

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Purpose

The purpose of this attachment is as follows:

- Identify ALL **expenditures** (Accounts 50xxxxx), **including** federal expenditures, recorded on Cardinal for nonexchange transactions that do not meet the recognition requirements as defined in **GASBS No. 33** and must be reclassified.
- Identify **revenue** (Accounts 40xxxxx), **excluding** federal revenue, recorded on Cardinal for nonexchange transactions that does not meet the recognition requirements as defined in **GASBS No. 33** and **GASBS No. 36** and must be reclassified. The federal revenue is analyzed on **Attachment 27, GASBS No. 33** Federal Fund Analysis – Non-reimbursement Grants.
- Identify **GASBS No. 33** transactions not recognized because they were not measurable.

Refer to **GASBS No. 33**, **GASBS No. 36**, **GASBS No. 65**, and the **GASBS No. 33 Nonexchange Transactions Overview** section of **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**, which can be found on DOA’s website at **www.doa.virginia.gov**. Click on the “Financial Statement Directives” link.

This attachment is similar to prior year’s Attachment 16.

Applicable agencies

All agencies with revenues and expenditures on Cardinal for those funds that are not included in the agency submitted financial statement templates.

Questions

For questions or to request detailed training from an analyst, please contact: **AttachmentAnalyst@doa.virginia.gov**.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 10, 2017

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Data entry

Only cells highlighted in yellow allow for data entry. Error messages in cells are intended to alert preparers that established parameters are not being followed. **Failure to correct Errors or provide answers to all required questions prior to submission will prohibit acceptance of the attachment. Selected cells requiring a response will be populated with an “Answer Required” message until a response is entered.**

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 all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

**Submission
requirements**

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

After downloading the files, rename the spreadsheet file using the agency number followed by Att16. For example, agency 151 should rename its Attachment 16.xlsx file as 151Att16.xlsx.*

Submit these Excel spreadsheets electronically to finrept-agyatt@doa.virginia.gov.

Please include **Agency Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of the Excel attachment.

For your convenience, the contact information in all but the first tab in each attachment/template has been unlocked and shaded yellow. The contact information continues to be auto filled with the information from the first tab but the cells remain unlocked to allow for more than one preparer to complete the attachment.

***Note: If the agency has an earlier version of Excel and has problems opening the attachment file, DOA can provide the attachment saved in an earlier version of Excel (.xls).**

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

**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 in the attachment Excel file.**

Enter the revision date, applicable Excel file tab name, 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.

Include “**REVISED – date**” in the **subject line** of the submission e-mail as well as in the **file name**. Resubmit the revised attachment; and ensure that the **Revision Control Log** tab has been completed.

Each time a revision is submitted the Certification tab should be updated with new signatures and dates.

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Exclusions

Exchange type transactions such as Interest and Prepayments (for rent and insurance) should not be included on this Attachment. Prepayments should be included on **Attachment 20, Schedule of Prepayments as of June 30**.

Spreadsheet instructions – Part 1

This spreadsheet lists each State agency excluding State agencies that are discrete component units (i.e. higher education institutions) and State agencies that prepare financial statement templates for all funds recorded on Cardinal for their agency. The spreadsheet is sorted by control agency and then by agency code. **Each control agency must complete this spreadsheet for all agencies under its control.**

Step	Action
-	Record the contact information.
1	<p>Click on the control agency number. This will show only the agencies under that control agency number. Contact DOA if you find an agency number missing.</p> <p>Note: If the agency cannot click on the control agency number using the drop-down arrow, then scroll down to the control agency number. The agency may be running an earlier version of Windows which may not allow the agency to use the drop-down arrow when the worksheet is locked.</p>
2	<p>For each agency number that is under the control agency number, including federal funds, analyze all nonexchange expenditure (Accounts 50xxxxx) transactions recorded on Cardinal for the fiscal year ended June 30 for all funds excluding funds that are reported in agency submitted financial statement templates and determine the following:</p> <ul style="list-style-type: none"> • Did the agency record any expenditures (Accounts 50xxxxx) on Cardinal for the fiscal year ended June 30 that did not meet the expenditure recognition requirements defined in <u>GASBS No. 33</u> and that must be reclassified? • Enter “yes” or “no” <p>If yes, agencies must complete Part 2.</p>

