds to be used by the agency for the energy efficiency projects.

Operating Expenses Cash Capital Assets Operating Expenses	Record payments to contractors from the escrow funds. Reclassify expenses that meet capitalization threshold.

Operating Expense - Interest Expense Installment Purchase Obligations Cash	Payment on installment purchase obligation.

Cash Nonoperating Revenue – Investment Income* ***Note** - If not legally restricted for a specific program	Record investment earnings on escrow funds.

Capital Assets (for capitalizable equipment) Operating Expenses (for noncapitalizable equipment) Accounts Payable	Agency identifies payable vouchers at June 30.

Continued on next page

Lag Pay

The Commonwealth pays its employees on the 1st and 16th of each month. The pay the employee receives on the 1st is for the work they completed in the previous month from the 10th-24th. The pay that is generated on the 16th is for work the employee performed from the 25th of the previous month to the 9th of the current month. Below is illustrative guidance:

Paid on:	Work Performed:
July 1	June 10-June 24
July 16	June 25-July 9

The Commonwealth's reporting period ends June 30 of each year. However, due to lag pay, employees are not paid until the next fiscal year for work completed in the previous fiscal year.

Analyze all object 11XX activity on CARS for the July 1 and July 16 pay.

Object/subobjects 1111, 1114, 1116, 1117, 1119, 1165, 1166 and 1174	Due to VRS (Due to External Parties - Fiduciary Funds)

Object/subobjects 1115 and 1173	Due to DHRM (Due to Other Funds) for health care premiums

Remaining 11XX object/subobject codes	Salary/wages payable

All of the July 1 pay period is included and a percentage of the July 16 pay period. The percentage to use for the July 16 pay is the weekdays in the prior fiscal year divided by the total number of weekdays of the pay period.

$$\frac{\text{\# of weekdays: June 25-June 30}}{\text{Total \# of weekdays June 25-July 9}}$$

For the July 16 pay period only, Object Code 1115 is removed from the calculation. This code must be removed because the July 16 and August 1 health care premiums cover July.

Comptroller's Directive No. 1-15
Attachment 11
Internal Service Fund Financial Statement Template

Purpose

This attachment is used to obtain the financial statement and footnote information for internal service funds to be reported in the CAFR. This attachment is similar to prior year's Attachment 11.

Applicable agencies

The following internal service funds have been identified for fiscal year 2015.

Department of Accounts:

- Payroll Service Bureau
- Enterprise Applications (Cardinal System, Performance Budgeting System)

Note: DOA will be provided with a combining financial statement template file.

Department of General Services:

- Fleet Management
- Property Management (Real Estate Services, Maintenance & Repair)
- General Services (Virginia Distribution Center, Consolidated Laboratory Water Testing, Graphic Communications, Federal Surplus Property, State Surplus Property, Engineering Services)

Note: DGS will be provided with a combining financial statement template file for the Property Management Fund and the General Services Fund.

Department of Human Resources Management:

- Workers' Compensation
- Health Insurance Fund

Department of Treasury:

- Risk Management

Virginia Correctional Enterprises

Virginia Information Technologies Agency:

- Aggregate of internal service funds

Continued on next page

Comptroller's Directive No. 1-15
Attachment 11
Internal Service Fund Financial Statement Template

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

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

After downloading the file, rename the spreadsheet file using the agency number followed by the internal service acronym followed by Att11. For example, the Department of General Services' (agency 194) Fleet Management fund, should rename its Attachment 11.xlsx file as DGS-Fleet Management-Att11.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of the Excel attachment.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

General information

1. The templates include numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data. Also, if adjustments were made by DOA to the template in the prior year, information was included in the box titled Comments for the Internal Service Fund.

2. Refer to **Attachment 24, Schedule of Cash, Cash Equivalents, and Investments as of June 30** and **GASBS No. 40**, *Deposit and Investment Risk Disclosures*, as amended by **GASBS No. 59**, *Financial Instruments Omnibus*, for guidance on completing the cash, cash equivalent, and investment footnotes (tabs 1A, 1B, & 1C). In response to agency requests, Tab 1B is not password-protected so that agencies may add additional rows when needed without having to contact DOA or copy and paste information into the spreadsheet from their own records. In adding rows or copying information, care must be taken to preserve the existing spreadsheet layout and column and row labels. If rows are added, please also copy the "TYPE" and "INVESTMENT" descriptions at columns A and B and the formulas at columns N and P.

3. Due from Other State Agencies must agree to "Part 1 - Internal" worksheet at **Attachment 20 - Internal Service Funds - Conversion to Government-wide Statement of Activities**. All other receivables from component units, higher education agencies, or other agencies not listed on that worksheet may be recorded as Accounts Receivable.

Continued on next page

General information, continued

4. Ensure that all footnote tabs applicable to the data entered on the statements are completed. All funds must complete **Tab 6 – Commitments, Tab 7 – Miscellaneous**, and **Tab 13 – Cash Flow Analysis**. **Tab 3 – Capital Assets** has parts 3.1 to 3.2 for **GASBS No. 42.** All Internal Service Fund agencies must also complete **Attachment 20, Internal Service Fund – Conversion to Government-wide Statement of Activities**.

5. Refer to instructions on page 7 for proper recordation of activities related to Energy Performance Contracts

6. Refer to instructions on page 8 for proper recordation of lag pay.

7. For additional preparation guidance, refer to **Preparation of GAAP Basis Financial Statement Templates (Attachments 9-13)** in this Directive and **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

8. Each template requires completion of a fluctuation analysis of prior year and current year financial statement template balances on the **Template Flux** tab. DOA has included prior year amounts in this template for comparison purposes and a new **Template Flux** tab. The dollar and percentage variance that require an explanation are populated once the **Template** tab is complete, for reference each agency can review the **Fluctuation Analysis Guidelines and Materiality Scopes** section of **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

9. Provide explanations for fluctuation analysis on the **Template Flux** tab. In the explanations quantify the underlying reasons (i.e., management decision, trend, event) for the change, do not just state the item increased or that the item increased because another item decreased.

Continued on next page

Energy Performance Contracts

The Treasury Board administers the lease financing program for energy efficiency projects. These projects are intended to reduce energy consumption and demand or allow for the use of an alternative energy source. In some cases these projects are funded through escrow financing. A bank account is established for the agency to purchase equipment or pay for other project expenses over a certain period of time. This type of funding should be reported as installment purchase obligations. Below are example entries of how to record activity related to the escrow funding of these projects.

Note: In some cases the specific financial statement template (FST) line item is not provided. Use professional judgment to determine the appropriate FST line item.

Cash Installment Purchase Obligations	Record escrow funds to be used by the agency for the energy efficiency projects.

Operating Expenses Cash Capital Assets Operating Expenses	Record payments to contractors from the escrow funds. Reclassify expenses that meet capitalization threshold.

Operating Expense - Interest Expense Installment Purchase Obligations Cash	Payment on installment purchase obligation.

Cash Nonoperating Revenue – Investment Income	Record investment earnings on escrow funds.

Capital Assets (for capitalizable equipment) Operating Expenses (for noncapitalizable equipment) Accounts Payable	Agency identifies payable vouchers at June 30.

Continued on next page

Lag Pay

The Commonwealth pays its employees on the 1st and 16th of each month. The pay the employee receives on the 1st is for the work they completed in the previous month from the 10th-24th. The pay that is generated on the 16th is for work the employee performed from the 25th of the previous month to the 9th of the current month. Below is illustrative guidance:

Paid on:	Work Performed:
July 1	June 10-June 24
July 16	June 25-July 9

The Commonwealth's reporting period ends June 30 of each year. However, due to lag pay, employees are not paid until the next fiscal year for work completed in the previous fiscal year.

Analyze all object 11XX activity on CARS for the July 1 and July 16 pay.

Object/subobjects 1111, 1114, 1116, 1117, 1119, 1165, 1166 and 1174	Due to VRS (Due to External Parties - Fiduciary Funds)

Object/subobjects 1115 and 1173	Due to DHRM (Due to Other Funds) for health care premiums

Remaining 11XX object/subobject codes	Salary/wages payable

All of the July 1 pay period is included and a percentage of the July 16 pay period. The percentage to use for the July 16 pay is the weekdays in the prior fiscal year divided by the total number of weekdays of the pay period.

$$\frac{\text{\# of weekdays: June 25-June 30}}{\text{Total \# of weekdays June 25-July 9}}$$

For the July 16 pay period only, Object Code 1115 is removed from the calculation. This code must be removed because the July 16 and August 1 health care premiums cover July.

Comptroller's Directive No. 1-15
Attachment 12
Private-purpose Trust Fund Financial Statement Template

Purpose

This attachment is used to obtain the financial statement and footnote information for private-purpose trust funds. This attachment is similar to prior year's Attachment 12.

Applicable agencies

This attachment is applicable to all agencies with private-purpose trust funds specified on pages 13-15 of the **Preparation of GAAP Basis Financial Statement Template** section of **Office of the Comptroller's Directive 1-15**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Continued on next page

Comptroller's Directive No. 1-15
Attachment 12
Private-purpose Trust Fund Financial Statement Template

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA. .**

Submission requirements

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

A separate template must be completed for each private-purpose trust fund specified in the Directive. After downloading the files, rename the spreadsheet file using the agency number followed by Att12-Fund Number. For example, if agency 151 has two private-purpose trust funds, two attachments will be submitted. The attachments will be renamed as 151Att12-PP1.xlsx and 151Att12-PP2.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of the Excel attachment.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

General information

1. The templates include numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data.

2. Refer to **Attachment 24, Schedule of Cash, Cash Equivalents, and Investments as of June 30** and **GASBS No. 40**, *Deposit and Investment Risk Disclosures*, as amended by **GASBS No. 59**, *Financial Instruments Omnibus*, for guidance on completing the cash, cash equivalent, and investment footnotes (tabs 1A, 1B, & 1C). In response to agency requests, Tab 1B is not password-protected so that agencies may add additional rows when needed without having to contact DOA or copy and paste information into the sheet from their own records. In adding rows or copying information, care must be taken to preserve the existing spreadsheet layout and column and row labels. If rows are added, please also copy the "TYPE" and "INVESTMENT" descriptions at columns A and B and the formulas at columns N and P.

3. Ensure that all footnote tabs applicable to the data entered on the statements are completed. All funds must complete **Tab 3 – Miscellaneous**.

4. For additional preparation guidance, refer to **Preparation of GAAP Basis Financial Statement Templates (Attachments 9-13)** in this Directive and **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Continued on next page

General information *continued*

5. Each template requires completion of a fluctuation analysis of prior year and current year financial statement template balances on the **Template Flux** tab. DOA has included prior year amounts in this template for comparison purposes and a new **Template Flux** tab. The dollar and percentage variance that require an explanation are populated once the **Template** tab is complete, for reference each agency can review the **Fluctuation Analysis Guidelines and Materiality Scopes** section of **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

6. Provide explanations for fluctuation analysis on the **Template Flux** tab. In the explanations quantify the underlying reasons (i.e., management decision, trend, event) for the change, do not just state the item increased or that the item increased because another item decreased.

Continued on next page

Lag Pay

The Commonwealth pays its employees on the 1st and 16th of each month. The pay the employee receives on the 1st is for the work they completed in the previous month from the 10th-24th. The pay that is generated on the 16th is for work the employee performed from the 25th of the previous month to the 9th of the current month. Below is illustrative guidance:

Paid on:	Work Performed:
July 1	June 10-June 24
July 16	June 25-July 9

The Commonwealth's reporting period ends June 30 of each year. However, due to lag pay, employees are not paid until the next fiscal year for work completed in the previous fiscal year.

Analyze all object 11XX activity on CARS for the July 1 and July 16 pay.

Object/subobjects 1111, 1114, 1116, 1117, 1119, 1165, 1166, and 1174	Due to Other Funds - VRS

Object/subobjects 1115 and 1173	Due to Other State Agencies

Remaining 11XX object/subobject codes	Salary/wages payable

All of the July 1 pay period is included and a percentage of the July 16 pay period. The percentage to use for the July 16 pay is the weekdays in the prior fiscal year divided by the total number of weekdays of the pay period.

$$\frac{\text{\# of weekdays: June 25-June 30}}{\text{Total \# of weekdays June 25-July 9}}$$

For the July 16 pay period only, Object Code 1115 is removed from the calculation. This code must be removed because the July 16 and August 1 health care premiums cover July.

Comptroller's Directive 1-15
Attachment 13
Agency Fund Financial Statement Template

Purpose

This attachment is used to obtain the financial statement and footnote information for agency funds. This attachment is similar to prior year's Attachment 13.

Applicable agencies

This attachment is applicable to all agencies with agency funds specified on pages 13-15 of the **Preparation of GAAP Basis Financial Statement Template** section of **Office of the Comptroller's Directive 1-15**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

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

A separate template must be completed for each agency fund specified in the Directive. After downloading the files, rename the spreadsheet file using the agency number followed by Att13-Fund Number. For example, if agency 151 has three agency funds, three attachments will be submitted. The attachments will be renamed as 151Att13-AF1.xlsx*, 151Att13-AF2.xlsx*, and 151Att13-AF3.xlsx*.

Note: Contact DOA if there are an insufficient number of rows on any tab.

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of the Excel attachment.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

General information

1. The templates include numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data. Prior year ending balances will also automatically populate based on the agency fund selected from the drop-down list.

2. Refer to **Attachment 24, Schedule of Cash, Cash Equivalents, and Investments as of June 30** and **GASBS No. 40**, *Deposit and Investment Risk Disclosures*, as amended by **GASBS No. 59**, *Financial Instruments Omnibus*, for guidance on completing tabs 1A, 1B, and 1C. Tab 1B is not password-protected so that agencies may add additional rows when needed without having to contact DOA or copy and paste information into the sheet from their own records. In adding rows or copying information, care must be taken to preserve the existing spreadsheet layout and column and row labels. If rows are added, please also copy the "TYPE" and "INVESTMENT" descriptions at columns A and B and the formulas at columns N and P.

3. Ensure that all spreadsheet tabs applicable to the data entered on the template are completed.

4. Due to the nature of the activity reported for Agency Funds, each template requires completion of a fluctuation analysis to compare current year activity to prior year activity for increases and decreases in those funds. The prior year amounts on **Tab 5 – Additions Flux** and **Tab 6 – Deletions Flux** will automatically populate based on the fund name selected on the template. **Variances of 10% and $10,000 or more must be explained.** In the fluctuation explanations, quantify the underlying reasons (i.e., management decision, trend, event) for the change; don't just state the item increased or that the item increased because another item decreased.

5. For additional preparation guidance, refer to **Preparation of GAAP Basis Financial Statement Templates (Attachments 9-13)** in this Directive and **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Comptroller's Directive No. 1-15
Attachment 14
Capital Asset Accounting and Control System (FAACS) Analysis

Purpose

This attachment is used to obtain information on capital assets recorded in fund **1500** on FAACS and CARS.

This attachment is similar to the prior year's Attachment 14.

Applicable agencies

Agencies that account for capital assets in **Fund 1500** on FAACS and CARS.

Exemptions: The following agencies provide a financial statement template or supplemental information and do not need to submit this attachment:

- Department of Environmental Quality
- Department of Game and Inland Fisheries
- Department of Medical Assistance Services
- Department of Mines, Minerals and Energy
- Department of Rail and Public Transportation
- Department of Transportation
- Virginia Correctional Enterprises
- Virginia Employment Commission
- Virginia Information Technologies Agency
- Woodrow Wilson Rehabilitation Center

Questions

For questions or to request detailed training from an analyst, please contact: **FAACS@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Comptroller's Directive No. 1-15
Attachment 14
Capital Asset Accounting and Control System (FAACS) Analysis

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

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 Att14. For example, agency 151 should rename its Attachment 14.xlsx file as 151Att14.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

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, applicable Excel file tab name, 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.

CAPP Topic 30325

CAPP Topic No. 30325, *Software and Other Intangible Assets,* addresses the requirements of **GASBS No. 51**.

Note: Individuals completing this attachment should ensure that the most recent update to CAPP Topic 30325 has been reviewed and understood. Contact DOA if you have any questions.

Other Authoritative Guidance

The Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates and the **GASBS No. 51 – Frequently Asked Questions** on DOA's website at **www.doa.virginia.gov** provide additional guidance for reporting capital assets including intangible assets.

Comptroller's Directive No. 1-15
Attachment 14
Capital Asset Accounting and Control System (FAACS) Analysis

Materiality scope for Part 1

Explain variances that are greater than or equal to 10% of the difference between the fiscal year 2014 and fiscal year 2015 GLA amounts **AND** $1,000,000.

Completing Part 1

Part 1 contains the format for the fluctuation analysis. Information populated by agency and control agency should agree with the FAC 736/767 reports.

Note: **All amounts are rounded to the nearest dollar**.

Step	Action
1	Each agency should click on the down arrow in the "Control Agency" column. Scroll to the appropriate agency and click on it. Most agencies and control agencies are the same; however, there are some agencies (e.g. Behavioral Health, Corrections) that control numerous agencies. Performing this step will allow only the applicable agency or agencies to display. All other agencies will be hidden by Excel.
2	In the "Beginning Balance" column, verify the amount agrees to the FAC 736/767 reports as of July 1, 2014, for each category (i.e., Land, Buildings, Infrastructure, Equipment, Construction-in-Progress, and Accumulated Depreciation for Buildings, Infrastructure and Equipment). If more detailed information is needed for Construction-in-Progress, the agency can use the FAC 751 report.
3	Verify the acquisitions/additions of capital assets. **Included in the amount is Construction-in-Progress (CIP) completed during the fiscal year and capitalized as a depreciable asset.** Agencies will need to review **additions to other asset categories** and deductions from CIP for reasonableness. Agencies will still inform DOA of the reclassification activity in Step 6. **Note**: The project number, description and amount of additions to CIP should be documented on the **CIP Analysis tab – Part 4**.

Continued on next page

Completing Part 1 (continued)

Step	Action
4	Verify the deductions of capital assets. These amounts should agree to the decreases (credits) for the current fiscal year on the FAC 736 report and the decreases (debits) for the current fiscal year on the FAC 767 report. **Included in the amount is Construction-in-Progress (CIP) completed during the fiscal year and capitalized as a depreciable asset.** Agencies will need to review additions to other asset categories and **deductions** from CIP for reasonableness. Agencies will still inform DOA of the reclassification activity in Step 6.
5	This column has formulas. Agree amounts to the FAC 736/767 reports as of June 30, 2015, for fund 1500 by GLA. For amounts that do not agree, recheck amounts and formulas.
6	Record the amount that represents CIP completed and added to another category. Verify the amount agrees with the increase in other asset categories (1-4) and the decrease shown in CIP (category 5). The GLA's showing increases are 365, 366, 368 and 370. The GLA showing the decrease is 372. **Note**: Provide the FAACS ID number, tag numbers and descriptions of additions to capital assets (buildings/infrastructure) that are a result of decreases to CIP in the **CIP Analysis tab – Part 5**. If more detailed information is needed for Construction-in-Progress, the agency can use the FAC 751 report.

Continued on next page

Completing Part 1 (continued)

Step	Action
7 – 9b	Review GLAs with significant variances. Explain variances that are greater than or equal to 10% of the difference between the fiscal year 2014 and fiscal year 2015 GLA amounts **AND** $1,000,000. Step 9a will automatically test each GLA balance and identify any GLA where the variance exceeds the above thresholds by populating a "yes" or "no." Provide an explanation in Step 9b for any GLA variance where a "yes" is shown in Step 9a. Review changes for each asset category separately. Consider increases and decreases separately when analyzing the changes. To help, use the following guidelines: • **Land, Buildings, or Infrastructure (formerly Improvements)**: Identify the tract of land, building, or infrastructure for significant changes. • **Construction-in-Progress (CIP)**: Identify the project code for significant changes. • **Equipment:** Provide a general description of changes.

Continued on next page

Completing Part 2

This questionnaire assists in analyzing information regarding **GASBS No. 34** and documenting that ending balances on the fluctuation analysis (part 1) agree to FAACS.

Step	Action
1	**A)** If balances on the fluctuation analysis (part 1, step 5) do not agree to the FAC 736/767 reports as of June 30, 2015, explain the differences. **B)** If the amounts on the fluctuation analysis (part 1, step 5) are not correct, explain the differences. **C)** Confirm that Capital Lease Obligations are not recorded in FAACS. **D)** Confirm that the balances reported in the **Prior Year Energy Contract Cumulative Asset Balance by Agency List** is correct. If the listing is incorrect, provide an explanation.
2	**Sale/Disposal of Capital Assets** For the sale/disposal of capital assets, were there any sales/disposals of land, buildings and/or infrastructure with a historical cost greater than or equal to $100,000 or equipment with a historical cost greater than or equal to $50,000 for fiscal year 2015? If **yes**, provide asset and coding information required in the table.
3	**Trade-ins** State whether there **were any** disposals of capital assets during fiscal year ended June 30, 2015, that were for trade-ins on new capital assets recorded in FAACS. If there were, complete the table. On the left side state the asset that was traded-in (noting the value received), and on the right state the corresponding asset that was purchased.
4	**Intangible Assets** Complete questions 4a through 4i and provide the requested information for any agency's intangible assets. Project cost associated with internally developed software projects where the Application Development Stage may take several months or years to complete should be first recorded as construction-in-progress (CIP). Upon completion of the project, the CIP should be reversed and the software intangible asset should be recorded as a separate asset.

Continued on next page

Completing Part 2 (continued)

Step	Action
5	**Payables Owed at June 30 but Paid After June 30 That Result in Capital Asset(s) Other Than CIP.** Expenditures that are recorded as payables owed at June 30 but paid after June 30 for assets other than CIP must be recorded as assets on the Government-wide financial statements if the asset was received and placed in service by June 30, 2015, even if the corresponding invoice had neither been received nor paid by the fiscal year-end close. **Report only payables where the asset was not entered in FAACS by the 2015 year-end close date.** Please provide the following information: Use the drop-down menus for the "Month" and "Asset Category" fields when completing questions 5a and 5b. a) List any payable owed at June 30 that will be paid after June 30 for program 998 that will result in an asset other than CIP. Provide the month (select July or August), payable voucher number, asset category, payable voucher total, the date the asset was received and accepted by the agency, and the amount that will be recorded as additions to Non-CIP asset categories (land, building, infrastructure or equipment). b) List any payable owed at June 30 that will be paid after June 30 for other programs that will result in an asset other than CIP. Provide the month (select July or August), program number, asset category, payable voucher number, payable voucher total, the date the asset was received and accepted by the agency, and the amount that will be recorded as additions to Non-CIP asset categories (land, building, infrastructure or equipment). **Note: The amounts entered in 5a and/or 5b should not be included in other amounts on this attachment or already entered into FAACS by the FY 2015 year-end close date.**

Completing Part 3

This questionnaire assists in the analysis of the amounts reported for Construction-in-Progress (CIP) on a cash and accrual basis. Steps 1 and 2 request CIP information on a cash basis and Step 3 requests CIP information on an accrual basis.

Step	Action
1a	**Cash Basis Additions – CIP** • Enter the amount recorded on CARS as expenditures for program code 998, Capital Projects, for fiscal year ended June 30, 2015. This amount can be obtained from the CARS 1408A2 Report (Statement of Appropriations, Allotments, and Expenditures – Nonoperating). • Enter the amount included in the expenditure total that represents maintenance reserve expenditures, if any, that will not be capitalized as CIP. • Enter the amount of expenditures, if any, recorded in a program **other than 998** (including software development projects) that should be recorded as CIP. • Enter the amount of expenditures, if any, from **Energy Performance Contracts** that should be recorded as CIP.
1b	• Enter the amount of current year additions (included in part 1, step 3) recorded in FAACS for CIP. • Explain differences in these amounts.
1c	• Enter the amount of current year additions to CIP related to Pollution Remediation.
2	**Cash Basis CIP Beginning Balance, Additions, Deductions, and Ending Balances** Record the proper, accurate and correct beginning balance of CIP per internal records. If a difference was noted in Step 1 or the amounts recorded in FAACS for CIP are not correct enter the correct balances. Make sure the differences are explained in the dialogue box noted in step 1b. • CIP Beginning Balance – this amount should include prior year expenditures that are recorded in FAACS in the current year. • CIP Additions – this amount should be based on current year expenditures that will eventually be reported as a capital asset. • CIP Deductions – this amount should relate to corresponding increases in another asset category unless impairment of the CIP project occurs. If an impairment occurs, Attachment 14A must be completed.

Continued on next page

Completing Part 3 (continued)

Step	Action
2 (cont.)	CIP Ending Balance – this amount is calculated on the sheet and should agree to internal records, unless an impairment has occurred. Refer to **Attachment 14A**, Impairment of Capital Assets.
3a 3b 3c	**Accrual Basis Additions – CIP** Expenditures that are recorded as a payable owed at June 30 that will be paid after June 30 for CIP must be recorded as an asset (CIP) on the Government-wide financial statements. Therefore, please provide the following information: • List any payable owed at June 30 that will be paid after June 30 for program 998 that will result in CIP. Provide the month (select July or August), payable voucher number, payable voucher total, and the amount that will be recorded as additions to CIP. • List any payable owed at June 30 but that will be after June 30 for other programs that will result in CIP. Provide the month (select July or August), program number, payable voucher number, payable voucher total, and the amount that will be recorded as additions to CIP. • List any disbursements made after June 30 for amounts owed as of June 30 for energy performance contracts that will result in CIP. **Note: Neither of the amounts in 3a and/or 3b should be included in other amounts on this template or in FAACS. If they are, contact DOA immediately.**

Completing Part 4

This questionnaire assists agencies reporting the details related to increases for Construction-in-Progress on a **cash basis**.

