



COMMONWEALTH of VIRGINIA

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Office of the Comptroller

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June 6, 2024

MEMORANDUM

TO: Component Unit/Related Organization Contacts

FROM: Sharon H. Lawrence

Component Unit Year-End Reporting Memorandum – FY 2024

This document provides guidance for the preparation and submission of component unit and related organization financial statements/templates, attachments, and other supplemental information.

The **Component Units** and **Related Organizations** sections define component units and related organizations, identify applicable entities for the Commonwealth, and summarize financial submission requirements. Due dates vary based on the nature of each entity. A complete list of due dates for component units of the Commonwealth begins on page 10 and page 12 for related organizations.

The **Submission of Financial Statements/Templates and Attachments** section discusses the importance of due dates, outlines the means available to submit information to the Department of Accounts (DOA), lists the internet location of this document, and references contact information for individuals who can provide assistance.

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The **Preparation of Financial Statements/Templates and Attachments** section addresses GASB Statements effective for both this and future years. Additional guidance can be found in the **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates** document which can be found on DOA’s website at www.doa.virginia.gov by clicking on the “Financial Statement Directives” link. The document includes information on the following GASB Statements:

- [**GASBS No. 33**](#) – *Nonexchange Transactions*
- [**GASBS No. 34**](#) – *Financial Reporting Model*
- [**GASBS No. 42**](#) – *Impairment of Capital Assets and for Insurance Recoveries*
- [**GASBS No. 49**](#) – *Accounting and Financial Reporting for Pollution Remediation Obligations*
- [**GASBS No. 51**](#) – *Accounting and Financial Reporting for Intangible Assets*
- [**GASBS No. 54**](#) – *Fund Balance Reporting and Governmental Fund Type Definitions*
- [**GASBS No. 61**](#) – *The Financial Reporting Entity: Omnibus*
- [**GASBS No. 62**](#) – *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*
- [**GASBS No. 63**](#) – *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*
- [**GASBS No. 65**](#) – *Items Previously Reported as Assets and Liabilities*
- [**GASBS No. 72**](#) – *Fair Value Measurement and Application*
- [**GASBS No. 87**](#) – *Leases*
- [**GASBS No. 94**](#) – *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*
- [**GASBS No. 96**](#) – *Subscription-Based Information Technology Arrangements*

The **Supplemental Information** section outlines additional submission requirements for the component units.

The fluctuation analyses in the **Template Flux** tab of directive **Attachment CU4 and CU4 – FASB Foundations**, Financial Statement Template (FST), compares the current year’s financial statement template activity to the prior year’s financial statement template activity. Significant variances must be explained. The **Preparation of Fluctuation Analyses** section outlines the materiality requirements that must be met in order for an entity to complete a fluctuation analysis on the Component Unit Template.

Continued on next page

Component Unit Year-End Reporting Memorandum – FY 2024, continued

AU-C 265

AU-C 265, *Communicating Internal Control Related Matters Identified in an Audit*, states that the identification by the auditors of a material misstatement, identification of fraud by senior management, and ineffective oversight of an entity's financial reporting are indicators of a material weakness in internal control. This also includes restatements of previously issued financial statements to reflect a correction of a material misstatement. This applies regardless of whether the auditors or the agency discovers the restatement.

Note: This does not apply to a change in accounting principle to comply with a new accounting principle or a justifiable voluntary change from one GAAP to another. Entities must ensure controls are in place to avoid material misstatements and/or misclassifications in the attachments and other financial information submitted to DOA.

Reason for submission requirements

Financial statements/templates, attachments, and supplemental information are required for the preparation of the Commonwealth's Annual Comprehensive Financial Report (ACFR). Bond rating agencies use the ACFR to determine Virginia's bond rating, and they require that parts of the ACFR are included in bond offering statements. Maintaining an unmodified opinion on the ACFR is critical to Virginia's retention of its AAA bond rating.