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Spreadsheet instructions – Part 1, continued

Step	Action																																
3	<p>For each agency number that is under the control agency number, excluding federal funds, analyze all nonexchange revenue (Accounts 40xxxxx) transactions recorded on Cardinal for the fiscal year ended June 30 for all funds excluding funds that are reported in the agency submitted financial statement templates and determine the following:</p> <ul style="list-style-type: none"> • Excluding federal funds, did the agency record any revenues (Accounts 40xxxxx) on Cardinal for the fiscal year ended June 30 that do not meet the revenue recognition requirements defined in <u>GASBS No. 33/GASBS No. 36</u> and that must be reclassified? • Enter “yes” or “no” <p>If yes, agencies must complete Part 3.</p> <p>*Note: Federal fund revenue activity is analyzed on Attachment 27, <u>GASBS No. 33</u> Federal Fund Analysis – Non-reimbursement Grants.</p> <p>Federal funds are identified in Cardinal as follows.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Agency</u></th> <th style="text-align: center;"><u>Fund</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">All</td> <td style="text-align: center;">02290, 02820, 04290, 10000, 10XXX, 12XXX, 13XXX</td> </tr> <tr> <td style="text-align: center;">132</td> <td style="text-align: center;">07011</td> </tr> <tr> <td style="text-align: center;">140</td> <td style="text-align: center;">07012, 07040</td> </tr> <tr> <td style="text-align: center;">156</td> <td style="text-align: center;">02281, 02360</td> </tr> <tr> <td style="text-align: center;">158</td> <td style="text-align: center;">07553</td> </tr> <tr> <td style="text-align: center;">165</td> <td style="text-align: center;">07260</td> </tr> <tr> <td style="text-align: center;">182</td> <td style="text-align: center;">07010, 07211, 07252, 07952, 07960, 07980</td> </tr> <tr> <td style="text-align: center;">301</td> <td style="text-align: center;">07102, 07254</td> </tr> <tr> <td style="text-align: center;">440</td> <td style="text-align: center;">09640</td> </tr> <tr> <td style="text-align: center;">501</td> <td style="text-align: center;">04010</td> </tr> <tr> <td style="text-align: center;">505</td> <td style="text-align: center;">04010</td> </tr> <tr> <td style="text-align: center;">601</td> <td style="text-align: center;">09251, 09450</td> </tr> <tr> <td style="text-align: center;">765</td> <td style="text-align: center;">07260</td> </tr> <tr> <td style="text-align: center;">799</td> <td style="text-align: center;">07799</td> </tr> <tr> <td style="text-align: center;">957</td> <td style="text-align: center;">02315</td> </tr> </tbody> </table>	<u>Agency</u>	<u>Fund</u>	All	02290, 02820, 04290, 10000, 10XXX, 12XXX, 13XXX	132	07011	140	07012, 07040	156	02281, 02360	158	07553	165	07260	182	07010, 07211, 07252, 07952, 07960, 07980	301	07102, 07254	440	09640	501	04010	505	04010	601	09251, 09450	765	07260	799	07799	957	02315
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Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Spreadsheet instructions – Part 1, continued

Step	Action
4	<p>For all revenue and expenditure nonexchange transactions, were there any <u>GASBS No. 33</u> transactions not recognized because they were not measurable (see <u>GASBS No. 33</u>, paragraph 11)?</p> <ul style="list-style-type: none"> • Enter “yes” or “no” • If yes, provide a description of the transactions in the space provided.
5	<ul style="list-style-type: none"> • Including federal funds, did your agency record expenditures (Accounts 50xxxxx) on Cardinal in the prior fiscal year for nonexchange transactions that did not meet the expenditure recognition requirements defined in <u>GASBS No. 33</u> that were reclassified for which the expenditure recognition criteria have still not been met as of June 30, 2017? • Enter “yes” or “no” • If yes, provide a description of the transactions in the space provided.