- The total increases reported in Part 4 should agree to the amount reported for CIP Additions in Part 3, Question 2.
- Select from the drop-down menu whether current year CIP increases were energy performance contracts, or were related to Pollution Remediation, or were related to an Intangible Asset or Capital Projects.

Note: Provide the project number, FAACS ID number, description, and the amount of the increase for each item.

Completing Part 5

This questionnaire assists agencies reporting the details related to decreases for Construction-in-Progress on a **cash basis**.

- The total decreases reported in Part 5 should agree to the amount reported for CIP Deductions in Part 3, Question 2.
- The asset categories of Land and Equipment are available for Part 5 (please note, while possible in certain circumstances, Land is typically not part of CIP). These categories were added so agencies could account for those reclassifications along with building and infrastructure. The decrease in CIP and total offsetting increase should equal. If not, provide an explanation for the difference in the first textbox shown on Part 5.
- Select type of Asset current year CIP increases were related to: Energy Performance Contracts, Pollution Remediation, Intangible Asset, or Capital Projects.
- If Intangible Asset select from the drop-down menu the type of Intangible Asset.
- The total increases for Land, Building, Infrastructure, and Equipment in Part 5 should agree to the amount reported in Part 1, Step 6. If not, provide an explanation for the difference in the second textbox shown on Part 5.

Note: Provide the project number, FAACS ID number, description, and the amount of the decrease for each item.

Comptroller's Directive No. 1-15
Attachment 14
Capital Asset Accounting and Control System (FAACS) Analysis

Completing Part 6

This questionnaire assists in the analysis of inventory and fully depreciated assets.

Action
Answer the following questions. a) Has the agency completed an inventory of capital assets in fiscal 2015? If **no**, then state the year the last inventory was completed. b) When will the next inventory of capital assets be completed? For certification purposes, type the name, title, phone number, and e-mail address of the agency representative who ensures such an inventory has been conducted. **Note**: Agencies should review all assets in use to ensure that the current useful life is appropriate. Useful life adjustments should be made to reflect the actual agency usage of an asset. See CAPP Topic No. 30605 for guidance. c) Provide a description of the useful life methodology that has been developed.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 14A
Impairment of Capital Assets

Purpose

- The purpose of **GASBS No. 42**, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, is to provide reporting guidance for the impairment of capital assets and all insurance recoveries (not just recoveries for impaired capital assets), excluding pollution remediation recoveries. **GASBS No. 42** states that an impairment exists when the decline in service utility is significant and unexpected.
- **GASBS No. 42** applies to intangible assets that are reported as a capital asset per **GASBS No. 51**. Refer to the **GASBS No. 51** Section of the **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, **GASBS No. 51 Frequently Asked Questions**, and CAPP Topic No. 30325, *Software and Other Intangible Assets*, on DOA's website at **www.doa.virginia.gov**.
- For Governmental-type activities, "significant" is defined as at least $1,000,000 per occurrence for all capital asset impairments. This amount applies to the impairment only and not the carrying value of the asset.
- Any agencies that may have a capital asset impairment should obtain and review **GASBS No. 42** for guidance.

Applicable agencies

Agencies that account for capital assets in **Fund 1500** on FAACS and CARS.

Exemptions: The following agencies provide financial statement template(s) or supplemental information and do not need to submit this attachment.

- Department of Environmental Quality
- Department of Game and Inland Fisheries
- Department of Medical Assistance Services
- Department of Mines, Minerals and Energy
- Department of Rail and Public Transportation
- Department of Transportation
- Virginia Correctional Enterprises
- Virginia Employment Commission
- Virginia Information Technologies Agency
- Woodrow Wilson Rehabilitation Center

Questions

For questions or to request detailed training from an analyst, please contact: **FAACS@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

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 Att14A. For example, agency 151 should rename its Attachment 14A.xlsx file as 151Att14A.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

Overview of requirements

GASBS No. 42 requires that agencies:

- **Recognize Impairment Loss: Capital assets permanently impaired during fiscal year 2015**: The capital asset must be written down by the impairment loss amount. Any insurance recoveries recognized during the year of impairment for the capital asset must be netted with the impairment loss. These losses should be reported as program expense-loss on sale/disposal/impairment of capital assets, special item, or as an extraordinary item on the government-wide statements.

  See guidance in the most current Comprehensive Implementation Guide issued by GASB in 2013, questions 7.43.1 through 7.43.4, 7.67.1, and 7.67.2. Examples: Z.42.1 through Z.42.10, Z.42.12, Z.42.13, and Z.51.26 through Z.51.28. Also paragraphs 41 through 46, 55, 56, 101, and 102 of **GASBS No. 34 and** paragraphs 19 through 24 of Accounting Principles Board Opinion No 30, *Reporting the Results of Operations — Reporting the Effects of Disposal on a Segment of a Business, and Extraordinary, Unusual and Infrequently Occurring Events and Transactions*. Additional information is also available in **GASBS No. 62**, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements.*

  The Comprehensive Implementation Guide as of June 30, 2013, is available on GASB's website at **http://www.gasb.org**.

- **Insurance Recoveries:** For any insurance recoveries (excluding pollution remediation) that are for prior year capital asset impairments and/or all other reasons (i.e. theft, embezzlement of cash, etc.), report these recoveries as program revenue-operating grants & contributions, program revenue-capital grants & contributions, or as an extraordinary item on the government-wide statements. **Please see Attachment 18 for proper disclosure of insurance recoveries.**

Continued on next page

Additional guidance

For additional guidance, refer to the **GASBS No. 42 Overview** section of **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Footnote Disclosures:

- **Impairment Losses**: The footnotes must include a general description, the amount and the financial statement line item.

Idle Capital Assets – Temporarily or Permanently Impaired: Any permanently and/or temporarily impaired capital assets that are idle as of year-end must be disclosed. Provide the carrying amount of any permanently and/or temporarily impaired capital assets as of year-end.

- **All Insurance Recoveries**: Please see **Attachment 18** for proper disclosure.

Other Considerations:

- For any capital assets that do not meet the impairment test, the remaining useful life and salvage value may need to be reevaluated and changed on a prospective basis.

Continued on next page

Comptroller's Directive No. 1-15
Attachment 14A
Impairment of Capital Assets

Instructions: Tab 1-Survey

Part 1 identifies potential capital asset impairments as follows:

A) **Possible Impairment of Capital Assets**: As of June 30, 2015, did the agency have an event* or change in circumstances* that may indicate an impairment of a capital asset as described in **GASBS No. 42**? If **yes**, provide a description, month/year it took place, the possible impaired capital assets, and then go to B. If **no**, go to **Part 3**.

***Note:** This must be a prominent event or circumstance that is conspicuous or known to the agency. It is expected to have been discussed by management or the media. Common indicators of impairment include the following:

- Physical damage (i.e., fire, flood)
- Enactment or approval of laws/regulations or other changes in environmental factors
- Technological development or evidence of obsolescence
- Change in the manner or expected duration of a capital asset
- Construction stoppages (i.e. lack of funding)

B) **Impairment Test**: If **yes** to A, is the decline in service utility of the capital asset significant **and** unexpected? For Governmental-type activities, "significant" is defined as at least $1,000,000 per occurrence for all capital asset impairments. This amount applies to the impairment only and not the carrying value of the asset. If **yes**, go to C. If **no**, go to **Part 3**.

Note: If this test indicates an impairment has not occurred, the estimated useful life and salvage value may need to be reevaluated and changed. This should be accounted for on a prospective basis.

C) **Permanent Impairment**: If **yes** to A and B, is the impairment considered permanent? If **yes**, complete **Tab 2-Permanently Impaired**. If **no**, go to **Part 2**.

Note: Generally, an impairment should be considered permanent; however, in some cases it may be considered temporary. If it is considered temporary, the capital asset should not be written down. See **GASBS No. 42** for guidance.

Continued on next page

Instructions: Tab 1-Survey (Continued)

Part 2, Idle Capital Assets – Temporarily Impaired identifies capital assets that are temporarily impaired as follows:

Any permanently and/or temporarily impaired capital assets that are idle as of year-end must be disclosed. Does the agency have any temporarily impaired capital assets that are idle at year-end? If **yes**, complete **Tab 3-Temporarily Impaired**. Provide the carrying amount of any temporarily impaired capital assets that are idle as of year-end. If **no**, go to **Part 3**.

Instructions: Tab 2-Permanently Impaired

Column **6c** - **GASBS No. 42** provides three methods to determine the amount of impairment loss to be recognized for a capital asset that will continue to be used as follows:

- **Restoration Cost Approach** – Generally used to measure impairment losses from physical damage such as from fire, wind, and the like
- **Service Units Approach** – Generally used to measure impairment losses from environmental factors, technological changes, obsolescence, or the change in the manner or duration of use
- **Deflated Depreciated Replacement Cost Approach**, which can also be used to measure impairment losses resulting from a change in the manner or duration of use

Ultimately, the specific method to be used should be the one that best reflects the service utility decline. The method used to measure impairment losses should be applied consistently to impairments with similar characteristics.

Continued on next page

Specific Instructions: Tab 2-Permanently Impaired (Continued)

Restoration Cost Approach
Under this approach, the write-down is based on the cost to restore the utility of the capital asset. The current restoration cost is then converted to a historical cost basis using an appropriate cost index or by applying a ratio of estimated restoration cost over estimated replacement cost to the carrying value of the capital asset. To determine the ratio of estimated restoration cost over estimated replacement cost follow these steps:

Step	Action
1	Determine the restoration cost in current dollars. This amount should be based on the amount of the impairment caused by the change or event and should exclude costs related to demolition, cleanup, additions, and improvements.
2	Determine the replacement cost in current dollars for the capital asset.
3	Determine the carrying value of the impaired capital asset before adjustment (historical cost less accumulated depreciation).
4	Determine the relationship between the restoration cost in current dollars and the replacement cost in current dollars for the capital asset. This should be expressed as a percentage (restoration cost/replacement cost).
5	Determine the impairment loss by multiplying the carrying value of the asset by the restoration cost ratio computed in step 4.

Continued on next page

Specific Instructions: Tab 2-Permanently Impaired (Continued)

Example of the Restoration Cost Approach
Assume that a building has a historical cost of $1,000,000, with an estimated useful life of 25 years, and was 60% depreciated when it was discovered that walls were structurally deficient due to an earthquake. The estimated cost to restore the walls is $200,000. The estimated current cost to replace the building is $1,500,000. The building is still going to be used. The computation of the write-down is as follows:

Component of Restoration Cost Approach	Amount
Historical cost of building	$1,000,000
Less accumulated depreciation of the asset	$(600,000)
Carrying value of impaired asset	$400,000
Restoration cost ($200,000) / replacement cost ($1,500,000)	13.33%
Impairment loss = carrying value ($400,000) multiplied by restoration cost ratio (13.33%)	$53,320

Continued on next page

Specific Instructions: Tab 2-Permanently Impaired (Continued)

Service Units Approach
The write-down under the service units approach is based on the proportion of the capital asset, as expressed in service units that has been lost due to an event or change that created an impairment. The total service units can be based on either the maximum estimated service units or total estimated service units throughout the life of the capital asset. Service units can be measured in years of service, number of units produced, number of citizens benefited, etc.

Example of Service Units Approach
Assume that equipment has a historical cost of $500,000, and originally had an estimated useful life of 30 years. After 3 years of use, new regulations are enacted that will make the equipment obsolete in 3 more years. The amount of service units lost, expressed in years, is 24. The amount of the impairment loss is $400,000 ($500,000 x (24/30)).

Deflated Depreciated Replacement Cost Approach
This approach is based on determining the current cost of an asset needed for the current level of service. Based on the assumed carrying value of the theoretical asset, that carrying value is deflated to the historical cost basis for when the original asset was acquired.

Example of Deflated Depreciated Replacement Cost Approach
Assume a building has an original cost of $4,000,000 and was 40% depreciated. The building was to be used originally as an airplane hangar, but management has decided that it will now be used as a storage facility. The cost of a comparable storage facility is $500,000 and the replacement cost of the airplane hangar is $5,000,000.

Component of Deflated Depreciated Replacement Cost Approach	Amount
Deflator (Original Cost/Replacement) ($4,000,000/$5,000,000)	80%
Assumed carrying amount of a new storage facility ($500,000 x 60%)	$300,000
Carrying amount of old building ($4,000,000 x 60%)	$2,400,000
Deflated assumed carrying amount of a new warehouse ($300,000 x 80%)	$240,000
Impairment loss ($2,400,000 - $240,000)	$2,160,000

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 15
Federal Schedules

Purpose

This attachment is used to provide DOA with the Federal Schedules needed to prepare the statewide **Schedule of Expenditures of Federal Awards (SEFA)** for the Single Audit Report.

The Single Audit Report is required for compliance with the Single Audit Act Amendments of 1996 and OMB Circular A-133. **The Office of Management and Budget (OMB) recently incorporated OMB Circulars A-21, A-87, A-89, A-102, A-110, A-122, and A-133 into a single document. The new document, now titled 2 CFR, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is located in Title 2 of the Code of Federal Regulations at http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf.**

This represents a significant change in federal regulations, and a separate DOA communication identifies DOA's responsibilities applicable to the revised guidance. It is imperative that agency personnel thoroughly review the new uniform guidance to ensure an understanding of the agency's specific responsibilities. Agencies will also need to ensure that the appropriate federal guidance is applied to each specific federal award. Further, the agency should communicate the applicable requirements to subrecipients.

The new uniform requirements became effective December 26, 2014, and applies, in general, to all new federal awards and incremental funding from the federal government after December 26, 2014. DOA has incorporated additional information to facilitate the implementation planning in the current attachment.

This attachment is similar to prior year Attachment 15.

Continued on next page

Comptroller's Directive No. 1-15
Attachment 15
Federal Schedules

Applicable agencies and requirements

All agencies must submit the Attachment 15 Questionnaire file to DOA to certify **whether or not** the agency received or disbursed Stimulus (ARRA) or Non-Stimulus Federal funds in FY 2015. Each agency receiving or disbursing federal funds must report its DUNS number as well as its EIN on the Attachment file. DUNS number information is available at **http://www.smallbusiness.dnb.com**. **The American Recovery and Reinvestment Act (ARRA) requires prime recipients of federal funds to ensure their subrecipients of Stimulus (ARRA) funds have current registered DUNS numbers.** For questions regarding DUNS numbers, contact Penny Williams at (804) 225-3804 or by e-mail at **penny.williams@doa.virginia.gov**.

If the agency received or disbursed Federal funds in FY 2015, the agency is **REQUIRED TO USE** the templates in the files listed below.

- Template – used to prepare the applicable federal schedules
- Footnotes – used to prepare the applicable federal footnotes
- Reconciliation – used to reconcile the Schedule of Expenditures of Federal Awards to CARS and, if applicable, the financial statement template

Exception: Legislative branch agencies only need to complete the Attachment file certifying whether or not the agency received or disbursed Federal funds in FY 2015. No additional information is required.

Due date

August 6, 2015

Continued on next page

Questions and training

If the agency has any further questions about preparing the Federal schedules or needs detailed training, contact Penny Williams at (804) 225-3804 or e-mail at **penny.williams@doa.virginia.gov**.

For additional information, refer to the online training available in the Knowledge Center at: **https://covkc.virginia.gov.** Click on the "Learning Center" link and then click the "Course Catalog" link. Search using the keyword "Directive" and then click the course reference link.

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements/ templates

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

After downloading the files, rename the files using the agency number followed by the identifying file name. For example, agency 151 should rename the Attachment file, Template file, Footnote file, and Reconciliation file as follows:

Note: **DO NOT** rename the tab names in the Excel files. Save the attachments with the following document names prior to submission.

151Att15questionnaire.xlsx* (Questionnaire File)
151Att15federal_schedules.xlsm* (Template File)
151Att15footnote.xlsx* (Footnote File)
151Att15recon-agy.xlsx* (Reconciliation File)

DOA will not accept any Federal schedules that are not in the formats required by this Directive. Agencies that fail to use the required formats will be asked to resubmit the schedules to DOA and may be cited for noncompliance in the *Report on Statewide Financial Management and Compliance (Quarterly Report)*.

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of the attachment.

***Note**: These attachments are in the Excel 2007 version (.xlsx and .xlsm). If the agency has an earlier version of Excel, the files can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the files, DOA can provide the attachment saved in an earlier version of Excel (.xls).

Continued on next page

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, applicable Excel file tab name, 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.

Entities that believe revisions are necessary to the federal schedules after the initial submission to DOA must contact Penny Williams **BEFORE** sending the revisions to DOA. See the Questions section below for contact information.

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. **Also, the filenames and subject line of the e-mail for the revisions should include the word "REVISED" and the date of the revision.**

Resolution of prior year findings

Agencies are required to provide corrective action work plans (CAW) in response to Auditor of Public Accounts published reports pursuant to the following:

Wave 1 Agencies: CAPP Topic No. 10205 – Cardinal, Agency Response to APA Audit, at **http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics_Cardinal/10205.pdf**

Wave 2 Agencies: CAPP Topic No. 10205 – CARS, Agency Response to APA Audit, at **http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/10205.pdf**.

These CAWs are the basis of the resolution of prior year findings. Direct questions to Amanda Morris at **amanda.morris@doa.virginia.gov** or Rudy Burgess at **rudy.burgess@doa.virginia.gov**.

Continued on next page

Federal schedules. xlsm template

The federal schedules.xlsm workbook includes seven tabs within the workbook. The first six tabs contain different federal schedules and the fluctuation analysis from prior year amounts and the seventh tab is the revision control log. The tabs are located at the bottom of the screen. Clicking once on the desired tab will allow navigation to a specific federal schedule. An overview of the seven tabs and what should be reported on each tab is discussed in the next section.

For reporting purposes, Stimulus - American Recovery and Reinvestment Act (ARRA) federal expenditures must be accounted for separately from Non-Stimulus federal expenditures. Throughout the federal schedules attachment, Stimulus federal expenditures will be referred to as Stimulus (ARRA) federal expenditures.

Within the six tabs of the federal schedules workbook there will be a column labeled with the symbols @, #, * which will be used to identify the following:

- **@ - Research and Development (R&D)Non-Stimulus**
- **# - Stimulus (ARRA) federal expenditures**
- *** - Stimulus (ARRA) Research and Development**

Build America Bonds (BABs) Fund subsidies recorded in CARS fund 1302 are excluded from SEFA reporting per OMB.

Effective for proposals due on or after January 14, 2013, all National Science Foundation (NSF) awards should be reported as R&D clusters on the SEFA. Due to the transition period required to expend all previous awards, institutions must evaluate all NSF expenditures to determine whether the disbursements require inclusion as an R&D cluster or should be reported separately.

An error message will appear if you attempt to enter anything in this column other than the symbols indicated above. A blank cell indicates Non-Stimulus, Non-R&D federal expenditures.

Continued on next page

Federal schedules. xlsm template (continued)

Note: Agencies are required to report amounts related to unknown CFDA numbers on the appropriate tab(s). For Stimulus (ARRA) federal expenditures, agencies should not use the Program Name – Unidentified CFDA Number column since all Stimulus programs have been assigned a specific CFDA number. For amounts with unknown CFDA numbers, agencies are required to report the federal program name and other identifying number (such as the contract number) on the last column in each tab. Agencies are to combine any unknown CFDA numbers, program names, or contract numbers that are identical. Separate lines are only allowed if the CFDA number is unknown, not identical, or both R&D and non-R&D expenditures exist. It is expected that this column will primarily be used for subrecipient and pass through entities. Agencies must perform reasonable steps to determine the actual CFDA number before electing to report any amounts with unknown CFDA numbers.

At a minimum, agencies must contact the disbursing entity to determine the actual CFDA number before entering amounts without known CFDA numbers. Agencies should make every effort to include any contract numbers if applicable. Agencies failing to perform this minimum level of due diligence for amounts without actual CFDA numbers, may be cited for noncompliance in the *Report on Statewide Financial Management and Compliance (Quarterly Report)*.

Continued on next page

Overview of federal schedules

All Stimulus (ARRA) and Non-Stimulus expenditures, **excluding** BABs recorded in CARS fund detail 1302 and expenditures reported on the **RECEIVED FROM NONSTATE** tab, made from funds received directly from the Federal Government and federal expenditures/disbursements reported on all other tabs should be reported on the **SEFA** tab. **This distinction is made because expenditures reported on the RECEIVED FROM NONSTATE tab are classified as "Indirect" expenditures in the Statewide report and all other expenditures/disbursements are classified as "Direct" expenditures**.

Therefore, federal expenditures and/or disbursements reported on the **SEFA** tab plus the total federal expenditures and/or disbursements reported on the **RECEIVED FROM NONSTATE** tab should equal total federal expenditures for the agency. The individual tabs are discussed below:

1. **RECEIVED FROM STATE** tab – Pass-through funds received from other state agencies/institutions should be reported on this tab. **ANY EXPENDITURE MADE FROM THESE FUNDS SHOULD BE INCLUDED ON THE SEFA TAB**.

2. **RECEIVED FROM NONSTATE** tab – Pass-through funds received from Non-state entities (**See definition of Non-state entities on page 11)** and expenditures made from the funds received should be reported on this tab. **EXPENDITURE AMOUNTS REPORTED ON THE RECEIVED FROM NONSTATE TAB SHOULD NOT BE INCLUDED ON THE SEFA TAB.**

3. **DISBURSED TO STATE** tab – Pass-through funds disbursed to other state agencies/institutions should be reported on this tab. **THESE DISBURSEMENTS SHOULD BE INCLUDED ON THE SEFA TAB**.

Continued on next page

Overview of federal schedules (continued)

4. **DISBURSED TO NONSTATE** tab – Pass-through funds disbursed to non-state entities (**See definition of Non-state entities on page 11)** should be reported on this tab. **THESE DISBURSEMENTS SHOULD BE INCLUDED ON THE SEFA TAB**.

5. **SEFA** tab – All expenditures/disbursements made by the agency/institution, **except for expenditures reported on the RECEIVED FROM NONSTATE tab**, should be included on this tab.

6. **FLUCTUATION ANALYSIS** tab – This tab provides a comparison of the prior year's SEFA tab to the current year's SEFA tab to identify any differences by major federal agency and requires an explanation whenever any differences are identified with a "YES" in the "Significant Variance" column.

7. **REVISION CONTROL LOG tab –** All revisions should be listed on this tab.

Important Items-General

- Use the **cash basis** of accounting.
- All attachment files **are designed so that you only need to fill in the yellow highlighted cells.**
- Enter **whole dollar amounts** in all files to prevent rounding errors.
- **Ensure all federal expenditures are recorded in the proper federal fund/fund details in CARS. Ensure you have contacted General Accounting to have the appropriate federal fund/fund details set up in CARS for all Stimulus (ARRA) funds received by the agency. Also, ensure you have notified General Accounting if you have received BABs and activity is recorded in CARS fund detail 1302.**
- If N/A appears in any cell you have keyed, you have entered invalid data and you should recheck what has been keyed. Please do not submit schedules with N/A unless you have discussed it with DOA first.
- **It is important to make sure you have checked the www.cfda.gov website to ensure that all CFDA numbers are valid for the current SEFA. Please pay close attention to CFDA programs that have been deleted or changed to an alternate CFDA number.**

Continued on next page

Important Items-Federal schedules template

- If the CFDA number is entered and the incorrect Federal Program Name or Federal Program Grantor Name appears on any spreadsheet, **and you have verified the CFDA number is correct by checking the www.cfda.gov website**, please contact Penny Williams at (804) 225-3804 or e-mail at **penny.williams@doa.virginia.gov** for assistance.
- Unknown CFDA numbers are those numbers where the Federal grantor is known but the CFDA number is unknown. You must include the first two digits of the CFDA number. (For example, 10.000 would be used if the Federal Grantor is the U.S. Department of Agriculture, but the CFDA number is unknown.)
- **A column titled "Program Name - Unidentified CFDA Number" is included in each tab in the Federal Schedules.xlsm file. For Stimulus (ARRA) federal expenditures, agencies should not use the Program Name – Unidentified CFDA Number column since all Stimulus programs have been assigned a specific CFDA number. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.**

  Note: In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.
- Do not complete the "Program Name-Unidentified CFDA Number" column when the Program name is already populated on the schedules.
- When changes are made to any schedule, make sure to submit the revised certification **and, if a revision is made to the SEFA tab**, submit a revised reconciliation. Also, please ensure the revision control log is completed for any changes made to the tabs on the federal schedules.xlsm file.
- Ensure you confirm pass-through amounts received or disbursed with the receiving or disbursing agency prior to submission to DOA. The amounts reported by the disbursing or receiving agencies should be the same in most cases. Discrepancies should be discussed with DOA prior to submission. Ensure you report the appropriate amounts and the appropriate designation as research/development or non-research/development.
- Ensure the reconciliation ties to CARS for all agencies. If applicable, also ensure the reconciliation ties to the Financial Statement Template.

