

**Instructions for Bond Fund Cash Verification
Attachment L**

Purpose To certify to DOA and the Department of the Treasury that the cash balances for all reimbursable bond funds have been reconciled per the agency’s internal records to the balances in Cardinal and then to the balances in CARS and that reimbursement requisitions are being submitted timely.

Applicable Agencies Agencies that have cash balances (negative or positive) in funds 0811, 0815, 0817, or 0820 in CARS displayed on the June 30, 2016, ACTR0402 B1 are required to complete and submit this attachment. The corresponding Cardinal funds are 08110, 08111, 08150, 08170, 08171, 08200 or 08201 respectively.

Due Date Must be **RECEIVED** at the Department of the Treasury by 5:00 p.m. on **Wednesday, August 31, 2016.**

Form Instructions Be sure to complete the agency code and contact information on Part A of the workbook **and** all applicable shaded areas on all worksheets. Please note that each attachment page is on an individual worksheet within the workbook. Using the “Tab” key will allow easy navigation between all required fields.

Procedures The review must ensure that all bond fund cash balances represent legitimate draws against bond funds and that any needed reimbursement requests are scheduled to be submitted in a timely manner.

Part A: Certify the applicable cash balance to the CARS Final Close balance by CARS fund detail. After inputting cash balances per CARS, complete Part B of the attachment. Then return to Part A and verify that the Difference column reflects zero for each fund detail. Resolve any differences before submission.

Part B: List each transaction making up the cash balance of each CARS fund detail by CARS batch identification number (BID) or Cardinal Journal ID. The description of each item must include the CARS fund detail (CARS fund details must be used in order for Part B to link to Part A), the project number, the amount, a brief description, and the anticipated requisition submission date. Transactions for each project may be summarized by CARS BID or Cardinal Journal ID. Any amounts listed on Part B should be identifiable on future reimbursement requests.

If additional entries are required, please insert rows to the spreadsheet. To do this, go to the cell where the row will be inserted, then, on the menu bar, click **Home**, then, click **Insert**, then, click **Rows**.

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Submission Requirements After downloading the files, rename the spreadsheet using the agency number followed by Att L. For example, agency 997 should rename the Attachment L.xlsx as 997AttLxlsx.

In the prepared by and approved by fields, complete the appropriate blanks for the name, title and date. This certifies that the information contained in the attachment is accurate and correct to the best of the knowledge of the signatories. The Fiscal Officer must review and approve the information contained in the attachment prior to submitting it to the Department of the Treasury.

Submit the workbook electronically to OPRRISK@trs.virginia.gov

Treasury Contact

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