

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

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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.

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-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 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).**

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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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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
-	<p>Record the contact information specified on the spreadsheet tab.</p> <p>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.</p> <p>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.</p>

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Spreadsheet instructions, continued

Step	Action
	<p>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.</p> <p>Indicate whether information is recorded on CARS on the applicable spreadsheet tabs. Complete the CARS tab as instructed.</p>
1	<p>Enter the agency number on the Expenditure Receivables, Revenue Receivables, and Loan Receivables tabs (as applicable).</p>
2	<p>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.</p> <p>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.</p>
3	<p>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 1031000 “Community Services” would fall under the “Education” function. Each functional code and its corresponding description are below.</p> <p>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</p>

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Spreadsheet instructions, continued

Step	Action
4	Provide a description of the receivable reported in steps 8 and 11.
5	<p>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.</p> <p>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.</p>
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	<p>Record the <u>GASBS No. 34</u> 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.</p> <p>Note: See the <u>GASBS No. 34 Government-wide Revenue Classification Table</u> 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.</p>

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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

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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.

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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) . <u>GASBS No. 34</u> 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 <u>due and payable beyond one year</u> . 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.

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**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.

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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.