Continued on next page

Important Items-Federal schedules template (continued)

- **Use the following symbols to indicate the appropriate type of expenditure:**

Non-Stimulus	Stimulus(ARRA)
@ = Research and Development (R&D)	*** = Stimulus (ARRA) Research and Development (R&D)**
Use no symbol for Non-Stimulus, non-research and development	**# = Stimulus (ARRA), non-research and development**

- Running totals are located on each spreadsheet tab.
- Do not use "-" (dashes) to represent $0.00. You must use the number "0."
- Do not place the number "0" on any worksheets that do not contain federal expenditure data.
- Do not leave blank rows between rows of information within the spreadsheets when keying in data.
- Do not use abbreviations or include error messages or pennies on any schedules.
- The Federal Government is **not** a **Non-state entity**. **Non-state entities** are counties, cities, towns, local governments, local governmental authorities, regional governmental authorities, public or private foundations, institutes, museums, and corporations or similar organizations which are not units of State government or political subdivisions of the Commonwealth as established by general law or special act. (**DO NOT** report disbursements to or receipts from the Federal government on the **Disbursed to Non-state Entities** and/or **Received from Non-state Entities** tabs.) Community service boards and area agencies on aging should be reported as non-state agencies for reporting purposes. These agencies are not audited by the Auditor of Public Accounts and are not considered to be state agencies.

  Do not include Federal subagencies on disbursed/received from non-state tabs. Federal subagencies are listed on the following websites:
  - **http://www.nih.gov/icd/**
  - **http://www.nasa.gov/about/sites/index.html**
  - **http://www.energy.gov/organization/labs-techcenters.htm**

Continued on next page

Important Items-Federal schedules template (continued)

- Pass-through disbursements to State or non-state entities should be reported as expenditures on the appropriate tab(s). **Do not eliminate any pass-through disbursements**. DOA eliminates pass-through transactions at a statewide level.
- Include indirect cost recoveries as expenditures on the SEFA tab.
- Refunds of Federal revenue should **not** be reported on any of the Federal Schedules.
- In those instances where pass-through funds are returned to the original granting agency, the amount should be netted (since the receiving pass-through agency did not expend them). Then, if the original agency subsequently spends those funds, it should be reported on their individual agency's SEFA and would be counted in that manner for the Commonwealth federal schedules.
- **Sort and combine grant expenditures and program income expenditures to report the total expenditures for each Catalog of Federal Domestic Assistance (CFDA) number on a single line.**
- Add the value of nonmonetary disbursements to the monetary expenditures to determine the total expenditures for CFDA numbers that have both monetary and nonmonetary disbursements. (Nonmonetary disbursements and ending inventory should be identified in the **Footnote Schedules**.)
- Use the hard copy or online (**www.cfda.gov**) version of the Catalog to verify the CFDA numbers and program names.
- **Do not use CFDA number 00.000**. Contact the entity that provided the funds to determine the correct and complete CFDA number. At a minimum, each entity is required to identify the Federal grantor agency with the first two digits of the CFDA number (i.e., 10.000, 93.000).
- Do not report the expenditure detail for different grants within one CFDA number on the schedules. Instead, sum the expenditures and report the total expenditures for each CFDA number.

Continued on next page

Important Items-Federal schedules template (continued)

- OMB Circular A-133, incorporated within *2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements* Section 200.87, defines research and development "as all research activities, both basic and applied, and all development activities that are performed by a non-profit organization."

  - Research is a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development.
  - Development is the systematic use of knowledge gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

Important Items-Pass-through schedules

Do not include payments to contractors under legal obligations for the purchase of goods and services on the pass-through schedules.

The medium through which payment is rendered (IAT, check, EDI, etc.) does not determine whether the relationship is contractor or subrecipient.

A **subrecipient** is "A non-Federal entity that expends Federal awards received from a pass-through entity to carry out a Federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency."

A **contractor** is "a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program."

Continued on next page

Important Items-Pass-through schedules (continued)

Consider the following characteristics to identify a subrecipient or contractor relationship.

SUBRECIPIENT

- Determines who is eligible to receive Federal financial assistance.
- Has its performance measured by meeting the objectives of the Federal program.
- Has responsibility for programmatic decision making.
- Has responsibility for adherence to applicable Federal program compliance requirements.
- Uses the Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.

CONTRACTOR

- Provides the goods and services within normal business operations.
- Provides similar goods or services to many different purchasers.
- Operates in a competitive environment.
- Provides goods or services that are ancillary to the operation of the Federal program.
- Is not subject to compliance requirements of the Federal program.

DOA strongly encourages communication between entities exchanging Federal pass-through funds. Such communication ensures consistent reporting and reduces the time required for statewide compilation and audit. Contact Penny Williams at DOA if the agency needs assistance with identifying the Federal contacts at other agencies.

DOA will perform a variance analysis for pass-through funds received and pass-through funds disbursed among State agencies/institutions. DOA will investigate significant variances, and **State agencies/institutions will be required to explain these variances IN WRITING by a due date to be determined in future communications.**

Reminder: The American Recovery and Reinvestment Act (ARRA) requires prime recipients of federal funds to ensure their subrecipients of Stimulus (ARRA) funds have current registered DUNS numbers.

Continued on next page

Important Items- Reporting loan programs

Report loan programs using criteria in the following table.

If the loan program is…	Then Federal Expenditures should be…
Campus based loan program (Perkins - #84.038, Health Professions Loans - #93.342, Nurse Faculty Loans- #93.264, Nursing Student Loans - #93.364)	Loans receivable balances at year-end plus any administrative costs recovered.
Non-campus based loan program (Federal Direct Student Loans - #84.268)	Value of loans disbursed during the fiscal year. Be sure to include subsidized and non-subsidized loan balances. Include PLUS loan balances if the university is the eligible lender (instead of the bank).
College Facilities Loan (#84.142)	Outstanding balances of loans payable at year-end.
Capitalization Grants for State Revolving Funds (#66.458) and Capitalization Grants for Drinking Water State Revolving Fund (#66.468)	Distributions to the Virginia Resources Authority for subsequent disbursements to subrecipients and administrative costs recovered.
Economic Adjustment Assistance Program (#11.307)	Cash on hand and outstanding balance of loans receivable from subrecipients at year-end.

Continued on next page

Preparing the federal schedules.xlsm template; RECEIVED FROM STATE tab

The **RECEIVED FROM STATE** tab identifies Federal assistance disbursed from other State agencies/institutions and received by the agency in a subrecipient relationship. The Federal assistance is listed by CFDA number and by State grantor agency/institution. **Report amounts related to unknown CFDA numbers that were received from state agencies/institutions on this tab and expenditures made from these funds on the SEFA tab.**

Instructions for preparing the **RECEIVED FROM STATE** tab are in the following table.

Step	Action
1	Click on the **RECEIVED FROM STATE** tab. Enter your agency number in cell B2 (the first yellow highlighted cell). After you type in the agency number, hit enter and your agency name should appear in cell B1, the cell directly above agency number. The agency number and title are linked to the remaining tabs. Make sure your agency number appears on all other spreadsheets. **ONLY include federal money received from a Virginia state agency/institution.**
2	In Column B, enter the State agency/institution number for the agency/institution that disbursed Federal pass-through funds to your agency beginning on line 8. **Fill in one line for each grantor agency/institution and CFDA.** When you hit enter, your agency number should appear in Column A, and the grantor state agency name should appear in Column C. Please ensure that the correct agency names appear to ensure you have keyed the correct agency number.
3	Key the CFDA numbers in numerical order in Column D. As each CFDA number is keyed, hit enter. The federal program name will appear in Column E. Please ensure this is the name of the program under which the funds were received. **Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R&D) expenditures and expenditures other than R&D. Key "@" in Column G to indicate R&D expenditures, "*" to indicate Stimulus (ARRA) R&D expenditures, or "#" to indicate Stimulus (ARRA) expenditures.**

Continued on next page

Preparing the federal schedules.xlsm template; RECEIVED FROM STATE tab
(continued)

Step	Action
4	In Column F, enter the total amount of pass-through funds received from other State agencies/institutions. Use the cash basis or the value of nonmonetary assistance to report these receipts. **Expenditures made from these funds should also be included on the SEFA tab**.
5	**A column titled "Program Name - Unidentified CFDA Number" is included in each tab in the Federal Schedules.xlsm file. For Stimulus (ARRA) federal expenditures, agencies should not use the Program Name – Unidentified CFDA Number column since all Stimulus programs have been assigned a specific CFDA number. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.** **Note: In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.**

Preparing the federal schedules.xlsm template; RECEIVED FROM NONSTATE tab

The **RECEIVED FROM NONSTATE** tab identifies Federal assistance disbursed from non-state entities and received by the agency in a subrecipient relationship. **Also, this tab identifies the Federal expenditures made from the pass-through funds received from the non-state entities.** (See page 11 for the definition of non-state entities.) The Federal receipts and disbursements are listed by CFDA number **and** by non-state entity name. **Report amounts related to unknown CFDA numbers that were received from non-state entities and the related expenditures made from the pass-through funds received on this tab. DO NOT report expenditures made from the pass-through funds received on the SEFA tab.**

PLEASE NOTE: DO NOT ABBREVIATE THE NON-STATE ENTITY NAMES. DOA WILL NOT ACCEPT TEMPLATES THAT CONTAIN ABBREVIATIONS.

Instructions for preparing the **RECEIVED FROM NONSTATE** tab are in the following table.

Continued on next page

Preparing the federal schedules.xlsm template; RECEIVED FROM NONSTATE tab (continued)

Step	Action
1	**Click on the RECEIVED FROM NONSTATE** tab**.** Do not enter the agency number and name. This information is linked to the **RECEIVED FROM STATE tab**. ONLY include federal money received by your agency from a non-state entity on this tab. **The Federal Government is not a non-state entity.**
2	Fill in the non-state entity grantor name **(DO NOT USE ABBREVIATIONS)** in Column B beginning on line 8. As each entity is keyed, hit enter. Your agency number will appear in Column A. **Fill in one line for each non-state entity grantor and CFDA.**
3	Key the CFDA numbers in numerical order in Column C. As each CFDA number is keyed, hit enter. The federal program name will appear in Column D. Please ensure this is the name of the program under which the funds were received. **Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R&D) expenditures and expenditures other than R&D. Key "@" in Column G to indicate R&D expenditures, "*" to indicate Stimulus (ARRA) R&D expenditures, or "#" to indicate Stimulus (ARRA) expenditures.**
4	In Column E, enter the total dollar amount of Federal pass-through funds received from non-state entities for each CFDA number. Use the cash basis or the value of nonmonetary assistance to report the receipts.
5	In Column F, enter the total dollar amount of Federal expenditures made from the pass-through funds received from non-state entities. Enter a zero if no funds were expended, and report negative amounts if amounts are returned to the non-state entity. **Expenditures/disbursements made from these funds should NOT be reported on the SEFA tab**.

Continued on next page

(continued)
(continued)

Step	Action
6	**A column titled "Program Name - Unidentified CFDA Number" is included in each tab in the Federal Schedules.xlsm file. <u>For Stimulus (ARRA) federal expenditures, agencies should not use the Program Name – Unidentified CFDA Number column</u> since all Stimulus programs have been assigned a specific CFDA number. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.** **<u>Note</u>: In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.**

Continued on next page

Preparing the federal schedules.xlsm template; DISBURSED TO STATE tab

The **DISBURSED TO STATE** tab identifies Federal assistance disbursed from the agency to subrecipient State agencies/institutions. The Federal disbursements are listed by CFDA number and by State receiving agency/institution. **Report amounts related to unknown CFDA numbers that were disbursed to state agencies/institutions on this tab. These amounts should also be included on the SEFA tab. If the amounts reported on the DISBURSED TO STATE tab do not agree with the amounts reported on the SEFA tab, please list the appropriate information on the DISBURSEMENTS tab of the Questionnaire file.**

Instructions for preparing the **DISBURSED TO STATE** tab are in the following table.

Step	Action
1	Click on the **DISBURSED TO STATE** tab. Do not enter the agency number and name. This information is linked to the **RECEIVED FROM STATE** tab**. ONLY include federal money disbursed from your agency to a Virginia state agency/institution on this tab.**
2	In Column B, enter the **State** agency/institution number for the agency/institution to which the agency disbursed Federal pass-through funds beginning on line 8. **Fill in one line for each grantor agency/institution and CFDA.** When you hit enter, your agency number should appear in Column A, and the subrecipient state agency name should appear in Column C. Please ensure that the correct agency names appear to ensure you have keyed the correct agency number.
3	Key the CFDA numbers in numerical order in Column D. As each CFDA number is keyed, hit enter. The federal program name will appear in Column F. Please ensure this is the name of the program under which the funds were received. **Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R&D) expenditures and expenditures other than R&D. Key "@" in Column G to indicate R&D expenditures, "*" to indicate Stimulus (ARRA) R&D expenditures, or "#" to indicate Stimulus (ARRA) expenditures.**
4	In Column G, enter the total amount of pass-through funds disbursed to other State agencies/institutions. Use the cash basis or the value of nonmonetary assistance to report the disbursements. **These disbursements should also be included on the SEFA tab**.

Continued on next page

Preparing the federal schedules.xlsm template; DISBURSED TO STATE tab (continued)

Step	Action
5	**A column titled "Program Name - Unidentified CFDA Number" is included in each tab in the Federal Schedules.xlsm file. For Stimulus (ARRA) federal expenditures, agencies should not use the Program Name – Unidentified CFDA Number column since all Stimulus programs have been assigned a specific CFDA number. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.** **Note: In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.**

Preparing the federal schedules.xlsm template; DISBURSED TO NONSTATE tab

The **DISBURSED TO NONSTATE** tab identifies Federal assistance disbursed from the agency to subrecipient non-state entities. (See page 11 for the definition of non-state entities.) The Federal disbursements are listed by CFDA number only. Do not report the names of the non-state entities. **Report amounts related to unknown CFDA numbers that were disbursed to non-state entities on this tab. These amounts should also be included on the SEFA tab. If the amounts reported on the DISBURSED TO NONSTATE tab do not agree with the amounts on the SEFA tab, please list the appropriate information on the DISBURSEMENTS tab of the Questionnaire file.**

Instructions for preparing the **DISBURSED TO NONSTATE** tab are in the following table.

Step	Action
1	Click on the **DISBURSED TO NONSTATE** tab. Do not enter the agency number and name. This information is linked to the **RECEIVED FROM STATE** tab**. ONLY include federal money disbursed from your agency to a non-state entity on this tab.**

Continued on next page

Preparing the federal schedules.xlsm template; DISBURSED TO NONSTATE tab (continued)

Step	Action
2	Key the CFDA numbers in numerical order in Column B beginning on line 8. Fill in one line for each CFDA number. As each CFDA number is keyed, hit enter. Your agency number will appear in Column A, and the federal program name will appear in Column C. Please ensure this is the name of the program under which the funds were received. **Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R&D) expenditures and expenditures other than R&D. Key "@" in Column G to indicate R&D expenditures, "*" to indicate Stimulus (ARRA) R&D expenditures, or "#" to indicate Stimulus (ARRA) expenditures.**
3	In Column D, enter the total amount of Federal pass-through funds disbursed to non-state entities for each CFDA number. Use the cash basis or the value of nonmonetary assistance to report the disbursements. **These disbursements should also be included on the SEFA tab**.
4	**A column titled "Program Name - Unidentified CFDA Number" is included in each tab in the Federal Schedules.xlsm file. For Stimulus (ARRA) federal expenditures, agencies should not use the Program Name – Unidentified CFDA Number column since all Stimulus programs have been assigned a specific CFDA number. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.** **Note: In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.**

Continued on next page

Preparing the federal schedules.xlsm template; SEFA tab

The **SEFA** tab should include all federal expenditures/disbursements, except for the expenditures/disbursements reported on the **RECEIVED FROM NONSTATE** tab**. Report all expenditure/disbursement amounts related to unknown CFDA numbers on this tab except those expenditures/ disbursements reported on the RECEIVED FROM NONSTATE tab.**

Instructions for preparing the **SEFA** tab are in the table below.

Step	Action
1	Click on the **SEFA** tab. Do not enter the agency number and name. This information is linked to the **RECEIVED FROM STATE** tab.
2	In Column C, type in the appropriate CFDA number beginning on line 8. Hit Enter. Your agency number should automatically appear in Column A. The appropriate Federal grantor agency should automatically appear in Column B, and the Federal program name should automatically appear in Column E. **Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R & D) expenditures and expenditures other than R & D. Key "@" in Column G to indicate R & D expenditures, "*" to indicate Stimulus (ARRA) R&D expenditures, or "#" to indicate Stimulus (ARRA) expenditures.**
3	Report all Federal disbursements in Column F, EXCEPT expenditures/disbursements reported on the **RECEIVED FROM NONSTATE** tab.

Continued on next page

Preparing the federal schedules.xlsm template; SEFA tab (continued)

Step	Action
4	**A column titled "Program Name - Unidentified CFDA Number" is included in each tab in the Federal Schedules.xlsm file. For Stimulus (ARRA) federal expenditures, agencies should not use the Program Name – Unidentified CFDA Number column since all Stimulus programs have been assigned a specific CFDA number. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.** **Note: In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.**
5	Ensure the Federal program name is consistent throughout all applicable worksheets. If the name is unknown, use Other Assistance as the program name, only after you have verified there is no federal contract or program name applicable.

Continued on next page

Preparing the federal schedules.xlsm template; Fluctuation Analysis tab

The **FLUCTUATION ANALYSIS** tab**.**

Instructions for preparing the **FLUCTUATION ANALYSIS** tab are in the table below.

Step	Action
1	Click on the **FLUCTUATION ANALYSIS** tab. This tab will identify fluctuations in the expenditure amounts reported on the current SEFA tab compared to the prior year SEFA tab. The total SEFA dollar variance is provided in the top section of the tab.
2	In the lower portion of the tab, a fluctuation is provided for each major federal agency category between the current and prior year SEFA tab expenditure amounts. For example, 10.xxx represents all expenditures from the SEFA tab within the federal agency, U.S. Department of Agriculture. A "significant variance" is identified, whenever a "YES" is displayed in the "Significant Variance" column and requires that an explanation of the variance be provided. All SEFA amounts for the current and prior year auto-populate in the appropriate federal agency fields (10.XXX, 11.XXX, etc.). **You do not need to enter any current or prior year SEFA expenditure amounts.**
3	For the Variance explanation on the **FLUCTUATION ANALYSIS** tab, If "YES" is displayed in "Significant Variance" column, explain any significant increase or decreases in the major federal agency categories. Compare the prior year's SEFA tab to the current year's SEFA to identify any individual program differences for the major federal agency where an explanation is required. It will be helpful to have a copy of the prior and current year SEFA tab submissions to identify programs that are new or no longer being used in the current year SEFA tab submission. Include detailed CFDA #s and/or other information to explain any significant changes identified. **It is not sufficient to explain that a specific CFDA had increased expenditures without providing a reason why the program expenditures increased or decreased.**

Continued on next page

Preparing the federal schedules.xlsm template; Fluctuation Analysis tab (continued)

Step	Action
4	**It is important to make sure you have checked the www.cfda.gov website to ensure that all CFDA numbers are valid for the current SEFA. Please pay close attention to CFDA programs that have been deleted or changed to an alternate CFDA number.**
5	Valid explanations may include that a program is no longer in use or a new program has been added in the SEFA year being reported.

Preparing the footnote.xlsx template (footnote file)

The following **Footnote Schedules** must be completed by the agencies listed.

Ensure applicable footnote totals agree to the sum of the amounts reported on the SEFA tab and the RECEIVED FROM NONSTATE tab for the applicable CFDA number. Report Stimulus (ARRA) and Non-Stimulus expenditures in the appropriate labeled columns on the footnote tabs. For example, the sum of the Stimulus (ARRA) and Non-Stimulus nonmonetary federal disbursement amount and the Stimulus (ARRA) and Non-Stimulus monetary federal disbursement amount reported in the Food Distributions Program footnote should agree to the sum of the amounts reported on the SEFA tab and the RECEIVED FROM NONSTATE tab for the applicable CFDA number. Prior year total and variance columns have been added to each footnote tab for comparison purposes. If there are significant variances, please email Penny Williams at penny.williams@doa.virginia.gov with an explanation.

Capitalization Grants for State Revolving Funds footnote:

- Department of Environmental Quality
- Department of Health

Donation of Federal Surplus Personal Property footnote**:**

- Department of General Services

Food Distribution Programs footnote**:**

- Department of Agriculture and Consumer Services
- Department of Corrections
- Department of Juvenile Justice
- Department of Behavioral Health and Developmental Services
- Virginia School for the Deaf and the Blind

Continued on next page

Preparing the footnote.xlsx template (footnote file) (continued)

Childhood Immunization Grants footnote**:**

- Department of Health

Emergency Unemployment Benefits footnote**:**

- Virginia Employment Commission

If the footnote file does not pertain to your agency, please do not submit a blank file. If the agency received or disbursed nonmonetary assistance in FY 2015 and is not listed above, call Penny Williams at DOA at (804) 225-3804 or e-mail at **penny.williams@doa.virginia.gov**. The footnote.xlsx workbook includes 5 tabs with each tab representing a footnote within the workbook. The tabs are located at the bottom of the screen. Clicking once on the desired tab will allow you to get to a specific footnote.

Continued on next page

Reconciliation of the Schedule of Expenditures of Federal Awards

The recon-agy.xlsx workbook includes 6 tabs with each tab representing a worksheet within the workbook. The tabs are located at the bottom of the screen. Clicking once on the desired tab will allow you to get to an individual worksheet. The reconciliation schedules and tab names are listed below.

Reconciliation Schedules	Tab-name
System (CARS) Reconciliation	**GLA 901 tab**
System (CARS) Reconciliation	**GLA 902 tab**
System (CARS) Reconciliation	**GLA 966 tab**
System (CARS) Reconciliation	**GLA 989 tab**
System (CARS) Reconciliation	**GLA 993 tab**
System (CARS) Reconciliation	**SYSTEM** tab
Financial Statement Template Reconciliation	**F/S Template** tab

The Reconciliation of the Schedule of Expenditures of Federal Awards reconciles the expenditures for Stimulus (ARRA) and Non-Stimulus reported on the SEFA tab plus the expenditures for Stimulus (ARRA) and Non-Stimulus reported on the RECEIVED FROM NONSTATE tab to the amount of Federal expenditures for Stimulus (ARRA) and Non-Stimulus recorded on the accounting system, which is CARS for most agencies.

If this Directive requires the agency to submit a **financial statement template**, the agency must also prepare a formal reconciliation of the **Schedule of Expenditures of Federal Awards** to the amount reported on the financial statement template.

Incomplete or improper **Reconciliations of the Schedule of Expenditures of Federal Awards** will be returned to the agencies. **These agencies will be asked to resubmit the reconciliations and may be cited for noncompliance in the *Report on Statewide Financial Management and Compliance (Quarterly Report)***.

Continued on next page

Preparing the recon-agy.xlsx template for accounting system

Instructions for preparing the **Reconciliation of the Schedule of Expenditures of Federal Awards** to the accounting system (CARS) are in the following table.

Step	Action
1	Select the GLA 901 worksheet in the recon-agy.xlsx file. Enter the agency number, contact information, and date completed in the applicable cells highlighted in yellow. The agency name will automatically be entered once the agency number has been entered. This information will transfer to the following tabs automatically. Enter any Stimulus (ARRA) or Non-Stimulus expenditures. Enter the fund/fund detail on each GLA tab as a numeric field. When fund/fund detail 0222 is entered as a numeric field, it will show on the spreadsheet as 222. Use the CARS 402 Option B1 report to enter the following information in each GLA worksheet for any Federal fund/fund detail assigned to the agency: The GLA totals will automatically roll up to the System worksheet tab on the following row: • Expenditures (GLA 901) on line 19 **Do not add or delete any line items in this CARS section.** Instead, any additional items should be listed in the reconciling items section. A line item has been added to the reconciling items section to include any BABs recorded in fund detail 1302, if applicable.
2	Select the GLA 902 worksheet in the recon-agy.xlsx file. Enter any Stimulus (ARRA) or Non-Stimulus expenditure refunds. The GLA totals will automatically roll up to the System worksheet tab on the following row: Expenditure Refunds (GLA 902) on line 20
3	Select the GLA 966 worksheet in the recon-agy.xlsx file. Enter any Stimulus (ARRA) or Non-Stimulus Pass-Through transfers out. The GLA totals will automatically roll up to the System worksheet tab on the following row: Pass-Through Transfers Out (GLA 966) on line 21
4	Select the GLA 989 worksheet in the recon-agy.xlsx file. Enter any Stimulus (ARRA) or Non-Stimulus Pass –Through transfers out. The GLA totals will automatically roll up to the System worksheet tab on the following row: Pass-Through Transfers Out (GLA 989) on line 22

Continued on next page

Preparing the recon-agy.xlsx template for accounting system (continued)

Step	Action
5	Select the GLA 993 worksheet in the recon-agy.xlsx file. Enter any Stimulus (ARRA) or Non-Stimulus Pass-Through transfers out. The GLA totals will automatically roll up to the System worksheet tab on the following row: Pass-Through Transfers Out (GLA 993) on line 23
6	Select the SYSTEM worksheet in the recon-agy.xlsx file.
7	In cell E11, enter the total Non-Stimulus Federal Expenditures amount as reported on the **SEFA** tab**.**
8	In cell E12, enter the total Stimulus (ARRA) Federal Expenditures (excluding BABs recorded in fund detail 1302) amount as reported on the **SEFA** tab**.**
9	In cell E13, enter the total Non-Stimulus Federal Expenditures amount as reported on the **RECEIVED FROM NONSTATE** tab.
10	In cell E14, enter the total Stimulus Federal Expenditures amount as reported on the **RECEIVED FROM NONSTATE** tab.
11	The difference between the expenditures **for Stimulus (ARRA) and Non-Stimulus** as reported on the **SEFA tab plus the expenditures for Stimulus (ARRA) and Non-Stimulus reported on the RECEIVED FROM NONSTATE tab** and the expenditures in CARS will be calculated on line 27. **This difference should be completely reconciled before submission to DOA.**
12	Begin reconciling items on line 30.
13	Enter a brief description for each reconciling item in Column A. Enter the dollar amount in Column E. See the following examples: Cash Transfers Out (GLA 983) – expenditures not error corrections $XXX Nonmonetary disbursements $XXX Indirect Costs (GLA 975) $XXX BABs recorded in fund detail 1302 $XXX (The agency may or may not have the reconciling items listed above.)

