Component Unit Year-End Reporting Memorandum – FY 2015
Attachment CU1 – Instructions
Entity Additional Information Survey

Purpose	To report additional information that may not be provided through other Attachments. **Note**: This attachment is similar to prior year's Attachment CU1 except modification of Part 4 and Part 5 and deletion of previous Part 6. Previous Part 6 has been moved to **Attachment CU4 – Tab 8 Miscellaneous**.
Applicable entities	All component units and related organizations.
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	**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.**

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Submission requirements

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

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

Submit the Excel document electronically to finrept-cu@doa.virginia.gov.

Please include the **Entity's Acronym** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.
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Do not submit paper copies of the Excel attachment.

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