Comptroller's Directive No. 1-05
Attachment HE-6
Federal Schedules

Purpose

This attachment is used to provide DOA with the Federal Schedules needed to prepare the statewide **Schedule of Expenditures of Federal Awards (SEFA)** for the Single Audit Report.

The Single Audit Report is required for compliance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.

This attachment is similar to prior year Attachment HE-6.

Applicable agencies and requirements

All institutions must submit the Attachment file to DOA to certify **whether or not** the institution received or disbursed Federal funds in FY 2005. **Each institution must report its DUNS number as well as its EIN number on the Attachment file. This is a new requirement. DUNS number information is available at www.smallbusiness.dnb.com**. Contact Rob Meinhard at (804) 371-7807 or by E-mail at rob.meinhard@doa.virginia.gov if you have questions.

If the institution received or disbursed Federal funds in FY 2005, the institution is **REQUIRED TO USE** the files listed below.

- Template – used to prepare the applicable federal schedules
- Reconciliation – used to reconcile the Schedule of Expenditures of Federal Awards to the institution's accounting system.

Due date

September 1, 2005

Submission requirements/ templates

Contact DOA if the institution has any problems with the files.

After downloading the files, rename the files using the institution number followed by the identifying file name. For example, institution 207 should rename the Attachment file, Template file, and Reconciliation file as follows:

Note: **DO NOT** rename the tab names in the excel files.

207AttHE-6.doc (Attachment File)
207federal schedules.xls (Template File)
207recon-he.xls (Reconciliation File)

DOA will not accept any Federal schedules that are not in the formats required by this Directive. Institutions that fail to use the required formats will be asked to resubmit the schedules to DOA and will be cited for noncompliance in the *Report on Statewide Financial Management and Compliance (Quarterly Report)*. *Noncompliance with the Directive could adversely affect an institution's ability to meet management standards.*

Submit the files electronically to finrept@doa.virginia.gov.

Copy the APA via E-mail to: APAFinRept@apa.virginia.gov.

Do not submit paper copies of the attachment.

Attachment revisions

Entities that believe revisions are necessary to the federal schedules after the initial submission to DOA must contact Penny Williams **BEFORE** sending the revisions to DOA. See the Questions section below for contact information.

Resolution of prior year findings

Institutions will be required to submit information regarding resolution of prior year audit comments to the Comptroller. Specific reporting requirements and due dates will be forthcoming. Direct questions to Rob Meinhard, State Accounts Receivable Coordinator, at (804) 371-7807 or E-mail at **rob.meinhard@doa.virginia.gov**.

Questions

If the institution has any further questions about preparing the Federal schedules, contact Penny Williams, Indirect Cost Coordinator, at (804) 225-3804 or E-mail at **penny.williams@doa.virginia.gov**.

Federal schedules.xls template

The federal schedules.xls workbook includes five tabs with each tab representing a different federal schedule within the workbook. The tabs are located at the bottom of the screen. Clicking once on the desired tab will allow you to get to a specific federal schedule. An overview of the five tabs and what should be reported on each tab is discussed in the next section.

Note: The Other Assistance tab has been eliminated. Amounts related to unknown CFDA numbers were reported on this tab in prior years. Institutions are now required to report amounts related to unknown CFDA numbers on the appropriate tab(s).

Overview of federal schedules

All expenditures made from funds received directly from the Federal Government and federal expenditures/disbursements reported on all other tabs, **EXCEPT for the expenditures reported on the RECEIVED FROM NONSTATE tab**, should be reported on the SEFA tab. **This distinction is made because expenditures reported on the RECEIVED FROM NONSTATE tab are classified as "Indirect" expenditures in the Statewide report and all other expenditures/disbursements are classified as "Direct" expenditures**.

Therefore, federal expenditures and/or disbursements reported on the SEFA tab plus the total federal expenditures and/or disbursements reported on the RECEIVED FROM NONSTATE tab should equal total federal expenditures for the institution. The individual tabs are discussed below:

1. RECEIVED FROM STATE tab – pass-through funds received from other state agencies/institutions should be reported on this tab. **ANY EXPENDITURE MADE FROM THESE FUNDS SHOULD BE INCLUDED ON THE SEFA TAB**.