Continued on next page

Preparing the recon-agy.xlsx template for accounting system (continued)

Step	Action
14	The sum of the reconciling items must equal the difference between the expenditures **for Stimulus (ARRA) and Non-Stimulus** on the **SEFA** tab plus the expenditures **for Stimulus (ARRA) and Non-Stimulus** on the **RECEIVED FROM NONSTATE** tab and the expenditures in CARS (line 27). **If these amounts do not equal, further investigation is required because DOA will not accept incomplete or improper reconciliations.**
15	Do not send the supporting documents for the reconciliations to DOA. Only submit the reconciliations to DOA. A copy of the reconciliation and all supporting documents should remain at the agency for potential APA review or if specifically requested by DOA.

Continued on next page

Preparing the recon-agy.xlsx template for financial statement template

Instructions for preparing the **Reconciliation of the Schedule of Expenditures of Federal Awards** to the financial statement template are in the following table. ***(Perform this reconciliation only if this Directive requires the agency to submit financial statement templates. Do not submit the financial statement template reconciliation if you do not submit financial statement templates.)***

Step	Action
1	Select the F/S Template worksheet in the recon-agy.xlsx file.
2	The agency number and contact information will automatically appear if you have entered any information for the System reconciliation. If the information does not appear, please fill in the appropriate contact information.
3	In cell E12, enter the total Non-Stimulus Federal Expenditures amount as reported on the SEFA tab.
4	In cell E13, enter the total Stimulus (ARRA) Federal Expenditures (excluding BABs recorded in fund detail 1302) amount as reported on the **SEFA** tab**.**
5	In cell E14, enter the total Non-Stimulus Federal Expenditures amount as reported on the **RECEIVED FROM NONSTATE** tab.
6	In cell E15, enter the total Stimulus Federal Expenditures amount as reported on the **RECEIVED FROM NONSTATE** tab.
7	List the total Federal expenditures per the financial statement template by entering the following information: • Financial statement template line item name in cell B20. • Total Federal expenditures as reported on the financial statement template line item in cell E20.
8	The difference between the expenditures **for Stimulus (ARRA) and Non-Stimulus** as reported on the **SEFA tab plus the expenditures for Stimulus (ARRA) and Non-Stimulus as reported on the RECEIVED FROM NONSTATE** tab and the expenditures in the financial statement template will be calculated in cell E23. **This difference should be completely reconciled before submission to DOA.**
9	Begin reconciling items on line 27.

Continued on next page

Preparing the recon-agy.xlsx template for financial statement template (continued)

Step	Action
10	Enter a brief description for each reconciling item in Column A. Enter the dollar amount in Column E. See the following examples: Cash Transfers Out (GLA 983) – expenditures not error corrections $XXX Nonmonetary disbursements $XXX Indirect Costs (GLA 975) $XXX BABs recorded in fund detail 1302 $XXX (The agency may or may not have the reconciling items listed above.)
11	The sum of the reconciling items must equal the difference between the expenditures **for Stimulus (ARRA) and Non-Stimulus** on the **SEFA** tab plus the expenditures **for Stimulus (ARRA) and Non-Stimulus** on the **RECEIVED FROM NONSTATE** tab and the expenditures in the financial statement template (cell E21). **If these amounts do not equal, further investigation is required because DOA will not accept incomplete or improper reconciliations**.
12	Do not send the supporting documents for the reconciliations to DOA. Only submit the reconciliations to DOA. A copy of the reconciliation and all supporting documents should remain at the agency for potential APA review or if specifically requested by DOA.

Comptroller's Directive No. 1-15
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Purpose

The purpose of this attachment is as follows:

- Identify ALL **expenditures** (GLAs 901/902), **including** federal expenditures, recorded on CARS for nonexchange transactions that do not meet the recognition requirements as defined in **GASBS No. 33** and must be reclassified.

- Identify **revenue** (GLAs 961/962), **excluding** federal revenue, recorded on CARS for nonexchange transactions that does not meet the recognition requirements as defined in **GASBS No. 33** and **GASBS No. 36** and must be reclassified. The federal revenue is analyzed on **Attachment 26, GASBS No. 33** Federal Fund Analysis – Nonreimbursement Grants.

- Identify **GASBS No. 33** transactions not recognized because they were not measurable.

Refer to **GASBS No. 33**, **GASBS No. 36**, **GASBS No. 65**, and the **GASBS No. 33 Nonexchange Transactions Overview** section of **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

This attachment is similar to prior year's Attachment 16.

Applicable agencies

All agencies with revenues and expenditures on CARS for those funds that are not included in the agency submitted financial statement templates.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Continued on next page

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

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 Att16. For example, agency 151 should rename its Attachment 16.xlsx file as 151Att16.xlsx.*

Submit these Excel spreadsheets electronically to finrept-agyatt@doa.virginia.gov.

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

Exclusions

Exchange type transactions such as Interest and Prepayments (for rent and insurance) should not be included on this Attachment. Prepayments should be included on **Attachment 21, Schedule of Prepayments as of June 30**.

Spreadsheet instructions – Part 1

This spreadsheet lists each State agency excluding State agencies that are discrete component units (i.e. higher education institutions) and State agencies that prepare financial statement templates for all funds recorded on CARS for their agency. The spreadsheet is sorted by control agency and then by agency code. **Each control agency must complete this spreadsheet for all agencies under its control.**

Step	Action
-	Record the contact information.
1	Click on the control agency number. This will show only the agencies under that control agency number. Contact DOA if you find an agency number missing. **Note:** If the agency cannot click on the control agency number using the drop-down arrow, then scroll down to the control agency number. The agency may be running an earlier version of Windows which may not allow the agency to use the drop-down arrow when the worksheet is locked.
2	For each agency number that is under the control agency number, **including federal funds**, analyze all **nonexchange expenditure/expenditure refund** (GLA 901/902) transactions recorded on CARS for the fiscal year ended June 30 for all funds excluding funds that are reported in agency submitted financial statement templates and determine the following: • Did the agency record any expenditures (GLA 901) net of any related expenditure refunds (GLA 902) on CARS for the fiscal year ended June 30 that did not meet the expenditure recognition requirements defined in **GASBS No. 33** and that must be reclassified? • Enter "yes" or "no" If **yes**, agencies must **complete Part 2**.

Continued on next page

Spreadsheet instructions – Part 1, continued

Step	Action
3	For each agency number that is under the control agency number, **excluding federal funds**, analyze all **nonexchange revenue/revenue refund** (GLA 961/962) transactions recorded on CARS for the fiscal year ended June 30 for all funds excluding funds that are reported in the agency submitted financial statement templates and determine the following: • Excluding federal funds, did the agency record any revenues (GLA 961) net of any related revenue refunds (GLA 962) on CARS for the fiscal year ended June 30 that do not meet the revenue recognition requirements defined in **GASBS No. 33/GASBS No. 36** and that must be reclassified? • Enter "yes" or "no" If **yes,** agencies must **complete Part 3**. ***Note:** Federal fund revenue activity is analyzed on **Attachment 26, GASBS No. 33 Federal Fund Analysis – Nonreimbursement Grants**. Federal funds are identified in CARS as follows. Agency — Fund/Fund Detail **All** — 0229, 0282, 0429, 1000, 10XX, 12XX, 13XX 132 — 0701 140 — 0701, 0704 156 — 0236 165 — 0726 182 — 0701, 0721, 0725, 0795, 0796, 0798 301 — 0710, 0725 350 — 0701 440 — 0964 501 — 0401 505 — 0401 601 — 0925, 0945 765 — 0726 799 — 0700

Continued on next page

Spreadsheet instructions – Part 1, continued

Step	Action
4	For all net revenue and net expenditure nonexchange transactions, were there any **GASBS No. 33** transactions not recognized because they were not measurable (see **GASBS No. 33**, paragraph 11)? • Enter "yes" or "no" • If **yes**, provide a description of the transactions in the space provided.
5	• Including federal funds, did your agency record net expenditures (GLA 901/902) on CARS in the prior fiscal year for nonexchange transactions that did not meet the expenditure recognition requirements defined in **GASBS No. 33** that were reclassified for which the expenditure recognition criteria have still not been met as of June 30, 2015? • Enter "yes" or "no" • If **yes**, provide a description of the transactions in the space provided.

Spreadsheet instructions – Part 2

Including federal funds, in order to identify the net expenditures (GLA 901/902) recorded on CARS as of June 30 that must be reclassified, follow these instructions.

This spreadsheet must be completed for each agency that has answered yes to Part 1, Step 2. This spreadsheet provides more detail in order to make the reclassification of expenditures to advances or deferred outflows of resources.

Step	Action
-	Record the control agency number and control agency name.
1	Record the agency number on each row of information. This must be entered as a numeric field.
2	Record the fund/fund detail. This must be entered as a numeric field. When fund/fund detail 0100 is entered as a numeric field it will show on the spreadsheet as 100. Fund/fund detail 10XX, 12XX and 13XX have been set up specifically for federal stimulus dollars.

Continued on next page

Spreadsheet instructions – Part 2, continued

Step	Action
3	Record the function of the expenditures. The function is the first digit of the service area code. A drop-down list is available. Click on the cell, click on the arrow, and click on the appropriate function. The functions are listed below: 1-Education 3-Administration of Justice 4-Individual and Family Services 5-Resources and Economic Development 6-Transportation 7-General Government 8-Enterprise 9-Capital Outlay
4	Provide a brief description of the transactions, and document the eligibility requirement that was not met as of June 30 that requires these expenditures to be reclassified. This column is formatted as wrap text. The cell height should automatically adjust (heighten) to show all information keyed in.
5	Record the net amount of expenditures recorded on CARS as of June 30 that must be reclassified because expenditure recognition requirements per **GASBS No. 33** were **not** met. These amounts must be net of any related expenditure refunds. Round amounts to the nearest dollar.
6	Use the drop-down list to answer Yes or No as to whether or not the agency has government mandated and/or voluntary nonexchange transactions transmitted to recipients before time requirements are met but after the other eligibility requirements have been met that must be reclassified as deferred outflows of resources per **GASBS No. 65**.
7	If Yes to Step 6, provide amounts reported in Step 5 that represent government mandated and/or voluntary nonexchange transactions transmitted to recipients before time requirements are met but after the other eligibility requirements have been met that must be reclassified as deferred outflows of resources per **GASBS No. 65**.
8	Step 8 will auto-populate once steps 1-7 have been completed with the amount to be reclassified as an Advance.
9	Provide fluctuation analysis explanation in the text box at the bottom of worksheet if indicated at the top of the worksheet (cell E12).

Continued on next page

Spreadsheet instructions – Part 3

Excluding federal funds, in order to identify the net revenues (GLA 961/962) recorded on CARS as of June 30 that must be reclassified, follow these instructions.

This spreadsheet must be completed for each agency that has answered **yes** to Part 1, Step 3. This spreadsheet provides more detail in order to make the reclassification of revenue to unearned revenue or deferred inflow of resources.

Step	Action
-	Record the contact information.
1	Record the agency number on each row of information. This must be entered as a numeric field. **Note:** If you do not enter as a numeric field you will get a message that says the value you entered is not valid.
2	Record the fund/fund detail. This must be entered as a numeric field. When fund/fund detail 0100 is entered as a numeric field it will show on the spreadsheet as 100.
3	Record the 5-digit revenue source code of the revenue. This must be entered as a numeric field. When the revenue source code 01000 is entered as a numeric field it will show on the spreadsheet as 1000.

Continued on next page

Spreadsheet instructions – Part 3, continued

Step	Action
4	Record the **GASBS No. 34** government-wide revenue classification of the revenues. A drop-down list is available. Click on the cell, click on the arrow, and click on the appropriate classification. Refer to the **GASBS No. 34 Government-wide Revenue Classification Table** on DOA's website at **www.doa.virginia.gov** for the proper classifications. Click on the "Financial Statement Directives" link. The classifications are listed below: GR-Taxes GR-Investment earnings GR-Grants/Cont. not restricted to S. P. GR-Miscellaneous Endowments/Permanent Fund Principal PR-Chgs/1-Education PR-Chgs/3-Administration of Justice PR-Chgs/4-Individual and Family Services PR-Chgs/5-Resources and Economic Develop PR-Chgs/6-Transportation PR-Chgs/7-General Government PR-Chgs/8-Enterprise PR-Oper/1-Education PR-Oper/3-Administration of Justice PR-Oper/4-Individual and Family Services PR-Oper/5-Resources and Economic Develop PR-Oper/6-Transportation PR-Oper/7-General Government PR-Oper/8-Enterprise PR-Cap/1-Education PR-Cap/3-Administration of Justice PR-Cap/4-Individual and Family Services PR-Cap/5-Resources and Economic Develop PR-Cap/6-Transportation PR-Cap/7-General Government PR-Cap/8-Enterprise Not Applicable – Fiduciary Fund

Continued on next page

Spreadsheet instructions – Part 3, continued

Step	Action
4 (cont.)	Below is a crosswalk of the acronyms: GR – General Revenues Cont. – Contributions S. P. – Specific Program PR – Program Revenue Chgs – Charges for Goods/Services Oper – Operating Grants and Contributions Cap – Capital Grants and Contributions **Note:** The program revenues are followed by the related function.
5	Provide a brief description of the transactions and document the eligibility requirement that was not met as of June 30 that requires these revenues to be reclassified. This column is formatted as wrap text. The cell height should automatically adjust (heighten) to show all information keyed in.
6	**Excluding federal funds**, record the net amount of revenues recorded on CARS as of June 30 that must be reclassified because the revenue recognition requirements per **GASBS No. 33**/**GASBS No. 36** were **not** met. These amounts must be net of any related revenue refunds. Round amounts to the nearest dollar.
7	Use the drop-down list to answer Yes or No as to whether or not the agency has government mandated and/or voluntary nonexchange transactions received before time requirements are met but after the other eligibility requirements have been met that must be reclassified as deferred inflows of resources per **GASBS No. 65**.
8	If Yes to Step 7, provide amounts reported in Step 6 that represent government mandated and/or voluntary nonexchange transactions received before time requirements are met but after the other eligibility requirements have been met that must be reclassified as deferred inflows of resources per **GASBS No. 65**.

Continued on next page

Spreadsheet instructions – Part 3, continued

9	Use the drop-down list to answer Yes or No whether or not the agency has imposed nonexchange revenue transactions received before the resources are required to be used or when use is first permitted in which enabling legislation includes time requirements that must be reclassified as deferred inflows of resources per **GASBS No. 65**.
10	If Yes to Step 9, provide amounts reported in Step 6 that represent imposed nonexchange revenue transactions received before the resources are required to be used or when use is first permitted in which enabling legislation includes time requirements that must be reclassified as deferred inflows of resources per **GASBS No. 65**.
11	Step 11 will auto-populate once steps 1-10 have been completed with the amount to be reclassified as an Unearned Revenue.
12	Provide fluctuation analysis explanation in the text box at the bottom of worksheet if indicated at the top of the worksheet (cell F12).

Comptroller's Directive No. 1-15
Attachment 17
GASBS No. 38 – Short-term Debt

Purpose

This attachment is used to gather short-term debt information for footnote disclosures required by **GASBS No. 38**, *Certain Financial Statement Note Disclosures*. This attachment is similar to prior year's Attachment 17.

Applicable agencies

Agencies that had short-term debt (anticipation notes, lines of credit, and similar loans) activity during the year with a party **external** to the Commonwealth, even if no short-term debt is outstanding at year-end. Refer to the **GASBS No. 48 Commonwealth of Virginia Intra-Entity Reporting List** available on DOA's website at **www.doa.virginia.gov**.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

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 Att17. For example, agency 151 should rename its Attachment 17.xlsx file as 151Att17.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment / template 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.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 18
Insurance Recoveries

Purpose

GASBS No. 42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, requires insurance recoveries to be reflected in fund statements. Recoveries must be recorded as "other financing resources" or "extraordinary items" in governmental funds. For government-wide reporting, these recoveries must be classified as program revenue or extraordinary items. **If the insurance recovery relates to a capital asset permanently impaired during fiscal year 2015, Attachment 14A must also be completed.**

Applicable agencies

All agencies that received insurance recoveries during fiscal year 2015 that were **not** included on a financial statement template (**Attachments 9-12**).

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 6, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Comptroller's Directive No. 1-15
Attachment 18
Insurance Recoveries

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Submission requirements

After downloading the files, rename the spreadsheet file using the agency number followed by Att18. For example, agency 151 should rename its Attachment 18.xlsx file as 151Att18.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template has been unlocked and shaded yellow. The contact information continues to be automatically filled with the information from the first tab but the cells remain unlocked to allow for more than one preparer to complete the attachment.

***Note**: **The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

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, applicable Excel file tab name, 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.

Overview of requirements

Insurance recoveries should be recorded in CARS with a revenue source code of 09998. Insurance recoveries should be recorded as an Other Financing Source or Extraordinary Item in the fund statements and as Program Revenue (Operating) or Extraordinary Item in the Government-wide Statements.

Comptroller's Directive No. 1-15
Attachment 18
Insurance Recoveries

Definitions

Extraordinary Items are both unusual in nature and infrequent in occurrence. In other words, they would possess a high degree of abnormality and are clearly unrelated to typical entity activities and are not reasonably expected to recur in the environment in which the entity operates. Items that are extraordinary for one entity may not be for another due to location, business type, etc.

Specific instructions: Tab 1-Survey

Part 1)

Did the agency recognize any insurance recoveries during fiscal year 2015?

Note: This includes current year insurance recoveries for capital assets impaired in prior years. It also includes all other insurance recoveries. (i.e.. recoveries for embezzlement of cash, theft, etc.).

If **yes**, complete Part 2 of Tab 1 and **Tab 2-Insurance Recoveries**.

Part 2)

As of June 30, 2015, did the agency receive insurance recoveries for an impairment of a capital asset as described in **GASBS No. 42** that took place **during** fiscal year 2015?

If **yes**, complete **Attachment 14A,** Impairment of Capital Assets.

Part 3)

As of June 30, 2015, did the agency receive insurance recoveries related to a pollution remediation project?

If **yes**, complete **Attachment 19,** Pollution Remediation.

Comptroller's Directive No. 1-15
Attachment 18
Insurance Recoveries

Specific instructions: Tab 2- Insurance Recoveries

Indicate the following for the insurance recovery proceeds:

- Receiving agency
- Providing source
- CARS coding (credit to revenue or expenditure/expenditure refund) when received
- CARS coding at June 30 (fund/fund detail, GLA, and revenue source code/expenditure function)
- Month and year received
- Amount
- Description of the event
- Should the proceeds be recognized as an extraordinary item (see definition on Instructions – Page 4)?
- For non-extraordinary items, identify the government-wide program revenue classification
- Were the proceeds reported as a receivable in the prior year **Attachment 22,** Receivables as of June 30?

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 19
Pollution Remediation

Purpose

To obtain information to comply with **GASBS No. 49**, *Accounting and Financial Reporting for Pollution Remediation Obligations*, which requires pollution remediation activities to be estimated and accrued as a liability when any one of five obligating events occur. Under certain conditions, pollution remediation related expenditures should be capitalized when incurred and included on directive **Attachment 14,** Capital Asset Accounting and Control System (FAACS) Analysis.

Applicable agencies

All agencies which know or reasonably believe that a site is

- polluted/contaminated and
- incurred or expect to incur pollution remediation costs that are not included on a financial statement template.

Note: The beginning balance will automatically populate based on the control agency number/project selected on the **Tab 1 – Obligating Events** tab of the attachment spreadsheet. In order to obtain the appropriate beginning balances, the following agencies must key the specified control agency number/projects.

- The Department of Corrections must aggregate central office and all facilities using 701. The Department submitted several attachments in the prior year and the drop-down list has been updated as follows:

  - **701-2 Wise**
  - **701-3 Patrick Henry**
  - **701-5 Caroline**
  - **701-6 Brunswick**
  - **701-7 Greensville**
  - **701-8 Keen Mountain**

  Note: For new projects, choose **701 – New Project** from the drop-down list and save the file with the next number in sequence. For example, 701-9Att19.xlsx.*

Continued on next page

Applicable agencies *(continued)*

- The Department of Behavioral Health and Developmental Services must aggregate central office and all facilities using 720. Four attachments were submitted in the prior year and all projects were completed during FY 2014.

  Note: For new projects, choose **720 – New Project** from the drop-down list and save the file with the next number in sequence (e.g., 720-5Att19.xlsx*).

- The Department of Transportation submitted several attachments in the prior year and the drop-down list has been updated as follows:

  - 501-1 Culpeper
  - 501-2 Elko

  Note: For new projects, choose **501 – New Project** from the drop-down list and save the file with the next number in sequence (e.g., 501-3Att19.xlsx*).

- The Department of Environmental Quality submitted several attachments in the prior year and the drop-down list has been updated as follows:

  - 440-1 Saunders Supply
  - 440-2 Greenwood Chemical
  - 440-3 Kim-Stan Landfill
  - 440-4 Atlantic Wood

  Note: For new projects, choose **440 – New Project** from the drop-down list and save the file with the next number in sequence (e.g., 440-5Att19.xlsx*).

***Note**: **The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

Questions and training

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Detailed **GASBS No. 49** training is available in the Knowledge Center at: **https://covkc.virginia.gov.** Click on the "Learning Center" link and then click the "Course Catalog" link. Search using the keyword "Directive" and then click the course reference link. If you have difficulty accessing the training, please contact **doatraining@doa.virginia.gov**.

Due date

August 6, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

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

If an agency is involved in more than one pollution remediation project, separate attachments must be completed for each pollution remediation project.

After downloading the files, rename the spreadsheet file using the agency number followed by Att19-Project Number. For example, if agency 151 has two pollution remediation projects to report, two attachments will be submitted. The attachments will be renamed as follows: 151Att19-1.xlsx and 151Att19-2.xlsx. When submitting attachments for pollution remediation projects reported in the prior year, use the naming convention provided in the drop-down list which corresponds to your prior year submission.

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template has been unlocked and shaded yellow. The contact information continues to be automatically filled with the information from the first tab but the cells remain unlocked to allow for more than one preparer to complete the attachment.

Continued on next page

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, applicable Excel file tab name, 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.

Overview of requirements

Pollution remediation activities should be recognized when any one of five obligating events occur. Pollution remediation generally will be recognized as a liability and an expense in the Government-wide and Proprietary Fund statements. Under certain conditions pollution remediation activities should be capitalized as incurred. Those circumstances will be discussed further later. Pollution remediation activities should be re-measured annually and updated at the current values.

Continued on next page

Definitions

Extraordinary Items are both unusual in nature and infrequent in occurrence. In other words, they would possess a high degree of abnormality and are clearly unrelated to typical entity activities and are not reasonably expected to recur in the environment in which the entity operates. Items that are extraordinary for one entity may not be for another due to location, business type, etc.

Special Items are significant transactions or other events within the control of management that are either unusual in nature or infrequent in occurrence. Special Items should also be reported separately in the statement of activities, before extraordinary items, if any.

Exceptions

Per **GASBS No. 49**, paragraph 4, this statement does not apply to the following:

- Landfill closure and post closure care obligations within the scope of **GASBS No. 18**.
- Future pollution remediation activities required upon the retirement of an asset (such as nuclear power plant decommissioning) during the periods preceding the retirement. However, this statement applies to those activities ***at the time of the retirement if*** obligating events are met and a liability has not been recorded previously.
- Recognition of asset impairments (see **GASBS No. 42**) or liability recognition for unpaid claims by insurance activities.
- Pollution prevention or control obligations with respect to current operations or fines, penalties, and other nonremediation outlays discussed in **GASBS No. 49**, paragraph 7.
- Accounting for nonexchange transactions such as brownfield redevelopment grants (see **GASBS No. 33**).

