



STATE OF WASHINGTON

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TO: Agency Directors and Policy Manual Users

FROM: /s/ Pat Sanborn, Senior Executive Policy Coordinator
Accounting Division

SUBJECT: SAAM Technical Correction – General Ledger (GL) codes for encumbrances

Many fund balance GL codes were changed in the *State Administrative and Accounting Manual* (SAAM) June 1, 2011 update to implement Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

It has since been determined that the GL codes related to encumbrances should not have been changed. Accordingly, we are revising the GL codes for encumbrances back to 9510 Reserved for Encumbrances, 9513 Reserved for Encumbrances for Reappropriated Capital Appropriations, and 9514 Reserved for Encumbrances for Continuing Operating Expenditure Authority.

This revision impacts SAAM Subsections 75.40.10, 75.40.20, 85.42.20, 90.20.35, 90.20.40, and 90.30.60. The effective date for this change is June 1, 2011.

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.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: 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 will be available at: <http://www.ofm.wa.gov/policy/replacement-pages.asp>.