2. RECEIVED FROM NONSTATE tab – pass-through funds received from Non-state entities (**See definition of Non-state entities on page 5)** and expenditures made from the funds received should be reported on this tab. **EXPENDITURE AMOUNTS REPORTED ON THE RECEIVED FROM NONSTATE TAB SHOULD NOT BE INCLUDED ON THE SEFA TAB. THIS IS A CHANGE FROM THE PRIOR YEAR.**

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Overview of federal schedules (continued)

3. DISBURSED TO STATE tab – pass-through funds disbursed to other state agencies/institutions should be reported on this tab. **THESE DISBURSEMENTS SHOULD ALSO BE INCLUDED ON THE SEFA TAB**.

4. DISBURSED TO NONSTATE tab – pass-through funds disbursed to non-state entities should be reported on this tab. **THESE DISBURSEMENTS SHOULD ALSO BE INCLUDED ON THE SEFA TAB**.

5. SEFA tab – all expenditures/disbursements made by the institution, **except for expenditures reported on the RECEIVED FROM NONSTATE tab**, should be included on this tab.

Important Items-General

- Use the **cash basis** of accounting.
- The spreadsheets in the federal schedules.xls and recon-he.xls **are designed so that you only need to fill in the yellow highlighted cells.**
- Enter **whole dollar amounts** in all files to prevent rounding errors.
- If N/A appears in any cell you have keyed, you have entered invalid data and you should recheck what has been keyed.

Important Items-Federal schedules template

- If the CFDA number is entered and the incorrect Federal Program Name or Federal Program Grantor Name appears on any spreadsheet, **and you have verified the CFDA number is correct by checking the www.cfda.gov website**, please contact Penny Williams at (804) 225-3804 or E-mail at **penny.williams@doa.virginia.gov** for assistance.
- Unknown CFDA numbers are those numbers where the Federal grantor is known but the CFDA number is unknown. You must include the first two digits of the CFDA number. (For example, 10.000 would be used if the Federal Grantor is the U.S. Department of Agriculture, but the CFDA number is unknown.)
- **A column titled "Program Name - Unidentified CFDA Number" has been added to each tab in the Federal Schedules.xls file. Enter the program name (if known) in the new column if N/A appears in the program name column when the known and verified CFDA number is entered**.

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Important Items-Federal schedules template (continued)

- Use "@" to indicate research and development (R & D) expenditures on any spreadsheet tab applicable. CFDA numbers that have **both** R & D expenditures and expenditures other than R & D should be listed on the appropriate tab two times: once **with** the "@" to identify the R & D expenditures, and once **without** the "@" to identify the expenditures other than R & D.
- Running totals are located on each spreadsheet tab.
- Do not use "-"(dashes) to represent $0.00. You must use the number "0".
- Do not leave blank rows between rows of information within the spreadsheets when keying in data.
- The Federal Government is **not** a **Non-state entity.** **Non-state entities** are counties, cities, towns, local governments, local governmental authorities, regional governmental authorities, public or private foundations, institutes, museums, and corporations or similar organizations which are not units of State government or political subdivisions of the Commonwealth as established by general law or special act. (**DO NOT** report disbursements to or receipts from the Federal government on the **Disbursed to Non-state Entities** and/or **Received from Non-state Entities** tabs.
- Pass-through disbursements to State or non-state entities should be reported as expenditures on the appropriate tab(s). **Do not eliminate any pass-through disbursements**. DOA eliminates pass-through transactions at a statewide level.
- Include indirect cost recoveries as expenditures on the SEFA tab.
- Refunds of Federal revenue should **not** be reported on any of the Federal Schedules.
- Combine grant expenditures and program income expenditures to report the total expenditures for each Catalog of Federal Domestic Assistance (CFDA) number.
- Add the value of nonmonetary disbursements to the monetary expenditures to determine the total expenditures for CFDA numbers that have both monetary and nonmonetary disbursements. **If the institution has nonmonetary disbursements, contact the individual listed in the Questions section on page 2**.
- Use the hard copy or on-line (**www.cfda.gov**) version of the Catalog to verify the CFDA numbers and program names.

