

OFM

Facilities Oversight & Planning

2023 Facilities Inventory Instructions

Small Agencies

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FACILITIES INVENTORY OVERVIEW

Since 1997, [RCW 43.82.150](#) has required all Washington state agencies, departments, boards, commissions and institutions to report their inventory of state-owned and leased facilities as of June 30 each year. The Facilities Portfolio Management Tool (FPMT) serves as the system of record for Washington's facilities inventory. All facility data is collected and maintained in FPMT.

OFM's statewide [inventory policy](#) has been aligned with accounting standards as part of expanding FPMT to meet new Governmental Accounting Standards Board (GASB) [requirements](#). Accordingly, [inventory data in FPMT must be current each month](#). OFM will take a snapshot of the data on June 30 to comply with our reporting requirements.

This document provides instructions for agencies supported by DES Small Agency Financial Services (SAFS). SAFS will report for small agencies, unless an agency chooses to perform its own data entry. These instructions are intended to provide context on reporting process and due dates.

REPORTING REQUIREMENTS AND SUBMISSION PROCESS

FPMT Data

Small agencies supported by SAFS are not required to do their own data entry in FPMT. SAFS will update the system for you. If your agency has active FPMT users who want to input their own data, please wait to update the system until you are contacted by SAFS.

SAFS will reach out to individual agencies to ask for the specific information needed for this reporting cycle. The data ask will vary based on your agency's portfolio. Some small agencies have at least one leased facility, while others only have a receivable lease (sublease) or owned facilities.

Due Dates

All inventory updates are due to OFM by **Thursday, June 22, 2023**. As a reminder, inventory data should be current and accurate each month in FPMT. This deadline is to ensure relevant updates are included in OFM's annual report to the Legislature.

NOTE: New facilities must be entered into FPMT by **June 1** to allow sufficient time for OFM review and approval.

CONTACT INFORMATION

For questions about FPMT data, please contact Gwen McClanahan with SAFS at gwen.mcclanahan@des.wa.gov.

For questions about OFM's facilities inventory policy, please contact your [OFM Facilities Analyst](#) or send an email to ofmfacilitiesoversig@ofm.wa.gov.