For additional information regarding applicability, pollution remediation obligations & activities, see **GASBS No. 49**, paragraphs 2 through 8.

Continued on next page

Examples of outlays that should be considered

Pollution remediation outlays include all direct outlays attributable to pollution remediation activities (e.g. payroll and benefits, equipment and facilities, materials, and other professional services) and may include estimated indirect outlays. Outlays related to natural resource damage (e.g. revegetation outlays) are included only if incurred as part of a pollution remediation effort. Fines, penalties, safety outlays, and outlays not part of a pollution remediation effort should not be included. Agencies should report remediation information if they are the responsible party even if they expect to receive or have received reimbursement from another entity such as the federal government. Examples of pollution remediation include asbestos or lead based paint abatement from old buildings or clean-up related to leakage of underground fuel storage tanks or hazardous materials storage buildings.

Continued on next page

Specific instructions: Tab 1 – Obligating Events

Part 1 in **Tab 1 - Obligating Events**, summarizes the obligating events that trigger the requirement to estimate the components of expected remediation outlays. A determination must be made as to whether those events apply to the agency.

Steps to complete Part 1

A) Use the drop-down lists to indicate whether each of the 5 obligating events listed in this section applies to the agency.

An affirmative response to any one of the five obligating events listed requires the completion of step B.

B) 1) Prior Year Projects

Prior year explanations for previously reported projects will populate. If any of the information has changed, enter the revised information in part 2.

2) New Projects for FY 2015

Provide a description of the agency's participation in the pollution remediation, the financing for the agency's part, identification of the site, type of pollution/contamination, and obligating event as well as the month and year the obligating event took place.

C) If the submission relates to a project reported in the prior year, the information from the prior year will populate when the agency/project is selected from the drop-down list at the top of the spreadsheet. Review the information to ensure it is correct.

D) Confirm project related information obtained from prior year **Attachment 19** submission, published on DOA's website at **www.doa.virginia.gov** is accurate.

Continued on next page

Specific instructions: Tab 2 – Measurement

If a government knows a site is polluted and one or more of the obligating events in Part 1A has occurred, then an attempt to estimate its future liability for remediation of the pollution is expected. The estimate should include several separable components. These components range from the pre-cleanup stage through the operation and remedy itself (e.g., legal fees, testing the polluted site, feasibility study, plan operation and monitoring after the cleanup).

Components of a liability should be recognized as they become reasonably estimable. At a minimum, the estimate of a pollution remediation liability should be evaluated as each of the following benchmarks occurs but should not be applied in a manner that would delay recognition beyond the point at which a reasonable estimate of the range of a component of a liability can be made:

- receipt of an administrative order
- participation, as a responsible party or a potentially responsible party, in the site assessment
- completion of a corrective measures feasibility study
- issuance of an authorization to proceed, and/or
- remediation design and implementation, through and including operation and maintenance, and post-remediation monitoring

The estimate should **exclude** outlays related to pollution prevention or control obligations with respect to current operations, such as obligations to install smokestack scrubbers, treat effluent, or use environmental-friendly products.

When pollution remediation outlays do not qualify for capitalization, but an obligating event has taken place, a liability should be recorded at the current value of the costs the government expects to incur to perform the work. This amount should be estimated using the expected cash flow technique, which measures the liability as the sum of probability-weighted amounts in a range of possible estimated amounts – the estimated mean or average. In the years following the recordation of the initial estimate, the Commonwealth should reduce the liability by the actual amount spent and adjust the liability for any changes in estimate.

Continued on next page

Specific instructions: Tab 2 – Measurement *(continued)*

All pollution remediation projects require cost estimates for all of the activities needed for removing or neutralizing the pollution. Estimate the amount of effort for each activity. Include in the estimate a measurement of all of the activities that are certain to occur along with those that are reasonable and supportable for the remediation project. Base the measurement of all planned activities on the weighted probability of the expected cash flows. To do this perform the following steps:

- Obtain a range of potential outlays for an activity. The range may be shortened to make the calculation simpler.
- Assign a probability factor to each of the points in the range of the activity. The probability factors should add up to 100%. If the probability for any point in the range equals any other point in the range, sum the highest and lowest point and divide by two.
- Multiply the potential outlays by the probability factor.
- Sum the product of the probability weighted amount for that activity. See the example on **Tab 2 - Measurement**. If an agency lacks the expertise for estimating the outlays necessary for the remediation activities they may rely on an estimate from a reputable company in the field of pollution remediation or another governmental agency with the expertise. The estimated costs of the remediation activities may include a profit **only** if an agency intends on using an outside vendor for the project.

Capitalization of Expenditures

Under certain conditions, future pollution remediation outlays should be capitalized when goods or services are received and not accrued as a liability. The following conditions require pollution remediation activities to be capitalized:

- to prepare property in anticipation of a sale
- to prepare property for use when the property was acquired with known or suspected pollution that was expected to be remediated
- to perform pollution remediation that restores a pollution-caused decline in service utility that was recognized as an asset impairment
- to acquire property, plant, and equipment that have a future alternative use other than remediation efforts

Note: The amount that is capitalizable is limited to the fair market value of the asset at the end of the remediation project.

Continued on next page

Specific instructions: Tab 2 – Measurement *(continued)*

Recognition of Recoveries for Pollution Remediation

Agencies should evaluate all pollution remediation projects for potential recovery of remediation costs by insurers and other responsible parties. Agencies should determine if the recoveries are realized or realizable. An insurance recovery generally is realizable when the insurer admits or acknowledges coverage, potentially before covered outlays take place. Responsible parties include:

1. Local governments that may have seized or had donated property that is polluted.
2. Private businesses that may have abandoned a piece of property with known pollution on it.
3. Insurance companies with whom an agency has a policy indemnifying it for pollution. Policies of this nature are specific to the reasons for the pollution. For example, state governments carry insurance for hazardous waste removal. If the company hauling the waste was negligent when it hauled away the waste and another government agency determines that the state is a responsible party, the insurance policy should cover the state for its part of the pollution.

Determine if there are any other **potential** responsible parties for the pollution. Potential responsible parties include any party an agency is communicating with regarding their involvement in the polluting of a particular site.

Continued on next page

Specific instructions: Tab 2 – Measurement *(continued)*

Steps to complete Part 2A, Prior year projects

- Select a pollution remediation activity from the drop-down list
- Fund/fund detail and the FY 2014 estimate will automatically populate
- Enter the FY 2015 expenditures recorded in CARS, excluding all payables
- Enter the amount of payables owed at June 30, expected to be paid in July or August using criteria outlined in the **2015 Fiscal Year End Closing Procedures** at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.
- Enter amount of payables owed at June 30 but expected to be paid in September for Wave 1 agencies using the **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**.
- Enter the amount of payables expected to be included on either **Attachment 28A** or **Attachment 28B**.
- FY 2015 balance will automatically calculate (estimate less expenditures)
- If this calculated estimate is not accurate, enter the estimated future expenditures to complete the project
- Enter the probability percentage*
- Weighted cost will automatically calculate (estimate times probability)
- Enter the amount due within one year
- Determine if the amount will be capitalized, use the drop-down list to select "yes" or "no"
- Enter any amount that is expected to be recovered
- Determine whether or not the expected recovery is realizable or unrealizable, use the drop-down list to select the correct choice
- Enter the name of the responsible party or insurer

*If there are several probabilities use separate lines, see the example on **Tab 2 - Measurement** of the Excel spreadsheet.

Continued on next page

Specific instructions: Tab 2 – Measurement *(continued)*

Steps to complete Part 2B, New projects for FY 2015

- Enter the project name
- Select a pollution remediation activity from the drop-down list
- Enter the fund/fund detail that expenditures were recorded in CARS
- Enter the FY 2015 expenditures recorded in CARS, excluding all payables
- Enter the amount of payables owed at June 30, expected to be paid in July or August using criteria outlined in the **2015 Fiscal Year End Closing Procedures** at **http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm**.
- Enter amount of payables owed at June 30 but expected to be paid in September for Wave 1 agencies using the **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**.
- Enter the amount of payables expected to be included on either **Attachment 28A** or **Attachment 28B**.
- Enter the estimate to complete the project
- Enter the probability percentage*
- Weighted cost will automatically calculate (estimate times probability)
- Enter the amount due within one year
- Determine if the amount will be capitalized, use the drop-down list to select "yes" or "no"
- Enter any amount that is expected to be recovered
- Determine whether or not the expected recovery is realizable or unrealizable, use the drop-down list to select the correct choice
- Enter the name of the responsible party or insurer

*If there are several probabilities use separate lines, see the example on **Tab 2 - Measurement** of the excel spreadsheet.

Steps to complete Part 2C, Capitalizable activities reflected as a line item

- Enter the project name
- Select a pollution remediation activity from the drop-down list
- Enter the amount capitalized in FAACS

Footnote disclosure: Tab 3 – Footnote Disclosures

Part 3) Footnote Disclosures

A) Provide the nature and source of expected pollution remediation that is not reported because a range of potential outlays cannot be estimated.

B) Provide the following for expected pollution remediation that was reported:
1. The methods and assumptions employed to estimate the liability.
2. The potential for changes in the estimate due to changes in prices, technology, laws and regulations, and other factors.

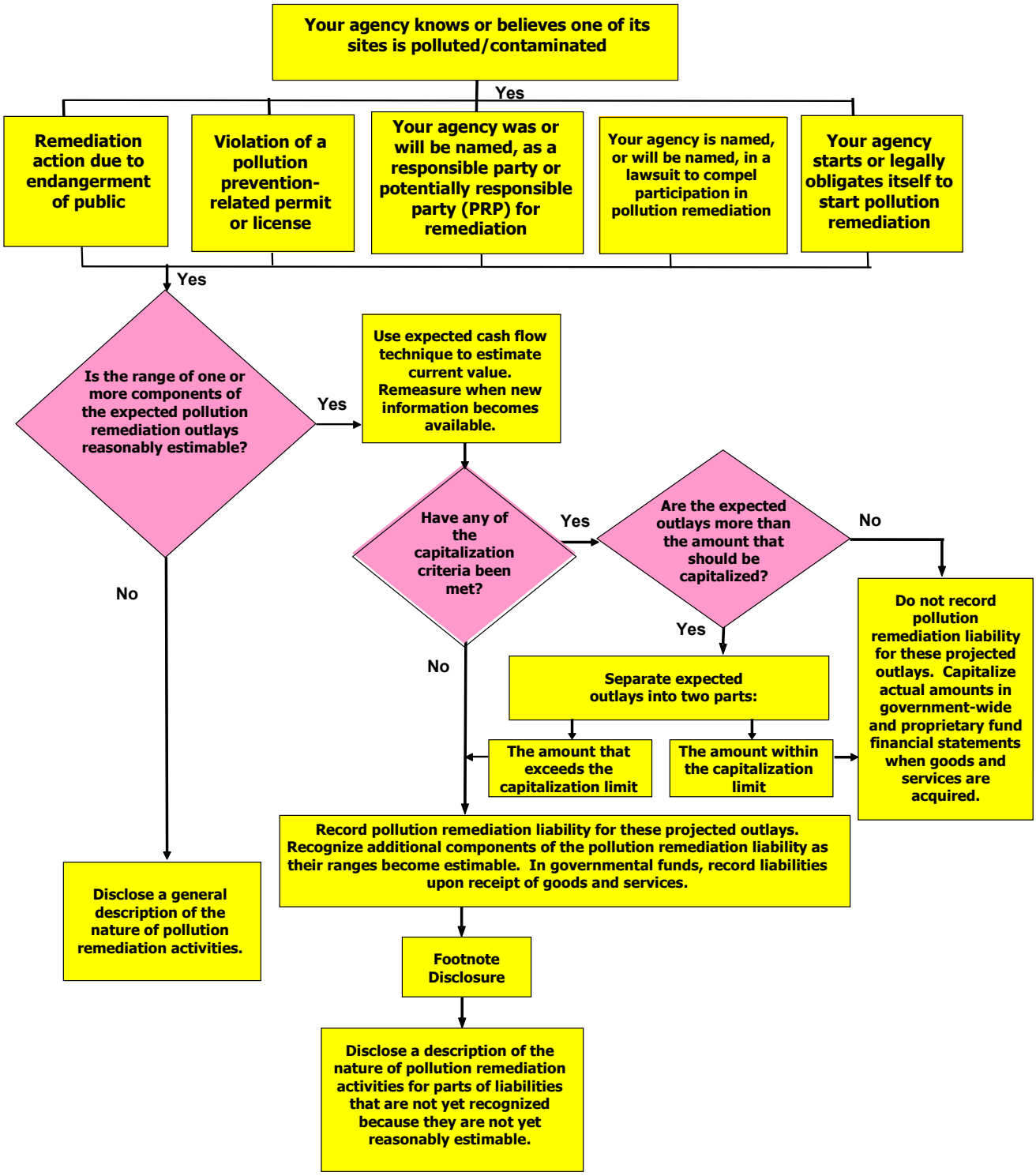
Complete the **Certification** tab, **ensuring that "Incomplete" does not appear in any cell.**

Continued on next page

Comptroller's Directive No. 1-15
Attachment 19
Pollution Remediation

Flowchart

The flowchart below is presented to aid in the application of GASBS No. 49.



This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 20
Internal Service Funds – Conversion to Government-wide Statement of Activities

---

Purpose

GASBS No. 34 states that internal activity and balances should be eliminated from the Government-wide Statement of Activities. This elimination should remove the "doubling-up" effect of reporting the original disbursement activity in the paying funds and in the internal service fund. The following spreadsheets have been developed to eliminate the internal activity. They are as follows:

- Summary of Revenue by State Agency – Internal Activity (Part 1)
- Summary of Revenue by External Party – (Part 2)
- Schedule to Eliminate the Effect of Internal Service Fund Activity for the Government-wide Statement of Activities (Part 3)
- Control Sheet (Part 4)
- Certification
- Revision Control Log

Note: Part 3 follows exercise #4 (Appendix 7-3) in the Comprehensive Implementation Guide issued by GASB in 2013. It is recommended that each agency obtain a copy of this Guide (available at https://gars.gasb.org/) for better understanding of this attachment.

This attachment is similar to the prior year's Attachment 20.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 13, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Continued on next page

Comptroller's Directive No. 1-15
Attachment 20
Internal Service Funds – Conversion to Government-wide Statement of Activities

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Applicable agencies

This attachment is applicable to the following agencies and their internal service funds. ***Each agency will need to complete a separate attachment for each internal service fund.***

Agency	*Fund*
Department of Accounts	Payroll Service Bureau Enterprise Applications
Department of General Services	Fleet Management Property Management – Real Estate Services Maintenance & Repair General Services – Virginia Distribution Center Consolidated Laboratory Graphic Communications Federal Surplus Property State Surplus Property Engineering Services
Department of Human Resource Management	Workers Compensation Health Insurance Fund
Department of the Treasury	Risk Management
Virginia Correctional Enterprises	All
Virginia Information Technologies Agency	Aggregate all internal service funds

Continued on next page

Submission requirements

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

After downloading the file, rename the spreadsheet file using the agency number followed by the internal service acronym followed by Att20. For example, the Department of General Services' (agency 194) Fleet Management fund, should rename its Attachment 20.xlsx file as DGS-Fleet Management-Att20.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note:** **The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

Comptroller's Directive No. 1-15
Attachment 20
Internal Service Funds – Conversion to Government-wide Statement of Activities

Overview

A Government-wide Statement of Activities MUST be presented in the Commonwealth's CAFR. Internal service fund agencies are not required to prepare a Statement of Activities. Therefore, the Financial Reporting Unit must obtain information to convert the Statement of Revenues, Expenses, and Changes in Fund Net Position to the Government-wide Statement of Activities format. Internal activity must be eliminated. This elimination should remove the "doubling-up" effect of reporting the original disbursement activity in the paying funds and in the internal service fund. In summary, this conversion requires the following:

- Only external and non-program activity must be reported as revenues and expenses or transfers on the Government-wide Statement of Activities.

- The residual amount of Change in Net Position after excluding the external and non-program activity must be allocated back to the government-wide functions. The percentages for the allocation will be based on the amount of internal revenue by State agency divided by total internal revenue. Each state agency will be assigned a function based on the nature of the agency or the agency's enterprise funds. Below is a listing of the government-wide functions:

Governmental:

- General Government
- Education
- Transportation
- Resources and Economic Development
- Individual and Family Services
- Administration of Justice

Continued on next page

Overview, continued

Business-type:

- Virginia Lottery (Agency 172)
- Virginia College Savings Plan (Agency 174 – Virginia Prepaid Education Program only)
- Unemployment Insurance (Agency 182 – Funds 0700 and 0793)
- Alcoholic Beverage Control (Agency 999)
- Behavioral Health Local Funds (Agency 720 – Canteen and Local Activity Fund)
- Consolidated Laboratory (Agency 194 – Funds 0501 and 0502)
- Department of Environmental Quality – Title V (Agency 440 – Fund 0510)
- eVA Procurement (Agency 194 – Fund 0505)
- Local Choice (Agency 149 – Fund 0520)
- Risk Management (Agency 152 – Funds 0745, 0746, and 0747)
- Route 460 Funding Corporation of Virginia (Agency 501)
- Science Museum of Virginia (Agency 146 – Gift Shop)
- Virginia Industries for the Blind (Agency 702 – Funds 05XX)
- Virginia Museum of Fine Arts (Agency 238 – Gift Shop and Food Service – Fund 0500)
- Wireless E-911 Service Board (Agency 136 – Fund 0928)

Continued on next page

External activity

Some examples of external parties include localities, corporations, and other non-state organizations. The following State agencies/institutions are considered an external party because they are either a discrete component unit, related organization, or State agency with primarily fiduciary funds.

- Higher Education Institutions (various agency codes)
- Institute for Advanced Learning and Research (agency #885)
- Innovation & Entrepreneurship Investment Authority (agency #934)
- New College Institute (agency #938)
- Roanoke Higher Education Authority (agency #935)
- Southern Virginia Higher Education Center (agency #937)
- Southwest Virginia Higher Education Center (agency #948)
- Virginia College Building Authority (agency #941)
- Small Business Financing Authority (agency #350 – Funds 0243, 0715, 0900, 0901, 0921, 0930, 0943, 0957)
- Virginia Commission for the Arts (agency #148 – Fund 0910)
- Tobacco Indemnification and Community Revitalization Commission (agency #851)
- Virginia College Savings Plan (agency #174 – Virginia Education Savings Trust and College)
- Virginia Economic Development Partnership (agency #310)
- Virginia Land Conservation Foundation (agency #199 – Fund 0918)
- Virginia Port Authority (agency #407)
- Virginia Retirement System (agency #158 – all funds)
- Virginia Foundation for Healthy Youth (agency #852)
- Virginia Tourism Authority (agency #320)
- Department of Forestry (agency #411 – Fund 0909)
- Line of Duty OPEB (agencies #158 and #162 – Fund 0742)

Internal activity

Internal parties are most State agencies **except** for Higher Education institutions, other discrete component units, related organizations, and agencies with primarily fiduciary funds.

Continued on next page

Spreadsheet instructions for internal activity (part 1)

In order to identify the internal activity that must be eliminated from the CAFR, follow these instructions.

Note: This spreadsheet has listed the State agencies that are considered internal parties and their functions. This spreadsheet is sorted in agency # order.

Step	*Action*
-	Record the contact information, including the fund's (or agency's) vendor ID. A separate spreadsheet **must** be prepared for each internal service fund specifically identified on Instructions – Page 1.
1	Record the amount of revenue that has been reported on the Statement of Revenues, Expenses, and Changes in Fund Net Position template that was received and/or will be received (Due from Other State Agencies) from each internal party. **Note**: Some agencies are completely business-type agencies. Other agencies have one or more funds that are business-type. Agencies that have governmental and business-type activity are listed on the spreadsheet twice. One line item is to report revenue received from the governmental funds of the agency. The second line item is to report revenue received from the business-type funds of the agency.
2	The percentages on the worksheet are automatically calculated by a formula (internal activity revenue by agency/total internal activity revenue). After all amounts have been keyed in, the total of the percentage column should equal 100%.
3	Record the amount that is included in Step 1 that is also included in the Due from Other State Agencies amount reported on the Statement of Net Position template from each internal party.

Continued on next page

Spreadsheet instructions for internal activity (part 1), continued

Calculation of Percentages by Function:
After all information has been entered for Part 1, this information needs to be copied to another spreadsheet to sort and subtotal by function. Below are suggestions for calculating this information. This new spreadsheet does not have to be sent to DOA. Retain for the Auditor of Public Accounts or DOA to review, if requested.

-	Copy the rows of information as follows: • Highlight the header row and rows of information. • Use the edit/copy/paste special/values menu item to copy the information to a new spreadsheet. **Note:** The paste special/values menu item allows the cells to be copied as values rather than formulas. • Use the data/sort menu item to sort the spreadsheet by the function column. • Use the data/subtotal menu item to get subtotals for the revenue column and percentage column. The subtotals should be for the following functions: **Governmental:** General Government Education Transportation Resources and Economic Development Individual and Family Services Administration of Justice

Continued on next page

Spreadsheet instructions for internal activity (part 1), continued

-	**Business-type:** Virginia Lottery Virginia College Savings Plan Unemployment Insurance Alcoholic Beverage Control Behavioral Health Local Funds Consolidated Laboratory Department of Environmental Quality – Title V eVA Procurement Local Choice Risk Management Route 460 Funding Corporation of Virginia Science Museum of Virginia Virginia Industries for the Blind Virginia Museum of Fine Arts Wireless E-911 Service Board **Note**: These percentages will be used in Part 3, Step 6 (see Instructions – Page 13). Maintain this documentation for the Auditor of Public Accounts or DOA to review, if requested.

Continued on next page

Spreadsheet instructions for external activity (part 2)

In order to identify the external activity that must be recorded in the Government-wide Statement of Activities, follow these instructions.

Note: This spreadsheet has listed the State agencies that are considered external because they are either a discrete component unit, related organization, or a State agency with primarily fiduciary funds. This spreadsheet is sorted by Agency # under each change in function.

Step	*Action*
-	For your convenience, the yellow boxes have been auto filled with the contact information from the **Part 1-Internal** tab (part 1). However, the yellow boxes remain unlocked to allow for more than one preparer to complete the attachment.
1	Beginning at row 91, record the name of other external parties that are not considered State agencies. **Note:** HIF should report Retiree premiums here excluding **pre-medicare retiree premiums which must be reported in the OPEB fund.** **Note:** Revenues from localities can be combined into one amount.
2	Record the amount of revenue that has been reported on the Statement of Revenues, Expenses, and Changes in Fund Net Position that was received and/or to be received (receivable) from each external party.
3	This cell is a formula that calculates the total amount of external revenue by function and total external activity revenue. This amount will also be recorded in Part 3, Step 4 (see Instructions – Page 12).

Continued on next page

Spreadsheet instructions for conversion to government-wide statement of activities (part 3)

In order to convert the Statement of Revenues, Expenses, and Changes in Fund Net Position to the Government-wide Statement of Activities, follow these instructions. Also, the Comprehensive Implementation Guide issued by GASB in 2013, exercise #4 (Appendix 7-3), gives an example for completing this spreadsheet.

Step	*Action*
-	For your convenience, the yellow boxes have been auto filled with the contact information from the **Part 1-Internal** tab (part 1). However, the yellow boxes remain unlocked to allow for more than one preparer to complete the attachment.
1	Record the total "Change in Net Position" from the Statement of Revenues, Expenses, and Changes in Fund Net Position template.
2	Record activity that corresponds to nonoperating line items. This activity will be excluded from the amount to be allocated to the program line items in step 6. Therefore**, revenue items are shown as a negative amount** (subtract from the "Change in Net Position") and **disbursement items are shown as a positive amount** (add back to the "Change in Net Position").
3	This cell subtotals the amounts from steps 1 and 2. It is a formula. This subtotal represents the amount that must be assigned to functions and should equal Operating Income (Loss) on the template.
4	Record expenses from external activity by function. The external revenue amounts are linked from Part 2. External activity includes revenue from external parties and the related expenses. This activity will be excluded from the amount to be allocated to the program line items in step 6. Therefore, revenue is shown as a negative (subtract from the "Change in Net Position") and expenses are shown as a positive line item (add back to the "Change in Net Position"). The external activity revenue amount is determined in Part 2. **The expenses related to these revenues must be determined.** One way to calculate expenses is to take the external activity revenue amount less the markup percentage amount. For example, if total external sales are $99,000 and the markup percentage is 10%, then the expenses would be $90,000. Each agency must document how these expenses are determined and maintain that documentation for the Auditor of Public Accounts or DOA to review, if requested.

