

Comptroller's Directive No. 2-24
Attachment HE-5
GASBS No. 14 Checklist Modified through GASBS No. 97

Purpose

This attachment includes a checklist used to evaluate, based on **GASBS No. 14** modified to reflect **GASBS No. 39**, **GASBS No. 61**, **GASBS No. 80**, **GASBS No. 84**, **GASBS No. 85**, **GASBS No. 90**, and **GASBS No. 97** criteria, an organization, foundation, or commission for possible inclusion as a component unit in the Commonwealth's Annual Comprehensive Financial Report. This attachment is similar to the prior year's Attachment HE-5.

Applicable institutions

Institutions must complete this attachment for any of the following:

- Institutions that have a potential component unit that has not been previously analyzed.
 - Institutions that have a potential component unit that has experienced a change that may affect its classification.
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Due date

July 30, 2024

Additional information

For additional information regarding GASB Statements, refer to the GASB website at www.gasb.org.

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Certification

The **Certification** 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 part. By typing a name, the preparer is certifying that the attachment is complete and accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer are certifying they were not the same individual for any tab; and the preparer and reviewer are certifying they have read and understood the instructions for the attachment.

Submission requirements

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

After downloading the word file, rename the file using the Institution Number-Institution Acronym followed by Attachment HE-5-FY24. The Institution Number-Institution Acronym should be the same as shown on the first tab of the Attachment HE-1, Attachments and Survey. For example, VCCS should rename the Attachment HE-5.docx file as 260-VCCS Attachment HE-5-FY24.docx. If the Part 1, Checklist, must be completed for more than one potential component unit and/or previously reported component units, the filename should indicate the number of Attachment HE-5 submissions. For example, if VCCS has to analyze two potential component units, the filenames should be as follows:

- 260-VCCS Attachment HE-5 – 1 of 2-FY24.docx
- 260-VCCS Attachment HE-5 – 2 of 2-FY24.docx

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

Submit the attachment(s) electronically to finrept-HE@doa.virginia.gov.

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

Do **not** submit paper copies of the attachment(s).
