

**Comptroller's Directive No. 1-17**  
**Attachment 20**  
**Schedule of Prepayments as of June 30**

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**Purpose**

This attachment is used to gather financial information on prepayments that will not be reported on a Financial Statement Template (**Attachments 9-12**).

Certain types of services are commonly paid for in advance. Examples include rent, insurance premiums, and computer services. DOA eliminates the prepaid expenditures and records a prepaid asset for items prepaid as of June 30.

**Note:** The Enterprise function is not listed in the “Function Making Prepayment” drop-down list on the “Prepayments – Other” tab since Enterprise function prepayments should only be reported by Enterprise Funds and included on Attachment 10.

**Note:** **Ensure amounts are prorated to include only amounts prepaid in the current fiscal year. For example, if the billing period is January 1 to December 31 only the six months of the next fiscal year (July 1 to December 31) should be reported.**

This attachment is similar to the prior year’s Attachment 20.

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**Questions**

For questions or to request detailed training from an analyst, please contact: [AttachmentAnalyst@doa.virginia.gov](mailto:AttachmentAnalyst@doa.virginia.gov).

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

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**Due date**

**August 24, 2017**

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**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.**

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**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.**

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**Submission requirements**

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

**After downloading the files, rename the spreadsheet using the agency number followed by Att20.** For example, agency 151 should rename the Attachment 20Prepayments.xlsx file as 151Att20Prepayments.xlsx.\*

**Submit the Excel spreadsheet electronically to [finrept-agyatt@doa.virginia.gov](mailto: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](mailto:APAFinRept@apa.virginia.gov).**

**Do not submit paper copies of the Excel spreadsheet.** For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they 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).**

**Note:** **All agencies should review the Internal Service Fund Unearned Revenue Summary Schedule that is e-mailed to agencies in mid-August. Any agencies listed on this schedule must fill out this attachment.**

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**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.**

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**Reconciliation  
to amounts  
reported by  
internal service  
funds**

Frequently, agencies make prepayments to internal service funds. The following section provides a list of the internal service funds reported in the CAFR. Each agency must reconcile its prepayments to the amounts the internal service funds report as having been received early. DOA will provide agencies with the amounts reported by the internal service funds in mid-August in a separate e-mail communication for use in completion of this attachment. **Any discrepancies must be resolved with the applicable internal service fund before submission of this attachment by directly contacting the internal service agency.**

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**Internal service  
funds**

The following internal service funds are reported in the CAFR:

- VITA – Agency 136
- Health Insurance Fund – Agency 149
- Risk Management – Agency 129
- Risk Management – Agency 152
- Fleet Management – Agency 194
- Property Management – Agency 194 (Includes Real Estate Services and Maintenance and Repair)
- General Services – Agency 194 (Includes Virginia Distribution Center, Consolidated Lab, State and Federal Surplus Property, Graphic Communications, and Engineering Services)
- Virginia Correctional Enterprises – Agency 711
- Payroll Service Bureau – Agency 151
- Enterprise Applications – Agency 151

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**Spreadsheet instructions – Prepayment – Internal Service tab**

The information provided in this tab will be used to identify prepayments to internal service funds. Please provide the following information.

<b>Step</b>	<b>Action</b>
1	<p><b><u>Paying Side</u></b></p> <ul style="list-style-type: none"> <li>• Fund of the prepayment. A fund name will populate in the next column based on the fund number entered. Please verify that this fund is the intended fund. If “Verify fund number and contact DOA” appears, please contact DOA.</li> <li>• Function of the prepayment</li> </ul>
2	<p><b><u>Receiving Side</u></b></p> <ul style="list-style-type: none"> <li>• Identify the internal service fund.</li> </ul> <p><b><u>Note:</u></b> Refer to Internal Service Fund section of the instructions for the internal service funds reported in the CAFR.</p> <ul style="list-style-type: none"> <li>• Indicate whether or not the item has been reconciled to the Prepayments to Internal Service Funds Spreadsheet by using the drop-down menu.</li> <li>• Indicate whether or not there are reconciling differences between the Prepayments to Internal Service Funds Spreadsheet and the amount provided on <b>Attachment 20</b> using the drop-down menu.</li> <li>• Explain any differences</li> </ul>
3	<ul style="list-style-type: none"> <li>• Amount of Prepayment</li> <li>• Period Covered by Prepayment</li> <li>• Was proration necessary?</li> <li>• Are amounts properly prorated? See page 1.</li> <li>• Description of the Prepayment</li> </ul>

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**Spreadsheet instructions – Prepayments – Other tab**

The information provided in this tab will be used to identify prepayments to other state agencies or external entities. Please provide the following information.

<b>Step</b>	<b>Action</b>
1	<p><b><u>Paying Side</u></b></p> <ul style="list-style-type: none"> <li>• Fund number of the prepayment. A fund name will populate in the next column based on the fund number entered. Please verify that this fund is the intended fund. If “Verify fund number and contact DOA” appears, please contact DOA.</li> <li>• Function of the prepayment</li> </ul>
2	<p><b><u>Receiving Side</u></b></p> <ul style="list-style-type: none"> <li>• Identify the type of prepayment as: <ul style="list-style-type: none"> <li>- State Agency - Non-Internal Service Fund</li> <li>- Non-State Entity</li> </ul> </li> <li>• Identify the agency or entity name that was paid.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Amount of Prepayment</li> <li>• Period Covered by Prepayment</li> </ul> <p><b><u>Note:</u></b> The start and end date range should be entered (for example, 7/1/17 – 8/31/17).</p> <ul style="list-style-type: none"> <li>• Was proration necessary?</li> <li>• Are amounts properly prorated? See page 1.</li> <li>• Description of the Prepayment</li> </ul>

**Fluctuation Analysis**

Provide a fluctuation explanation, if necessary.