



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

December 17, 2013

OFM DIRECTIVE 14A-01

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Chapter 10, Travel; Chapter 30, Capital Assets; Chapter 75, Uniform Chart of Accounts; Chapter 80 Accounting Policies; and Chapter 85 Accounting Procedures

We have revised several policies in the *State Administrative and Accounting Manual* (SAAM) effective January 1, 2014.

Key changes to the policies in SAAM include the following:

Chapter 10: Travel
(Subsection 10.90.20)

- Decreased the mileage reimbursement rate for privately owned vehicles from \$0.565 to \$0.56. This decrease reflects the rate set by the United States Treasury Department which, pursuant to RCW 43.03.060, is the maximum rate the state can pay. The state Per Diem Rates map was also updated to reflect this change. The revised map is available on OFM's Travel Resources website at: <http://www.ofm.wa.gov/resources/travel.asp>.

Chapter 30: Capital Assets
(Subsection 30.40.20 and 30.50.10)

- Revised the listing of small and attractive assets that an agency must inventory absent a risk assessment and development of written policies.
- Revised the listing of assets under Major Groups 70 Information Technology Equipment and 77 Musical Instruments, Televisions, and Household Recordings.

Chapter 75: Chart of Accounts
(Sections 75.30, 75.70, and 75.80)

- Changed the closing GL code for accounts 01N, 290, and 749.
- Added GL code 1919 Other Noncurrent Assets and revised the definitions of GL codes 1140, 1150, 1240, and 1415.
- Revised the titles of Revenue Source codes 0850 and 0855 and revised the definitions of Revenue Source codes 0862 and 0863.

Chapter 85: Accounting Procedures

(Sections 85.52, 85.56, 85.60, 85.65)

- Revised the procedure to offset externally restricted non-current investments from nonspendable fund balance to the appropriate restricted fund balance GL code, and removed the illustrative entry.
- Added a procedure for non-federal donated consumable inventories.
- Added a new section and illustrative entries for interagency/interfund capital asset transfers.

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>.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency's OFM Accounting Consultant at: <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>.