

Comptroller’s Directive No. 2-18
Attachment HE-9
Treasury’s Reimbursement Programs

Purpose

This attachment is to provide information on the following Department of Treasury (Treasury) Reimbursement Programs:

- Virginia College Building Authority (VCBA) 21st Century
- VCBA Equipment Trust Fund (ETF)
- General Obligation Bonds – 9b (GOB)
- Virginia Public Building Authority (VPBA)

This attachment is similar to the prior year’s Attachment HE-9.

Reporting Guidelines

For reporting guidelines on these programs, refer to the “Higher Education Institution Reporting Procedures” on DOA’s website at www.doa.virginia.gov. Click on the “Financial Statement Directives” link.

Applicable institutions

All institutions **must** complete this attachment.

Due date

September 6, 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.

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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-9. 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-9.xlsx file as 260-VCCS Attachment HE-9.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**.

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Overview

The reporting guidelines for VCBA 21st, VCBA ETF, GOB, and VPBA are as follows:

- Due from*: Unreimbursed expenses as of year-end (negative cash and payables)
- Revenue: Reimbursements from Treasury (plus accruals/less reversals)

***Note:** The amounts reported by the higher education institutions (HEIs) and Treasury as due from/due to amounts at year-end should agree. Any reimbursement requests processed by Treasury in July and August 2018 must be analyzed by HEIs to determine what amounts are for goods/services received on or prior to June 30, 2018. This should be the same amount as the year-end unreimbursed expenses (negative cash and payables). There could be some payables after the August cut-off related to these programs (e.g., retainage payable); however, there has to be a reasonable cut-off in order to ensure due from/due to amounts reported in the Commonwealth's Comprehensive Annual Financial Report (CAFR) agree.

See the next section for a summary of the financial statement template line items.

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Template line items

Below are the financial statement template line items.

Program	Financial statement template line items – Assets	Financial statement template line items – Revenue
VCBA 21 st Century*	Due from Component Units (VCBA 21 st Century)	Revenue from VCBA (21 st Century)
VCBA ETF*	Due from Component Units (VCBA ETF)	Revenue from VCBA (ETF)
GOB	Due from Primary Government (GOB)	Capital Contributions from Treasury (GOB)
VPBA	Due from Primary Government (VPBA)	Capital Contributions from Treasury (VPBA)

Even though Treasury administers these programs, the different line items represent the required presentation in the CAFR from Treasury’s perspective. VCBA and the higher education institutions (HEIs) are all reported as component units in the CAFR. In the CAFR, VCBA will report a Due to Component Units equal to the amounts reported by the higher education institutions as a Due from Component Units. The GOB and VPBA programs are reported in the CAFR as part of the primary government’s capital project funds. The capital project funds will report a Due to Component Units equal to the amounts reported by the higher education institutions as a Due from Primary Government. Due to/from amounts reported in the CAFR must equal across all funds. All four programs are primarily used for capital asset/construction costs; however, since VCBA is a component unit, this revenue is reported on different financial statement template line items to identify revenue from another component unit.

***Note:** The Revenue from VCBA (21st Century) will be reported in the CAFR as Program Revenue – Capital Grants and Contributions. The Revenue from VCBA (ETF) will be reported in the CAFR as Program Revenue – Operating Grants and Contributions because this revenue may be spent on capitalizable and noncapitalizable items.

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**Part 1 step 1:
cash basis
reimbursements
from Treasury**

Record the cash basis reimbursements from Treasury for all programs. Generally, cash basis reimbursements are reported in Cardinal:

VCBA 21st Century : Fund 08170, 08171/Account 439720
VCBA ETF: Fund 03xxx/Accounts vary (depends on how HEI requests the reimbursement to be reported on Cardinal)
GOB: Fund 08110/Account 439710
VPBA: Fund 08200/Account 439720

Treasury will prepare a summary of cash basis reimbursements by HEI and reimbursement program after Cardinal final close. This summary will be e-mailed to directive contacts. The amounts reported on this attachment for Part 1-Step 1 must be reconciled to the amounts provided by Treasury. Any differences must be investigated and resolved prior to submitting the attachment to DOA.

**Part 1 step 2:
reverse prior
year’s “due
from” amounts**

Record the prior year’s “due from” amounts as a negative.

Note: If any amounts reported in Part 1 Step 2 are not the same as the amounts reported on last year’s template, an explanation must be provided in Part 2.

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**Part 1 step 3:
accrue current
year’s “due
from” amounts**

Record the current year’s “due from” amounts based on the reporting guidelines as follows:

- Reimbursement requests* processed by Treasury on or before August 31, 2018, for unreimbursed expenses as of year-end (goods/services received on or prior to June 30, 2018); **and**
- Due dates on these reimbursement requests must be on or before August 31, 2018.

These reporting guidelines require that reimbursement requests be submitted to Treasury by August 29. Also, since VCBA ETF reimbursement requests are first approved by the State Council of Higher Education for Virginia (SCHEV) before being sent to Treasury for processing, they must be submitted to SCHEV by August 23.

***Note:** Treasury will require all reimbursement requests for July and August to identify the amounts that are for unreimbursed expenses as of year-end (goods/services received on or prior to year-end) versus those that are for current year activity. Treasury will summarize the amount that should be reported as “due from” by reimbursement program and HEI. This summarization will be e-mailed to directive contacts and the HEI must reconcile Treasury’s amounts to the amounts reported for Part 1-Step 3. Any differences should be investigated and resolved prior to submitting the attachment to DOA.

**Part 1 step 4:
revenue**

The total of the following amounts should agree to the revenue that will be reported on the applicable financial statement template (FST) line item:

Cash basis reimbursements –FY 2018
Less: Reversal of prior year’s “Due from”
Add: Accrual of current year’s “Due from”
<hr/>
Total Revenue
<hr/> <hr/>

**Part 2:
comparison of
prior year
amounts**

After selecting the institution number-institution acronym in the first row of this tab, the prior year balances reported for Treasury’s reimbursement programs will appear. This will compare the prior year amounts reported in Part 1 – Step 2 to the prior year balances reported on the FY 2017 financial statement template. There should be no differences unless there are restatements. An explanation must be provided for any restatements.
