

Comptroller’s Directive No. 1-16
Attachment 30
Adjustments

Purpose This attachment requires agencies to certify that **all adjustments to financial statement templates, other attachments, and/or supplemental information have been provided to DOA.**

This attachment is similar to the prior year’s Attachment 29.

Applicable agencies **All agencies must complete this attachment.**

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 e-mail.

Due date **October 6, 2016**

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 Att30. For example, agency 151 should rename its Attachment 30.xlsx file as 151Att30.xlsx.*

Submit the Excel spreadsheet electronically to finrept-agyatt@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.

***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).**

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**Revised
submissions
and revision
control log**

If an agency has identified required adjustments **subsequent** to DOA’s acceptance of the original submission, a revised attachment or supplemental information is required. The majority of attachments require the revision control log tab to be completed. Refer to the individual attachment instructions to determine the specific revision instructions.

Since Supplemental Information submissions do not have a revision control log tab, **all Supplemental Information revisions must include [Attachment 32, Supplemental Information – Revision Control Log](#)**.

Each time a revision is submitted the **Certification** tab should be updated with new signatures and dates.

Note: Agencies that submit several of the same attachment for different funds may use the comment box to specify which fund the revision was for.

Note: Agencies should **ONLY include revision information on the attachment. Please do not include any original submission information on this attachment.**

**Additional
requirements**

The agency must notify the individuals listed in the **Questions** section of this directive if significant adjustments are discovered after submitting this attachment to DOA.

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