Continued on next page

Spreadsheet instructions for conversion to government-wide statement of activities (part 3), continued

Step	*Action*
5	This cell is a formula and subtotals the amounts from steps 3 and 4. This subtotal represents the amount that must be allocated among the Commonwealth's programs.
6	Enter the allocation percentages as determined in Part 1 on Instructions – Page 8. The spreadsheet has a formula to calculate the amount to allocate to each of the functions.
7	Step 7 automatically populates the amounts placed into steps 2 and 4. For step 7 though, revenues are shown as positive amounts and expenses are shown as negative amounts.
8	Step 8 automatically populates the amounts allocated to the functions from step 6.
9	Answer yes or no to the three questions at the bottom of this spreadsheet. • The Change in Net Position in Step 1 should equal the Change in Net Position on the Statement of Revenues, Expenses, and Changes in Fund Net Position. • The total allocation amounts in the governmental activities plus the business-type activities columns should equal the change in net position recorded in step 1. • The total of the percentages in step 6 should equal 100%. If these amounts do not agree, investigate differences and revise the spreadsheet as deemed necessary to bring the amounts into agreement.

Spreadsheet instructions for control sheet (part 4)

Complete Control Sheet (Part 4).

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 21
Schedule of Prepayments as of June 30

Purpose

This attachment is used to gather financial information on prepayments that will not be reported on a Financial Statement Template (**Attachments 9-13**).

Certain types of services are commonly paid for in advance. Examples include rent, insurance premiums, and computer services. DOA eliminates the prepaid expenditures and records a prepaid asset for items prepaid as of June 30.

Note: The Enterprise function is not listed in the "Function Making Prepayment" drop-down list since Enterprise function prepayments should only be reported by Enterprise Funds and included on Attachment 10.

Note: Ensure amounts are prorated to include only amounts prepaid in the current fiscal year. For example, if the billing period is January 1 to December 31 only the six months of the next fiscal year (July 1 to December 31) should be reported.

This attachment is similar to the prior year's Attachment 21.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 20, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Comptroller's Directive No. 1-15
Attachment 21
Schedule of Prepayments as of June 30

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Submission requirements

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

After downloading the files, rename the spreadsheet using the agency number followed by Att21. For example, agency 151 should rename the Attachment 21.xlsx file as 151Att21.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of the Excel spreadsheet. For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***Note:** **The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Note: **All agencies should review the Internal Service Fund Unearned Revenue Summary Schedule that is e-mailed to agencies in mid-August. Any agencies listed on this schedule must fill out this attachment.**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

Comptroller's Directive No. 1-15
Attachment 21
Schedule of Prepayments as of June 30

Reconciliation to amounts reported by internal service funds

Frequently, agencies make prepayments to internal service funds. The following section provides a list of the internal service funds reported in the CAFR. Each agency must reconcile its prepayments to the amounts the internal service funds report as having been received early. DOA will provide agencies with the amounts reported by the internal service funds in mid-August in a separate e-mail communication for use in completion of this attachment. **Any discrepancies must be resolved with the applicable internal service fund before submission of this attachment.**

Internal service funds

The following internal service funds are reported in the CAFR:

- VITA – Agency 136
- Health Insurance Fund – Agency 149
- Risk Management – Agency 129
- Risk Management – Agency 152
- Fleet Management – Agency 194
- Property Management – Agency 194 (Includes Real Estate Services and Maintenance and Repair)
- General Services – Agency 194 (Includes Virginia Distribution Center, Consolidated Lab, State and Federal Surplus Property, Graphic Communications, and Engineering Services)
- Virginia Correctional Enterprises – Agency 711
- Payroll Service Bureau – Agency 151
- Enterprise Applications – Agency 151

Spreadsheet instructions

The information provided in this tab will be used to identify prepayments to internal service funds and other state agencies or external entities. Please provide the following information.

Step	Action
1	**<u>Paying Side</u>** • Fund/fund detail of the prepayment • Function of the prepayment

Continued on next page

Spreadsheet instructions: (Continued)

Step	Action
2	**Receiving Side** • Identify the agency/entity that received the prepayment as either: – State Agency - Internal Service Fund – State Agency - Non-Internal Service Fund – Non-State Entity • If the prepayment was to an internal service fund, identify the internal service fund. **Note**: Refer to Internal Service Fund section of the instructions for the internal service funds reported in the CAFR. • If the prepayment was not to an internal service fund, identify the agency or entity that was paid.
3	• Amount of Prepayment • Period Covered by Prepayment • Was proration necessary? • Are amounts properly prorated? See page 1. • Description of the Prepayment
4	Provide a fluctuation analysis explanation if required.
5	Ensure **prepayments to internal service funds** are reconciled to amounts provided in the **Prepayments to Internal Service Funds** spreadsheet, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link. Provide an explanation for any differences.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 22
Receivables as of June 30

Purpose

This attachment is to determine the receivables information for proper reporting in the CAFR fund statements and government-wide statements. This attachment is similar to prior year's Attachment 22.

For reporting nonexchange transactions, follow guidelines outlined in **GASBS No. 33**, **GASBS No. 36**, and **GASBS No. 65**. Also see the **GASBS No. 33 Nonexchange Transactions Overview** section in the **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Applicable agencies

Agencies that do not include **ALL** receivable balances on either financial statement templates or supplemental information.

Exemption: The Department of Taxation provides supplemental information for all receivables and does not need to submit this attachment.

Questions and training

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

For additional information, refer to the online training available in the Knowledge Center at: **https://covkc.virginia.gov.** Click on the "Learning Center" link and then click the "Course Catalog" link. Search using the keyword "Directive" and then click the course reference link.

Due date

August 20, 2015

Continued on next page

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

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 Att22. For example, agency 151 should rename its Attachment 22.xlsx file as 151Att22.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 are unlocked and shaded yellow. The contact information continues to be automatically filled with the information from the first tab but the cells remain unlocked to allow for more than one preparer to complete the attachment.

***Note:** **The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

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, applicable Excel file tab name, 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.

Other issues

Certain agencies, such as DOE and DSS, record accounts payable at year-end for program expenditures made to or incurred in political subdivisions. In many instances these programs are jointly funded by a predetermined percentage of state and federal funds. When any such payments are made, the agency must ensure that it records accounts receivable for the earned matching amount not yet drawn down from the other financing source. In other words, if an agency incurs an expense (a payable) involving federal grant money disbursed on a reimbursement basis (agency must incur the qualified expenditure before requesting grant money), they should record a receivable for the federal grant part of that payable.

The appropriate amount of receivables should be included for all federal payables owed as of June 30 and 1) paid in July and August or 2) to be paid after August 31 if the agency did not have sufficient cash on hand at June 30 for each individual grant to pay the amounts owed.

Spreadsheet instructions

The following table provides guidance on the completion of each agency's receivable information.

Step	Action
-	Record the contact information specified on the spreadsheet tab. **Note:** A control agency can use this spreadsheet to report all amounts for agencies under its control. In most cases the control agency is the same as the agency number; however, some control agencies have various agencies under their control. **Also, remember to exclude inter-agency receivables on the Expenditure Receivables, Revenue Receivables,** and **Loans Receivable** tabs. Answer the questions on the **Expenditure Receivables** and **Revenue Receivables** tabs to ensure that the appropriate receivable has been reported for all Federal payables owed as of June 30. This should include all Federal payables that are reported in accordance with the **2015 Fiscal Year End Closing Procedures** and **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**; any other federal payable (i.e. salaries or wages) processed in July and August; and/or any amount to be included on **Attachment 28A,** Government-wide Payables and Other Accruals as of June 30 – CARS Users, **or Attachment 28B,** Government-wide Payables and Other Accruals as of June 30 – Cardinal Users, that did not have the offsetting cash on hand (applicable to the specific grant) as of June 30.

Continued on next page

Spreadsheet instructions, continued

Step	Action
	Since federal payables owed as of June 30 and paid in July and August can be processed through August fiscal period close and this attachment is due prior to close, answer the question "Do you anticipate having any other federal payables that are not included on this attachment that are reported in accordance with the **2015 Fiscal Year End Closing Procedures**?" If an agency answers "yes," DOA will follow up with a supplementary submission requirement. Indicate whether information is recorded on CARS on the applicable spreadsheet tabs. Complete the **CARS** tab as instructed.
1	Enter the agency number on the **Expenditure Receivables**, **Revenue Receivables**, and **Loan Receivables** tabs (as applicable).
2	Enter the fund/fund detail on the **Expenditure Receivables, Revenue Receivables,** and **Loans Receivable** tabs (as applicable). This should be entered as a numeric field. When fund/fund detail 0222 is entered as a numeric field, it will show on the spreadsheet as 222. **Note:** If a single quote is entered before the number to make it a text field, a message will indicate that the value entered is not valid.
3	If the receivable relates to an expenditure (i.e., expenditure refund), select the receivable's functional code on the **Expenditure Receivables** or the **Loans Receivable** tab (as applicable). This does not have to be entered. A drop-down list is available. Click on the cell, click on the arrow, and click on the function. The expenditure function must correspond to the expenditure function the receivable will be coded to when received. Functional codes are the first number in every service area. For example, service area **1**031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description are below. **1**-Education 3-Administration of Justice 4-Individual and Family Services 5-Resources and Economic Development 6-Transportation 7-General Government 8-Enterprise 9-Capital Outlay

Continued on next page

Spreadsheet instructions, continued

Step	Action
4	Provide a description of the receivable reported in steps 8 and 11.
5	Indicate whether payments that will be received on this receivable will be recorded on CARS as a credit to revenue source code (RSC) 09084 – (Refund – exp and misc. disbursements made prior years), or as a credit to expenditure or expenditure refunds. **Note: Agencies are reminded that the recovery of expenditures relating to a prior fiscal year shall be recorded as revenue on CARS using revenue source code 09084. Expenditure credits are appropriate only if the expenditure occurred in the same fiscal year as the recovery.**
6	Record the 5-digit revenue source code the receivable will be recorded as when received. This must be entered as a numeric field. When revenue source code 09060 is entered as a numeric field, it will show on the spreadsheet as 9060.
7	Record the **GASBS No. 34** revenue classification. This does not have to be entered. A drop-down list is available. Click on the cell, click on the arrow, and click on the revenue classification. See the next page for a listing of the classifications. **Note:** See the **GASBS No. 34 Government-wide Revenue Classification Table** on DOA's website at **www.doa.virginia.gov** for the classification based on agency number, Fund/Fund detail number, and source code. Click on the "Financial Statement Directives" link.

Continued on next page

Spreadsheet instructions, continued

Step	Action
7 (continued)	GR-Taxes GR-Investment earnings GR-Grants/Cont. not restricted to S. P. GR-Miscellaneous Endowments/Permanent Fund Principal PR-Chgs/1-Education PR-Chgs/3-Administration of Justice PR-Chgs/4-Individual and Family Services PR-Chgs/5-Resources and Economic Develop PR-Chgs/6-Transportation PR-Chgs/7-General Government PR-Chgs/8-Enterprise PR-Oper/1-Education PR-Oper/3-Administration of Justice PR-Oper/4-Individual and Family Services PR-Oper/5-Resources and Economic Develop PR-Oper/6-Transportation PR-Oper/7-General Government PR-Oper/8-Enterprise PR-Cap/1-Education PR-Cap/3-Administration of Justice PR-Cap/4-Individual and Family Services PR-Cap/5-Resources and Economic Develop PR-Cap/6-Transportation PR-Cap/7-General Government PR-Cap/8-Enterprise Not Applicable – Fiduciary Fund Below is a crosswalk of the acronyms: GR – General Revenues Cont. – Contributions S. P. – Specific Program PR – Program Revenue (These are followed by a function) Chgs – Charges for Goods/Services Oper – Operating Grants and Contributions Cap – Capital Grants and Contributions

Continued on next page

Spreadsheet instructions, continued

Step	Action
8-10	These steps are to record **receivables as of June 30, 2015,** that will be received **between July 1, 2015, and August 31, 2015**.
8	Record the amount of the gross receivable. Round to the nearest dollar. **Gross** amounts should be keyed as a **positive.** For example, an agency has $100 in gross receivables. The agency would record $100 for this step.
9	Record the amount of the allowance related to the gross receivable amount recorded in step 8. An allowance is management's estimate of the amount of gross receivables which will be or prove to be uncollectible. Round to the nearest dollar. **Allowance** amounts should be keyed as a **negative.** For example, the agency has determined that $25 of the $100 is uncollectible. The agency would record a negative $25 for this step.
10	This column is **automatically calculated**. It is the gross amount less the allowance amount to show the net receivable amount. From the previous examples, this would be $75.

Continued on next page

Spreadsheet instructions, continued

Step	Action
11-13	These steps are to record the additional **receivables as of June 30, 2015,** that will be received **after August 31, 2015**.
11	Record the amount of the gross receivable. Round to the nearest dollar. **Gross** amounts should be keyed as a **positive.** For example, an agency has additional gross receivables of $300 that will be collected after August 31, 2015. The agency would record $300 for this step.
12	Record the amount of the allowance related to the gross receivable amount recorded in step 11. An allowance is management's estimate of the amount of gross receivables which will be or prove to be uncollectible. Round to the nearest dollar. **Allowance** amounts should be keyed as a **negative.** For example, the agency has determined that $75 of the $300 is uncollectible. The agency would record a negative $75 for this step.
13	This column is **automatically calculated**. It is the gross amount less the allowance amount to show the net receivable amount. From the previous example this would be $225.
14	Record the amount of the net receivable calculated in step 13 that will be **received after June 30, 2016 (noncurrent).** **GASBS No. 34** requires the separate disclosure of noncurrent assets. Per the CAPP Topic No. 20505, these receivables are defined as: "That portion of a receivable, which is not a current asset because that portion is due and payable beyond one year. Examples may include, but are not limited to, long-term loans and notes, and permanent travel advances (not reflected in CARS petty cash or travel advance accounts)."
15	If the receivable is in federal funds and it will be used to reimburse "non-federal" funds for expenditures incurred for this reporting cycle, answer yes in the first column and provide an explanation which includes the fund/fund detail to be reimbursed and the dollar amount in the second column.

Final instructions

Ensure the totals on the spreadsheets (the totals are automatically calculated at the top of those spreadsheets) are accurate.

Complete the **CARS** tab, if applicable**.** Any items listed on the **Expenditure**, **Revenue**, and/or **Loans Receivable** tabs that are also reported on CARS as of June 30 must be reported on the **CARS** tab.

Complete the **Reconciliation** tab**. There are two sections:**

Record receivable amounts in total that are not already reported on the **Expenditure**, **Revenue**, and/or **Loans Receivable** tabs. This would include interagency receivables, travel advances, petty cash, and other receivables. Also, amounts already reported to DOA on a financial statement template or via supplemental information should be recorded. After all amounts are entered, record the net receivable amount reported on the Quarterly Receivable Report. There should be no difference between the total net receivable amount reported on the attachment and the amount reported on the Quarterly Receivable Report. If a difference is noted, revise amounts on the attachment as needed for amounts to agree. If the difference is because of an error reported on the Quarterly Receivable Report, contact DOA to explain the error.

Respond to **the four** questions in the second section:

Ensure that the appropriate receivable has been reported for all Federal payables owed as of June 30 in accordance with the **2015 Fiscal Year End Closing Procedures** and **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**; any other federal payable (i.e. salaries or wages) processed in July and August; and/or any amount to be included on **Attachment 28A or Attachment 28B** that did not have the offsetting cash on hand (applicable to the specific grant) as of June 30 for each grant.

Continued on next page

Final instructions, continued

Report any receivables that relate to insurance recoveries, provide the amount, the coding and a brief description. Refer to **GASBS No. 42,** *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries,* for guidance.

Report any pledged receivables in the space provided. Refer to **GASBS No. 48,** *Sales and Pledges of Receivables and Future Revenues and Intra-Entity Transfers of Assets and Future Revenues,* for guidance on determining if you have any pledged receivables.

Indicate whether any of the receivables reported on this attachment relate to pollution remediation.

Fluctuation explanation

After all tabs have been completed, return to the **Receivables as of June 30** tab and complete any required variance explanations.

Comptroller's Directive No. 1-15
Attachment 23
Schedule of Retainage Payable

Purpose

To obtain the amount of retainage payable as of June 30, 2015. Retainage payable is the amount due on a contract not yet paid pending final inspection of the project or the lapse of a specified period or both. The unpaid amount is usually a stated percentage of the contract price. This attachment is similar to prior year's Attachment 23. Please note the following when completing the attachment:

- **Include retainage payable related to VPBA activity recorded in funds 0820 and 0821.**
- **Omit retainage payable related to any other VPBA activity, as it will be reported by the Department of the Treasury on the VPBA financial statements.**
- **Omit retainage payable related to Energy Performance Contracts.**

Applicable agencies

Agencies that have retainage payable outstanding as of June 30, 2015, and the retainage payable is not included in the agency's financial statement templates. **Do not include anything reported in Attachment 5, Energy Performance Contracts.**

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 20, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Continued on next page

Comptroller's Directive No. 1-15
Attachment 23
Schedule of Retainage Payable

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

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 Att23. For example, agency 151 should rename its Attachment 23.xlsx file as 151Att23.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note:** **The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Functions

Functional codes are the first number in every service area. For example, service area code **1**031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description are below.

1-Education
3-Administration of Justice
4-Individual and Family Services
5-Resources and Economic Development
6-Transportation
7-General Government
8-Enterprise
9-Capital Outlay

Additional instructions

A fluctuation analysis is required for variances greater than 10% AND $1.5 million over/under prior year amounts. Ensure that these variances are fully explained in the space provided.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 24
Schedule of Cash, Cash Equivalents, and Investments as of June 30

Purpose

This attachment is used to gather uniform financial reporting information for CAFR footnote disclosures required by **GASBS No. 3**, *Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements,* as amended by **GASBS No. 40**, *Deposits and Investment Risk Disclosure,* and **GASBS No. 59**, *Financial Instruments Omnibus.* This attachment is similar to prior year's Attachment 24.

Note: For investments that are derivatives, agencies must provide additional footnote disclosures in a separate communication. Otherwise, agencies will apply the disclosure requirements for investments set forth in **GASBS No. 40**, *Deposits and Investment Risk Disclosures.*

Applicable agencies

Agencies as specified in the **Supplemental Information** section of this Directive.

All other agencies and funds (other than what is being reported for the financial statement templates) that have cash, cash equivalents, or investments not with Treasurer must complete the **Detail** tab of the Excel attachment.

The Department of Corrections must aggregate central office and all facilities using 701.

The Department of Behavioral Health and Developmental Services must aggregate central office and all facilities using 720.

The Supreme Court of Virginia must aggregate as follows:

- **Detail** tab: aggregate of agencies 103, 111, 112, 113, 114, 115, 116, 125, and 160 using 111
- **All other tabs**: provide by agency as applicable.

Note: A separate attachment must be completed for each agency ONLY if it has cash, cash equivalents, or investments not with the Treasurer of Virginia.

Note: Treasury provides the Department of Accounts with the investment type, maturity date, and risk category for cash equivalents and investments with the Treasurer.

Comptroller's Directive No. 1-15
Attachment 24
Schedule of Cash, Cash Equivalents, and Investments as of June 30

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the email.

Due Date

August 20, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att24. For example, agency 151 should rename its Attachment 24.xlsx file as 151Att24.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of these Excel spreadsheets.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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 Excel file attachment.**

Enter the revision date, applicable Excel file tab name, 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.

Continued on next page

Recommended

It is recommended that each agency obtain copies of **GASBS No. 3**, **GASBS No. 40,** the most current Comprehensive Implementation Guide issued by GASB in 2013, and **GASBS No. 59** for better understanding of this attachment.

For additional information regarding GASB Statements, refer to the GASB website at **www.gasb.org**.

Definitions

Cash – The standard medium of exchange (paper currency) that must be readily available for the payment of current obligations, and it must be free from any contractual restriction that limits its use in satisfying debts.

Cash Equivalents – Instruments or investments of such high liquidity (original maturity of 90 days or less) and low risk that they are virtually as good as cash. Examples are a nonnegotiable certificate of deposit, money market fund, Treasury bill, monies in the State Non-Arbitrage Program (SNAP) and Local Government Investment Pool (LGIP). Whether an asset is a cash equivalent is determined only once based on the length of the original maturity when the asset is first acquired.

Investments – Securities and other assets acquired primarily for the purpose of obtaining income or profit with an original maturity greater than 90 days. This includes securities, which are transferable financial instruments that evidence ownership or creditorship.

Security – Generally, an instrument evidencing debt of or equity in a common enterprise in which a person invests on the expectation of financial gain. The term includes notes, stocks, bonds, debentures or other forms of negotiable and non-negotiable evidences of indebtedness or ownership.

Continued on next page

Directions for the Detail tab

Below are instructions as to the proper completion of the **Detail** tab in the Excel spreadsheet. **Amounts reported on the Detail tab should exclude any amounts reported on any financial statement template (Attachments 9-13)**. Please follow these instructions carefully.

Part	Instruction
1a	Report the agency's total cash not held with the Treasurer of Virginia, excluding any amount reported on **Attachments 9-13**. **If this amount is not related to Energy Performance Contract(s) or if this attachment is not being completed as a result of a supplemental requirement, please contact DOA immediately.** **Note:** Certificates of deposit (CDs) **should NOT** be reported as cash. Nonnegotiable* CDs should be reported as cash equivalents. Negotiable* CDs should be reported as cash equivalents and/or investments depending on the length of maturity. *Per the Comprehensive Implementation Guide – Guides updated through June 30, 2013, negotiable CDs are securities that normally are sold in $1 million units and can be traded in a secondary market. Nonnegotiable CDs are time deposits that are placed by depositors directly with financial institutions and that generally are subject to a penalty if redeemed before maturity. Nonnegotiable CDs should be treated as deposits for purposes of GASBS 3/40 disclosures. The **Detail** tab is intended to obtain deposit disclosures for nonnegotiable CDs. Negotiable CDs should be treated as investments for purposes of GASBS 3/40 disclosures and the **Cash Equiv. & Inv. Not W Tr** tab obtains additional investment disclosures for negotiable CDs. **Note**: Funds held in money market accounts held by financial institutions (i.e. banks, savings and loan associations, and credit unions) which are similar to demand deposits versus a broker/dealer (any individual or firm in the business of buying and selling securities for itself and others; broker/dealers must register with the SEC) qualify as deposits, and therefore are classified as cash instead of investments. **Note:** **DO NOT** report cash not held with the Treasurer of Virginia for which an advance is recorded on CARS, such as cash held in DOA-approved petty cash and travel advance accounts.

Continued on next page

Directions for the Detail tab, continued

Part	Instruction
1b	Enter total cash not held with the Treasurer of Virginia deposited at bank as of June 30, 2015.
1c	Provide an explanation if the reported amount is negative.
1.1a	Report the agency's total nonnegotiable CDs not held with the Treasurer of Virginia excluding any amount reported on **Attachments 9-13**. **If this amount is not related to Energy Performance Contract(s) or if this attachment is not being completed as a result of a supplemental requirement, please contact DOA immediately.**
1.1b	Enter total nonnegotiable CDs not held with the Treasurer of Virginia per the financial institution as of June 30, 2015.
1.2	Sums the amounts in 1b plus 1.1b above. No action necessary.
2a	Of the amount reported in 1.2 above, provide the amount that is insured by federal depository insurance. The FDIC coverage for public units is as follows: 1) up to $250,000 for the combined amount of all time and savings accounts (including NOW accounts) and up to $250,000 for all demand deposit accounts (interest-bearing and non-interest bearing) per in-state financial institution, and 2) up to $250,000 for the combined total of all deposit accounts per out-of-state financial institution. Refer to the FDIC website at **http://www.fdic.gov/** for FDIC coverage information and definitions.
2b	Of the amount reported in 1.2, provide the amount that is covered by the Security for Public Deposits Act (Section 2.2-4400 of the *Code of Virginia)*. The amount covered is usually the amount deposited in a qualified public depository less the amount covered by federal depository insurance (part 2a). The most current listing of qualified depositories is available on the Department of the Treasury's website at **http://www.trs.virginia.gov**. An agency can also contact the SPDA accountant at (804) 371-7987 to determine if their chosen financial institution has become a qualified public depository since the last update. **Note**: If all cash not held with the Treasurer of Virginia is included in 2a and 2b above, do not complete step 2c below. If not, the remaining amount should be classified in 2c below.

Continued on next page

Directions for the Detail tab, continued

Part	Instruction
2c	If any cash balances or nonnegotiable CDs **NOT** with the Treasurer are NOT covered by the FDIC or the Security for Public Deposits Act, report the amount and bank balance for all applicable options below: i) Uncollateralized ii) Collateralized with securities held by the pledging financial institution iii) Collateralized with securities held by the pledging financial institution's trust department or agent but not in the depositor-government's name The total of the amounts provided must agree to the total amount in step 1.2 above.
2d	Provide an explanation if the amount reported in Part 2a is greater than $250,000.
3	Report the amount the agency has in the Local Government Investment Pool (LGIP). Provide the LGIP account number and amount (**the amount listed for each account must come from the LGIP statement**). If applicable, let DOA know where the agency has these monies in CARS by providing the GLA and fund/fund detail.
4	Report the amount the agency has in the State Non-Arbitrage Program (SNAP). Provide the SNAP account number and amount (**the amount listed for each account must come from the SNAP statement**). If applicable, let DOA know where the agency has these monies in CARS by providing the GLA and fund/fund detail.
5	Report the amount of **cash equivalents and investments NOT held by the Treasurer of Virginia** excluding nonnegotiable CDs reported in Part 1.1. This amount should agree to the sum of all amounts in the "Reported Amount" column on the **Cash Equiv. & Inv. NOT w Tr** tab of the spreadsheet.
6	List the total **fair value** of cash equivalent/investment types subject to foreign exchange risk. Foreign exchange risk is the risk of an investment's value changing due to changes in currency exchange rates and/or the risk that an investor will have to close out a long or short position in a foreign currency at a loss due to adverse movements in exchange rates. This amount must equal the total of the fair value amount in the **Foreign Currency Inv** tab of the spreadsheet.

