



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 27, 2025

OFM DIRECTIVE 25A-02

TO: Agency Directors and Policy Manual Users

FROM: /s/ Brian Tinney, Director
Accounting Division

SUBJECT: Chapter 25, Payroll; Chapter 75, Uniform Chart of Accounts; Chapter 80: Accounting Policies; Chapter 85, Accounting Procedures; Chapter 90, State Reporting; and Chapter 95, Federal Assistance Reporting

We have revised several policies in the *State Administrative and Accounting Manual* (SAAM) with various **Fiscal Year 2025** effective dates. Key changes to the policies in SAAM include the following:

Chapter 25: Payroll

(Subsection 25.40.10.j)

- Updated the formula for deriving the fringe benefit rate for shared leave donations. The rate did not change.

Chapter 75: Uniform Chart of Accounts

(Sections 75.20, 75.30, 75.40, 75.70 and 75.80)

Agencies

- Removed closed agencies:
 - 3040 – Tobacco Settlement Authority
 - 4120 – Washington Materials Management and Financing Authority

Accounts and Roll-up Funds

- Added new accounts: 29C, 29D
- Changed account names: 06R, 15T
- Removed abolished/inactivated accounts: 18A

General Ledgers

- Updated titles and descriptions: 5125, 5127, 5128, 5225, 5227, 5228
- Removed inactivated GL 5121

Subobjects and Sub-subobjects

- Added new subobject: NV
- Added various sub-subobjects under subobject NB per agency requests. These are not listed in SAAM, but can be found on the Sub-subobject details and workflow webpage in the document titled “Statewide sub-subobject table-BI25.”

Revenue Sources

- Added new revenue sources: 04NI, 04RD
- Updated title and description: 0498

Chapter 80: Accounting Policies

(Subsection 80.30.55)

- Updated the compensated absence policy due to the implementation of GASB Statement 101, *Compensated Absences* for fiscal year 2025.

Chapter 85: Accounting Procedures

(Sections 85.32, 85.42, 85.72)

- Added a definition of the term subscriptions, which is used in RCW 42.24.035 (85.32.50.c)
- Updated illustrative entries for shared leave pools due to the implementation of GASB Statement 101, *Compensated Absences*, effective for fiscal year 2025 (85.42.50)
- Modified the accounting procedures for compensated absence liabilities due to the implementation of GASB Statement 101 (85.72.50)
- Combined Subsections 85.72.60 and 85.72.65 with Subsection 85.72.50 so that there is one subsection on compensated absence liabilities, which covers the accounting procedures for vacation, sick, and compensatory and miscellaneous leave.

Chapter 90: State Reporting

(Sections 90.20 and 90.40)

Revisions to Chapter 90 establish state reporting policies and procedures for fiscal year 2025:

- Updated the fiscal year-end cut off dates for fiscal year 2025 (90.20.05)
- Removed the Tobacco Settlement Authority from the list of Component Units (90.20.50.b)
- Revised the instructions for Compensated Absence liability (leave payable) adjustments due to the implementation of GASB Statement 101, *Compensated Absences* (90.20.70.b #14)
- Updated the disclosure form dates for fiscal year 2025 (90.40.10)

- Lease and SBITA disclosure: revised questions #1, #4, and #8 of the Lease and SBITA disclosure form to provide separate reporting of any variable or other payments, if applicable (90.40.45.A)
- Financial Disclosure Certification: made changes to Statement #18 and other minor wording edits (90.40.95)

Chapter 95: Federal Assistance Reporting

(Section 95.20)

Revisions to Chapter 95 establish federal reporting policies and procedures for fiscal year 2025:

- Updated the disclosure form due dates for fiscal year 2025 (95.20.10).
- Federal Assistance Certification Form: revised statements #1, #2, #3, and #10, as well as other minor wording changes. In statement #13, added new single audit threshold per Uniform Guidance revisions effective October 1, 2024 (95.20.90).

Updates to Section 95.10.40, Federal Clusters, is pending release of the OMB 2025 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.

Key Dates	Reporting Items
July 07, 2025	Disclosure form application opens
July 24, 2025	Mail out interagency billings (whether based on actuals or estimates).
July 31, 2025	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. 22, 2025	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.
Sept. 05, 2025	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. 17, 2025	State Financial Certification form, including attachments, is due. NEW – the GL Reconciliation Certification is due.
Feb. 27, 2026	Federal Assistance Certification form is due.

Agencies are encouraged to establish an internal close prior to September 5, 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: [Year-end closing | Office of Financial Management \(wa.gov\)](#).

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: [SAAM Policy Documentation](#). Additional administrative and accounting resources are also available on OFM's website at: [Administrative and Accounting Resources](#).

Questions regarding manual content and proper interpretation should be directed to the OFM Statewide Accountant assigned to your agency. You can find your agency's OFM Statewide Accountant at: [Statewide Accountant by Agency](#).