

Comptroller's Directive No. 2-16
Attachment HE-2a
Related Parties

Purpose

This attachment is to provide information regarding related parties. This attachment is similar to the prior year's Attachment HE-2a except the GASBS 65-HEI tab has been deleted. This attachment includes the following tabs:

- **Related Parties-HEI**
- **Related Parties-Foundations**

These tabs provide information regarding related parties and are needed by the Auditor of Public Accounts (APA) for audit planning purposes. This attachment should only be submitted to APA.

Applicable institutions

All institutions **must** complete this attachment.

Due date

July 18, 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-2a. For example, VCCS should rename the Attachment HE-2a.xlsx* file as VCCS Attachment HE-2a.xlsx*.

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

Submit the Excel file electronically ONLY to APA at:
APAFinRept@apa.virginia.gov.

Do not submit paper copies of this spreadsheet.

Note*: 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).

Attachment revisions

If attachment revisions are made subsequent to submission to APA, resubmit the revised attachment AND complete the Revision Control Log tab (RCL) in the attachment Excel file.

Enter the revision date, 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.

Each time a revision is submitted the Certification tab should be updated with new signatures and dates. Include "REVISED – date" in the subject line of the e-mail as well as in the file name.

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**Completing
Related
Parties tabs**

GASBS No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, modified the definition of a related party to incorporate relationships with related organizations, joint ventures, and jointly governed organizations. The **Related Parties-HEI** tab is to provide information regarding related organizations, joint ventures, jointly governed organizations, and any other party if either the HEI* or the other party can significantly influence the management or operating policies of the other. (Note: This excludes any foundation/entity** that is reported as a discrete component unit of the institution). The **Related Parties-Foundations** tab is to provide information regarding related organizations, joint ventures, jointly governed organizations, and any other party if either the foundations/entities** or the other party can significantly influence the management or operating policies of the other.

Related Parties-HEI tab: Institutions must answer the following question: Is your HEI* involved in a joint venture or a relationship with a related organization or a jointly governed organization? If yes, the name of the related party and the nature of the relationship as well as the estimated dollar amounts of FY 2016 transactions must be provided. Additional information may be requested, including year-end due to/from amounts, in a separate communication.

Note*: "HEI" includes the higher education institution and any blended component units.

Related Parties-Foundations tab: Institutions must answer the following question: Is any of the foundations/entities** involved in a joint venture or a relationship with a related organization or a jointly governed organization? If yes, the name of the foundation/entity**, name of the related party and the nature of the relationship as well as the estimated dollar amounts of FY 2016 transactions must be provided. Additional information may be requested, including year-end due to/from amounts, in a separate communication.

Note**: "Foundations/entities" include foundations/entities expected to be included in the Attachment HE-10, Financial Statement Template, as a discrete component unit of the HEI.

See definitions for related organizations, joint ventures, and jointly governed organizations in the next section.

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**Related
Parties tabs -
definitions**

Related organization: Related organizations are identified as a related organization because the primary government* appoints a voting majority of the board; however, it is not considered a component unit of the primary government because there is no financial benefit/burden relationship and the primary government is unable to impose its will on the organization as defined in GASBS No. 14. (Note*: The HEI is considered the primary government when completing the Related Parties-HEI tab. The foundations/entities are considered the primary government when completing the Related Parties-Foundations tab.)

Joint venture: GASBS No. 14 defines a joint venture as a legal entity or other organization that results from a contractual arrangement and that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility.

Jointly governed organizations: Per GASBS No. 14, states may create regional governments or other multigovernmental arrangements that are governed by representatives from each of the governments that create the organization. These organizations may appear similar to joint ventures – they provide goods or services to the citizenry of two or more governments – but many do not meet the definition of a joint venture because there is no ongoing financial interest or responsibility by the participating governments.

Refer to GASBS No. 14, *The Financial Reporting Entity*, for additional information regarding definitions.