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Attachments with Changes

Attachment
CU4

- On the **Component Unit Template, Template Flux and Tab 2 Receivables**: Added **Restricted Receivables, Net** line item for receivables that meet either criterion below rather than requesting amounts in a separate communication:
 - Restricted Receivables, Net amounts expected to be collected in greater than one year; **or**
 - Restricted Receivables, Net amounts expected to be collected in greater than one year and a portion is expected to be collected within one year.
- On **Tab 1A – Detail**, removed Part 16, concentration of credit risk.
- On **Tab 1C – Foreign Currency Inv**, added additional currencies.
- On **Tab 6 – Restatements**, removed categories effective in the previous year and retained portions of **GASBS No. 99** effective for fiscal year 2024. Also updated for **GASBS No. 100**.
- On **Tab 8 – Miscellaneous**: Added Parts 21 and 22 for **GASBS No. 99** and **GASBS No. 100**.

Attachment
CU4_FASB_
Foundations

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- On the **Component Unit Template and Template Flux**, added **Restricted Receivables, Net** line item for receivables that meet either criterion below:
 - Restricted Receivables, Net amounts expected to be collected in greater than one year; **or**
 - Restricted Receivables, Net amounts expected to be collected in greater than one year and a portion is expected to be collected within one year.
 - On **Tab 2 – Receivables**, added Part 3 for the **Restricted Receivables, Net** line item.
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Component Unit Year-End Reporting Memorandum – FY 2024, continued

Attachments with Changes, continued

GASBS_68 entries – Supplemental Submission

- Added notes to cells that have amounts which should agree to the Attachment CU4.
 - Revised Part 2 to only require the Total Net Position impact amount and removed the individual Attachment CU4 net position line items.
-

GASBS_75 entries – Supplemental Submission

- Revised Part 2 to only require the Total Ending Net Position impact amounts for each plan and removed the individual Attachment CU4 net position line items.
 - Revised Part 3 to only provide the ending balances for the Long-Term Liabilities and removed the line items for beginning balances.
 - Removed Part 4 and replaced with notes in cells that have amounts which should agree to the Attachment CU4
-

Component Unit Year-End Reporting Memorandum – FY 2024, continued

Peer review report submissions

The Generally Accepted Government Auditing Standards, commonly known as the Yellow Book, require auditors who are relying on another audit organization’s work to request a copy of the audit organization’s peer review report.

All Component Units who are not audited by the Auditor of Public Accounts should engage auditors that receive a required periodic peer review and those peer reviews should be shared with the Auditor of Public Accounts. Those component units that are audited by an audit firm other than the Auditor of Public Accounts should be prepared to **have the auditors provide a copy of the most recent peer review report AND any accompanying letter of comment to the Auditor of Public Accounts.**

Please be aware that each entity **must ensure** that its outside auditor responds to APA communications and provides all required information to the APA within specified timeframes.

Early implementation of GASB statements

There will be no early implementation of any GASB statement for ACFR reporting purposes. Any entity that plans early implementation of any other GASB statement should notify Susan Jones, Director – Financial Reporting, immediately at susan.jones@doa.virginia.gov.

Thank you

Thank you in advance for assisting to successfully complete the Commonwealth of Virginia’s *Annual Comprehensive Financial Report* for fiscal year 2024.

Component Units

Definition

A component unit is a legally separate organization of the entity that the primary government is financially accountable for or has relationships with the primary government such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. The Commonwealth is required to incorporate the financial data of all component units in its financial statements.

Entities and applicable guidance

Component unit submission requirements and additional guidance are provided in the following documents which are located on DOA's website at www.doa.virginia.gov. Click on the "Financial Statement Directives" link.

