



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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

May 18, 2020

OFM DIRECTIVE 20A-05

TO: Agency Directors and Policy Manual Users

FROM: /s/ Brian Tinney, 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 policies in the *State Administrative and Accounting Manual* (SAAM) effective **March 2020 through June 2020**.

Key changes to the policies in SAAM include the following:

Chapter 75: Uniform Chart of Accounts
(Sections 75.30, 75.40, 75.70, and 75.80)

Accounts

- Added new accounts: 24L, 24M, 24T, 24U, 24V, 367, 703
- Updated titles on accounts: 05W and 851

General Ledgers

- Added new General Ledger: 9602- Restricted for TAP 3 Annuity (DRS Only)

Sub-subobjects

- Updated various Sub-subobjects – refer to sub-subobject spreadsheet on [resource site](#).

Revenue Source Codes

- Added three new source codes: 06-69, 06-70, and 06-71

Chapter 90: State Reporting
(Sections 90.20 and 90.40)

Revisions to Chapter 90 establish state reporting policies and procedures for fiscal year 2020. This directive also contains the timetable related to year-end reporting and the fiscal year-end closing schedule.

- Updated the fiscal year-end cut off dates for fiscal year 2020. (90.20.05)

- Updated the disclosure form dates for fiscal year 2020. (90.40.10)
- Revised the wording for statements 6, 7, 8, and 9. **Added a new statement 26 related to the security of category 3 and 4 data on the State Financial Disclosure Certification form.** (90.40.95)

Timetable for Year-End Reporting and Closing:

Key Dates	Reporting Items
July 13, 2020	Disclosure form application opens
July 17, 2020	Mail out interagency billings (whether based on actuals or estimates).
July 31, 2020	Phase 1 Close, Agency Accrual Phase <ul style="list-style-type: none"> • Prioritize interagency receivable/payable reconciliations as many agencies have an early internal close date.
Aug. 17, 2020	Phase 1B Close <ul style="list-style-type: none"> • Due date for certain state disclosure forms, • Interagency receivable/payable balancing is due, • Pollution remediation site status report is due • Asset retirement obligation report is due
Aug. 31, 2020	Phase 2 Close, Agency Adjustment Phase: <ul style="list-style-type: none"> • Agency adjustments completed • Remaining State and all Federal disclosure forms are due (not including certifications). • Disclosure form application closes • All agency adjusting entries made after Phase 2 require OFM approval.
Sept. 11, 2020	State Financial Disclosure Certification form, including attachments, is due.
Feb. 26, 2021	Federal Assistance Certification form is due.

Agencies are encouraged to establish an internal close prior to August 31, in order to ensure that all entries are posted in AFRS and disclosure forms are completed by Phase 2 close. The Phase 2 close date is firm.

Chapter 95: Federal Assistance Reporting
 (Section 95.20)

Revisions to Chapter 95 establish federal reporting policies and procedures for fiscal year 2020. This directive also contains the timetable related to year-end reporting and the fiscal year-end closing schedule.

- Updated the disclosure form dates for fiscal year 2020. (95.20.10)

The update to Chapter 95, Federal Assistance Reporting, is pending release of this year’s OMB Circular A-133 Compliance Supplement.

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

If you have questions regarding the State or Federal disclosure forms, please contact your assigned OFM Accounting Consultant.

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.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at: www.ofm.wa.gov/resources/default.asp.