

Component Unit Year-End Reporting Memorandum – FY 2016
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.

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 21, 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.**

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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.

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

Note*: If the entity 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).
