

Component Unit Year-End Reporting Memorandum – FY 2018
Attachment CU1 – Instructions
Entity Additional Information Survey

Purpose

To report additional information that may not be provided through other Attachments.

Note: This attachment is similar to prior year’s Attachment CU1.

Applicable entities

All component units and related organizations.

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 email.

Due date

July 12, 2018

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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**Submission
requirements**

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

After downloading the file, rename the spreadsheet file using the entity's acronym followed by AttCU1. For example, the Virginia Resources Authority should rename its AttCU1.xlsx file as VRAAttCU1.xlsx. **If the entity does not have a well known acronym** then spell the entire name of the entity followed by AttCU1. For example, Jamestown-Yorktown Education Trust may rename its AttCU1.xlsx file as JamestownYorktownEducationTrustAttCU1.xlsx.

Submit the Excel document electronically to finrept-cu@doa.virginia.gov.

Please include the **Entity's Acronym** 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.