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Important Items-Federal schedules template (continued)

- **Do not use CFDA number 00.000**. Contact the entity that provided the funds to determine the correct and complete CFDA number. At a minimum, each entity is required to identify the Federal grantor agency with the first two digits of the CFDA number (i.e., 10.000, 93.000).
- Do not report the expenditure detail for different grants within one CFDA number on the schedules. Instead, sum the expenditures and report the total expenditures for each CFDA number.
- OMB Circular A-133 defines research and development "as all research activities, both basic and applied, and all development activities that are performed by a non-profit organization."

  - Research is a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development.
  - Development is the systematic use of knowledge gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

Important Items-Pass-through schedules

Do not include payments to vendors under contract for the purchase of goods and services on the pass-through schedules.

The medium through which payment is rendered (IAT, check, etc.) does not determine whether the relationship is vendor or subrecipient.

A **subrecipient** is "any person or government department, agency, or establishment that receives Federal financial assistance to carry out a program through a State or Local government, but does not include an individual that is a beneficiary of such a program."

Consider the following characteristics to identify a subrecipient or vendor relationship.

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Important Items-Pass-through schedules (continued)

SUBRECIPIENT

- Determines who is eligible to receive Federal financial assistance.
- Has its performance measured by meeting the objectives of the Federal program.
- Has responsibility for programmatic decision making.
- Has responsibility for adherence to applicable Federal program compliance requirements.
- Uses the Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.

VENDOR

- Provides the goods and services within normal business operations.
- Provides similar goods or services to many different purchasers.
- Operates in a competitive environment.
- Provides goods or services that are ancillary to the operation of the Federal program.
- Is not subject to compliance requirements of the Federal program.

DOA strongly encourages communication between entities exchanging Federal pass-through funds. Such communication ensures consistent reporting and reduces the time required for statewide compilation and audit. Contact Penny Williams at DOA if the institution needs assistance with identifying the Federal contacts at other agencies.

DOA will perform a variance analysis for pass-through funds received and pass-through funds disbursed among State agencies / institutions. DOA will investigate significant variances, and **State agencies / institutions will be required to explain these variances IN WRITING by a due date to be determined in future communications.**

Important Items- Reporting loan programs

Report loan programs using criteria in the following table.

If the loan program is…	Then Federal Expenditures should be…
Campus based loan program (Perkins - #84.038, Health Professions Loans - #93.342, Nursing Student Loans - #93.364)	Loans receivable balances at year-end plus any administrative costs recovered.
Non-campus based loan program (Federal Family Education Loans - #84.032, Federal Direct Student Loans - #84.268, and #93.108 – Health Education Assistance Loans)	Value of loans disbursed during the fiscal year. Be sure to include subsidized and non-subsidized loan balances. Include PLUS loan balances if the university is the eligible lender (instead of the bank).
College Facilities Loan (#84.142)	Outstanding balances of loans payable at year-end.
Capitalization Grants for State Revolving Funds (#66.458) and Capitalization Grants for Drinking Water State Revolving Fund (#66.468)	Distributions to the Virginia Resources Authority for subsequent disbursements to subrecipients and administrative costs recovered.
Economic Adjustment Assistance Program (#11.307)	Cash on hand and outstanding balance of loans receivable from subrecipients at year-end.

Preparing the federal schedules.xls template; RECEIVED FROM STATE tab

The **Received from State tab** identifies Federal assistance disbursed from other State agencies / institutions and received by the institution in a subrecipient relationship. The Federal assistance is listed by CFDA number and by State grantor agency / institution. **The Other Assistance tab has been eliminated. Report amounts related to unknown CFDA numbers that were received from state agencies/institutions on this tab and expenditures made from these funds on the SEFA tab.**

Instructions for preparing the **Received from State tab** are in the following table.

