

Comptroller's Directive No. 1-18
Attachment 31
Report of Financial Condition

Purpose Section 4-11.00 of the Appropriation Act provides each office handling state funds shall, upon the request of the Auditor of Public Accounts, make a detailed statement, **under oath**, of the financial condition of his office. This attachment is similar to prior year's Attachment 31.

Applicable agencies **All agencies must follow these attachment instructions.**

Due date **October 11, 2018**

Submission requirements **SUBMIT INFORMATION TO THE AUDITOR OF PUBLIC ACCOUNTS ONLY.**

The oath (on page 3) along with the required financial information (on page 2) can be submitted via mail or e-mail if the oath is either electronically notarized or scanned into pdf format.

For e-mail submissions (only for those items not previously submitted):

E-mail Address: APAFinRept@apa.virginia.gov

For paper submissions (all paper submissions must be sent to APA no later than October 11, 2018):

Mail to: Martha Mavredes
Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218-1295

Continued on next page

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**Providing
required
information**

Financial Statement Template Agencies:

- Send a copy of the financial statement templates to the APA **(if not previously submitted)**.
- Send copies of all other DOA submissions to APA **(if not previously submitted)**.

Other Financial Data Agencies:

- If the agency is required to prepare financial information only by the Office of the Comptroller's Directive No. 1-18 send the following to the APA:
 1. Cardinal final trial balance
 2. Cardinal reconciliation certification
 3. Send copies of all other DOA submissions to APA **(if not previously submitted)**.

Continued on next page

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**Notarized
statement**

The following oath should be mailed or e-mailed to the Auditor of Public Accounts as instructed on page 1:

“I hereby affirm that the financial statements or information submitted are true and correct to the best of my knowledge and belief.”

Signature

Title

Agency Name

The oath should be administered by a notary or other officer authorized by Section 49-4 of the *Code of Virginia*, and such notary or other officer should complete a certificate in substantially the following form:

State of Virginia; City/County of: _____

This is to certify that _____ on this _____ day of _____, 2018, took and subscribed the foregoing oath required by the laws of the Commonwealth.

Signature of Notary

Print Name of Notary

Title

My commission expires on _____

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