



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

May 12, 2000

OFM DIRECTIVE 00A-01

TO: Agency Directors and Policy Manual Holders

FROM: Sadie Rodriguez Hawkins, Assistant Director
Accounting Division

**SUBJECT: REVISIONS TO CHAPTER 90: STATE REPORTING, CHAPTER 95:
FEDERAL ASSISTANCE REPORTING and FISCAL YEAR CLOSING
SCHEDULE**

We are revising Chapter 90, State Reporting, and Chapter 95, Federal Assistance Reporting of the state of Washington's *State Administrative and Accounting Manual (SAAM)*, issued by the Office of Financial Management (OFM). The effective date of both revisions is June 1, 2000. Both revisions update state reporting policies and procedures for Fiscal Year 2000. This directive also reiterates the fiscal year end-closing schedule. Please replace the entire chapters in your manual with these revisions.

Chapter 90 (State Reporting) Changes (<http://www.ofm.wa.gov/policy/90.htm>)

- Form A - Cash and Investments (90.40.20) Part B provides more clarification of FDIC insured portion of bank accounts. Part C provides clarification on certificates of deposit disclosure. Part D provides a new format and additional investment types from which to select.
- Agencies will be required to complete and submit their disclosure forms in an electronic format. For further information on electronic forms, please contact James Scheibe at (360) 664-7681 or james.scheibe@ofm.wa.gov.

Agencies are reminded to promptly notify their assigned OFM Accounting Consultant in the event a material prior period adjustment is deemed necessary to correct an error of a prior period. For further information on prior period adjustments, refer to Chapter 90.20.15.

Chapter 95 (Federal Assistance Reporting) Changes (<http://www.ofm.wa.gov/policy/95.htm>)

- As noted in last year's year-end reporting training, there is a new requirement to report pass through Expenditures to subrecipient. For the first time, under Direct Assistance, agencies and institutions are required to report the amount of federal expenditures that represent pass-through to subrecipients or subgrantees. This is to be a single figure by CFDA program. Refer to the last paragraph in Subsection 95.20.15.b for an explanation. Note in Subsection 95.20.30 that the new data element will be captured in a column added to the far right of the report format. This new reporting requirement is to satisfy a pre-existing federal reporting requirement found in OMB Circular A-133, §__.310(5).
- Incorporation of new federal cluster requirements (March 2000 *Compliance Supplement*). There are two new cluster designations, Schools and Roads and Highway Planning and Construction and one previous cluster has been eliminated, HIV. Refer to *SAAM*, Subsection 95.20.15.c for details. Two new Catalog of Federal Domestic Assistance (CFDA) programs have also been added to the TRIO cluster (84.066, TRIO-Educational Opportunity Centers and 84.217, TRIO-McNair Post-Baccalaureate Achievement)
- Elimination of option to report to the thousands of dollars on paper submittal documents. All amounts are to be reported to the dollar.
- Recognition of revenue source code change for Federal Revenue-Pass-Through from 0446 to 0546. This change was made in June of 1999 and was previously reflected in SAAM online.

Questions on these changes, or federal assistance reporting in general, should be addressed to Norm Johnson at (360) 664-7676 or norm.johnson@ofm.wa.gov.

Timetables Related to Year End Reporting

Displayed below is the timeline for reporting data to the Agency Financial Reporting System (AFRS) for closing the fiscal year:

Fiscal Year Closing Schedule

			<u>AFRS Reports</u>
Phase 1 (Agency Accruals)	Monday	July 31	Yes
Phase 2 (Final Adjustments)	Wednesday	Sept. 13	Yes
Phase 3 (SAO Adjustments)	Wednesday	Oct. 11	No
Phase 4 (Final Reports)	Thursday	Dec. 21	Yes

Agency accrual activity is to be completed by **July 31, 2000**, and further agency adjustment activity is to be completed by **September 13, 2000**. This is the final opportunity for agencies to enter adjustments before data is sent to the State Auditor for audit.

Component units that do not submit data directly through AFRS are to submit audited financial statements to the OFM Accounting Division by **October 16, 2000**.

The cutoff date for submittal of SARS information is **August 17, 2000**.

Interagency billings, whether based on actuals or estimates, should be sent out to agencies by **July 15, 2000**.

Federal Assistance report forms (paper or electronic) and the agency certification form are due to OFM by **September 25, 2000**. Email completed electronic forms to norm.johnson@ofm.wa.gov and mail the original and one copy of paper reporting forms, agency certification form and any variance explanations to the Accounting Division, Attn. Fed Reporting, at the address listed below.

Supplemental state reporting disclosure forms (forms A through K) are to be received by the OFM Accounting Division by **October 11, 2000**. Email the completed forms, except Form K, to james.scheibe@ofm.wa.gov. Mail the signed original and one copy of Form K to the Office of Financial Management, Accounting Division, PO Box 43123, Olympia, WA 98504-3123.

Please call (360) 664-7700 if additional copies of this document are needed. Any question regarding the content of this directive should be directed to the OFM Accounting Consultant assigned to your agency.