

Comptroller's Directive No. 2-24
Attachment HE-13
Report of Financial Condition

Purpose Section 4-11.00 of the Appropriation Act provides each office handling State funds shall, upon the request of the Auditor of Public Accounts, make a detailed statement, **under oath**, of the financial condition of his/her office. This report of financial condition only applies to the HEI and excludes foundations.

Applicable institutions **All institutions must follow these attachment instructions.**

Due date **October 8, 2024**

Submission requirements **SUBMIT TO THE AUDITOR OF PUBLIC ACCOUNTS ONLY:**

- The oath (on page 3) can be submitted via mail or e-mail if the oath is either electronically notarized or scanned into pdf format.
- Final separately issued financial statements

For e-mail submissions (only for those items not previously submitted):

E-mail Address: APAFinRept@apa.virginia.gov

For paper submissions of the oath (on page 3):

Mail to: Staci A. Henshaw
Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218-1295

ALSO SUBMIT TO THE DEPARTMENT OF ACCOUNTS:

- Final separately issued financial statements that **have been audited** should also be submitted to DOA at:

finrept-HE@doa.virginia.gov

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**Providing
required
information**

- Send an electronic copy of the **final** separately issued financial statements to **APA ONLY** at the e-mail address indicated above and include the following: Management's Discussion and Analysis, Statement of Net Position (SNP), Statement of Revenues, Expenses, and Changes in Net Position (SRECNP), Statement of Cash Flows, and Notes to the Financial Statements. The financial statements should also include a Statement of Fiduciary Net Position, and Statement of Changes in Fiduciary Net Position pursuant to **GASBS No. 84**, *Fiduciary Activities*, if applicable.

Also, send a copy of the **final** separately issued financial statements to **DOA ONLY if they have been audited.**

- Send copies of all other DOA submissions to APA (**if not previously submitted**).
 - A reconciliation between the final separately issued SNP and SRECNP to the Attachment HE-10 must be available to the APA. This should clearly document how line items and amounts in the SNP and SRECNP are reported in the Attachment HE-10.
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**Notarized
statement**

**The following oath should be mailed or e-mailed to the Auditor of Public
Accounts as instructed on page 1:**

Institution

“I hereby affirm that the financial statements or information of the HEI
submitted are true and correct to the best of my knowledge and belief.”

Signature

Title

The oath should be administered by a notary or other officer authorized by
Section 49-4 of the *Code of Virginia*, and such notary or other officer should
complete a certificate in substantially the following form:

State of Virginia; City / County of:

This is to certify that _____ on this
_____ day of _____, 2024, took and subscribed the
foregoing oath required by the laws of the Commonwealth.

Name of Notary

Title

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