Step	Action
1	Click on the RECEIVED FROM STATE tab. Enter your institution number in cell B2 (the first yellow highlighted cell). After you type in the institution number, hit enter and your institution name should appear in cell B1, the cell directly above "agency number". The institution number and title are linked to the remaining tabs. Make sure your institution number appears on all other spreadsheets. **ONLY include federal money received from a Virginia state agency/institution.**
2	In Column B, enter the State agency / institution number for the agency / institution that disbursed Federal pass-through funds to your institution beginning on line 8. **Fill in one line for each grantor agency/institution and CFDA.** When you hit enter, your institution number should appear in Column A, and the grantor state agency / institution name should appear in Column C. Please ensure that the correct agency / institution names appear to ensure you have keyed the correct agency number.
3	Key the CFDA numbers in numerical order in Column D. As each CFDA number is keyed, hit enter. The federal program name will appear in Column E. Please ensure this is the name of the program under which the funds were received. Report each CFDA number only **once** on the schedule **unless** the CFDA number has **both** research and development (R & D) expenditures and expenditures other than R & D. Key "@" in Column G to indicate R & D expenditures.

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Preparing the federal schedules.xls template; RECEIVED FROM STATE tab (continued)

Step	Action
4	In Column F, enter the total amount of pass-through funds received from other State agencies/institutions. Use the cash basis or the value of nonmonetary assistance to report these receipts. **Expenditures made from these funds should also be included on the SEFA tab**.
5	**A column titled "Program Name - Unidentified CFDA Number" has been added to each tab in the Federal Schedules.xls file. Enter the program name (if known) in the new column if N/A appears in the program name column when the known and verified CFDA number is entered**.

Preparing the federal schedules.xls template; RECEIVED FROM NONSTATE tab

The **Received from Nonstate tab** identifies Federal assistance disbursed from non-state entities and received by the institution in a subrecipient relationship. **Also, this tab identifies the Federal expenditures made from the pass-through funds received from the non-state entities.** (See page 5 for the definition of non-state entities.) The Federal receipts and disbursements are listed by CFDA number **and** by non-state entity name. **The Other Assistance tab has been eliminated. Report amounts related to unknown CFDA numbers that were received from non-state entities and the related expenditures made from the pass-through funds received on this tab. DO NOT report expenditures made from the pass-through funds received from non-state entities on the SEFA tab.**

DO NOT ABBREVIATE THE NON-STATE ENTITY NAMES. DOA WILL NOT ACCEPT TEMPLATES THAT CONTAIN ABBREVIATIONS.

Instructions for preparing the **Received from Nonstate tab** are in the following table.

Step	Action
1	**Click on the RECEIVED FROM NONSTATE tab.** Do not enter the institution number and name. This information is linked to the **RECEIVED FROM STATE** tab. ONLY include federal money received by your institution from a non-state entity on this tab. **The Federal Government is not a non-state entity.**

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Preparing the federal schedules.xls template; RECEIVED FROM NONSTATE tab (continued)

Step	Action
2	Fill in the non-state entity grantor name **(DO NOT USE ABBREVIATIONS)** in Column B beginning on line 8. As each entity is keyed, hit enter. Your institution number will appear in Column A. **Fill in one line for each non-state entity grantor and CFDA.**
3	Key the CFDA numbers in numerical order in Column C. As each CFDA number is keyed, hit enter. The federal program name will appear in Column D. Please ensure this is the name of the program under which the funds were received. Report each CFDA number only **once** on the schedule **unless** the CFDA number has **both** research and development (R & D) expenditures and expenditures other than R & D. Key "@" in Column G to indicate R & D expenditures.
4	In Column E, enter the total dollar amount of Federal pass-through funds received from non-state entities for each CFDA number. Use the cash basis or the value of nonmonetary assistance to report the receipts.
5	In Column F, enter the total dollar amount of Federal expenditures made from the pass-through funds received from non-state entities. Enter a zero if no funds were expended, and report negative amounts if applicable. **Expenditures/disbursements made from these funds should NOT be reported on the SEFA tab**.
6	**A column titled "Program Name - Unidentified CFDA Number" has been added to each tab in the Federal Schedules.xls file. Enter the program name (if known) in the new column if N/A appears in the program name column when the known and verified CFDA number is entered**.

