



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 10, 2023

OFM DIRECTIVE 23A-02

TO: Agency Directors and Policy Manual Users

FROM: Brian Tinney, Assistant Director
Accounting Division

SUBJECT: Chapter 40: E-Commerce; Chapter 55: Audit Tracking; Chapter 60: Moving Expense; Chapter 75: Uniform Chart of Accounts; Chapter 80: Accounting Policies; Chapter 85: Accounting Procedures; and Glossary

We have revised policies and made technical corrections in the *State Administrative and Accounting Manual* (SAAM) with various effective dates, as noted below.

Key changes to the policy in SAAM include the following:

Chapter 55: Audit Tracking

(Subsections 55.10.70.a, 55.10.70.b)

- Removed the requirement for Certification of Completion of Corrective Action for single audit and fraud findings. The certification template was updated accordingly.

Chapter 75: Uniform Chart of Accounts

(Sections 75.30, 75.80)

- Changed administering agency on Account 25N
- Added revenue source 0691
- Updated RCW references for revenue sources 0410, 04DS, 0649

Chapter 85: Accounting Procedures

(Section 85.38)

- Added back subsection 85.38.70 that was previously removed. Updated policies around documentation requirements for warrant cancellations and warrant voiding and destruction procedures to align with Office of State Treasurer (OST). Note: OST is updating the general records retention schedule to reflect these changes.

Key technical changes to SAAM include the following:

Chapter 40: E-Commerce: Electronic Acceptance and Disbursements of State Funds/ Benefits

(Subsections 40.20.30.b, 40.50.10)

- Updated reference and link that were incorrect, changed or removed.
- Clarifies that remote deposit services only require an economic feasibility study (EFS) when not directly arranged through the Treasurer's Office (OST).

Chapter 60: Moving Expense

(Subsection 60.20.10.b.(1))

- Removed DES reference.

Chapter 80: Accounting Policies

(Subsection 80.30.86)

- Updated reference and link that were incorrect, changed or removed.

Chapter 85: Accounting Procedures

(Chapter 85)

- Updated various references and links that were incorrect, changed or removed.

Glossary

- Updated glossary term Nonexchange Financial Guarantee to Financial Guarantee due to implementation of GASB Statement No. 99, *Omnibus 2022*.

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.

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/swacontactsbyagency.asp>.