Spreadsheet instructions – Part 2

Including federal funds, in order to identify the expenditures (Accounts 50xxxxx) recorded on Cardinal as of June 30 that must be reclassified, follow these instructions.

This spreadsheet must be completed for each agency that has answered yes to Part 1, Step 2. This spreadsheet provides more detail in order to make the reclassification of expenditures to advances or deferred outflows of resources.

Step	Action
-	Record the control agency number and control agency name.
1	Record the business unit on each row of information. This must be entered as a numeric field.
2	<p>Record the fund. This must be entered as a numeric field. When fund 01000 (General Fund) is entered as a numeric field it will show on the spreadsheet as 1000. Fund name will auto populate once a fund number is entered. Please verify that this fund is the intended fund. If the following message, “Verify fund number and Contact DOA” appears, please contact DOA.</p> <p>Funds 12XXX and 13XXX have been set up specifically for federal stimulus dollars. Select 10XXX funds have also been set up for federal stimulus dollars.</p>

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Spreadsheet instructions – Part 2, continued

Step	Action
3	<p>Record the function of the expenditures. Function codes are the first number in every program. For example, program/service area 103010 “Community Services” would fall under the “Education” function. Each function code and its corresponding description are below.</p> <p>1 – Education 3 – Administration of Justice 4 – Individual and Family Services 5 – Resources and Economic Development 6 – Transportation 7 – General Government</p>
4	<p>Provide a brief description of the transactions, and document the eligibility requirement that was not met as of June 30 that requires these expenditures to be reclassified. This column is formatted as wrap text. The cell height should automatically adjust (heighten) to show all information keyed in.</p>
5	<p>Record the amount of expenditures recorded on Cardinal as of June 30 that must be reclassified because expenditure recognition requirements per <u>GASBS No. 33</u> were not met. Round amounts to the nearest dollar.</p>
6	<p>Use the drop-down list to answer Yes or No as to whether or not the agency has government mandated and/or voluntary nonexchange transactions transmitted to recipients before time requirements are met but after the other eligibility requirements have been met that must be reclassified as deferred outflows of resources per <u>GASBS No. 65</u>.</p>
7	<p>If Yes to Step 6, provide amounts reported in Step 5 that represent government mandated and/or voluntary nonexchange transactions transmitted to recipients before time requirements are met but after the other eligibility requirements have been met that must be reclassified as deferred outflows of resources per <u>GASBS No. 65</u>.</p>
8	<p>Step 8 will auto-populate once steps 1-7 have been completed with the amount to be reclassified as an Advance.</p>
9	<p>Provide fluctuation analysis explanation in the text box at the bottom of worksheet if indicated at the top of the worksheet (cell E12).</p>

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

**Spreadsheet
instructions –
Part 3**

Excluding federal funds, in order to identify the revenues (Accounts 40xxxxx) recorded on Cardinal as of June 30 that must be reclassified, follow these instructions.

This spreadsheet must be completed for each agency that has answered **yes** to Part 1, Step 3. This spreadsheet provides more detail in order to make the reclassification of revenue to unearned revenue or deferred inflow of resources.

Step	Action
-	Record the contact information.
1	Record the business unit on each row of information. This must be entered as a numeric field. Note: If you do not enter as a numeric field you will get a message that says the value you entered is not valid.
2	Record the fund. This must be entered as a numeric field. When fund 01000 (General Fund) is entered as a numeric field it will show on the spreadsheet as 1000. Fund name will auto populate once a fund number is entered. Please verify that this fund is the intended fund. If the following message, “Verify fund number and Contact DOA” appears, please contact DOA.
3	Record the Cardinal Revenue Account (40xxxxx). This must be entered as a numeric field.
4	The <u>GASBS No. 34</u> government-wide revenue classification of the revenues will automatically populate based on the <u>GASBS No. 34 Government-wide Revenue Classification Table</u> on DOA’s website at www.doa.virginia.gov . Click on the “Financial Statement Directives” link.
4a	Use the drop-down to enter Yes or No to indicate if the agency agrees with the populated revenue classification in Step 4.

