

**Component Unit Year-End Reporting Memorandum – FY 2020**  
**Attachment CU1 – Instructions**  
**Entity Additional Information Survey**

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

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

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**Applicable entities** All component units and related organizations.

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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 email.

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**Due date** **July 9, 2020**

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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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**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 Educational Trust may rename its AttCU1.xlsx file as JamestownYorktownEducationalTrustAttCU1.xlsx.

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

**Do not submit paper copies of the Excel attachment.**

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