

Comptroller’s Directive No. 2-16
Attachment HE-9
Treasury’s Reimbursement Programs

Introduction

This attachment is to provide information on the following Department of Treasury (Treasury) Reimbursement Programs:

- Virginia College Building Authority (VCBA) 21st Century
- VCBA Equipment Trust Fund (ETF)
- General Obligation Bonds – 9b (GOB)
- Virginia Public Building Authority (VPBA)

For reporting guidelines on these programs, refer to the “Higher Education Institution Reporting Procedures” on DOA’s website at www.doa.virginia.gov. Click on the “Financial Statement Directives” link, and then click on “Higher Education Institution Reporting Procedures.” This attachment is similar to the prior year’s Attachment HE-9.

Applicable institutions

All institutions **must** complete this attachment.

Due date

September 8, 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.

Comptroller's Directive No. 2-16
Attachment HE-9
Treasury's Reimbursement Programs

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-9. For example, VCCS should rename the Attachment HE-9.xlsx* file as VCCS Attachment HE-9.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*: 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 DOA acknowledgement of receipt and acceptance of the original attachment submission, **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**.

Comptroller's Directive No. 2-16
Attachment HE-9
Treasury's Reimbursement Programs

Overview

The reporting guidelines for VCBA 21st, VCBA ETF, GOB, and VPBA are as follows:

- Due froms*: Unreimbursed expenses as of year-end (negative cash & payables)
- Revenue: Reimbursements from Treasury (plus accruals/less reversals)

Note *: The amounts reported by the higher education institutions (HEIs) and Treasury as due froms/due tos at year-end should agree. Any reimbursement requests processed by Treasury in July and August 2016 must be analyzed by HEIs to determine what amounts are for goods/services received on or prior to June 30, 2016. This should be the same amount as the year-end unreimbursed expenses (negative cash & payables). There could be some payables after the August cut-off related to these programs (i.e. retainage payable); however, there has to be a reasonable cut-off in order to ensure due froms/due tos reported in the Commonwealth's Comprehensive Annual Financial Report (CAFR) agree.

See the next section for a summary of the financial statement template line items.

Comptroller’s Directive No. 2-16
Attachment HE-9
Treasury’s Reimbursement Programs

Template line items

Below are the financial statement template line items.

Program	Financial statement template line items – Assets	Financial statement template line items – Revenue
VCBA 21 st Century	Due from Component Units (VCBA 21 st Century)	Revenue from VCBA (21 st Century)
VCBA ETF	Due from Component Units (VCBA ETF)	Revenue from VCBA (ETF)
GOB	Due from Primary Government (GOB)	Capital Contributions from Treasury (GOB)
VPBA	Due from Primary Government (VPBA)	Capital Contributions from Treasury (VPBA)

Even though Treasury administers these programs, the different line items represent the required presentation in the CAFR from Treasury’s perspective. VCBA and the higher education institutions (HEIs) are all reported as component units in the CAFR. In the CAFR, VCBA will report a Due to Component Units equal to the amounts reported by the higher education institutions as a Due from Component Units. The GOB and VPBA programs are reported in the CAFR as part of the primary government’s capital project funds. The capital project funds will report a Due to Component Units equal to the amounts reported by the higher education institutions as a Due from Primary Government. Due tos/froms reported in the CAFR must equal across all funds. All four programs are primarily used for capital asset/construction costs; however, since VCBA is a component unit, this revenue is reported on different financial statement template line items to identify revenue from another component unit.

Note: The Revenue from VCBA (21st Century) will be reported in the CAFR as Program Revenue – Capital Grants and Contributions. The Revenue from VCBA (ETF) will be reported in the CAFR as Program Revenue – Operating Grants and Contributions because this revenue may be spent on capitalizable and noncapitalizable items.

Comptroller’s Directive No. 2-16
Attachment HE-9
Treasury’s Reimbursement Programs

**Part 1 step 1:
cash basis
reimbursements
from Treasury**

Record the cash basis reimbursements from Treasury for all programs. Generally, cash basis reimbursements are reported on the Commonwealth’s Accounting and Reporting System (CARS) since CARS is the system of record for FY 2016 as follows:

VCBA 21st Century : Fund 0817/GLA 972
VCBA ETF: Fund 03xx/GLAs vary (depends on how HEI requests
the reimbursement to be reported on CARS)
GOB: Fund 0811/GLA 971
VPBA: Fund 0820/GLA 972

Treasury will prepare a summary of cash basis reimbursements by HEI and reimbursement program after CARS final close. This summary will be e-mailed to directive contacts after CARS close. The amounts reported on this attachment for Part 1-Step 1 must be reconciled to the amounts provided by Treasury. Any differences must be investigated and resolved prior to submitting the attachment to DOA.