- **Comptroller's Directive No. 1-24, Directive Compliance Guidelines for State Agencies**
 - **Authoritative Literature/Guidance for Preparation of GAAP Basis Fund Financial Statement Templates**
 - **GASBS No. 48 Commonwealth of Virginia Intra-Entity Reporting List**
 - **Glossary**
- **Comptroller's Directive No. 2-24, Directive Compliance Guidelines for Higher Education Institutions**
- **Comptroller's Directive No. 3-24, Directive Requirements Listing for the Department of the Treasury** (provided directly to the Agency)
- **Frequently Asked Questions** (State Agency)
- **Component Unit Year-End Reporting Memorandum – FY 2024** (This Document)

The following summarizes the Commonwealth's component units and their applicable guidance.

| Component Unit | Applicable Directive/ Memorandum |
|--|---|
| A. L. Philpott Manufacturing Extension Partnership | This Document |
| Assistive Technology Loan Fund Authority | This Document |
| Danville Science Center, Inc. (SMV) | This Document |
| Fort Monroe Authority | This Document |
| Hampton Roads Sanitation District Commission | This Document |
| Hampton Roads Transportation Accountability Commission | This Document |
| Higher Education Institutions (Including Foundations and other CU's) | Higher Education |
| Institute for Advanced Learning and Research | Higher Education |
| Library of Virginia Foundation (LVA) | This Document |

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Component Units, continued

Entities and applicable guidance, continued

| Component Unit | Applicable Directive/ Memorandum |
|---|---|
| New College Institute | Higher Education |
| Roanoke Higher Education Authority | Higher Education |
| Science Museum of Virginia Foundation, Inc. (SMV) | This Document |
| Southern Virginia Higher Education Center | Higher Education |
| Southwest Virginia Energy Research and Development Authority | This Document |
| Southwest Virginia Higher Education Center | Higher Education |
| Tobacco Region Revitalization Commission | This Document |
| Virginia Alcoholic Beverage Control Authority | This Document |
| Virginia Biotechnology Research Partnership Authority including Virginia Biotechnology Research Park Corporation | This Document |
| Virginia College Building Authority | Treasury |
| Virginia Commercial Space Flight Authority | This Document |
| Virginia Economic Development Partnership | This Document |
| Virginia Foundation for Healthy Youth | This Document |
| Virginia Health Workforce Development Authority | This Document |
| Virginia Housing Development Authority | This Document |
| Virginia Innovation Partnership Authority | This Document |
| Virginia Land Conservation Foundation (DCR) | This Document |
| Virginia Museum of Fine Arts Foundation (VMFA) | This Document |
| Virginia Offshore Wind Development Authority (DMME) | This Document |
| Virginia Outdoors Foundation | This Document |
| Virginia Passenger Rail Authority | This Document |
| Virginia Port Authority including Virginia International Terminals, LLC | This Document |
| Virginia Public Building Authority | Treasury |
| Virginia Public School Authority | Treasury |
| Virginia Resources Authority | This Document |
| Virginia School for the Deaf and Blind Foundation (VSDBF) | This Document |
| Virginia Small Business Financing Authority (DSBSD) | This Document |
| Virginia Solar Energy Development and Energy Storage Authority (DMME) | This Document |
| Virginia Tourism Authority | This Document |

Training

Online training on various topics related to the Component Unit Year-End Reporting Memorandum is available in the Learning Center (COVLC) at <https://covlc.virginia.gov>. Click on the “Catalog” link and search using the keyword “**DOA Directive.**” Click the course/reference you wish to access. If the agency has difficulty accessing the training, contact your entity COVLC site administrator, or e-mail doatraining@doa.virginia.gov for guidance. Please note that if an entity is not a member of the Learning Center, users will not be able to access the training. However, a PDF copy of the PowerPoint slides can be made available to those entities.

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Component Units, continued

Required submissions

A list of required submissions for component units covered by this document follows. See “Entities and Applicable Guidance” in the previous section for identification of entities covered by this document.

- Financial Statements (selected component units)
- Supplemental Information (all component units)
- **Attachment CU1** - Entity Additional Information Survey
- **Attachment CU2** - **GASBS No. 14** Checklist Modified through **GASBS No. 97**

Note: The entity will complete this for itself if required based on answers provided on CU1, Part 5a.

