

Comptroller’s Directive No. 1-16
Attachment 21
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 business units Business units 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 18, 2016**

Continued on next page

Comptroller's Directive No. 1-16
Attachment 21
Receivables as of June 30

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

Continued on next page

Comptroller's Directive No. 1-16
Attachment 21
Receivables as of June 30

**Submission
requirements**

Contact DOA if the business unit has any problems with the files.

After downloading the files, rename the spreadsheet file using the business unit number followed by Att21. For example, business unit 15100 should rename its Attachment 21.xlsx file as 15100Att21.xlsx.*

Submit the Excel spreadsheet electronically to finrept-agyatt@doa.virginia.gov.

Please include **Business unit 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: If the agency has an earlier version of Excel and has problems opening the attachment file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

Comptroller's Directive No. 1-16
Attachment 21
Receivables as of June 30

**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.

Other issues

Certain business units, 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 business unit 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 a business unit incurs an expense (a payable) involving federal grant money disbursed on a reimbursement basis (business unit must incur the qualified expenditure before requesting grant money), they should record a receivable for the federal grant part of that payable.

Continued on next page

Comptroller’s Directive No. 1-16
Attachment 21
Receivables as of June 30

**Other issues,
continued**

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 business unit did not have sufficient cash on hand at June 30 for each individual grant to pay the amounts owed. This should include all modified and full accrual Federal payables that are reported in accordance with the **2016 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 29**.

Since federal payables owed as of June 30 may be paid after this attachment is due, answer question 1 on the **Reconciliation** tab. If a business unit answers “No,” DOA will follow up with a supplemental submission requirement, which will be due at a later date.

**Spreadsheet
instructions**

The following table provides guidance on the completion of each business unit’s receivable information.

Step	Action
-	<p>Record the contact information specified on the spreadsheet tab.</p> <p>Note: A control business unit can use this spreadsheet to report all amounts for agencies under its control. In most cases the control business unit is the same as the business unit number; however, some control business units have various agencies under their control. Also, remember to exclude receivables from other business units (inter-agency receivables) on the Expenditure Receivables, Revenue Receivables, and Loans Receivable tabs.</p> <p>Indicate whether information is recorded on CARS on the applicable spreadsheet tabs. Complete the CARS tab as instructed.</p>

Continued on next page

Comptroller’s Directive No. 1-16
Attachment 21
Receivables as of June 30

Spreadsheet instructions, continued

Step	Action
1	Enter the business unit number on the Expenditure Receivables , Revenue Receivables , and Loan Receivables tabs (as applicable).
2	Enter the Cardinal Fund on the Expenditure Receivables , Revenue Receivables , and Loans Receivable tabs (as applicable). This should be entered as a numeric field. When fund 02220 is entered as a numeric field, it will show on the spreadsheet as 2220. 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.
3	If the receivable relates to an expenditure, 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. 1-Education 3-Administration of Justice 4-Individual and Family Services 5-Resources and Economic Development 6-Transportation 7-General Government 9-Capital Outlay

Continued on next page

Comptroller’s Directive No. 1-16
Attachment 21
Receivables as of June 30

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 for this receivable will be recorded in Cardinal as a credit to Cardinal revenue account 4009084– (Refund-Exp/Misc Disburse Pr Yr), or as a credit to an expenditure account.</p> <p>Note: Business units are reminded that the recovery of expenditures relating to a prior fiscal year shall be recorded as revenue on Cardinal using Cardinal revenue accounts 4009084. Expenditure credits are appropriate only if the expenditure occurred in the same fiscal year as the recovery.</p>
6	Record the cardinal revenue account that the receivable will be recorded to when received.
7	<p>The <u>GASBS No. 34</u> government-wide revenue classification of the revenues will automatically populate based on the <u>GASBS No. 34 Government-wide Revenue Classification Table</u> on DOA’s website at www.doa.virginia.gov. Click on the “Financial Statement Directives” link.</p> <p>If Step 7 contains either: 910-No Year End Activity, 920-Coding Errors to be Corrected by Agys, or Classification Needed, please provide a new or more appropriate classification along with an explanation in step 7b.</p>
7a	Use the drop-down to enter “Yes” or “No” to indicate if the business unit agrees with the populated revenue classification in Step 7. If the business unit answers “No”, please provide a corrected classification along with an explanation in step 7b.

Continued on next page

Comptroller’s Directive No. 1-16
Attachment 21
Receivables as of June 30

Spreadsheet instructions, continued

7b	<p>If the answer to step 7a is “No” or if Step 7 contains either: 910-No Year End Activity, 920-Coding Errors to be Corrected by Agys, or Classification Needed, provide a more appropriate <u>GASBS No. 34</u> government-wide revenue classification and an explanation of the activity. The potential classifications are listed below:</p> <p>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-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-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</p> <p>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</p>
----	---

Continued on next page

Comptroller's Directive No. 1-16
Attachment 21
Receivables as of June 30

Spreadsheet instructions, continued

Step	Action
8-10	These steps are to record receivables as of June 30, 2016 , that will be received between July 1, 2016, and August 31, 2016 .
8	Record the amount of the gross receivable. Round to the nearest dollar. Gross amounts should be keyed as a positive . For example, a business unit has \$100 in gross receivables. The business unit 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 business unit has determined that \$25 of the \$100 is uncollectible. The business unit 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.

Continued on next page

Comptroller’s Directive No. 1-16
Attachment 21
Receivables as of June 30

Spreadsheet instructions, continued

Step	Action
11-13	These steps are to record the additional receivables as of June 30, 2016 , that will be received after August 31, 2016 .
11	Record the amount of the gross receivable. Round to the nearest dollar. Gross amounts should be keyed as a positive . For example, a business unit has additional gross receivables of \$300 that will be collected after August 31, 2016. The business unit 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 business unit has determined that \$75 of the \$300 is uncollectible. The business unit 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	This column is automatically calculated . It is the total of net receivables to be collected.
15	Record the amount of the net receivable calculated in step 13 that will be received after June 30, 2017 (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 the general ledger petty cash or travel advance accounts).”
16	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 cardinal fund to be reimbursed and the dollar amount in the second column.

Continued on next page

Comptroller’s Directive No. 1-16
Attachment 21
Receivables as of June 30

**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 receivables from other business units (inter-agency 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 five** questions in the second section:

Question 1: Ensure that the appropriate receivable has been reported for all modified and full accrual Federal payables owed as of June 30 in accordance with the **2016 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 29** that did not have the offsetting cash on hand (applicable to the specific grant) as of June 30 for each grant.

Since federal payables owed as of June 30 may be paid after this attachment is due, answer question 1 on the **Reconciliation** tab. If a business unit answers “No,” DOA will follow up with a supplemental submission requirement, which will be due at a later date.

Continued on next page

Comptroller's Directive No. 1-16
Attachment 21
Receivables as of June 30

Final instructions, continued

Question 2: 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.

Question 3: 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.

Question 4: Indicate whether any of the receivables reported on this attachment relate to pollution remediation.

Question 5: For business unit 72000 only, indicate if a receivable has been recorded for the Medicaid Cost Settlement.

**Fluctuation
explanation**

After all tabs have been completed, return to the **Receivables as of June 30** tab and complete any required variance explanations.
