



# COMMONWEALTH of VIRGINIA

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**June 28, 2016**

**TO:** Agency Fiscal Officers & CAPP Manual Users

**FROM:** Amanda Morris, Assistant Director

**SUBJECT:** Commonwealth Accounting Policies and Procedures (CAPP) Manual—  
Update No. 150 / Finance and Administration and Cardinal

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**Two Topics  
Revised**

**Two topics related to Financial Management are included in this Update. Note that the changes to the topic are highlighted in BLUE within the document and will remain highlighted.**

**10205—Agency Response to APA Audit (Effective 7/1/16)**

**Some of the key changes to this topic include:**

- **All responses submitted to DOA must use a standard Excel file format, provided in the Topic.**
  - **All follow-up responses, after the initial 30-day response, are due at the end of a standard quarter: March 31, June 30, September 30, and December 31.**
  - **Contact/submission email addresses have been updated for both APA and DOA.**
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**A complete managerial review was performed for this Topic.**

**70210—Cardinal CAPP Topic for Interfaces (Effective 7/1/16)**

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**Status  
Summary  
Sheet**

An updated *Status Summary Sheet* is shown on our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

[http://www.doa.virginia.gov/Admin\\_Services/CAPP/Status\\_Summary.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf)

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**DOA's CAPP  
Manual  
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