- **Attachment CU3** - **GASBS No. 14** Checklist Modified through **GASBS No. 97**

Note: The entity will complete this for any organizations, foundations, or component units related to it if required based on answers provided on CU1, Part 5b.

- **Attachment CU4** - Financial Statement Template (FST)
- **Attachment CU4 - FASB Foundations:** Financial Statement Template for FASB Foundations
- **Attachment CU5** - Federal Schedules
- **Attachment CU6** - Intrafund Activity
- **Attachment CU7** - Subsequent Events

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Component Units, continued

Due dates

Submission due dates for component units covered by this document are as follows. (See “Entities and Applicable Guidance”)

All entities with the exception of Virginia Alcoholic Beverage Control Authority and Hampton Roads Transportation Accountability Commission must complete Attachments CU1, CU4 or CU4F, CU5, CU7, and Supplemental Information.

Virginia Alcoholic Beverage Control Authority and Hampton Roads Transportation Accountability Commission must complete Attachments CU1, CU5, CU7, and Supplemental Information.

Attachment CU6 is applicable to component units that include foundations and/or discrete component units as part of the reporting entity. The due date for the CU6 is **September 12, 2024**.

| | | |
|------------------------------|--|-----------------------|
| All Entities | All Entities | All Entities |
| Attachments CU1 – CU3 | Supplemental Information | Attachment CU7 |
| July 11 | Varies (see Supplemental Section) | November 13 |

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|---|
| Attachments CU4 and CU5 are due by August 15 for the following entities: |
| Assistive Technology Loan Fund Authority |
| Southwest Virginia Energy Research and Development Authority |
| Virginia Health Workforce Development Authority |
| Virginia Land Conservation Foundation |
| Virginia Offshore Wind Development Authority |
| Virginia School for the Deaf and Blind Foundation |
| Virginia Solar Energy Development and Energy Storage Authority |

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Component Units, continued

Due Dates, continued

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| Attachments CU4, CU5 and audited financial statements are due by September 12 for the following entities: |
| A.L. Philpott Manufacturing Extension Partnership |
| Fort Monroe Authority |
| Hampton Roads Sanitation District Commission |
| Tobacco Region Revitalization Commission |
| Virginia Biotechnology Research Partnership Authority including Virginia Biotechnology Research Park Corporation |
| Virginia Commercial Space Flight Authority |
| Virginia Economic Development Partnership |
| Virginia Foundation for Healthy Youth |
| Virginia Housing Development Authority |
| Virginia Innovation Partnership Authority |
| Virginia Outdoors Foundation |
| Virginia Passenger Rail Authority |
| Virginia Port Authority including Virginia International Terminals, LLC |
| Virginia Resources Authority |
| Virginia Small Business Financing Authority |
| Virginia Tourism Authority |

Note: If a component unit's financial statement submission is unaudited, see page 22 for fluctuation analysis requirements.

| |
|---|
| Attachments CU4 - FASB Foundations, CU5 and audited financial statements are due by September 12 for the following entities: |
| Danville Science Center, Inc. |
| Library of Virginia Foundation |
| Science Museum of Virginia Foundation, Inc. |
| Virginia Museum of Fine Arts Foundation |

Note: If a component unit's financial statement submission is unaudited, see page 22 for fluctuation analysis requirements.

Related Organizations

Definition

A related organization is an organization for which the elected officials of the Commonwealth are accountable because they appoint a voting majority of the board, but are not financially accountable. The Commonwealth is required to disclose the nature of its accountability for related organizations in the notes to the financial statements.

Entities

Related organization submission requirements are provided in this document.

The following summarizes the Commonwealth's related organizations:

- Center for Rural Virginia
 - Chesapeake Bay Bridge and Tunnel Commission
 - Jamestown-Yorktown Educational Trust
 - Tobacco Settlement Financing Corporation
 - Virginia Birth-Related Neurological Injury Compensation Program
 - Virginia Coalfields Expressway Authority
 - Virginia Nuclear Energy Consortium Authority
 - Virginia Recreational Facilities Authority
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Required submissions and due dates

The following submissions are required from related organizations. Attachment information is due **July 11, 2024**.

