

**Component Unit Year-End Reporting Memorandum – FY 2015**  
**Attachment CU6 - Instructions**  
**Intrafund Activity**

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**Purpose** This attachment is applicable to component units that include foundations and/or component units as part of the reporting entity. This attachment is used to determine if intrafund activity is reported in an entity’s financial statements/template. If intrafund activity exists, this attachment is used to determine the entries necessary to eliminate the activity in the Comprehensive Annual Financial Report (CAFR).

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- Applicable entities**
- Virginia Biotechnology Research Partnership Authority and Virginia Biosciences Development Center
  - **Any other component unit that reports a DISCRETE component unit and/or foundation as part of its reporting entity.**

**Note:** If a component unit reports a **BLENDED component unit as part of its reporting entity, information should already be reported net of intrafund eliminations; therefore, this attachment is not required.**

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**Completing the attachment** Answer “Yes” or “No” as to whether the entity reported amounts on the financial statement/template net of any intrafund activity (Intrafund activity relates to foundations/component units included as part of the reporting entity.)

If yes – Stop here and submit the attachment.  
If no – Please provide the entries in the space provided that are required to eliminate intrafund amounts from the CAFR. Use financial statement/template line items previously reported to record entries. The elimination entries should not affect the ending net position amount.

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**Questions** For questions or to request detailed training from an analyst please contact: [AttachmentAnalyst@doa.virginia.gov](mailto:AttachmentAnalyst@doa.virginia.gov). Please reference the attachment number in the subject line of the email.

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**Due date** **September 17, 2015**

**Note:** This attachment is due with the financial statements/template.

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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.**

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**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 entity staffing does not allow for a different preparer and reviewer, please contact DOA.**

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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 AttCU6.** For example, the Virginia Biotechnology Research Partnership Authority should rename its Attachment CU6.xlsx\* file as VBRPAAAttCU6.xlsx\*.

**Submit the Excel spreadsheet electronically to [finrept-cu@doa.virginia.gov](mailto: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](mailto:APAFinRept@apa.virginia.gov).**

**Do not submit paper copies of the Excel attachment.**

For your convenience, it is only necessary to enter the contact information on the first tab. The contact information is linked to the remaining tabs; however, the contact information in the remaining tabs may be overwritten if necessary.

**\*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).**

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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, the 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 **entity’s acronym** and 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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