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Spreadsheet instructions – Part 3, continued

Step	Action
4b	<p>If the answer to step 4a is No or if Step 4 contains either: 910-No Year End Activity, 920-Coding Errors to be Corrected by Agys, or Classification Needed, provide a more appropriate <u>GASBS No. 34</u> government-wide revenue classification of the revenues and an explanation for the new activity. The potential classifications are listed below:</p> <p>GR-Taxes GR-Investment earnings GR-Grants/Cont. not restricted to S. P. GR-Miscellaneous Endowments/Permanent Fund Principal PR-Chgs/1-Education PR-Chgs/3-Administration of Justice PR-Chgs/4-Individual and Family Services PR-Chgs/5-Resources and Economic Develop PR-Chgs/6-Transportation PR-Chgs/7-General Government PR-Oper/1-Education PR-Oper/3-Administration of Justice PR-Oper/4-Individual and Family Services PR-Oper/5-Resources and Economic Develop PR-Oper/6-Transportation PR-Oper/7-General Government PR-Cap/1-Education PR-Cap/3-Administration of Justice PR-Cap/4-Individual and Family Services PR-Cap/5-Resources and Economic Develop PR-Cap/6-Transportation PR-Cap/7-General Government</p>

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Spreadsheet instructions – Part 3, continued

Step	Action
4b (cont.)	<p>Below is a crosswalk of the acronyms: GR – General Revenues Cont. – Contributions S. P. – Specific Program PR – Program Revenue Chgs – Charges for Goods/Services Oper – Operating Grants and Contributions Cap – Capital Grants and Contributions</p> <p>Note: The program revenues are followed by the related function.</p>
5	<p>Provide a brief description of the transactions and document the eligibility requirement that was not met as of June 30 that requires these revenues to be reclassified. This column is formatted as wrap text. The cell height should automatically adjust (heighten) to show all information keyed in.</p>
6	<p>Excluding federal funds, record the amount of revenues recorded on Cardinal as of June 30 that must be reclassified because the revenue recognition requirements per <u>GASBS No. 33/GASBS No. 36</u> were not met. Round amounts to the nearest dollar.</p>
7	<p>Use the drop-down list to answer Yes or No as to whether or not the agency has government mandated and/or voluntary nonexchange transactions received before time requirements are met but after the other eligibility requirements have been met that must be reclassified as deferred inflows of resources per <u>GASBS No. 65</u>.</p>
8	<p>If Yes to Step 7, provide amounts reported in Step 6 that represent government mandated and/or voluntary nonexchange transactions received before time requirements are met but after the other eligibility requirements have been met that must be reclassified as deferred inflows of resources per <u>GASBS No. 65</u>.</p>

Continued on next page

Comptroller's Directive No. 1-17
Attachment 16
GASBS No. 33 Expenditure and Revenue Analysis

Spreadsheet instructions – Part 3, continued

Step	Action
9	Use the drop-down list to answer Yes or No whether or not the agency has imposed nonexchange revenue transactions received before the resources are required to be used or when use is first permitted in which enabling legislation includes time requirements that must be reclassified as deferred inflows of resources per <u>GASBS No. 65</u> .
10	If Yes to Step 9, provide amounts reported in Step 6 that represent imposed nonexchange revenue transactions received before the resources are required to be used or when use is first permitted in which enabling legislation includes time requirements that must be reclassified as deferred inflows of resources per <u>GASBS No. 65</u> .
11	Step 11 will auto-populate once steps 1-10 have been completed with the amount to be reclassified as an Unearned Revenue.
12	Provide fluctuation analysis explanation in the text box at the bottom of worksheet if indicated at the top of the worksheet (cell H12).
