Instructions for Indirect Cost Recovery
(Revenue Source Codes 09070, 09071, 09076 & 09077) Verification
Attachment K

Purpose

To certify to DOA that the agency's total General and Special Revenue Fund Indirect Cost Recovery balances agree in total to those recorded in the Federal Fund (1000) and the applicable American Recovery and Reinvestment Act (ARRA) Funds.

Applicable Agencies

All agencies are required to complete and submit this attachment except as noted below:

Institutions of Higher Education that record indirect cost recoveries in the Higher Education Fund 03 and are not subject to CAPP Topic Section 20705, "Indirect Cost Recovery." Indirect cost recoveries recorded according to this CAPP Section are reconciled in Attachment K.

Tier III Institutions are **not** required to complete this attachment.

Due Date

Must be **RECEIVED** at DOA by 5:00 p.m. on Friday, **July 16, 2010.**

Form Instructions

Be sure to complete the agency code and contact information on Part A of the workbook **and** all applicable shaded areas on all worksheets.

Please note that each attachment page is on an individual worksheet within the workbook. Using the "Tab" key will allow easy navigation between all required fields.

Procedures

Part A: Certify the revenue source codes (09070, 09071, 09076 and 09077) balances for each fund/fund detail.

Part B: Revenue source codes must be individually reconciled, with reconciling items identified. If the agency has any outstanding reconciling items, the agency should prepare ATV's to adjust balances. The totals for all funds per the agency's records must agree with the CARS final close reports.

If additional entries are required, please insert rows to the spreadsheet. To do this, go to the cell where the row will be inserted, then, on the menu bar, click **Insert,** then, click **Rows**.

Submission Requirements

After downloading the files, rename the spreadsheet using the agency number followed by Att K. For example, agency 997 should rename the Attachment K.xls as 997AttK.xls.

In the prepared by and approved by fields, complete the appropriate blanks for the name, title and date. This certifies that the information contained in the attachment is accurate and correct to the best of the knowledge of the signatories.

The Fiscal Officer must review and approve the information contained in the attachment prior to submitting it to DOA.

Submit the workbook **electronically** to **penny.williams@doa.virginia.gov.**

DOA Contact Penny B. Williams, Indirect Cost Coordinator
Tel.: (804) 225-3804
Email: **penny.williams@doa.virginia.gov**