



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

May 30, 2008

OFM DIRECTIVE 08A-02

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Chapter 95: Federal Assistance Reporting

We have revised Chapter 95, Federal Assistance Reporting, of the state of Washington's *State Administrative and Accounting Manual (SAAM)*, effective **June 1, 2008**. This directive recaps the critical dates related to federal year-end reporting. Please replace the entire chapter in your policy manual. The online version of Chapter 95 is available at: <http://www.ofm.wa.gov/policy/95.htm>.

The key change in Section 95.10 is the addition of a new federal cluster, Transit Services Programs, composed of CFDA numbers 20.513, 20.516, and 20.521. This change reflects the modified federal audit cluster definitions included in the March 2008 OMB A-133 *Compliance Supplement*, Part 5.

As required in Section 95.20, agencies are to electronically complete and submit their federal disclosure forms by **September 18, 2008**. The original signed Federal Assistance Certification and any required attachments are to be mailed to the following address by **December 8, 2008**:

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

Agencies are encouraged to reconcile federal reporting data by the end of Phase 2 (**September 11, 2008**) so that the Agency Financial Reporting System (AFRS) reflects correct data for completing the federal forms.

Questions regarding federal assistance reporting should be directed to Andrea Brown at (360) 664-7773 or andrea.brown@ofm.wa.gov.

Agency Directors and Policy Manual Holders

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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 All OFM directives, policies, technical corrections, and superseded policies are available at: 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>.

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