



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 8, 2009

OFM DIRECTIVE 09A-04

TO: Agency Directors and Policy Manual Users

FROM: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division

SUBJECT: **Chapter 90: State Reporting**

We have revised Chapter 90, State Reporting, of the state of Washington's *State Administrative and Accounting Manual (SAAM)*, effective **June 1, 2009**. Please replace the entire chapter in your policy manual. The online version of Chapter 90 is available at: <http://www.ofm.wa.gov/policy/90.htm>.

Revisions to Chapter 90 include the state reporting policies and procedures for Fiscal Year (FY) 2009. This directive also contains the timetable related to year-end reporting and the fiscal year-end closing schedule.

Information on federal reporting changes to Chapter 95, Federal Assistance Reporting, for FY 2009 will be available at a later date.

Key changes to Chapter 90 include the following:

- Added new item #16 on pollution remediation obligations and how they are recorded in AFRS (90.20.70).
- Added that FDIC insurance covers demand deposits up to \$250,000 each until December 31, 2009 (90.40.20).
- Added two new revenue types (loan programs & grants or donations) to the Deferred Revenues Disclosure form. The revenue recognition criteria choices were also modified (90.40.50).
- Deleted the Noncash Activity Disclosure form (90.40.65).
- Revised question #4 in the Miscellaneous Disclosure form concerning component units, related organizations, joint ventures and segments; and question #6, concerning pollution remediation (90.40.75).
- Added new item #15 to the Financial Disclosure Certification which concerns proper identification, measurement, and reporting of any pollution remediation obligations. If applicable, agencies are to attach the Site Status Report to the certification (90.40.95).

Timetable for Year-End Reporting and Closing:

| Important Dates | Reporting Items |
|-----------------|--|
| July 16, 2009 | Send out interagency billings (whether based on actuals or estimates), with the exception of the Community and Technical Colleges. |
| July 21, 2009 | State Board for Community and Technical colleges - Send out interagency billings. |
| July 31, 2009 | Phase 1 Close, Agency Accrual Phase. |
| Aug. 3, 2009 | Electronic State and Federal disclosure forms available online. |
| Aug. 14, 2009 | Early Phase 2 close for Community and Technical Colleges. |
| Aug. 21, 2009 | Early Phase 2 close for the Department of Transportation. |
| Sept. 11, 2009 | Phase 2 Close, Agency Adjustment Phase: <ul style="list-style-type: none"> · If agency adjusting entries need to be made after Phase 2, OFM approval is required. |
| Sept. 18, 2009 | All State and Federal electronic disclosure forms are to be completed, with the exception of the Federal Assistance Certification. |
| Oct. 9, 2009 | Phase 3 Audit Adjustments. |
| Dec. 8, 2009 | Federal Assistance Certification due. |

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

If you have questions regarding the State disclosure forms, please contact your assigned OFM Accounting Consultant. If you have questions regarding the Federal disclosure forms, please contact Andrea Brown at (360) 664-7676 or e-mail at: andrea.brown@ofm.wa.gov.

Mail the signed **original** State Financial Disclosure Certification form (due September 18, 2009) and Federal Assistance Certification form (due December 8, 2009) to the following address:

Office of Financial Management
 Accounting Division
 PO Box 43113
 Olympia, WA 98504-3113

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>.

Note: In effort to conserve resources and save paper, OFM will no longer provide paper copies for your hardcopy policy manual after this update. In the future, a link to the replacement pages for you to print for your hardcopy policy manual will be provided on OFM’s website.

Unless noted otherwise, 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/swacontacts.asp>.

Attachments