- **Attachment CU1** - Entity Additional Information Survey
- **Attachment CU2** - **GASBS No. 14** Checklist Modified through **GASBS No. 97**

Note: The entity will complete the CU2 for itself if required based on answers provided on CU1, Part 5a.

Financial Statements are due September 12, 2024.

DOA may contact related organizations with questions regarding the financial information submitted.

Submission of Financial Statements/Templates and Attachments

Due dates

To avoid delays in preparing the Annual Comprehensive Financial Report, it is imperative that DOA receives the entity's information on or before the established deadlines. Please communicate these requirements and due dates to the entity's auditors to ensure the timely completion of the audit.

Submitting financial material

Entities should send the required materials by email to the following:

finrept-CU@doa.virginia.gov

And copy APA via e-mail at APAFinRept@apa.virginia.gov

If a submission needs a revision, please contact the AttachmentAnalyst@doa.virginia.gov mailbox for guidance prior to submission. If a resubmission is approved, please indicate in the email the reason for the resubmission.

Availability

Component Unit Year-End Reporting Memorandum – FY 2024 and the attachments are available on DOA's website at www.doa.virginia.gov. Click on the "Financial Statement Directives" link.

Additional Information

If DOA determines additional information is needed from the entity that is not included in this document, DOA will contact the entity as needed and provide applicable due dates.

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Submission of Financial Statements/Templates and Attachments, continued

Questions

For specific questions regarding attachments or training, contact:

Attachment Analyst

E-mail: AttachmentAnalyst@doa.virginia.gov

John J. Sotos

Assistant Director – Financial Reporting

E-mail: John.Sotos@doa.virginia.gov

Susan L. Jones

Director – Financial Reporting

E-mail: Susan.Jones@doa.virginia.gov

PeiChi Hockaday

CU-5 questions

E-mail: Peichi.hockaday@doa.virginia.gov

Leslie Weldon

Chief Financial Officer

Virginia Retirement System

GASBS No. 68 and **GASBS No. 75** VRS entries questions

E-mail: LWeldon@varetire.org

Donna Brown

Fiscal Officer

Department of Human Resource Management

GASBS No. 75 DHRM entries questions

E-mail: Donna.Brown@dhrm.virginia.gov

Stephanie Day

Accountant

Department of Human Resource Management

GASBS No. 75 DHRM entries questions

E-mail: Stephanie.Day@dhrm.virginia.gov

Preparation of Financial Statements/Templates and Attachments

Introduction

This section lists GASB Statements effective for both this and future years. All entities should refer to the GASB website at www.gasb.org for information regarding GASB statements.

GASB Statements Effective for Fiscal Year 2024 and Thereafter

Current year implementations

The following Governmental Accounting Standards Board (GASB) statements are effective for the Commonwealth for fiscal year 2024 and thereafter:

- **GASBS No. 99**, *Omnibus 2022*, only paragraphs 4 to 10, and
- **GASBS No. 100**, *Accounting Changes and Error Corrections* – an amendment of GASB Statement No. 62.

Implementation Guide 2021-1, Question 5.1 is also effective for fiscal year 2024 and indicates the component unit should capitalize assets whose individual acquisition costs are less than the component unit's capitalization threshold for an individual asset if those assets in the aggregate are significant. Changes adopted to conform to the provisions of Implementation Guide 2021-1 Q 5.1 should be applied retroactively as a restatement of beginning net position.