**Part 1 step 2:
reverse prior
year’s “due
from” amounts**

Record the prior year’s “due from” amounts as a negative.

Note: If any amounts reported in Part 1 Step 2 are not the same as the amounts reported on last year’s template, an explanation must be provided in Part 2.

Comptroller’s Directive No. 2-16
Attachment HE-9
Treasury’s Reimbursement Programs

**Part 1 step 3:
accrue current
year’s “due
from” amounts**

Record the current year’s “due from” amounts based on the reporting guidelines as follows:

- Reimbursement requests* processed by Treasury on or before August 31, 2016, for unreimbursed expenses as of year-end (goods/services received on or prior to June 30, 2016); **and**
- Due dates on these reimbursement requests cannot be after August 31, 2016.

These reporting guidelines will require that reimbursement requests be submitted to Treasury by August 29. Also, since VCBA ETF reimbursement requests are first approved by the State Council of Higher Education for Virginia (SCHEV) before being sent to Treasury for processing, they must be submitted to SCHEV by August 24.

Note*: Treasury will require all reimbursement requests for July and August to identify the amounts that are for unreimbursed expenses as of year-end (goods/services received on or prior to year-end) versus those that are for current year activity. Treasury will summarize by reimbursement program and HEI the amount that should be reported as a “due from” based on an analysis of reimbursement requests Treasury processes in July and August 2016. This summary will be e-mailed to directive contacts and the HEI must reconcile Treasury’s amounts to the amounts reported for Part 1-Step 3. Any differences should be investigated and resolved prior to submitting the attachment to DOA.

**Part 1 step 4:
revenue**

The total of the following amounts should agree to the revenue that will be reported on the applicable financial statement template (FST) line item:

Cash basis reimbursements –FY 2016
Less: Reversal of prior year’s “Due from”
Add: Accrual of current year’s “Due from”
<hr/>
Total Revenue
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Comptroller’s Directive No. 2-16
Attachment HE-9
Treasury’s Reimbursement Programs

Part 1a:
Central Capital
Planning Fund
(fund 0965)
reimbursements

Part 1a is to indicate if any of the amounts reported in Part 1 Steps 1 & 3 for the VCBA 21st Century Program represent reimbursements for pre-planning or detailed planning costs previously paid from the Central Capital Planning Fund (fund 0965). If the answer is “yes” to this question, DOA may request additional information in a separate communication.

Note: The following is an example of how Central Capital Planning Fund reimbursements were reported on CARS during FY 2015. If a HEI had transactions in FY 2016 to reimburse the Central Capital Planning Fund, the answer to the question in Part 1a would be “yes.”

Agy or HEI #/Fund*	Debit	Credit
HEI #/Fund 0817	Expenditure	
HEI #/Fund 0817		Cash
HEI #/Fund 0965	Cash	
HEI #/Fund 0965		Expenditure
HEI #/Fund 0817	Cash	
HEI #/Fund 0817		Proceeds – Sale Revenue Bonds
HEI #/Fund 0965	Transfer out	
HEI #/Fund 0965		Cash
949/Fund 0965	Cash	
949/Fund 0965		Transfer in

Note*: Fund 0817 – VCBA 21st Century Bond Fund (bond fund)
Fund 0965 – Central Capital Planning Fund

The above entries created negative cash in the HEI’s bond fund by debiting expenditures for amounts that were previously reported in the HEI’s Central Capital Planning Fund. The HEI had to submit a request to Treasury to request reimbursement from bond proceeds to replenish the bond fund. In addition, the entries created cash in the HEI’s Central Capital Planning Fund and this cash was transferred to agency 949/fund 0965 to reimburse the Central Capital Planning Fund.

Part 2 -
comparison of
prior year
amounts

Select the institution’s acronym and prior year balances reported for Treasury’s reimbursement programs will appear. This will compare the prior year amounts reported in Part 1 – Step 2 to the prior year balances reported on the FY 2015 financial statement template. There should be no differences unless there are restatements. An explanation must be provided for any restatements.

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