

Comptroller's Directive No. 2-18
Attachment HE-6
Optional Retirement Plans

Purpose

This attachment is to obtain defined contribution plan disclosures required by GASBS No. 68, Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27, for the Higher Education Optional Retirement Plan 1 and Plan 2 (ORP Plan 1 and Plan 2) and to obtain general information regarding other optional retirement plans and deferred compensation plans.

Note: This attachment should **exclude** the following:

- Contributions to the Virginia Retirement System (VRS) Hybrid Retirement Plan (Hybrid Plan), and
- Amounts for foundations/entities considered discrete component units of the HEI.

This attachment is similar to the prior year Attachment HE-6.

Applicable institutions

All institutions **must** complete this attachment.

Due date

August 14, 2018

Certification

The **Certification** tab requires all preparers and reviewers to answer questions, type their name, and check applicable boxes 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 are certifying they were not the same individual for any tab; and the preparer and reviewer are certifying they have read and understood the instructions for the attachment.

Comptroller's Directive No. 2-18
Attachment HE-6
Optional Retirement Plans

Submission requirements

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

After downloading the Excel file, rename the file using the Institution Number-Institution Acronym followed by Attachment HE-6. The Institution Number-Institution Acronym should be the same as shown on the first tab in the attachment. For example, VCCS should rename the Attachment HE-6.xlsx file as 260-VCCS Attachment HE-6.xlsx.

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

Submit the Excel file electronically to finrept-HE@doa.virginia.gov.

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

Do **not** submit paper copies of this spreadsheet.

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 (RCL) in the attachment Excel file.

Enter the revision date, 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.

Each time a revision is submitted the Certification tab should be updated with new signatures and dates. Include "REVISED – date" in the subject line of the e-mail as well as in the file name.

Continued on next page

Comptroller's Directive No. 2-18
Attachment HE-6
Optional Retirement Plans

**ORP
Plan 1 & Plan 2**

Parts 1a to 1i are to obtain GASBS No. 68 defined contribution plan disclosures for the ORP Plan 1 and Plan 2 (refer to GASBS No. 68 for authoritative guidance).

**Other optional
retirement
plans**

Parts 2a to 2c are to obtain general information regarding other optional retirement plans not described in Part 1a. For the CAFR footnote, DOA will refer to the institution's separately issued financial statements for information regarding these other optional retirement plans.

**Deferred
compensation
plans**

Parts 3 and 3a are to obtain general information regarding deferred compensation plans.

This Page Intentionally Left Blank