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GASB Statements Effective for Fiscal Year 2024 and Thereafter, continued

Future implementations

The following GASB statements are effective for fiscal year 2025:

- **GASBS No. 101**, *Compensated Absences*, requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means.
 - **GASBS No. 102**, *Certain Risk Disclosures* establishes financial reporting requirements for risks related to vulnerabilities due to certain concentrations or constraints.
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Supplemental Information

Fort Monroe Authority

Please provide the following information by **September 12, 2024**:

1. Submit **GASBS No. 68** – Supplemental Submission adjusting entries
 2. Submit **GASBS No. 75** – Supplemental Submission adjusting entries
-

Hampton Roads Sanitation District Commission

When providing **Attachment CU4**, ensure that “property and casualty insurance” and “hospitalization insurance” are reported separately on **Attachment CU4, Tab 4 – LT Liabilities**, as “other”.

Hampton Roads Transportation Accountability Commission

Submit the following by **September 12, 2024**:

1. **Attachment CU5** - Federal Schedules

Submit the following as provided by DOA in a separate communication by **October 3, 2024**:

2. Capital Projects - Debt Service Supplemental Templates for HRTAC
 3. Final statements for Hampton Road Transportation Accountability Commission
 4. Revisions to Footnote 28, LONG-TERM LIABILITIES, page 181 of the 2023 Annual Comprehensive Financial Report
 5. HRTAC Project Cost Distributions Breakdown
 6. To ensure that DOA has the necessary information to appropriately complete the net investment in capital asset calculation, provide analysis of bonds payable by issue including percent of distribution of proceeds used for primary Governmental capital assets, percent of proceeds used for component unit and/or locality capital assets. HRTAC is a blended component unit of the Commonwealth and should be considered governmental for this analysis. If any modifications are needed to the methodology, please notify DOA
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Tobacco Region Revitalization Commission

Please provide investment information to DOA by **November 13, 2024**, **only** if requested by DOA in a separate communication.

Continued on next page

Virginia
Alcoholic
Beverage
Control
Authority

Submit the following by **August 29, 2024**:

1. Amount of malt beverage tax collected in July 2024
2. Full accrual basis receivable amount as of June 30, 2024, for the malt beverage tax, **including** a fluctuation analysis which compares the current year and prior year amounts. Provide explanations for variances greater than 10% and \$269,000 **or** a variance greater than \$538,000 regardless of the percentage change.
3. Cardinal revenue account that represents the malt beverage tax
4. Amount that is due to the Literary Fund related to the sale of confiscated liquor and confiscated assets
5. Amount of bailment inventory for the ABC Enterprise Fund

Submit the following by **September 26, 2024**:

6. Submit **Attachment 10** – Enterprise Fund Financial Statement Template. Please include a supporting crosswalk schedule for how Revenues and Expenses per the Statement of Changes translate to the Operating portion of the cash flow statement.
7. Amount and line item where seized assets are reported on **Attachment 10**
8. Detailed information for **GASBS No. 68** entries included on **Attachment 10** – Enterprise Fund Financial Statement Template, in a separate communication provided by DOA.
9. Detailed information for **GASBS No. 75** entries included on **Attachment 10** – Enterprise Fund Financial Statement Template, in a separate communication provided by DOA.

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Supplemental Information, continued

Virginia Economic Development Partnership

Please provide the following information by **September 12, 2024**:

1. Submit **GASBS No. 68** – Supplemental Submission adjusting entries
 2. Submit **GASBS No. 75** – Supplemental Submission adjusting entries
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Virginia Housing Development Authority

1. Please provide the breakdown of unrestricted and restricted accounts receivable (mortgage and loan, interest, etc.), current and non-current notes payable, bonds payable and other liabilities, and accounts payable by **September 12, 2024**.

2. Please provide investment information to DOA by **November 13, 2024**, **only** if requested by DOA in a separate communication.

