



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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OFM DIRECTIVE 99A-04

TO: Agency Directors and Policy Manual Users

FROM: Sadie Rodriguez Hawkins, Assistant Director
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SUBJECT: REDESIGN AND REISSUE OF THE POLICY MANUAL

One of the things we learned in our customer survey last year was that many of our customers wanted a more user-friendly policy manual. To this end, we worked with a group of over 60 volunteers from many agencies and redesigned/reorganized the state of Washington's *Financial and Administrative Policies, Regulations and Procedures* manual. We also renamed it the *State Administrative and Accounting Manual (SAAM)*. SAAM's new features include:

- Enhanced index and glossary
- Easier to read, streamlined text
- More descriptive titles and simplified language throughout
- New, easy to use numbering scheme
- New forms index
- Hotlinks to RCWs, other sections within the manual, and other key publications referenced in the manual

Crosswalks are provided to help facilitate the transition from the old manual to the SAAM's revised numbering scheme.

In conjunction with the redesign process, certain policies were updated. Following, by chapter, is a listing of the more significant revisions:

Chapter 10 Travel (formerly Section 4.2)

- Provided a greater emphasis on travel management requirements, restrictions and principles by consolidating them and including them in the initial section of the travel policy.
 - Retained the requirement for prior authorization from the agency head or authorized designee of all out-of-state travel as well as any in-state travel involving two or more nights, but given the emphasis on the agency management of travel, eliminated the minimum documentation required for approval.

- Reorganized travel regulations within Chapter 10 and moved non-travel items to other locations as follows:
 - Chapter 60 Moving Expenses
 - Chapter 70 Other Administrative Regulations
 - Section 70.10 Coffee and Light Refreshments
 - Section 70.20 Prospective Employee Interview Expenses
 - Section 70.30 Acquisition, Maintenance and Disposal of Motor Vehicles
 - Section 70.40 Motor Vehicle Management and Use
 - Section 70.50 Aircraft

Chapter 20 Internal Control and Auditing (formerly Part 6)

- Clarified and more closely aligned terminology with national standards set by the American Institute of Certified Public Accountants (AICPA) and the US Office of Management and Budget.
- Removed the sample procedures and checklists from the policy. They will continue to be available for agency adaptation and use. Refer to Administrative and Accounting Resources at www.wa.gov/ofm/policies_toc.html.

Chapter 25 Payroll (formerly Subsection 4.3.2)

- Updated the shared leave policy to reflect recent changes in state law allowing employees to donate sick leave and personal holiday.
- Added Voluntary Employee Benefit Associations (VEBAs) as an allowable voluntary salary reduction program in accordance with new statute.
- Added current state forms for Garnishment Answers and Claim for Indebtedness of State of Washington to Deceased Employees for easier accessibility.

Chapter 40 Credit and Debit Cards (formerly Subsection 4.3.6)

- Incorporated language outlining the agency's role in process.
- Clarified elements that should be considered in developing a business case and an economic feasibility study.

Chapter 90 State Reporting Policies and Procedures (formerly Section 5.1) and

Chapter 95 Federal Assistance Reporting (formerly Section 5.2)

- Updated the policies for Fiscal Year 1999 reporting. Modifications were minimal.
- Additional information on filing electronic disclosure forms, the cutoff schedule and other applicable closing dates will be published later this spring.

We are encouraging you to use the electronic version of the manual. You will find it under State Administrative and Accounting Manual (SAAM) at www.wa.gov/ofm/policies_toc.html. If you have any questions or comments regarding SAAM, please call the Accounting Consultant assigned to your agency, or feel free to contact us at ofm.policy.manual@ofm.wa.gov.