Continued on next page

Directions for the Detail tab, continued

Part	Instruction
7	The information on **Cash Equiv. & Inv. Not w Tr** tab should agree to the agency's audited financial statements if applicable. Any differences must be explained.
8	Are any of the agency's cash equivalents or investments in debt securities not with the Treasurer of Virginia highly sensitive to interest rate changes? Some examples of these include a variable-rate investment with a multiplier, or a variable-rate investment with a coupon that varies inversely with a benchmark index. For further explanations of highly sensitive investments, refer to the Comprehensive Implementation Guide – Guides updated through June 30, 2013, issued by GASB. If the agency marked a "yes", the agency will need to provide an explanation as to why these investments are considered highly sensitive.
9	**GASBS No. 40** states it is the agency's responsibility "to update the custodial credit risk disclosure requirements addressing other common risks of the deposits and investments of state and local governments." With this in mind, the agency should provide a description of any other type of risk to cash, cash equivalents, and investments not covered elsewhere on this attachment.
10	Submit the agency's investment policy along with this Attachment in the e-mail to **finrept-agyatt@doa.virginia.gov**. This is the investment policy that will officially be on record with the Department of Accounts. If the agency does have cash, cash equivalents, and investments NOT with the Treasurer of Virginia and **DOES NOT** have an investment policy, the agency should provide an explanation.

Continued on next page

Directions for the Cash Equiv. & Inv. NOT w Tr tab

Agencies that have cash equivalents and investments not with the Treasurer of Virginia will need to report more detailed information about the risk of their cash equivalents and investments. This spreadsheet requests the necessary information DOA needs to properly report this information in the CAFR to comply with **GASBS No. 40**.

The **Cash Equiv & Inv. Not w Tr** tab is not password-protected so that agencies may add additional rows when needed without having to contact DOA or may copy and paste information into the sheet from their own records. In adding rows or copying information, care must be taken to preserve the existing spreadsheet layout and column and row labels. If rows are added, please also copy the "TYPE" and "INVESTMENT" descriptions at columns A and B and the formulas at columns N and P.

List cash equivalent or investment by type (Debt or Equity) and investment category:
Sections are provided for common investment types and categories. If a category for a specific investment is not provided, place it in the Other Debt Securities or Other Equities Securities section, as appropriate. Specify the issuer of the investment in the Description field. The individual investment issue must also be identified. For equity investments, the issue is usually identified by a ticker symbol. For debt investments, the issue is identified by a CUSIP number. Agencies must provide ticker symbol or CUSIP number information for all investments. This information is needed in order to satisfy the concentration of credit risk disclosure requirement of **GASBS No. 40.**

Continued on next page

Directions for the Cash Equiv. & Inv. NOT w Tr tab, continued

Note: **Ginnie Mae**, **EXIMBANK**, and **SBA** are the only asset-backed securities that should be included with U.S. Treasury and Agency Securities. This is because they are explicitly backed by the U.S. Government. Securities such as those issued by the Federal National Mortgage Association (FNMA or **Fannie Mae), Student Loan Marketing Corporation (Sallie Mae),** and the **Federal Farm Credit Banks** are **NOT** explicitly backed by the U.S. Government and should not be included in U.S. Treasury and Agency Securities.

Note: Care should be taken when identifying securities as asset-backed. Only securities that are collateralized by other assets, such as mortgage or other consumer loans, should be categorized as asset-backed. Although entities such as Fannie Mae and Freddie Mac (Federal Home Loan Mortgage Corporation or FHLMC) issue many asset-backed securities, they also issue unsecured debt in the form of bonds and notes. These unsecured debt issues should be listed in the "Agency Unsecured Bonds and Notes" section of the **Cash Equiv. & Inv. Not w Tr** tab and **NOT** in the "Asset-Backed Securities" section. If there is doubt as to whether a security is asset-backed, this information can be obtained from a variety of sources, including the investment prospectus, the issuer, credit rating agencies or the financial institution that processed the purchase transaction. For example, a search of the investment by CUSIP number at the website of the credit rating agency, Moody's, **www.moodys.com**, will indicate whether the debt instrument is unsecured or collateralized by some type of asset.

Example: For the cash equivalent or investment type "Common and Preferred Stocks," the agency would list each issuer such as General Electric Corp. The agency would also list their ticker symbol "GE". Because it is an equity security, no credit quality rating would need to be given. The agency would then classify the custodial credit risk for this security.

Continued on next page

Directions for the Cash Equiv. & Inv. NOT w Tr tab, continued

Credit Quality Rating (AAA, BB, Unrated, etc.):
List the applicable credit quality rating. The credit quality ratings of cash equivalents and investments in debt securities (corporate bonds, corporate notes, etc) as described by nationally recognized statistical rating organizations (rating agencies) must be disclosed.

Obligations of the U.S. Government or obligations **explicitly** guaranteed by the U.S. Government are not considered to have credit risk and do not require disclosure of credit quality. Repurchase agreements are exempt from credit quality ratings **only** if the underlying security is explicitly guaranteed by the U.S. Government. The credit quality ratings of external investment pools, money-market funds, bond mutual funds, and other pooled investments of fixed-income securities should be disclosed. **If a credit quality disclosure is required and the investment is unrated or not rated by any rating agency, the disclosure should indicate the fact that the investment is Unrated. Under no circumstance should the rating information be left blank.**

DOA's rating drop-down list in the **Cash Equiv. & Inv. NOT w Tr** tab provides standardized symbols for commonly used ratings of Standard & Poor's, Moody's and Fitch's. Agencies may also refer to these three rating agencies' websites for explanations of the ratings and the standardized rating symbols. Once a rating agency is selected for the investment, the list of rating symbols that may be selected in the next column is restricted to only valid ratings symbols for that rating agency. If there is no rating agency for the investment, "N/A" may be selected for both the rating agency and the rating.

Interest rate risk (i.e. maturity) of each cash equivalent and investment:
The interest rate risk of debt investments must be disclosed by investment type and amount. DOA has selected the segmented time distribution method as outlined in **GASBS No. 40**. This requirement will require the agencies to provide, by amount and issuer, the maturity of their debt investments.

Continued on next page

Directions for the Cash Equiv. & Inv. NOT w Tr tab, continued

GASBS No. 40 does not require separate disclosure for cash equivalents and investments. Therefore, cash equivalent and investment amounts should be listed in one of the investment column maturities (less than 1 year, 1-5 years, 6-10 years, greater than 10 years) depending on the investment securities that have maturities. Most equity type investments do not have a maturity and their total would only be reported in the "category 3" and/or "uncategorized" columns in the custodial credit risk section.

Custodial credit risk:
Per **GASBS No. 40,** the requirement to disclose cash equivalents and investments as categories 1 and 2 is not necessary. These amounts should be reported in the uncategorized column. If the security, however, meets the following criteria, the security must still be reported as Category 3:

- Uninsured,
- Not registered in the name of the government, and
- Is held by either the counterparty or the counterparty's trust department or agent

Note: Investments in external investment pools and in open-end mutual funds are not exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form. Securities underlying reverse repurchase agreements are not exposed because they are held by the buyer-lender.

Continued on next page

Directions for the Cash Equiv. & Inv. NOT w Tr tab, continued

List the total custodial credit risk that is considered category 3 and the amount that is uncategorized (remaining amount) for each issuer. For debt securities, the total of these two columns should equal the sum of the interest rate risk columns mentioned above or an "error" message will appear. Equity securities (common, preferred stock, index funds, equity index and pooled funds, and real estate) will not have a maturity, and their total would only be reported in the custodial credit risk section.

Total Reported Amount:
The reported amount column will automatically total from the amounts listed as category 3 and uncategorized in the custodial credit risk columns of the spreadsheet. **An "error" message will appear for debt securities if this amount does not agree to the sum of the interest rate risk (maturity risk) amounts entered.** The overall total of category 3 and uncategorized cash equivalents and investments must agree to the amount reported at Step 5 in the **Detail** tab of the spreadsheet. If it does not, an "error" message will appear in the **Detail** tab.

Directions for the Foreign Currency Inv tab

List the **fair value** of **each** cash equivalent/investment type subject to foreign exchange risk. Foreign exchange risk is the risk of an investment's value changing due to changes in currency exchange rates and/or the risk that an investor will have to close out a long or short position in a foreign currency at a loss due to adverse movements in exchange rates. The total amount must agree to Step 6 in the **Detail** tab.

Directions for the Recordation tab

Complete this tab to ensure cash equivalents and investments not held by the Treasurer of Virginia are appropriately valued in accordance with **GASBS No. 31**, as amended by **GASBS No. 59.**

Note: **GASBS No. 59** amended the reporting requirement of investments in 2a7-like pools to the net asset value per share provided by the pool.

Comptroller's Directive No. 1-15
Attachment 25
Donor-restricted Endowments

Purpose

This attachment is to identify agencies with donor-restricted endowments.

This attachment is similar to prior year's Attachment 25.

Applicable agencies

All agencies that have donor-restricted endowments.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 20, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att25. For example, agency 151 should rename Attachment 25.xlsx as 151Att25.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of this Excel spreadsheet.

For your convenience, the contact information in all but the first tab in each attachment/template 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.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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.

Donor-restricted endowments

GASBS No. 34, paragraph 121, requires the following footnote disclosures for donor-restricted endowments:

- The amounts of net appreciation on investments of donor-restricted endowments that are available for authorization for expenditure by the governing board, and how those amounts are reported in net position
- The state law regarding the ability to spend net appreciation
- The policy for authorizing and spending investment income, such as a spending-rate or total return policy

Continued on next page

Comptroller's Directive No. 1-15
Attachment 25
Donor-restricted Endowments

Spreadsheet instructions

Record the contact information at the top of the spreadsheet. Follow the instructions below.

Step	Action
1	Record the donor-restricted endowment.
2	Identify the amount of net appreciation on investments that are available for authorization for expenditure by the governing board. Interest earnings and dividends are not included in net appreciation. Do not include negative amounts in the net appreciation column.
3A	Is the endowment listed in Step 1 and 2 reported on a Financial Statement Template (**Attachments 9-13**)? Enter **yes** or **no**.
3B	If **yes** in Step 3A, specify the attachment number and the fund name, which can be found on pages 13-15 of the **Preparation of GAAP Basis Financial Statement Template** section of **Office of the Comptroller's Directive 1-15**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.
3C	If **yes** in 3A, how were the amounts in Step 2 reported in net position (restricted or unrestricted)?
3D	If **no** in Step 3A, provide the CARS Fund/Fund Detail.
4	Is there a state law regarding the ability to spend net appreciation? Enter **yes** or **no**.
5	If **yes** in Step 4, identify the *Code of Virginia* section. If **no** in Step 4, enter **n/a**.
6	Is there a policy for authorizing and spending investment income, such as a spending-rate or total-return policy? Enter **yes** or **no**.
7	If **yes** in Step 6, describe the policy. If **no** in Step 6, enter **n/a**.
8	Was the endowment a gift to the Commonwealth that was approved by the Governor and administered by the agency? Enter **yes** or **no**.

Comptroller's Directive No. 1-15
Attachment 26
GASBS No. 33 Federal Fund Analysis – Nonreimbursement Grants

Purpose

This attachment is to analyze Federal fund nonexchange transactions for **nonreimbursement based grants** to determine the proper reporting in accordance with **GASBS No. 33**, **GASBS No. 36** (both statements will be referenced as **GASBS No. 33**) and **GASBS No. 65**.

This attachment is only for **Federal REVENUE**. Federal expenditures are analyzed on **Attachment 16, GASBS No. 33** Expenditure and Revenue Analysis.

***Note:** **Asset Forfeiture/Equitable Sharing Funds (fund 0229, 0236, and 0429) are considered Federal funds, which makes them grant funds. As they are considered Federal Funds and nonreimbursement grants, an Attachment 26 must be submitted with these funds included.**

This attachment is similar to prior year's Attachment 26.

Applicable agencies

All agencies with Federal Fund activity that is **not included** in agency prepared financial statement templates.

Questions and training

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

For additional information, refer to the online training available in the Knowledge Center at: **https://covkc.virginia.gov.** Click on the "Learning Center" link and then click the "Course Catalog" link. Search using the keyword "Directive" and then click the course reference link. If you have difficulties accessing the training, please contact **doatraining@doa.virginia.gov**.

Due date

September 17, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att26. For example, agency 151 should rename its Attachment 26.xlsx file as 151Att26.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to 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 in each attachment/template 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.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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.

Continued on next page

Nonexchange transactions

Nonexchange transactions are those transactions where a government gives (or receives) value without directly receiving (or giving) equal value in return. **GASBS No. 33** includes guidelines for when to record revenues for nonexchange transactions. Revenues **not** meeting the recognition requirements are reclassified as unearned revenue. **GASBS No. 65** requires revenue transactions that only fail to meet the timing requirement, while meeting all others, to be reclassified as a deferred inflow of resources. For additional guidance on nonexchange transactions, refer to the **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, and **Directive Glossary** which can be found on DOA's website at **www.doa.virginia.gov** (click on the "Financial Statement Directives" link) and **GASBS No. 33**, *Accounting and Financial Reporting for Nonexchange Transactions*.

Reimbursement versus nonreimbursement grants

Appropriate grant classification (reimbursement/nonreimbursement) is critical to accurate reporting of federal activity in the CAFR. Nonreimbursement grants and reimbursement grants are defined on the following page. **This attachment should include ONLY nonreimbursement grants.** While reimbursement grants are not reported on this attachment, understanding the definition of a reimbursement grant should assist in determining nonreimbursement grants.

Additionally, this attachment evaluates **ONLY federal revenue**; therefore, **for the purpose of this attachment, the reimbursement/ nonreimbursement determination must be evaluated from the receiving perspective**. Evaluate the classification based on the eligibility criteria under which the federal funds are received from the federal government or another agency, **REGARDLESS** of how the funds are disbursed to subrecipients. Eligibility for federal expenditure recognition requirements is evaluated on **Attachment 16, GASBS No. 33** Expenditure and Revenue Analysis.

Continued on next page

Reimbursement (expenditure-driven) grants

NOT INCLUDED ON THIS ATTACHMENT

Reimbursement (expenditure-driven) grants are NOT included on this attachment; however, the following explanation may assist in identifying nonreimbursement grants.

Reimbursement grants are government-mandated or voluntary nonexchange transactions in which **expenditure is the prime factor for determining eligibility**. **If the grant agreement indicates that the resources belong to the provider until allowable costs are incurred, the grant is expenditure-driven.** If the grant does not specify, the agency should review the laws or regulations that cover the grant (for example, the U.S. Office of Management and Budget's Compliance Supplement and applicable sections of the *Code of Federal Regulations*).

Note: If a grant meets the definition above and the federal funds are drawn down a few days in advance of the expenditure, **the grant is still a reimbursement grant**.

Non-reimbursement (formula) grants

INCLUDED ON THIS ATTACHMENT

This attachment accumulates information for nonreimbursement (formula) grants. Nonreimbursement (formula) grants are government-mandated or voluntary nonexchange transactions involving the provision of resources **based upon established criteria (for example, population) other than the incurrence of qualifying expenditures**.

Continued on next page

Lag Pay

The Commonwealth pays its employees on the 1st and 16th of each month. The pay the employee receives on the 1st is for the work they completed in the previous month from the 10th-24th. The pay that is generated on the 16th is for work the employee performed from the 25th of the previous month to the 9th of the current month. Below is illustrative guidance:

Paid on:	Work Performed:
July 1	June 10-June 24
July 16	June 25-July 9

The Commonwealth's reporting period ends June 30 of each year. However, due to lag pay, employees are not paid until the next fiscal year for work completed in the previous fiscal year.

Analyze all object 11XX activity on CARS for the July 1 and July 16 pay.

All of the July 1 pay period is included and a percentage of the July 16 pay period. The percentage to use for the July 16 pay is the weekdays in the prior fiscal year divided by the total number of weekdays of the pay period.

$$\frac{\text{\# of weekdays: June 25-June 30}}{\text{Total \# of weekdays June 25-July 9}}$$

For the July 16 pay period only, Object Code 1115 is removed from the calculation. This code must be removed because the July 16 and August 1 health care premiums cover July.

Continued on next page

GASBS No. 33 Federal Fund Analysis – Nonreimbursement Grants

Spreadsheet instructions

For **nonreimbursement grants**, identify grants for which the agency met eligibility requirements defined in **GASBS No. 33**. Determine the ending fund balance for these grants.

Step	Action
-	Record the contact information.
-	**Complete the questions at the top of the spreadsheet.** 1) Does the agency have any **nonreimbursement grants**? – If **yes**, answer question 2. – If **no**, select no and submit the attachment. 2) Did the agency have any nonreimbursement grants received as of June 30 that met the eligibility requirements defined in **GASBS No. 33** as of June 30, 2015? (See **Note** below.) – If **yes**, answer questions 3 and 4 and complete the spreadsheet and only include the nonreimbursement grants that met eligibility. – If **no**, answer question 4. 3) Did the agency pay any payroll costs from any nonreimbursement grants relating to the July 1 and/or 16 payrolls? – If **yes**, ensure appropriate amounts are included in steps 9a and 9b. 4) Did the agency have any nonreimbursement grants that did not meet the time eligibility requirement **only** as defined in **GASBS No. 33** as of June 30? – If **yes**, IMMEDIATELY contact John Sotos, Assistant Director; Susan Jones, Assistant Director; or Sharon Lawrence, Director. Do **not** complete the spreadsheet for grants that did not meet the time requirement. **Note:** For **nonreimbursement** grants, the **only applicable eligibility requirements are**: 1) **Required characteristics of recipients,** and 2) **Time requirements.** Refer to the **Authoritative Literature/Guidelines for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov** for additional guidance.

Continued on next page

Spreadsheet instructions, continued

Step	Action
1	Record the agency number and the fund/fund detail. • Ensure all federal expenditures are recorded in the proper federal funds in CARS. Do not use a fund other than 1000 unless you have received approval from General Accounting to record federal activity in a fund other than 1000 on CARS. • Fund / fund detail 10XX, 12XX and 13XX have been set up specifically for federal stimulus dollars.
2	Record the CFDA number using XX.XXX format. Visit **www.cfda.gov** for a list of valid CFDA numbers and descriptions.
3	Record the revenue source code or transfer GLA. This should be keyed as numeric; therefore, source code 09060 would be 9060.
4	Record other CARS coding used to track this activity. An example would be project codes. This will help reconcile the ending balances per this attachment to CARS balances.
5	If a revenue source code was identified in step 3 above, then use the drop-down list to record the **GASBS No. 34** revenue classification. For proper **GASBS No. 34** government-wide revenue classification, refer to the **GASBS No. 34 Government-wide Revenue Classification Table** on DOA's website at **www.doa.virginia.gov.** Click on the "Financial Statement Directives" link.

Continued on next page

Spreadsheet instructions, continued

Step	Action
6	The title of the federal grant will automatically populate based on the CFDA number entered in Step 2.
7	Record the ending balance per CARS for each grant. This represents the sum of General Ledger Accounts (GLAs) 1xx to 4xx (Assets) and GLAs 5xx to 7xx (liabilities) excluding GLA 102 and 703 (budgetary accounts).
8	Record total **modified accrual** receivables (received in July and August 2015) per **Attachment 22, Receivables as of June 30**, for each grant. When completing this step, consider the following: • Record receivables as a positive number. • The amounts entered here by CFDA number should agree to amounts entered on **Attachment 22**. • Ensure that the appropriate receivable has been reported for all Federal payables owed as of June 30. This should include all Federal payables that are reported in accordance with the **2015 Fiscal Year End Closing Procedures** and **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates;** any other federal payable (i.e. salaries or wages) processed in July and August that did not have the offsetting cash on hand (applicable to the specific grant) as of June 30. ***Note**: While payroll liability is recorded centrally by DOA, agencies must determine whether sufficient grant cash balances were on hand at June 30 to pay the costs.

Continued on next page

Spreadsheet instructions, continued

Step	Action
9a	Record the total amount owed as of June 30 and paid during July relating to payroll costs associated with the July 1 payroll. Record payables as a positive number.
9b	Record the total amount owed as of June 30 and paid during July relating to payroll costs associated with a portion of the July 16 payroll. Record payables as a positive number.
9c	Record the total amount of Modified Accrual Payables (payables and **any other amount owed (excluding interagency transfers and payroll costs associated with the July 1 and July 16 pay dates)** as of June 30 in accordance with the **2015 Fiscal Year End Closing Procedures** and **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**; any other federal payable (i.e. salaries or wages) processed in July and August that did not have the offsetting cash on hand (applicable to the specific grant) as of June 30.
10	Record **full accrual** receivables (received after August 31, 2015) per **Attachment 22, Receivables as of June 30**, for each grant. Record receivables as a positive number. The amounts entered here by CFDA number should agree to amounts entered on **Attachment 22.** The appropriate amount of receivables should be included for all Federal related other payables. This should include all Federal payables that are reported in accordance with the **2015 Fiscal Year End Closing Procedures** and **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates** and/or any amount to be included on **Attachment 28A** or **Attachment 28B** that did not have offsetting cash on hand (applicable to the specific grant) at June 30 for each grant.
11a	Record the total other **full accrual** entries paid in September pursuant to **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, for each grant. Record payables as a positive number.
11b	Record the total other **full accrual** entries (paid after August 31, 2015) per **Attachment 28A** or **Attachment 28B** for each grant. Record payables as a positive number.
12	Provide a brief description of this grant. This column is formatted as wrap text. In addition, if there is a negative Modified Accrual Ending Balance or a negative Accrual Ending Balance for a grant, have the appropriate receivables been accrued? If the appropriate receivables have been reported and the ending balance is still negative, please provide an explanation.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 27
Direct Billed Central Services

Purpose

This attachment is needed to comply with the Code of Federal Regulations ***Appendix 5 of Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards***. This guidance replaces guidance in the previous OMB Circular A-87. This attachment is similar to prior year's **Attachment 28**.

Applicable agencies

ONLY the following agencies are required to complete this attachment.

- Department of Accounts (DOA)
- Department of General Services (DGS)
- Department of Human Resource Management (DHRM)
- Department of the Treasury (TD)
- Virginia Correctional Enterprises (VCE)
- Virginia Information Technologies Agency (VITA)

Questions

If the agency has any questions about preparing information for this attachment, contact Penny Williams at (804) 225-3804 or e-mail at **penny.williams@doa.virginia.gov**.

Due date

September 17, 2015

Continued on next page

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

A separate spreadsheet must be completed for each reconciliation of retained earnings file. After downloading the files, rename the spreadsheet file using the agency number followed by Att27. For example, if agency 151 has two reconciliation of retained earnings files, two attachments will be submitted. The attachments will be renamed as follows: 151Att27-1.xlsx and 151Att27-2.xlsx. Submit all remaining direct billed information in a separate file in your desired format.

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Submit the required information to Penny Williams using the contact information below. E-mail the information whenever possible.

Penny B. Williams
Indirect Cost Coordinator
Department of Accounts
P. O. Box 1971
Richmond, VA 23218

Phone: (804) 225-3804
FAX: (804) 225-2430
E-mail: **penny.williams@doa.virginia.gov**

Copy DOA via e-mail to **Finrept-agyatt@doa.virginia.gov**.
Copy APA via e-mail to **APAFinRept@apa.virginia.gov**, if possible.

Otherwise, mail to:

George D. Strudgeon, Audit Director
Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218

Continued on next page

Comptroller's Directive No. 1-15
Attachment 27
Direct Billed Central Services

Requirements Submit the information specified for the agency in the table below.

Type of Activity	Required Information	Agency
Internal Service Funds (budget of $5 million or more)	1. Description of the service 2. Fund Statement of Net Position 3. Revenue/expenses statement, with revenues by source 4. List of nonoperating transfers 5. Description of billing procedures (methodology) used to charge costs to users 6. Schedule of current rates 7. Schedule comparing full revenues (including imputed revenues) by service to allowable costs 8. Explanation of how variances between revenue and expenses will be handled 9. Documentation that revenue reported includes all revenues generated by the service including unbilled and uncollected revenue 10. Expenses reported by cost category 11. Amount of working capital reserve if any	DGS (see **Note** below) DHRM DOA (see **Note** below) TD (see **Note** below) VCE VITA (see **Note** below)

Note: The Department of General Services must submit all of the above information for the eVA enterprise fund per request by the U.S. Department of Health and Human Services.

Note: Virginia Information Technologies Agency, the Department of Accounts, and the Department of Treasury must submit Combining Financial Statement information by division.

Note: The Department of Treasury must submit the revenue/customers by each individual fund using the Attachment 20 format.

