

Comptroller's Directive No. 2-15
Attachment HE-15
FY 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 is similar to the prior year's Attachment HE-15.

Applicable institutions

All institutions, excluding the Virginia Commonwealth University Health System Authority, **must** complete this attachment. This attachment does not apply to obligations of the foundations that are a discrete component unit of the institution as required by GASBS No. 39.

Due date

January 14, 2016

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 the attachment is complete and accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer are certifying they were not the same individual for any tab; and the preparer and reviewer are certifying they have read and understood the instructions for the attachment.

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**Submission
requirements**

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

After downloading the Excel file, rename the file using the institution's acronym followed by Attachment HE-15. For example, VCCS should rename the Attachment HE-15.xlsx* file as VCCS Attachment HE-15.xlsx*.

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

Submit the Excel file electronically to finrept-HE@doa.virginia.gov.

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

Do not submit paper copies of this spreadsheet.

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).

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Definitions

Balance Sheet – For purposes of this attachment, balance sheet is referring to the amounts that were reported in the Commonwealth’s Comprehensive Annual Financial Report (CAFR) as of June 30, 2015. This information was obtained from the institution’s Statement of Net Position that was reported on the FST tab within the Attachment HE-10, Financial Statement Template, as of June 30, 2015, and does not need to be resubmitted. In addition, it is **only** referring to the higher education institution (HEI) amounts and **not the foundation amounts**.

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.

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. For higher education institutions, these amounts are generally obtained through the Attachment HE-10 submission. (Note: After the institution’s acronym is selected, certain commitment amounts reported on the Attachment HE-10 for the HEI will appear. These amounts should be revised if needed. In addition, include any additional off-balance sheet financial obligations not otherwise reported on the Survey tab after the institution’s acronym is selected.)

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 in 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 on-going obligations of state government. This includes information provided in an institution’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.

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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 institution 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 institutions should include any additional items deemed necessary based on the definitions and approach described previously.

- Operating Leases
 - Construction or other commitment contracts - legal or other formal arrangement exists
 - 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
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Tabs

The Attachment HE-15 contains the following tabs:

- **Instructions** – This tab provides instructions for steps 1 to 13.
 - **Survey** – This tab is to provide the off-balance sheet financial obligation information. After selecting the institution's acronym on the Survey tab, certain commitment/other selected amounts reported on the FY 2015 Attachment HE-10 submission will appear. Revise these amounts if needed. In addition, provide any additional off-balance sheet financial obligation amounts as of June 30, 2015, that are not already provided.
 - **Certification** – This tab must be completed after the Survey tab is completed.
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