

Comptroller's Directive No. 1-24
Attachment 20
Schedule of Prepayments as of June 30

Purpose

This attachment is used to gather financial information on prepayments that will not be reported on a Financial Statement Template (**Attachments 9-12**).

Certain types of services are commonly paid for in advance. Examples include rent, insurance premiums, and computer services. DOA eliminates the prepaid expenditures and records a prepaid asset for items prepaid as of June 30.

Note: The Enterprise function is not listed in the “Function Making Prepayment” drop-down list on the “Prepayments – Other” tab since Enterprise function prepayments should only be reported by Enterprise Funds and included on Attachment 10.

Note: **Ensure amounts are prorated to include only amounts prepaid in the current fiscal year. For example, if the billing period is January 1 to December 31, only the six months of the next fiscal year (July 1 to December 31) should be reported.**

This attachment is similar to the prior year’s Attachment 20.

Questions

For questions or to request detailed training from an analyst, please contact: AttachmentAnalyst@doa.virginia.gov.

Please reference the attachment number in the subject line of the e-mail.

Due date

August 22, 2024

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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Certification

The **Certification** tab requires all preparers and reviewers to type their name 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 were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If agency staffing does not allow for a different preparer and reviewer, please contact DOA.**

Submission requirements

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

After downloading the files, rename the spreadsheet using the agency number followed by Att20. For example, agency 151 should rename the Att20Prepayments.xlsx file as 151Att20Prepayments.xlsx.

Submit the Excel spreadsheet electronically to finrept-agyatt@doa.virginia.gov.

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

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

Do not submit paper copies of the Excel spreadsheet.

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

Note: All agencies should review the Internal Service Fund Unearned Revenue Summary Schedule that is posted to DOA's website in mid-August. Any agencies listed on this schedule must fill out this attachment.

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**Attachment
revisions**

If you identify a submission that needs a revision, please contact the AttachmentAnalyst@doa.virginia.gov mailbox for guidance prior to submission. If a resubmission is approved, please follow the instructions below.

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 in the attachment Excel file.**

Enter the revision date, applicable Excel file tab name, 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.

Include “**REVISED – date**” in the **subject line** of the submission e-mail as well as in the **file name**. Resubmit the revised attachment; and ensure that the **Revision Control Log** tab has been completed.

Each time a revision is submitted the Certification tab should be updated with new signatures and dates.

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Reconciliation to amounts reported by internal service funds

Frequently, agencies make prepayments to internal service funds. The following section provides a list of the internal service funds reported in the Annual Comprehensive Financial Report. Each agency must reconcile its prepayments to the amounts the internal service funds report as having been received early. DOA will provide agencies with the amounts reported by the internal service funds in mid-August on DOA's website for use in completion of this attachment. **Any discrepancies must be resolved with the applicable internal service fund before submission of this attachment by directly contacting the internal service agency.**

Internal service funds

The following internal service funds are reported in the Annual Comprehensive Financial Report:

- Virginia Information Technologies Agency– Agency 136
- Enterprise Applications – Agency 151
- Virginia Correctional Enterprises – Agency 711
- Health Insurance Fund – Agency 149
- Line of Duty (LODA) – Agency 149
- Fleet Management – Agency 194
- Property Management – Agency 194 (Includes Real Estate Services and Maintenance and Repair)
- Risk Management – Agency 129
- General Services – Agency 194 (Includes Virginia Distribution Center, Consolidated Lab, State and Federal Surplus Property, Graphic Communications, and Engineering Services)
- Payroll Service Bureau – Agency 151

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Spreadsheet instructions – Prepayment – Internal Service tab

The information provided in this tab will be used to identify prepayments to internal service funds. Please enter the contact information specified and provide the following information.

Step	Action
1	<p><u>Paying Side</u></p> <ul style="list-style-type: none"> • Fund of the prepayment. A fund name will populate in the next column based on the fund number entered. Please verify that this fund is the intended fund. If “Verify fund number and contact DOA” appears, please contact DOA. • Function of the prepayment
2	<p><u>Receiving Side</u></p> <ul style="list-style-type: none"> • Identify the internal service fund. <p><u>Note:</u> Refer to Internal Service Fund section of the instructions for the internal service funds reported in the Annual Comprehensive Financial Report.</p> <ul style="list-style-type: none"> • Indicate whether or not the item has been reconciled to the Prepayments to Internal Service Funds Spreadsheet by using the drop-down menu. • Indicate whether or not there are reconciling differences between the Prepayments to Internal Service Funds Spreadsheet and the amount provided on Attachment 20 using the drop-down menu. • Explain any differences
3	<ul style="list-style-type: none"> • Amount of Prepayment. Ensure only amounts applicable to 7/1/24 or later are included. Payments spanning multiple fiscal periods should be prorated to only include periods beginning on 7/1/24 or later. • Period Covered by Prepayment (all dates should be July 1, 2024 or later). Do not include amounts for periods prior. • Description of the Prepayment

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Spreadsheet instructions – Prepayments – Other tab

The information provided in this tab will be used to identify prepayments to other state agencies or external entities. Please provide the following information.

Step	Action
1	<p><u>Paying Side</u></p> <ul style="list-style-type: none"> • Fund number of the prepayment. A fund name will populate in the next column based on the fund number entered. Please verify that this fund is the intended fund. If “Verify fund number and contact DOA” appears, please contact DOA. • Function of the prepayment
2	<p><u>Receiving Side</u></p> <ul style="list-style-type: none"> • Identify the type of prepayment as: <ul style="list-style-type: none"> - State Agency - Non-Internal Service Fund - Non-State Entity • Identify the agency or entity name that was paid.
3	<ul style="list-style-type: none"> • Amount of Prepayment. Ensure only amounts applicable to July 1, 2024 or later are included. Payments spanning multiple fiscal periods should be prorated to only include periods beginning on July 1, 2024 or later. • Period Covered by Prepayment (all dates should be July 1, 2024 or later). Do not include amounts for periods prior. • Description of the Prepayment • Identify whether this payment is prepaying a SBITA • If it is a prepayment to a SBITA, list the LAS Plus ID number

Fluctuation Analysis

Provide a fluctuation explanation, if necessary.