Virginia Outdoors Foundation

Please provide the following information by **September 12, 2024**:

1. Submit **GASBS No. 75** – Supplemental Submission adjusting entries
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Virginia Passenger Rail Authority

Please provide the following information by **September 12, 2024**:

1. Submit **GASBS No. 68** – Supplemental Submission adjusting entries
 2. Submit **GASBS No. 75** – Supplemental Submission adjusting entries
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Virginia Port Authority

Please provide the following information by **September 12, 2024**:

1. If the total of the net receivable amount reported in the entity's financial statements plus other receivable/due from amounts for the entity **excluding** Virginia International Terminals, LLC, does not agree to the net receivables reported in DOA's accounts receivable system as of June 30, a reconciliation must be provided. This reconciliation is a separate Excel file that will be provided in a separate communication. This must be submitted along with the Attachment CU4 submission. As a reminder, accounts receivable data must be entered into DOA's accounts receivable system by the **Attachment CU4** due date.
2. Submit **GASBS No. 68** – Supplemental Submission adjusting entries
3. Submit **GASBS No. 75** – Supplemental Submission adjusting entries
4. Current year covered-employee payroll for the VRS - Line of Duty Act program only.
5. Prior year covered-employee payroll for the DHRM - Pre-Medicare Retiree Healthcare program only.
6. Provide a cash reconciliation of activity reported on the template to Cardinal cash balances **including** any reimbursements submitted to Treasury.
7. Identify any amounts reported as capital grants and contributions that will not result in a capital asset reported on the entity's financial statements.

Please provide the following information by **October 3, 2024**:

8. Provide an updated **Tab 1B-Cash Eq. & Inv. Not w Tr** with details on cash equivalents and investments not with the Treasurer that agree to VPA's audited financial statements, including categories of credit risk, interest rate, and fair value measurement. All categories should agree to the Cash, Cash Equivalents and Investments footnote in VPA's audited financial statements **by investment type**.

Note that any amounts reported by the entity on any submission should be consolidated with financial data of Virginia International Terminals, LLC. All intrafund transactions between the entity and Virginia International Terminals, LLC, should be eliminated in the preparation of the submission in accordance with GASBS No. 34.

Please be sure to copy the Auditor of Public Accounts (APA) on all e-mail submissions at: APAFinRept@apa.virginia.gov.

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Supplemental Information, continued

Virginia Resources Authority

Please provide investment information to DOA by **November 13, 2024, only** if requested by DOA in a separate communication.

Virginia Tourism Authority

Please provide the following information by **September 12, 2024**:

1. Submit **GASBS No. 68** – Supplemental Submission adjusting entries
 2. Submit **GASBS No. 75** – Supplemental Submission adjusting entries
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All component units

Provide description, fund, revenue account or expense program, and amount to DOA by **September 12, 2024**, if the entity received any of the following that offset the cost of goods and services purchased by the entity during fiscal year 2024: 1) purchase discounts, 2) rebates or allowances, 3) recoveries or indemnities on losses, 4) insurance refunds or rebates, or 5) adjustments of overpayments or erroneous charges.

Note: Contact PeiChi Hockaday at (804) 786-0246 or PeiChi.Hockaday@doa.virginia.gov if you have any questions regarding this supplemental information.

Preparation of Fluctuation Analyses

Requirements

The fluctuation analysis included in the component unit template file (Attachments CU4 & CU4 – FASB Foundations) compares the current year’s financial statement template activity to the prior year’s financial statement template activity. Significant variances that meet the materiality scopes shown in the next section must be explained.

For the prior year amounts to display, the component unit must first select the entity’s name from the drop-down list. Prior year financial statement template amounts for the component unit will display in the prior year column. There are also columns to show dollar and percentage variances. In addition, for those financial statement line items that meet the materiality scopes listed below, a column titled “Is a fluctuation explanation required?” has been added. If a “yes” appears in the “Is a fluctuation explanation required?” column, the explanation should be provided on the **Template Flux** tab.

Materiality scopes

The materiality scopes for component units that submit a template are the following:

- Increases or decreases greater than 10% and \$9.9 million or
 - Increases or decreases greater than \$19.8 million
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Review of fluctuation analyses

Ensure the explanations for the fluctuation analysis are reviewed and approved by the appropriate individual. The reviewers should consider whether significant variances should be discussed with the entity head or designee.
