CMIA INSTRUCTIONS
(Rev 8-2017)
for
STATE FY
2017

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GENERAL REQUIREMENTS

For CMIA interest calculation purposes, Fiscal Officers responsible for pre-issuance funded program components must calculate and report the dollar-weighted days from the deposit date(s) of federal funds to the related expenditure recording date(s) in CARS or Cardinal by using the Excel Workbook called "WORKBOOK 2017."

Save the attached Workbook 2017 to your hard drive by renaming it as follows, Agency # - CFDA# - Workbook 2017 (example: 262-84.126-Workbook 2017), and make an electronic copy for each program component for which you are required to report interest calculations and/or refund transactions. Return completed Workbooks for each program component to DOA as email attachments to Robert Eddleton, Assistant Director, at bobby.eddleton@doa.virginia.gov by **September 22, 2017**.

AUTOMATED SAMPLE SIZE CALCULATION

If the program component has less than 30 deposits for the year, <u>all</u> the deposits must be reported. If you report 100% of your deposits, report them in ascending date order. Whenever there are more than 30 deposits during the year, you have the option of entering 100% of your deposits; however Worksheet One also calculates the statistically correct number of deposits required for you to randomly sample the total number of deposits. To take advantage of this potential time saver, you must enter your total number of deposits in **Cell E-11** of Worksheet One and then <u>randomly select</u> your first 30 deposits and enter these into the worksheet.

Worksheet One will then automatically calculate the statistically required sample size. The calculated required sample size is shown below the total line for deposit Number 30 on Worksheet One. Continue to enter randomly selected deposits in Worksheet One until the required sample size is reached. If you do choose to sample, please document your method of random selection for audit purposes. One method for random sampling would be to use a random number generator such as the one located at http://www.random.org/integers/.

PROGRAM COMPONENT PROFILE (PCP)

The Program Component Profile (PCP) reports annual revenue and expenditures by type of expenditure, CMIA staff hours and other data pertaining only to the specific program component. Save the attached "PCP 2017 to your hard drive by renaming it as follows, **Agency # - CFDA# - PCP 2017** (example: 262-84.126-PCP 2017), and prepare a Program Component Profile (PCP) for each direct cost program component that requires interest calculations. To place an "X" in the Yes, No or N/A boxes while online, double click in the desired box (yes, no or N/A) and select "Checked" in the Default Value and "Check box enabled" in Bookmark. Follow these steps for each Yes, No or N/A box. The Fiscal Officer must sign each PCP. Signed copies of the PCP(s) can be sent through U.S. mail, by inter-office mail, or as a PDF attachment to the return email.

WORKSHEET ONE DETAILS

1. Enter the data for each deposit selected on Worksheet One for the State Fiscal Year ended June 30, 2017 (SFY 2017). **For interest calculation purposes, federal deposits in SFY 2017 are defined as those deposits in SFY 2017 having all related expenditures in SFY 2017.** At the top of Worksheet One in the spaces provided, fill in the Agency Name, Agency Number, CFDA Number, Program and Component Names, and the Name and Phone Number of the preparer, and enter **the total number of deposits received during the year in Cell E-11**. An example of a completed deposit is shown on rows 15 through 23 at the top of Worksheet One. Totals for each deposit are shown below the data entry portion for the deposit and expenditure(s).

2. Column (A) shows the sequence number of each deposit.

3. In Column (B), enter the Deposit Document Number.

4. In Column (C), enter the Deposit Amount in dollars and cents.

5. In Column (D), enter the total dollar amount of (a) refund transactions equal to or greater than $50,000 that were used to offset the Deposit Amount in Column (C), and/or (b) other adjustments (other than refund transactions less than $50,000). Explain your adjustments in Column (L). Enter the deposit date of the offsetting refund transaction in the cell two rows below the dollar amount.

6. Column (E) automatically calculates the deposit plus offsetting refunds and/or other adjustments to determine the amount available for expenditure(s).

7. In Column (F), enter the Bank Deposit Date from the Deposit Document.

8. In Column (G), enter related daily expenditures *using a separate row for each daily total* that an expenditure was recorded in CARS or Cardinal. **Note:** The total of the deposit plus refunds, and/or other adjustments in Column (E) should equal the total of all related daily expenditures in Column (G).

9. In Column (H), enter the related CARS or Cardinal Expenditure Recording Date(s).

10. Column (I) automatically calculates the number of days from the Deposit Date in Column (F) to the Expenditure Recording Date in Column (H).

11. Column (J) automatically calculates the percentage total for each daily expenditure in Column (G). The total of these rows is 1.00 (or 100%) as shown automatically in the total row for the deposit.

12. Column (K) automatically calculates the dollar weighted average days held from the Deposit Date to the CARS or Cardinal Expenditure Recording Date for each daily expenditure in Column (G).

13. Use Column (L) to explain your refunds and/or adjustments shown in Column (D) and to explain any differences between the totals in Column (E) and Column (G).

REFUND INSTRUCTIONS

A refund transaction for CMIA is defined as a single deposit of one or more refund checks, or electronic refund payments, that are deposited to a State account on the same deposit document. Section 8.4.1 of the Treasury-State Agreement excludes refunds below a $50,000 transaction threshold from interest calculations, therefore only refunds of $50,000 or more should be included in Worksheet One.

In Column (D) of Worksheet One, please identify all refund transactions of $50,000 or more that were used to offset a subsequent federal deposit. Enter the deposit date of the offsetting refund transaction in the cell two rows below the dollar amount.

Refund transactions of $50,000 or more that were returned directly to the federal government (i.e., not used to offset a subsequent deposit) should be reported on a separate worksheet showing the dollar amount, the date of deposit, and the date it was returned to the federal government. Request this worksheet from Robert Eddleton, Assistant Director, at bobby.eddleton@doa.virginia.gov. Refund transactions below $50,000 are **not** subject to interest calculations, and therefore should **not** be included on Worksheet One **nor** on a separate worksheet.

SIGNIFICANT FEDERAL DELAYS NOT CAPTURED ELSEWHERE

Under the provisions of §3.6 of the Treasury-State Agreement (TSA), agencies must document and report all significant Federally caused funding delays *regardless of the funding technique*. This includes federally caused delays of pre-issuance funded deposits that were *not captured in the sampling process for interest calculations.*

Federally caused delays in Pre-issuance funded program components are considered significant if they were deposited **ten or more days** after the intended deposit date for a pre-issuance funded program component.

Federally caused delays in program components using interest neutral funding techniques are considered significant if they were deposited **one or more days** after the intended deposit date.

To report significant federal delays please attach an excel spreadsheet to your return email. You must include the date that the late deposit was requested, the intended date of deposit, the actual date of the deposit, the amount of the request, the amount of the deposit, and the reason for the federal delay. Also identify the CFDA number, grant award, or supplemental award, and the name, title and phone number(s) of the Federal and State Agency contact person(s). Please report any federal delays to Robert Eddleton by September 22, 2017.