

Component Unit Year-End Reporting Memorandum – FY 2024
Attachment CU1 – Instructions
Entity Additional Information Survey

Purpose

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

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

Applicable entities

All component units and related organizations.

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 email.

Due date

July 11, 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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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-FY24. For example, the Virginia Resources Authority should rename its AttCU1.xlsx file as VRAAttCU1-FY24.xlsx. **If the entity does not have a well-known acronym**, then spell the entire name of the entity followed by AttCU1-FY24. For example, Jamestown-Yorktown Educational Trust may rename its AttCU1.xlsx file as JamestownYorktownEducationalTrustAttCU1-FY24.xlsx.

Submit the Excel document electronically to 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.

Do not submit paper copies of the Excel attachment.

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 (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** tab.

If the attachment is revised more than once, do not delete the 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.