Preparing the federal schedules.xls template; DISBURSED TO STATE tab

The **Disbursed to State tab** identifies Federal assistance disbursed from the institution to subrecipient State agencies / institutions. The Federal disbursements are listed by CFDA number and by State receiving agency / institution. **The Other Assistance tab has been eliminated. Report amounts related to unknown CFDA numbers that were disbursed to state agencies/institutions on this tab. These amounts should also be included on the SEFA tab.**

Instructions for preparing the **Disbursed to State tab** are in the following table.

Step	Action
1	Click on the DISBURSED TO STATE tab. Do not enter the institution number and name. This information is linked to the **RECEIVED FROM STATE** tab**. ONLY include federal money disbursed from your institution to a Virginia state agency/institution on this tab.**
2	In Column B, enter the **State** agency / institution number for the agency / institution to which the institution disbursed Federal pass-through funds beginning on line 8. **Fill in one line for each grantor agency/institution and CFDA.** When you hit enter, your institution number should appear in Column A, and the subrecipient state agency / institution name should appear in Column C. Please ensure that the correct agency / institution names appear to ensure you have keyed the correct agency / institution number.
3	Key the CFDA numbers in numerical order in Column D. As each CFDA number is keyed, hit enter. The federal program name will appear in Column F. Please ensure this is the name of the program under which the funds were received. Report each CFDA number only **once** on the schedule **unless** the CFDA number has **both** research and development (R & D) expenditures and expenditures other than R & D. Key "@" in Column E to indicate R & D expenditures.

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Preparing the federal schedules.xls template; DISBURSED TO STATE tab (continued)

Step	Action
4	In Column G, enter the total amount of pass-through funds disbursed to other State agencies / institutions. Use the cash basis or the value of nonmonetary assistance to report the disbursements. **These disbursements should also be included on the SEFA tab**.
5	**A column titled "Program Name - Unidentified CFDA Number" has been added to each tab in the Federal Schedules.xls file. Enter the program name (if known) in the new column if N/A appears in the program name column when the known and verified CFDA number is entered**.

Preparing the federal schedules.xls template; DISBURSED TO NONSTATE tab

The **Disbursed to Non-state tab** identifies Federal assistance disbursed from the institution to subrecipient non-state entities. (See page 5 for the definition of non-state entities.) The Federal disbursements are listed by CFDA number only. Do not report the names of the non-state entities. **The Other Assistance tab has been eliminated. Report amounts related to unknown CFDA numbers that were disbursed to non-state entities on this tab. These amounts should also be included on the SEFA tab.**

Instructions for preparing the **Disbursed to Non-state Entities tab** are in the following table.

Step	Action
1	Click on the DISBURSED TO NONSTATE tab. Do not enter the institution number and name. This information is linked to the **RECEIVED FROM STATE** tab**. ONLY include federal money disbursed from your institution to a non-state entity on this tab.**

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Preparing the federal schedules.xls template; DISBURSED TO NONSTATE tab (continued)

Step	Action
2	Key the CFDA numbers in numerical order in Column B beginning on line 8. **Fill in one line for each CFDA number.** As each CFDA number is keyed, hit enter. Your institution number will appear in Column A, and the federal program name will appear in Column C. Please ensure this is the name of the program under which the funds were received. Report each CFDA number only **once** on the schedule **unless** the CFDA number has **both** research and development (R & D) expenditures and expenditures other than R & D. Key "@" in Column E to indicate R & D expenditures.
3	In Column D, enter the total amount of Federal pass-through funds disbursed to non-state entities for each CFDA number. Use the cash basis or the value of nonmonetary assistance to report the disbursements. **These disbursements should also be included on the SEFA tab**.
4	**A column titled "Program Name - Unidentified CFDA Number" has been added to each tab in the Federal Schedules.xls file. Enter the program name (if known) in the new column if N/A appears in the program name column when the known and verified CFDA number is entered**.

