



STATE OF WASHINGTON  
**OFFICE OF FINANCIAL MANAGEMENT**

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May 21, 2021

**OFM DIRECTIVE 21A-02**

**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 **June 1, 2021**. Key changes to the policies in SAAM include the following:

**Chapter 75: Uniform Chart of Accounts**

(Sections 75.30, 75.40, and 75.70)

Accounts

- Added new accounts: 24Q, 24R, 25B, 25C, 373, 704, 706, 707
- Updated materiality thresholds
- Changed “Agency Funds” to “Custodial Funds;” changed titles on custodial roll-up funds; and made other fund type, roll-up fund, and closing GL changes related to GASB Statement No. 84, *Fiduciary Activities*

General Ledgers

- Added new General Ledger: 9584 - Restricted for Custodial

Sub-subobjects

- Added new Subobject: NG – Payments of Taxes to Other Governments

**Chapter 90: State Reporting**

(Sections 90.20 and 90.40)

Revisions to Chapter 90 establish state reporting policies and procedures for fiscal year 2021.

- Updated the fiscal year-end cut off dates for fiscal year 2021. (90.20.05)
- Removed references to “agency fund type accounts” and changed “trust fund type accounts” to “fiduciary fund type accounts” related to GASB Statement No. 84, *Fiduciary Activities*. (90.20.15, 90.20.20, 90.20.25, 90.20.65, 90.20.70)
- Updated the disclosure form dates for fiscal year 2021. (90.40.10)
- Due to the implementation of GASB 92, *Omnibus*, replaced the term derivative(s) with derivative instrument(s) in question 9 of the Cash and Investments General disclosure. (90.40.20.A)

- Reworded question 5, Other Externally Restricted Cash & Investments, to help clarify information requested for the Cash and Investments Restricted disclosure. (90.40.20.B)
- OFM will accept official electronic signatures using electronic signature software such as DocuSign or Adobe Acrobat Pro E-sign. Agencies must follow their own internal policies regarding the form of signature. (90.40.95)

**Chapter 95: Federal Assistance Reporting**  
 (Section 95.20)

Revisions to Chapter 95 establish federal reporting policies and procedures for fiscal year 2021.

- Updated the disclosure form dates for fiscal year 2021. (95.20.10)
- OFM will accept official electronic signatures using electronic signature software such as DocuSign or Adobe Acrobat Pro E-sign. Agencies must follow their own internal policies regarding the form of signature. (95.20.90)

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

**Timetable for Year-End Reporting and Closing:**

This directive also contains the timetable related to year-end reporting and the fiscal year-end closing schedule.

<b>Key Dates</b>	<b>Reporting Items</b>
July 12, 2021	<b>Disclosure form application opens</b>
July 16, 2021	Mail out interagency billings (whether based on actuals or estimates).
July 30, 2021	<b>Phase 1 Close, Agency Accrual Phase</b> <ul style="list-style-type: none"> <li>• Prioritize interagency receivable/payable reconciliations as many agencies have an early internal close date.</li> </ul>
Aug. 20, 2021	<b>Phase 1B Close</b> <ul style="list-style-type: none"> <li>• Due date for certain state disclosure forms.</li> <li>• Interagency receivable/payable balancing is due.</li> <li>• Pollution remediation site status report is due.</li> <li>• Asset retirement obligation report is due.</li> </ul>
Sept. 3, 2021	<b>Phase 2 Close, Agency Adjustment Phase:</b> <ul style="list-style-type: none"> <li>• Agency adjustments completed.</li> <li>• Remaining State and all Federal disclosure forms are due (not including certifications).</li> <li>• Disclosure form application closes.</li> <li>• All agency adjusting entries made after Phase 2 require OFM approval.</li> </ul>
Sept. 14, 2021	State Financial Disclosure Certification form, including attachments, is due.
Feb. 28, 2022	Federal Assistance Certification form is due.

Agencies are encouraged to establish an internal close prior to September 3, 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.

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](http://www.ofm.wa.gov/resources/default.asp).