

**Component Unit OPEB Notice**

**OPEB Reporting Information Instructions**

The purpose of this document is to provide some instructions on how to use the OPEB reporting information that has been provided to you. Along with these instructions you have received the following items:

* A spreadsheet titled **CU OPEB Entries and Notes** that contains the journal entries and templates of the required note disclosures and instructions on how to complete them.
* A PDF document titled **CU Disclosure Example and CU Disclosure Example 2** that serves as an example of how the final note will look.
* A spreadsheet titled **2018 GASB 75 PG-Cu Shares (State Employee Plan)**. This is the file that displays the totals from the Employee Group OPEB Plan valuation by the individual employers. This file was prepared by the actuary.
* A spreadsheet titled **2018 GASB 75 PG-Cu Shares (TN Plan)**. This is the file that displays the totals from the Tennessee OPEB Plan valuation by the individual employers. This file was prepared by the actuary.

**CU Entries and Disclosures File**

The CU OPEB Entries and Disclosures spreadsheet has been provided to assist with the preparation of the detailed accounting entries and note disclosures. While care has been taken in the preparation of these items, please verify information against the actuary provided summary files. Inside the spreadsheet, there are eight tabs of information. Below is an explanation of what is on each tab.

Journal Entries Tab

On the first tab, you will see a listing of all of the journal entries that will be required in fiscal year 2018. Each journal entry contains a description of purpose and the related Statement No.75 reference. In order to see the specific journal entries for your entity, please go to cell A4, and search for your entity on the drop down box. Upon selecting your entity, the value cells should populate with the appropriate information from the actuarial valuation and other supporting information provided by the Division of Accounts.

75 Note EGOP

This tab provides a summary of the accounting and note disclosure requirements related to the State Employee Group OPEB Plan. Rows 5-46, of this tab, lays out the financial statement reporting requirements of this plan and includes a Statement No.75 reference to assist management and audit groups with understanding the statement and how it applies to this plan. These requirements are satisfied by the journal entries on the first tab.

Rows 50-134 represent the detailed note disclosures that are required for this plan. The GASB reference is also included, in column L, for each element of the disclosure. Column M contains the directions for obtaining/verifying any value that may be required in that paragraph or table. In order to populate the values specific for your entity, please ensure that the entity shown in cell A1 is correct. If not, please select the proper entity from the dropdown box. Once the proper entity is selected, the appropriate values will either be displayed in the appropriate exhibit or in a shaded box below the narrative the value belongs in. The values are expressed in the thousands. Feel free to adjust rounding to the level preferred by your entity. The shaded boxes should not be included in the printed note disclosure. Immaterial footing errors may occur on the note disclosure due to rounding.

Rows 136-156 represent the Required Supplementary information required by the statement. The values, that are able to be provided by the DOA, will populate in the proper cell. The DOA does not have the information to provide the covered-employee payroll amount for higher education component unit employers. This will have to be determined by each entity. Covered-employee payroll, for the EGOP, should include the total payroll for all full time employees during FY 2017 that were originally hired prior to July 1, 2015. This should include any terminated employees. Employees that reached age 65, during FY2017, should be excluded from this number. For the TNP, the covered-employee payroll will be the same as for the EGOP with the exception that age 65 employees will not be excluded.

A PDF document has been provided that can serve as a guide as to the final presentation of the note disclosure. All higher education, THDA and TSAC employers will include this disclosure in their financials.

75 Note TNP

This accounting requirement and note disclosure tab has been prepared for the component unit employers that participate in the Tennessee Plan. This tab is prepared in the same fashion as the LGI plan tab and will be used in the same way. A PDF note example file has also been provided specific to this plan. Component unit employers will not report a liability associated with this plan. However, all CU employers will include this disclosure in their financials due to the fact that retirees associated with the CU are receiving OPEB benefits through this plan.

Be sure to update all note sections to include entity name, and entity specific amounts

EGOP Valuation Results

This tab shows the individual OPEB results for each component unit employer and is used in the journal entry and note disclosure tabs. Results are specific to the EGOP.

TNP Valuation Results

This tab shows the individual OPEB results for each component unit employer and is used in the journal entry and note disclosure tabs. Results are specific to the TNP.

PPA Information

This tab shows all of the June 30, 2017 OPEB liabilities for each CU employer. This information was used to determine the prior period adjustment shown on the journal entry tab. Amounts was obtained from TBR and UT.

On-Behalf Information

This tab shows the amounts that were paid by the State, to the Tennessee Plan, for post-65 retirees of each entity. This information was used to determine the GASB 24 entry shown on the journal entry tab.

Payment Subsequent Information

This tab represents the amount recorded as the benefits paid subsequent to measurement date. This amount was determined based on the current year individual employer proportions of the collective total OPEB liability. The entities proportion of the collective total OPEB liability was applied to the total subsidy paid towards the actual insurance claims of retirees during FY2018.