Continued on next page

Requirements, continued

Type of Activity	Required Information	Agency
Self Insurance Funds	1. Fund Statement of Net Position 2. Statement showing fund income and fund outlays, including a summary of billings and claims paid by agency 3. Listing of all nonoperating transfers into and out of the fund 4. Types of risks covered by the fund 5. Explanation of how the level of fund contributions are determined, and actuarial report 6. Description of procedures used to charge or allocate fund contributions to benefiting activities 7. Explanation of reserve levels in excess of claims paid, submitted but not adjudicated, and incurred but not submitted	DHRM TD
Fringe benefits	1. Overall annual cost of each benefit 2. Current fringe benefit policies 3. Procedures used to charge or allocate the costs to benefiting activities	DHRM
Pension and post-retirement health benefit costs	1. Funding policies 2. Pension plan's costs accrued for a year 3. Amount funded, and dates of funding 4. Copy of actuarial report 5. Plan trustee's report 6. Schedule showing the value of the interest cost associated with any late funding	DHRM

Continued on next page

Type of Activity	Required Information	Agency
Other billed central service activity not identified above	The same documentation required for Internal Service Funds is to be completed and maintained but is not required to be submitted to DOA unless specifically requested by DOA, APA or federal reviewers.	DGS DHRM VCE VITA DOA
All agencies listed in applicable agency listing	All agencies listed in the applicable agency listing must submit a Reconciliation of Retained Earnings file for each internal service or self insurance fund per request of the U.S. Department of Health and Human Services. The file is named **Reconciliation of Retained Earnings FY 2015.xlsx** and can be found on DOA's website at the same location as these instructions. A link to the ASMB C-10, Implementation Guide for the former Office of Management and Budget Circular A-87 can also be found on DOA's website at the same location as these instructions. This Implementation Guide has specific instructions on the preparation of the reconciliation in Part 4-7 beginning on page 67.	ALL

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 28A
Government-wide Payables and Other Accruals as of June 30 – CARS Users

Purpose

This attachment is to capture payments made after August 31, 2015, that were owed as of June 30, but have not been reported via supplemental information or other attachments (except **Attachment 26**, **GASBS No. 33** Federal Fund Analysis – Nonreimbursement Grants) in this Directive. This attachment is similar to prior year's **Attachment 27**.

Applicable agencies

Wave 2 agencies with CARS activity for those funds that are not included in agency submitted financial statement templates **or** other submissions, **except Attachment 26 (see above)**.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

September 17, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

Continued on next page

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Submission information

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 Att28A. For example, agency 151 should rename its Attachment 28A.xlsx file as 151Att28A.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to: 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 in each attachment/template has been unlocked and shaded yellow. The contact information continues to be automatically filled with the information from the first tab but the cells remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Background

GASBS No. 34, as amended by **GASBS No. 63**, requires a Government–wide Statement of Net Position and Statement of Activities to be prepared on the economic resources measurement focus and full accrual basis of accounting. As such, each Wave 2 agency must analyze and list any other amounts owed as of June 30 but not paid until after August 31. An example of this would be accounts payable. **Agencies need not list any accruals between July 1, 2015, and August 31, 2015, because DOA can retrieve that information through CARS reports and selected supplemental submissions. In addition, if information has been included in any other directive submission (excluding Attachment 26), it should not be listed in this attachment.**

Note: As referred to in the year-end closing instructions for processing "P" and "N" type transactions using only one voucher (typically to process small purchase charge card bills with transactions that cross fiscal years), the cumulative impact of not separating these "P" and "N" transactions should be monitored and reported to DOA if it becomes significant. Additionally, agencies should notify DOA if they determine incorrect "P" and "N" coding was used.

Continued on next page

Additional consideration

In analyzing expenditures that should be accrued (like payables) after August 31, 2015, each agency must consider whether those expenditures are exchange or nonexchange transactions. For nonexchange transactions, follow guidelines in **GASBS No. 33**, **GASBS No. 36**, and **GASBS No. 65**. See also the **GASBS No. 33 – Nonexchange Transactions Overview** section in the **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Exclusions

Prepayments should not be included on this Attachment. Prepayments should be included on **Attachment 21,** Schedule of Prepayments as of June 30. Also, payables to Internal Service Funds (e.g., VITA) should be excluded.

Spreadsheet instructions

Follow the instructions below in order to identify full accrual information to be paid **after August 31, 2015**:

Step	Action
1	Indicate whether the agency has full accrual information to report to DOA.
2	Provide a brief description of the accrual for each row of information.
3	Provide the name of the payee when the funds are paid.
4	Record the fund/fund detail. This should be entered as a numeric field. (When fund/fund detail 0100 is entered as a numeric field, it will show on the spreadsheet as 100.) **Note**: For Federal Funds, ensure that a receivable was reported on **Attachment 22** and **Attachment 26**, if applicable, for all Federal government-wide payables included here that did not have offsetting cash on hand at June 30 for the applicable grant.

Continued on next page

Spreadsheet instructions, continued

Step	Action
5	Record the function of the expenditures. A drop-down list is available. Click the cell, click on the arrow, and click on the function. Functional codes are the first number in every service area. For example, service area **1**031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description is below. **1** – Education 3 – Administration of Justice 4 – Individual and Family Services 5 – Resources and Economic Development 6 – Transportation 7 – General Government 8 – Enterprise 9 – Capital Outlay If the accrual is not for an expenditure, leave the cell blank and go to step 6.
6	If the other accrual corresponds to a revenue (i.e., revenue refund), enter the 5 digit revenue source code. This must be entered as a numeric field. When the revenue source code 01000 is entered as a numeric field it will show on the spreadsheet as 1000. If the other accrual is not related to revenue, leave cell blank and go to step 7.

Continued on next page

Spreadsheet instructions, continued

Step	Action
7	Provide any other CARS coding used to identify this activity.
8	Record the **GASBS No. 34** Government-wide revenue classification of the revenues. A drop-down list is available. Click on the cell, click on the arrow, and click on the appropriate classification. Refer to the **GASBS No. 34 Government-wide Revenue Classification Table** on DOA's website at **www.doa.virginia.gov** for the proper classifications. Click on the "Financial Statement Directives" link. The classifications are listed below: GR-Taxes GR-Investment earnings GR-Grants/Cont. not restricted to S. P. GR-Miscellaneous Endowments/Permanent Fund Principal PR-Chgs/1-Education PR-Chgs/3-Administration of Justice PR-Chgs/4-Individual and Family Services PR-Chgs/5-Resources and Economic Develop PR-Chgs/6-Transportation PR-Chgs/7-General Government PR-Chgs/8-Enterprise PR-Oper/1-Education PR-Oper/3-Administration of Justice PR-Oper/4-Individual and Family Services PR-Oper/5-Resources and Economic Develop PR-Oper/6-Transportation PR-Oper/7-General Government PR-Oper/8-Enterprise PR-Cap/1-Education PR-Cap/3-Administration of Justice PR-Cap/4-Individual and Family Services PR-Cap/5-Resources and Economic Develop PR-Cap/6-Transportation PR-Cap/7-General Government PR-Cap/8-Enterprise Not Applicable – Fiduciary Fund

Continued on next page

Spreadsheet instructions, continued

Step	Action
8 (continued)	Below is a crosswalk of the acronyms: GR – General Revenues Cont. – Contributions S. P. – Specific Program PR – Program Revenue Chgs – Charges for Goods/Services Oper – Operating Grants and Contributions Cap – Capital Grants and Contributions **Note:** The program revenues are followed by the related function.
9	Record the amount. Round amounts to the nearest dollar.

Final instructions other accruals

Ensure all full accrual items that should be reported on the Government-wide statements have been listed. **EXCLUDE amounts recorded on CARS or submitted via other attachments** (except **Attachment 26**, **GASBS No. 33** Federal Fund Analysis – Nonreimbursement Grants) **or supplemental requirements from this attachment.** If the agency has additional full accrual activity that is not reflected in this spreadsheet, contact DOA and notify them of the additional activity. Provide these additional entries to DOA.

Complete the **Variance Explanation** tab as indicated on the **Other Accruals Detail** tab.

DOA may contact your agency to clarify or obtain more information regarding the full accrual entries.

MAINTAIN DETAIL SUPPORTING DOCUMENTS FOR THE AUDITOR OF PUBLIC ACCOUNTS OR DOA TO REVIEW, IF REQUESTED.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 28B
Government-wide Payables and Other Accruals as of June 30 – Cardinal Users

---

Purpose

This attachment is to capture amounts owed as of June 30 and **paid or expected to be paid after August 31** that:

1. are **not** included in the VAPR0520, *Voucher and Expense Accrual Report* (see the following section) with a Cardinal voucher post date after August 31; or
2. were **not** reported via supplemental information or other attachments (except **Attachment 26**, **GASBS No. 33** Federal Fund Analysis – Nonreimbursement Grants) in this Directive.

VAPR0520, Voucher and Expense Accrual Report

As discussed in the **Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, DOA uses the VAPR0520 Report (run date 10/01/15 or later) to obtain full accrual payable amounts using the following parameters.

Full Accrual (September)

Parameter	September – Full Accrual Payables
Business Unit (% for all)	**All applicable agency AP Business Units**
Goods or Services Receipt Date/EX Transaction Date Less Than or Equal To	06/30/15
Payment Date Greater Than	06/30/15
Accounting Date Greater Than or Equal To	07/01/15
Voucher Post Date/EX Approval Date From	09/01/15
Voucher Post Date/EX Approval Date To	09/30/15

Note: Agencies who wish to replicate the data DOA will use must ensure the report is not run prior to 10/01/15.

Applicable agencies

Wave 1 agencies with estimated payables that do not meet the parameters outlined above.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Continued on next page

Due date **October 8, 2015**

Data entry Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission information

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 Att28b. For example, agency 151 should rename its Attachment 28b.xlsx file as 151Att28b.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to: 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 in each attachment/template has been unlocked and shaded yellow. The contact information continues to be automatically filled with the information from the first tab but the cells remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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, applicable Excel file tab name, 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.

Continued on next page

Background

GASBS No. 34, as amended by **GASBS No. 63**, requires a Government–wide Statement of Net Position and Statement of Activities to be prepared on the economic resources measurement focus and full accrual basis of accounting. As such, each Wave 1 agency and DOA must analyze and list any other amounts **owed as of June 30 but not paid until after August 31**. An example of this would be accounts payable. **Agencies need not list any accruals between July 1, 2015, and September 30, 2015, meeting the VAPR0520, *Voucher and Expense Accrual Report* parameters outlined in the Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates because Financial Reporting will retrieve that data directly from Cardinal. In addition, if information has been included in any other directive submission (excluding Attachment 26), it should not be listed in this attachment.**

Note: As referred to in the year-end closing instructions for processing payable transactions using only one voucher (typically to process small purchase charge card bills with transactions that cross fiscal years), the cumulative impact of not separating these transactions should be monitored and reported to DOA if it becomes significant. Additionally, agencies should notify DOA if payable amounts were processed in July or August that did not conform to the **2015 Fiscal Year End Closing Procedures**.

Continued on next page

Additional consideration

In analyzing expenditures that should be accrued (like payables) after August 31, 2015, each agency must consider whether those expenditures are exchange or nonexchange transactions. For nonexchange transactions, follow guidelines in **GASBS No. 33**, **GASBS No. 36**, and **GASBS No. 65**. See also the **GASBS No. 33 – Nonexchange Transactions Overview** section in the **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA's website at **www.doa.virginia.gov**. Click on the "Financial Statement Directives" link.

Exclusions

Prepayments should not be included on this Attachment. Prepayments should be included on **Attachment 21,** Schedule of Prepayments as of June 30. Also, payables to Internal Service Funds (e.g., VITA) should be excluded.

Spreadsheet instructions

Follow the instructions below in order to identify full accrual information to be paid **after August 31, 2015**:

Step	Action
1	Indicate whether the agency has full accrual information to report to DOA.
2	Provide a brief description of the accrual for each row of information.
3	Provide the name of the payee when the funds are paid.
4	Record the fund/fund detail. This should be entered as a numeric field. (When fund/fund detail 0100 is entered as a numeric field, it will show on the spreadsheet as 100.) **Note**: For Federal Funds, ensure that a receivable was reported on **Attachment 22** and **Attachment 26**, if applicable, for all Federal government-wide payables included here that did not have offsetting cash on hand at June 30 for the applicable grant.

Continued on next page

Spreadsheet instructions, continued

Step	Action
5	Record the function of the expenditures. A drop-down list is available. Click the cell, click on the arrow, and click on the function. Functional codes are the first number in every service area. For example, service area **1**031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description is below. **1** – Education 3 – Administration of Justice 4 – Individual and Family Services 5 – Resources and Economic Development 6 – Transportation 7 – General Government 8 – Enterprise 9 – Capital Outlay If the accrual is not for an expenditure, leave the cell blank and go to step 6.
6	If the other accrual corresponds to a revenue (i.e., revenue refund), enter the 5 digit revenue source code. This must be entered as a numeric field. When the revenue source code 01000 is entered as a numeric field it will show on the spreadsheet as 1000. If the other accrual is not related to revenue, leave cell blank and go to step 7.

Continued on next page

Spreadsheet instructions, continued

Step	Action
7	Provide any other CARS coding used to identify this activity.
8	Record the **GASBS No. 34** Government-wide revenue classification of the revenues. A drop-down list is available. Click on the cell, click on the arrow, and click on the appropriate classification. Refer to the **GASBS No. 34 Government-wide Revenue Classification Table** on DOA's website at **www.doa.virginia.gov** for the proper classifications. Click on the "Financial Statement Directives" link. The classifications are listed below: GR-Taxes GR-Investment earnings GR-Grants/Cont. not restricted to S. P. GR-Miscellaneous Endowments/Permanent Fund Principal PR-Chgs/1-Education PR-Chgs/3-Administration of Justice PR-Chgs/4-Individual and Family Services PR-Chgs/5-Resources and Economic Develop PR-Chgs/6-Transportation PR-Chgs/7-General Government PR-Chgs/8-Enterprise PR-Oper/1-Education PR-Oper/3-Administration of Justice PR-Oper/4-Individual and Family Services PR-Oper/5-Resources and Economic Develop PR-Oper/6-Transportation PR-Oper/7-General Government PR-Oper/8-Enterprise PR-Cap/1-Education PR-Cap/3-Administration of Justice PR-Cap/4-Individual and Family Services PR-Cap/5-Resources and Economic Develop PR-Cap/6-Transportation PR-Cap/7-General Government PR-Cap/8-Enterprise Not Applicable – Fiduciary Fund

Continued on next page

Spreadsheet instructions, continued

Step	Action
8 (continued)	Below is a crosswalk of the acronyms: GR – General Revenues Cont. – Contributions S. P. – Specific Program PR – Program Revenue Chgs – Charges for Goods/Services Oper – Operating Grants and Contributions Cap – Capital Grants and Contributions **Note:** The program revenues are followed by the related function.
9	Record the amount. Round amounts to the nearest dollar.

Final instructions other accruals

Ensure all full accrual items that should be reported on the Government-wide statements have been listed. **EXCLUDE amounts recorded in accordance with the Cardinal parameters outlined in the Authoritative Literature / Guidance for Preparation of GAAP Basis Fund Financial Statement Templates or submitted via other attachments** (except **Attachment 26**, **GASBS No. 33** Federal Fund Analysis – Nonreimbursement Grants) **or supplemental requirements from this attachment.** If the agency has additional full accrual activity that is not reflected in this spreadsheet, contact DOA and notify them of the additional activity. Provide these additional entries to DOA.

Complete the **Variance Explanation** tab as indicated on the **Other Accruals Detail** tab.

DOA may contact your agency to clarify or obtain more information regarding the full accrual entries.

MAINTAIN DETAIL SUPPORTING DOCUMENTS FOR THE AUDITOR OF PUBLIC ACCOUNTS OR DOA TO REVIEW, IF REQUESTED.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 29
Adjustments

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 29.

Applicable agencies

All agencies must complete this attachment.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

October 8, 2015

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

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.xlsx file as 151Att29.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of the Excel attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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 the revision control log tab to be completed. Refer to the individual attachment instructions to determine the specific revision instructions. Since Supplemental Information submissions do not have a revision control log tab, 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.

Additional requirements

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

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 30
Report of Financial Condition

Purpose

Section 4-11.00 of the Appropriation Act provides each office handling state funds shall, upon the request of the Auditor of Public Accounts, make a detailed statement, **under oath**, of the financial condition of his office. This attachment is similar to prior year's Attachment 30.

Applicable agencies

All agencies must follow these attachment instructions.

Due date

October 8, 2015

Submission requirements

SUBMIT INFORMATION TO THE AUDITOR OF PUBLIC ACCOUNTS ONLY.

The oath (on page 3) along with the required financial information (on page 2) can be submitted via mail or e-mail if the oath is either electronically notarized or scanned into pdf format.

For e-mail submissions (only for those items not previously submitted):
E-mail Address: **APAFinRept@apa.virginia.gov**

For paper submissions (all paper submissions must be sent to APA no later than October 8, 2015):
Mail to: Martha Mavredes
Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218-1295

Continued on next page

Providing required information

Financial Statement Template Agencies:

- Send a copy of the financial statement templates to the APA **(if not previously submitted)**.
- Send copies of all other DOA submissions to APA **(if not previously submitted)**.

Other Financial Data Agencies:

- If the agency is required to prepare financial information only by the Office of the Comptroller's Directive No. 1-15 send the following to the APA:
    1. CARS final trial balance (ACTR 402, Option B1)
    2. CARS reconciliation certification
    3. Send copies of all other DOA submissions to APA **(if not previously submitted)**.

Continued on next page

Comptroller's Directive No. 1-15
Attachment 30
Report of Financial Condition

Notarized statement

The following oath should be mailed or e-mailed to the Auditor of Public Accounts as instructed on page 1:

"I hereby affirm that the financial statements or information submitted are true and correct to the best of my knowledge and belief."

_____
Signature

_____
Title

_____
Agency Name

The oath should be administered by a notary or other officer authorized by Section 49-4 of the *Code of Virginia*, and such notary or other officer should complete a certificate in substantially the following form:

State of Virginia; City/County of: _____

This is to certify that _____ on this _____ day of _____, 2015, took and subscribed the foregoing oath required by the laws of the Commonwealth.

_____
Signature of Notary

_____
Print Name of Notary

_____
Title

My commission expires on _____

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
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 31.

Applicable agencies

This attachment is ONLY for agencies required to submit supplemental 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.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

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.xlsx file as 151Att31.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of the Excel attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

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.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 32
Subsequent Events

Purpose

To obtain the necessary information to comply with the Group Audit requirements of the Statements on Auditing Standards.

Applicable agencies

All agencies **must** complete this attachment.

Due date

November 16, 2015

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att32. For example, agency 151 should rename its Attachment 32.xlsx file as 151Att32.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of these Excel spreadsheets.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Definition

Subsequent Events – Events that occur after the end of the reporting period, but prior to the issuance of the financial statements.

Adjustments to financial statements to reflect this information are required for amounts relating to conditions existing as of June 30, 2015. An example of an adjustment is a loss on a trade receivable, which is confirmed by the bankruptcy of a customer. Disclosure is necessary for events that do not relate to conditions at the balance sheet date, but make the financial statements misleading. This disclosure should indicate the nature of the loss or loss contingency and give an estimate of the amount, or range, of loss or possible loss, or state that such an estimate cannot be made. An example of a subsequent event requiring disclosure would be the issuance of long-term debt after the balance sheet date but before the statements were issued.

Continued on next page

Comptroller's Directive No. 1-15
Attachment 32
Subsequent Events

Completing the attachment

Answer yes or no to the question, "Has the agency experienced, or expect to experience, any subsequent events that have not previously been reported to the Department of Accounts?"

If yes, provide disclosure information (description of the event, including the date of occurrence and dollar amount) in the yellow box. If no, fill out the **Certification** tab and submit the spreadsheet.

This Page Intentionally Left Blank

Comptroller's Directive No. 1-15
Attachment 33
2015 Off-Balance Sheet Financial Obligations

Purpose

During the 2007 General Assembly Session, legislation was passed (*Code of Virginia*, §2.2-813.2) requiring the State Comptroller to report off-balance sheet financial obligations of the Commonwealth. As can be seen in the text, the term off-balance sheet financial obligation is utilized. Given the general nature of this terminology, a broad examination of the Commonwealth's financial commitments is appropriate. This attachment is similar to prior year's Attachment 33.

Applicable agencies

All agencies **must** complete this attachment.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

January 14, 2016

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an "Answer Required" message until a response is entered.**

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 the Survey tab. **By typing a name, the preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Submission requirements

Contact DOA if the agency has any problems with the spreadsheets.

After downloading the files, rename the spreadsheet file using the agency number followed by Att33. For example, agency 151 should rename its Attachment 33.xlsx file as 151Att33.xlsx.*

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

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

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

Do not submit paper copies of these Excel spreadsheets.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

***Note: The attachment is in the Excel 2007 version (.xlsx). If the agency has an earlier version of Excel, the file can be saved in the earlier version (.xls). If the agency has an earlier version of Excel and has problems opening the file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Definitions

Balance Sheet – For purposes of this attachment, balance sheet is referring to the amounts that were reported in the Comprehensive Annual Financial Report (CAFR) as of June 30, 2015. This information was obtained from CARS reports, Cardinal payable data, and directive submissions (attachments and supplemental information) and does not need to be resubmitted.

Off-Balance Sheet Financial Obligations – For purposes of this attachment, any amount for which the Commonwealth is committed to disburse funds or pledge revenues in future periods as of June 30, 2015. While these amounts do not meet the accounting definition of a liability and are excluded from the balance sheet, they do represent financial obligations of the Commonwealth for future periods. The obligations reported should not represent the normal, ongoing future costs of performing the agency's functions.

Continued on next page

Approach

DOA has identified different categories of off-balance sheet financial obligations that require consideration for inclusion in the report. Certain categories are evidenced by a signed agreement for which the Commonwealth has agreed to pay for goods or services to be provided in the future (i.e., operating leases and construction commitments) and are disclosed in the financial statement notes. These amounts are generally obtained through statewide financial systems or supplemental directive reporting requirements from selected agencies. These amounts should only be included in this attachment if they are not otherwise reported in the directive.

In other instances, the Commonwealth is committed to pay for future outflows, but these amounts have not been reported in the financial statement notes because they have not met the accounting definition for financial statement disclosure (i.e., federal match requirements). These amounts should be included on this attachment.

Other obligations fall into the ongoing operations category. Public education, Medicaid, TANF, prisoner incarceration, and many other programs throughout the state budget represent ongoing obligations of state government. This includes information provided in an agency's six-year plan submitted to DPB. DOA will attempt to meet the reporting requirements for these "obligations" through use of information obtained from central agencies like DPB and DGS.

Continued on next page

Additional considerations

As mentioned above, DOA will use information available centrally to identify as many off-balance sheet financial obligations as possible. DOA has identified certain off-balance sheet financial obligations for which agency input is required. A listing of the types of obligations DOA has identified follows. Please be aware that this list may not be all-inclusive, and agencies should include any additional items deemed necessary based on the **Definitions** and **Approach** described previously.

- Operating Leases (only include amounts not reported in LAS or via directive submissions as of June 30, 2015)
- Construction or other commitment contracts - legal or other formal arrangement exists (only include amounts not reported via directive submissions as of June 30, 2015)
- Other project commitments - agency is committed to a project, but no formal agreement exists
- Public-private Partnership Agreements not reported pursuant to **GASBS No. 60**
- Federal match requirements
- Questioned Federal Costs (amounts charged to federal programs that have been determined unallowable)
- Potential legal case settlements - likelihood that the Commonwealth will have to pay out funds once the case is settled
- Court-ordered requirements - court orders that require the Commonwealth to take action that would likely have monetary implications

Continued on next page

Completing the attachment

Cells that require input are shaded in light yellow.

Step	Action
1	Enter the agency number and the agency name will appear. In addition, other agencies that the agency is responsible for will populate.
1a	Using the drop-down, answer yes or no if the agency has off-balance sheet obligations that need to be reported on this attachment.
2	Item numbers are provided as a control number for each entry made by the agency. If additional lines and item numbers are needed, contact DOA.
3 & 4	Type in or use the drop-down list to choose an agency number, the name will appear after choosing an agency number.
5	Provide the type of off-balance sheet financial obligation. Refer to the **Additional Considerations** above.
6	Provide a description for the off-balance sheet financial obligation.
7	Provide the source for the amounts provided.
8	Enter the amount of the off-balance sheet financial obligation.
9	Since this survey is to obtain off-balance sheet financial obligations, this question is to ensure that total obligations reported in step 8 do represent off-balance sheet amounts. The anticipated answer to this question is "no" because the step 8 amounts should represent amounts that are not required by GAAP to be reported as a liability as of June 30, 2015.
10	In the event that an obligation is identified that was recorded as a GAAP liability, the obligation amount needs to be identified to prevent duplication of information in the CAFR and the off-balance sheet obligation report.
11	If a liability is identified, this information will assist DOA in the compilation process.
12	If an off-balance sheet obligation exists, but the amount cannot be readily determined, please provide a brief explanation for why the amount cannot be quantified.

This Page Intentionally Left Blank