



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 18, 2007

OFM DIRECTIVE 07A-02

TO: Agency Directors and Policy Manual Users

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

SUBJECT: CHAPTER 75 - UNIFORM CHART OF ACCOUNTS; CHAPTER 90 - STATE REPORTING; AND CHAPTER 95 - FEDERAL ASSISTANCE REPORTING

We have revised several chapters of the state of Washington's *State Administrative and Accounting Manual (SAAM)*, effective June 1, 2007.

These revisions include the state and federal reporting policies and procedures for Fiscal Year 2007 as well as minor changes to Chapter 75. In addition, this directive reiterates the timetable related to year-end reporting and includes the fiscal year-end closing schedule.

Changes to Chapter 75 are included in the internet publication only. The related pages will be replaced with the July 1, 2007 update.

Please replace the following pages as noted:

Chapter 90	Entire chapter
Chapter 95	Entire chapter

Key changes to the policies include the following:

CHAPTER 75: UNIFORM CHART OF ACCOUNTS (<http://www.ofm.wa.gov/policy/75.htm>)
(Subsections 75.30.20, 75.30.40, 75.30.50, and 75.30.60)

- Changed the rollup fund FJ Health Insurance (enterprise fund) to GF Health Insurance (internal service fund) for accounts 418, 437, 438, 721 and 730.
- Added rollup fund KE Retiree Health Insurance (agency fund).
- Inactivated accounts: 10C, 124, 533, 715, 748, and 769.
- Changed account 488 cash type from type 5 "Noncash" to type 1 "Treasury Cash."

CHAPTER 90: STATE REPORTING (<http://www.ofm.wa.gov/policy/90.htm>)

(Entire chapter)

- Added requirement that agencies indicate on the Disclosure Form Lead Sheet if the disclosure form has been completed, or if it is not applicable.
- Clarified disclosure requirement related to operating and capital leases where the agency is the lessee and payments are made to external entities (not state agencies).
- Added reporting for capital leases when the agency is the lessor.
- Clarified reporting for bond debt refunding.
- Added one new question to the Miscellaneous Disclosure Form on pollution remediation.
- Emphasized requirement that agencies correct AFRS before the Phase 2 cutoff to reflect true activity for the increase and decrease liability and capital assets general ledger codes.
- Added references to Enterprise Reporting reports available for verifying and analyzing account balances.

CHAPTER 95: FEDERAL ASSISTANCE REPORTING (<http://www.ofm.wa.gov/policy/95.htm>)

(Entire chapter)

- Eliminated one cluster, National Farmworkers Jobs Program (10).
- Added two new programs to the Student Financial Assistance cluster: 84.375 Academic Competitiveness Grant, and 84.376 National Science and Mathematics Access to Retain Talent Grant.
- Added five new programs to the Highway Safety cluster: 20.609 Safety Belt Performance Grants, 20.610 State Traffic Safety Information System Improvements Grants, 20.611 Incentive Grant Program to Prohibit Racial Profiling, 20.612 Incentive Motorcycle Safety Grants, and 20.613 Child Safety and Child Booster Seat Incentive Grants.
- Added a new program to the Aging cluster: 93.044 Grants for Supportive Services and Senior Centers.
- Added attestations to the Federal Assistance Certification regarding cost principles (# 4), follow-up on prior audit findings (#12), and internal controls (#13).

Timetable for Year-End Reporting and Closing:

Important Dates	Reporting Items
July 16, 2007	Send out interagency billings (whether based on actuals or estimates), with the exception of the community and technical colleges.
July 23, 2007	Community and technical colleges - Send out interagency billings.
July 31, 2007	Close Phase 1, Agency Accrual Phase
Aug. 1, 2007	Electronic state and federal disclosure forms available online.
Sept. 12, 2007	Close Phase 2, Agency Adjustment Phase <ul style="list-style-type: none">• If agency adjusting entries need to be made after Phase 2, OFM approval is required.• AFRS reports will be printed at the end of both Phases 1 and 2.
Sept. 19, 2007	All state and federal electronic disclosure forms are to be completed, with the exception of the Federal Assistance Certification.
Oct. 5, 2007	Audited financial statements, for component units that do not submit data directly through AFRS, are due.
Dec. 7, 2007	Federal Assistance Certification due.

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 (due September 19, 2007) and Federal Assistance Certification forms (due December 7, 2007) 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>.

Additional resources are also available on our Administrative and Accounting Resources web site at: <http://www.ofm.wa.gov/resources/default.asp>.

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