Preparing the federal schedules.xls template; SEFA tab

The **SEFA tab** should include all federal expenditures/disbursements, except for the expenditures/disbursements reported on the **RECEIVED FROM NONSTATE tab.** **The Other Assistance tab has been eliminated. Report all expenditure/disbursement amounts related to unknown CFDA numbers on this tab except those expenditures/ disbursements reported on the RECEIVED FROM NONSTATE tab.**

Instructions for preparing the **SEFA tab** are in the table below.

Step	Action
1	Click on the SEFA tab. Do not enter the institution number and name. This information is linked to the **RECEIVED FROM STATE** tab.
2	In Column C, type in the appropriate CFDA number beginning on line 8. Hit Enter. Your institution number should automatically appear in Column A. The appropriate Federal grantor agency should automatically appear in Column B, and the Federal program name should automatically appear in Column E. Report each CFDA number only **once** on the schedule **unless** the CFDA number has **both** research and development (R & D) expenditures and expenditures other than R & D. Key "@" in Column D to indicate R & D expenditures.
3	Report all Federal disbursements in Column F, except expenditures/disbursements reported on the **RECEIVED FROM NONSTATE tab**.
4	**A column titled "Program Name - Unidentified CFDA Number" has been added to each tab in the Federal Schedules.xls file. Enter the program name (if known) in the new column if N/A appears in the program name column when the known and verified CFDA number is entered**.
5	Ensure the Federal program name is consistent throughout all applicable worksheets. If the name is unknown, use Other Assistance as the program name.

Reconciliation of the Schedule of Expenditures of Federal Awards

The **Reconciliation of the Schedule of Expenditures of Federal Awards** reconciles the expenditures reported on the **SEFA tab** plus the expenditures reported on the **Received from Nonstate tab** to the amount of Federal expenditures recorded on the institution's accounting system.

Incomplete or improper **Reconciliations of the Schedule of Expenditures of Federal Awards** will be returned to the institution. **The institution will be asked to resubmit the reconciliation and will be cited for noncompliance in the *Report on Statewide Financial Management and Compliance (Quarterly Report)*. Noncompliance with the Directive could adversely affect an institution's ability to meet management standards.**

Preparing the recon-he.xls template for accounting system

Instructions for preparing the **Reconciliation of the Schedule of Expenditures of Federal Awards** to the institution's accounting system are in the following table.

Step	Action
1	Open the recon-he.xls file.
2	Enter the institution number, contact information, and date completed in the applicable cells highlighted in yellow.
3	The institution name will automatically be entered in cell C2 once the institution number has been entered in cell C1.
4	In cell E11, enter the total Federal Expenditures amount as reported on the **SEFA tab.**
5	In cell E12, enter the total Federal Expenditures amount as reported on the **Received from Nonstate tab.**
6	In cell E16, enter the total Federal expenditures recorded in the institution's accounting system.
7	The difference between the expenditures as reported on the **SEFA tab plus the expenditures reported on the Received from Nonstate tab** and the expenditures in the institution's accounting system will be calculated in cell E19. **This difference should be completely reconciled before submission to DOA.**
8	Begin reconciling items on line 22.

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Preparing the recon-he.xls template for accounting system (continued)

Step	Action
9	Enter a brief description for each reconciling item in Column A. Enter the dollar amount in Column E. See the following examples: Cash Basis AJE For Perkins loan program $XXX Nonmonetary disbursements $XXX Indirect Costs $XXX (The institution may or may not have the reconciling items listed above.)
10	The sum of the reconciling items must equal the difference between the expenditures on the **SEFA tab** plus the expenditures on the **Received from Nonstate tab** and the expenditures in the institution's accounting system (cell E19). **If these amounts do not equal, further investigation is required because DOA will not accept incomplete or improper reconciliations.**
11	Do not send the supporting documents for the reconciliations to DOA. Only submit the reconciliations to DOA. A copy of the reconciliation and all supporting documents should remain at the institution for potential APA review.