

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.**

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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).**

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**Attachment
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the Revision Control Log tab in the attachment Excel file.**

Enter the revision date, 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.

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**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.
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