



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

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OFM DIRECTIVE 13A-03

TO: Agency Directors and Policy Manual Users

FROM: /s/ Wendy Jarrett, Assistant Director
Accounting Division

SUBJECT: Chapter 90, State Reporting

We have revised Chapter 90, State Reporting, in the *State Administrative and Accounting Manual* (SAAM). This update is effective June 1, 2013. Revisions to Chapter 90 establish state reporting policies and procedures for fiscal year 2013. This directive also contains the timetable related to year-end reporting and the fiscal year-end closing schedule.

The update to Chapter 95, Federal Assistance Reporting, is pending release of this year's OMB Circular A-133 Compliance Supplement.

Key changes to the policies in SAAM include the following:

Chapter 90 - State Reporting

(Sections 90.20, 90.30, and 90.40)

- Updated the fiscal year-end cut off dates for fiscal year 2013. (90.20.05)
- Added a new Phase 1B for certain state disclosure forms. If your agency cannot complete some or all of the Phase 1B forms by August 23, 2013, you will need to request an extension by sending a memo to your assigned OFM accounting consultant. (90.40.10)
- Updated chapter 90 to implement GASB Statement 63 *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and Statement 65 *Items Previously Reported as Assets and Liabilities*. (90.20.15, 90.20.70, 90.30.40, 90.40.50, 90.40.95)
- Clarified entries for immaterial prior period adjustments to assets and allowance for depreciation in Account 997 General Capital Subsidiary Account. (90.20.15, 90.30.35)
- Added the Health Care Authority flexible spending administrative charge to the list of interagency payables recorded in GL code 5152 Due to Other Governments. (90.20.50)
- Added language for reporting deferred inflows or deferred outflows when recording a debt refunding. (90.20.70)
- Combined reporting of insured and collateralized columns on two cash disclosure forms. This combined column includes FDIC (Federal Deposit Insurance Corporation), PDPC (Public Deposit Protection Commission) and NCUA (National Credit Union Administration). (90.40.20)

- Added a field for describing the purpose of deposits of \$500,000 or more held at any one financial institution on the Cash and Investments General Disclosure form. (90.40.20)
- Added a question on the Cash and Investments General Disclosure form to disclose restricted cash that is not available for use in operations. (90.40.20)
- Clarified that operating and capital lease disclosures include existing leases only. (90.40.45)
- Added a reconciliation of COP proceeds (Revenue Source codes 0807 and 0854) in governmental fund type accounts to the increases (credit amounts) in the COP liability GL codes in Account 999 on the Liabilities by Major Class – Summary of Activity Disclosure form. (90.40.45)
- Added a question to the Bonds Payable General Disclosure form for capitalized bond interest expense. (90.40.55)
- Removed the default “no” answer on the four questionnaire type disclosure forms. An answer will be required for each question. (90.40.20.A, 90.40.45.C, 90.40.55.A and 90.40.75.A)

Timetable for Year-End Reporting and Closing:

Important Dates	Reporting Items
July 23, 2013	Mail out interagency billings (whether based on actuals or estimates).
July 15, 2013	Disclosure form application opens
July 31, 2013	Phase 1 Close, Agency Accrual Phase.
Aug. 23, 2013	Phase 1B due date for certain state disclosure forms
Sept. 6, 2013	Phase 2 Close, Agency Adjustment Phase: <ul style="list-style-type: none"> • All State and Federal electronic disclosure forms are due (not including certifications). • If agency adjusting entries need to be made after Phase 2, OFM approval is required.
Sept. 18, 2013	State Financial Disclosure Certification form including attachments is due. (original signed copy)
Oct. 2, 2013	Phase 3 Audit Adjustment Phase.
Dec. 6, 2013	Federal Assistance Certification form is due. (original signed copy)

Additional year-end closing resources are available on OFM’s Administrative and Accounting Resources website at: <http://www.ofm.wa.gov/resources/yearend.asp>.

If you have questions regarding the State or Federal disclosure forms, please contact your assigned OFM Accounting Consultant.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM’s website at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM’s website at: www.ofm.wa.gov/resources/default.asp.

If you are maintaining a hardcopy manual, a link to the replacement pages is available at: <http://www.ofm.wa.gov/policy/replacement-pages.asp>.