

**Instructions for Certification of Agency Reconciliation to Cardinal,  
Exception Register, and Delegation of Signatory Authority Forms  
Attachment B**

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<b>Purpose</b>	<p>To certify to DOA that:</p> <ol style="list-style-type: none"><li>1. Agencies have reconciled Cardinal transactions/balances for the year ended June 30, 2024, to their internal records and that Cardinal accurately states, in all material respects, the agencies' financial transactions. This includes, but is not limited to, all cash balances, appropriations, allotments, total expenditures, net revenues, and fixed assets.</li><li>2. All corrections that can be made on an ATA or GL Journal have been processed.</li><li>3. All corrections that require DOA action have been submitted on the Exception Register.</li><li>4. Agencies are prohibited from certifying the year-end Certification unless <b>all</b> balances specified on the Certification are accurate or will be corrected within the timelines outlined in CAPP Topic No. 20905.</li></ol>
<b>Applicable Agencies</b>	<p><b>All</b> agencies are required to complete and submit this attachment.</p> <p>Note: Tier III Institutions will receive, under separate communication, a Certification of Agency Reconciliation to Cardinal specific to their circumstance.</p>
<b>Due Date</b>	<p>Must be <b>RECEIVED</b> at DOA by 5:00 p.m. on <b>Tuesday, July 16, 2024</b>.</p> <p>After this date, DOA <b>will not</b> accept any Certification Forms from agencies and agencies will not be allowed to release or submit any corrections via ATA or GL Journal for FY 2024.</p> <p>New for FY 2024, the Certification of Agency Reconciliation to Cardinal, Exception Register, and Delegation of Signatory Authority Forms must be submitted via the Box Sign process. The Delegation of Signatory Authority Form has been separated into two separate forms. One for the Agency Head delegation and one for the Fiscal Officer delegation. The Fiscal Officer is required to initiate the Box Sign process and provide the contact information for themselves and designated individuals (Agency Head or Fiscal Officer Designee) for the Certification of Agency Reconciliation to Cardinal, Exception Register and Fiscal Officer Delegation of Signatory Authority Form. The Agency Head will be required to initiate the Agency Head Delegation of Signatory Authority Form.</p> <p>The Certification of Agency Reconciliation to Cardinal and Exception Register should not be submitted until after Preliminary Close on Tuesday, July 4, 2024.</p> <p>Electronic signatures are mandatory for this process and your electronic signature is equivalent to your manual/handwritten signature on this form.</p>
<b>Procedures</b>	<p>Agencies should verify the data contained in their Cardinal reports and certify to the Comptroller that all agency records are accurate, have been reconciled and agree with the appropriate Cardinal reports. This certification must be completed on the Certification of Agency Reconciliation to Cardinal. The certification should assume resolution of all items contained on the Exception Register.</p>

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**Form  
Instructions**

The Certification of Agency Reconciliation to Cardinal and Exception Register will be a separate Box Sign process from the Delegation of Signatory Authority Forms. This will allow for the Delegation of Signatory Authority Forms to be completed prior to the Certification of Agency Reconciliation to Cardinal and Exception Register being submitted.

Once you click on the link for either form, the Box Sign process will begin with setting up the routing for the form. Please pay careful attention to the field names when entering this data and ensure the email addresses are entered correctly.

**Attachment B - Certification of Agency Reconciliation to Cardinal.pdf**

Please begin by entering the Fiscal Officer (or Designee) email address.  
Please enter the email of the first person to sign.

Email:

Please enter email

Please enter the emails of the following signers.

Agency Head (or Designee)

Enter a valid email.

After entering the email addresses for the designated individuals and selecting Begin, the following screen will appear.

**Enter Access Code**

An email has been sent to the email address you provided with a unique access code. Copy the code here to proceed with signing your documents.

[Resend code](#)

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**Form  
Instructions,  
cont.**

The first person to sign will receive an email from Box Sign with the subject “Ready-sign-link: Verify your email address” which contains the access code to be entered to complete the applicable form. After entering the access code, the first signer will be taken to the form to be completed.

Select Begin at the top right of the screen and the Box Sign process will step through each field that must be completed. Selecting Next at the top right of the screen will move to the next field to be completed as indicated by the green arrow in the left margin.

When all of the required fields have been completed a Sign and Finish option will appear in the top right of the screen. Once the Sign and Finish option is selected, the document will be routed to the next party that is required to sign the form via an email with a link to Review Document. Click on this link and it will take you to the form to be completed and signed. Each party will receive a final copy of the completed form after all signatures have been completed. A completed copy of the form will also be sent to DOA.

**Note:** The email address entered for the Agency Head, Fiscal Officer and Designee must be the state email address assigned to that individual (i.e. john.smith@doa.virginia.gov, jsmith@highered.edu, or jas9b@institution.edu). If not, the Certification of Agency Reconciliation to Cardinal and Exception Register and the Delegation of Signatory Authority Forms will not be accepted by DOA.

**Delegation of  
Authority**

If either the Agency Head or Fiscal Officer must delegate their signatory authority, then the Delegation of Signatory Authority Form must be completed. There are separate forms for the Agency Head and Fiscal Officer to delegate their authority. Please note that the Agency Head **may not** delegate their signatory authority to the Fiscal Officer. In addition, the Fiscal Officer **should** only delegate their signatory authority to an appropriate **higher**-ranking official. If the Fiscal Officer delegates their signatory authority to a **lower**-ranking official, the agency **must** complete the explanation for this delegation. The Agency Head must approve all delegations of authority, and if applicable, the justification for the lower-ranking delegation.

**Note:** The Box Sign process requires the “Reason for delegating authority to a lower ranking official” field to be completed whether the delegation is to a higher or lower-ranking official. Please place N/A in this field if the delegation is to a higher-ranking official.

**DOA Contact**

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