



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 26, 2023

**OFM DIRECTIVE 23A-03**

**TO:** Agency Directors and Policy Manual Users

**FROM:** /s/ Brian Tinney, Assistant Director  
Accounting Division

**SUBJECT: Chapter 30, Capital Asset Policies; Chapter 40, E-Commerce; Chapter 75, Uniform Chart of Accounts; Chapter 85: Accounting Procedures; Chapter 90, State Reporting; and Chapter 95, Federal Assistance Reporting; and Glossary**

We have revised several policies in the *State Administrative and Accounting Manual (SAAM)* with various **Fiscal Year 2023** effective dates. Key changes to the policies in SAAM include the following:

**Chapter 30: Capital Asset Policies**

(Section 30.20)

- Added definitions of public-private and public-public partnerships and availability payment arrangements. Added related policies due to the implementation of GASB Statement No. 94.

**Chapter 75: Uniform Chart of Accounts**

(Sections 75.30, 75.40, and 75.80)

- Added new account: 27V
- Added new general ledgers: 1322, 1622, 1694, 3222, 5296
- Added revenue source code: 04-38
- Changed revenue source code title and description: 04-36

**Chapter 85: Accounting Procedures**

(Sections 85.54, 85.60, 85.65, and 85.72)

- Added subsections on accounting procedures and illustrative entries for public-private and public-public partnerships and availability payment arrangements due to the implementation of GASB Statement No. 94.

## **Chapter 90: State Reporting** (Sections 90.20 and 90.40)

Revisions to Chapter 90 establish state reporting policies and procedures for fiscal year 2023:

- Updated the fiscal year-end cut off dates for fiscal year 2023 (90.20.05)
- Made changes to the following sections related to the implementation of GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*:
  - Updated to include terminology related to Subscription-Based Information Technology Arrangements (90.20.70.b)
  - Capital assets disclosure – summary of activity: added new general ledgers 2670 – Subscription Information Technology Asset and 2680 – Allowance for Amortization – Subscription Information Technology Asset (90.40.38)
  - Lease disclosure: made significant changes to the Lease disclosure form, including renaming the form, **and made form required for all agencies** (90.40.45.A)
  - Liabilities by major class disclosure – summary of activity: added two new general ledgers 5175/5275 Subscription Information Technology Liability (90.40.45.B)
- Miscellaneous disclosure:
  - Question #5 - updated wording of question related to impaired and/or idle capital assets due to implementation of GASB 87, *Leases* and GASB 96, *SBITAs*.
  - Question #7 – removed the word ‘nonexchange’ due to implementation of GASB 99, *Omnibus 2022*.
  - Question #10 – added a new question related to implementation of GASB 94, *Public – Private or Public – Public Partnership Arrangements*.
- Updated the disclosure form dates for fiscal year 2023 (90.40.10)
- Added new statement to the State Certification related to corrective action on audit findings (90.40.95)
- Added question four related to conduit debt due to implementation of GASB 91, *Conduit Debt Obligations* for the Debt General disclosure form (90.40.55.A)

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

Revisions to Chapter 95 establish federal reporting policies and procedures for fiscal year 2023:

- Updated the disclosure form due dates for fiscal year 2023. (95.20.10)

Updates to Section 95.10.40, Federal Clusters, is pending release of the OMB 2023 Compliance Supplement.

**Glossary**

- Added the following glossary terms due to the implementation of GASB Statement No. 94: Availability Payment Arrangements, Public-Private and Public-Public Partnerships, and Service Concession Arrangements.

Key technical changes to SAAM include the following:

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

(Subsections 40.20.20, 40.30.30.d, 40.30.40.b)

- Removed language for specific *Good To Go!* programs
- Allows the purchase of gift cards to include one-time, nominal fees

**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 10, 2023	<b>Disclosure form application opens</b>
July 24, 2023	Mail out interagency billings (whether based on actuals or estimates).
July 31, 2023	<b>Phase 1</b> Close, Agency Accrual Phase <ul style="list-style-type: none"> <li>• Prioritize interagency receivable/payable reconciliations as many agencies have an early internal close date.</li> </ul>
Aug. 18, 2023	<b>Phase 1B</b> Close <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. 1, 2023	<b>Phase 2</b> Close, Agency Adjustment Phase: <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. 13, 2023	State Financial Disclosure Certification form, including attachments, is due.
Feb. 29, 2024	Federal Assistance Certification form is due.

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Agencies are encouraged to establish an internal close prior to September 1, 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).