



May 2022

# 2022 Fiscal Year-End Update

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OFM Statewide Accounting

**OFM**

OFFICE OF FINANCIAL MANAGEMENT



# 2022 Fiscal Year-End Trainings

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## Training for accounting and budget staff

### Online training

Click on a class below to launch the training.

For the best experience, please do **not** use Internet Explorer.

- Accounting Basics
  - [General Ledger Basics](#) (90 minutes)
  - [In-Process](#) (1 hour)
- Capital Assets
  - [Accounting for Capital Assets](#) (1 hour)
  - [Capital Assets Policy Review](#) (1 hour)
  - [Leases Accounting and Administrative Policies](#) (60 minutes)
  - [Recording Lease Accounting Transactions](#) (15 minutes)
- Fiscal Year-End and Federal Training
  - [Federal Disclosure Forms](#) (45 minutes) - updated for FY21
  - [Fiscal Year-End Update - FY 2021](#) (45 minutes)
  - [Fiscal Year-End Workshop](#) (4 hours)
  - [Single Audit Overview](#) (1 hour)
  - [Disclosure Forms](#) [PDF]

<https://ofm.wa.gov/accounting/training-accounting-and-budget-staff>

# Agenda

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- ACFR Completion Dates
- FY22 Closing Calendar
- To dos and Reminders
- GASB Updates
- Disclosure form Changes
- FY22 Federal Update
- Resources

# ACFR Completion Dates

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The Fiscal Year 2021  
Annual Comprehensive  
Financial Report  
was published on  
December 21, 2021

The goal for publishing the  
Fiscal Year 2022  
Annual Comprehensive  
Financial Report is  
November 30, 2022

## Annual Comprehensive Financial Report

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

State of Washington  
Office of Financial Management  
December 2021



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# THANK YOU

We appreciate the time and effort of our state fiscal staff at all agencies and the State Auditors Office ACFR team for helping us meet our ACFR timeline

# **FY22 Closing Calendar**



# FY22 Closing Calendar

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June 30 <sup>th</sup>	Cash Cut-off <ul style="list-style-type: none"><li>• AFRS EFTs – June 29 by 12 p.m.</li><li>• Warrants and IAP/IFT – June 29 by AFRS cutoff</li><li>• JVs and cash receipts – June 30 by 3 p.m.</li></ul>
July 11 <sup>th</sup>	Disclosure Form Application Opens
July 25 <sup>th</sup>	Interagency billings mailed
July 29 <sup>th</sup>	Phase 1 Closes <ul style="list-style-type: none"><li>• Record all revenue and expenditure accruals</li></ul>
August 19 <sup>th</sup>	Phase 1B Closes <ul style="list-style-type: none"><li>• Interagency receivable/payables balancing due</li><li>• Certain state disclosure forms due</li><li>• Pollution remediation site status report due</li><li>• Asset retirement obligation report due</li></ul>
September 2 <sup>nd</sup>	Phase 2 closes <ul style="list-style-type: none"><li>• Agency adjustments completed</li><li>• All remaining state and federal disclosure forms are due</li><li>• Disclosure form application closes</li></ul>
September 14 <sup>th</sup>	State disclosure certification form is due
February 28 <sup>th</sup>	Federal assistance certification is due

# What happens after Phase 2 closes?

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- **OFM Statewide Accounting**
  - Analyzes accounting data
  - Reviews disclosure forms
  - Prepares the ACFR
- **State Auditors Office (SAO)**
  - Audits the accounting data
  - Audits the ACFR
- **Agencies**
  - Answer OFM and SAO questions
  - Prepare AFRS corrections
  - Correct disclosure forms

OFM must approve all entries after Phase 2 closes. If you or your auditor find a material adjustment or error after phase 2 close contact your OFM Accounting Consultant.



# To do's and Reminders



# Reconciliations

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- ALL General Ledgers should be reconciled before Phase 2 close
- What does GL reconciliation mean:
  - Knowing what makes up the balance in each GL
  - Ensure that GL balances tie to subsidiary records
  - Having a plan for any action that is needed to correct the balance

Per the State Certification:

Data has been recorded in the financial system to support proper recording of all transactions in the financial records.

**Please remember to take our survey!**

# Review Appropriations

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- Are there any overspent appropriations?
- Are there any EA codes with no expenditures that should have them?
- Are there any EA codes that hasn't been fully spent, but should be?
- Are all revenues and expenditures recorded in the correct fiscal year?
  - Goods and services must be received by June 30 to be recorded as a FY22 expenditure.

# Balance Interagency Receivables and Payables

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- Most of last year's balances should be liquidated
  - FEMA Exception Due from MIL (245000)
- Interagency billings must be mailed by July 25<sup>th</sup>
- SAAM 90.20.50
- Phase 1B August 19, 2022
- OFM year end resource site for the interagency receivable payable contact list.

# Review Balances and Activity

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- **Complete an Analytical Review**
  - In terms of a dollar change or a percentage change, does the current GL balance appear reasonable?
- **Review your Trial Balance**
  - Have prior year short term receivables and payables been liquidated?
  - Do I have all GL activity reported in the correct GL?
  - Do the balances agree with supporting documentation or internal systems?

# Review Enterprise Reporting(ER) Reports

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- Financial Reports → Accounting → Exceptions
- Run them daily and clear all variances
- The “Report purpose” at the bottom of each report contains more information about:
  - Report criteria (GLs, Revenue Sources, Subobjects, etc)
  - What needs to be to be done and by when
  - Applicable SAAM sections

Report purpose: To identify balances in Major Source 09 “Non-Revenue Activities”. Agencies need to reclassify balances at the major source, source level within each account prior to fiscal year end. Includes: GL 32xx for Major Source/Source 09xx with a debit and credit net balance not equal to zero. Refer to SAAM 90.20.70.b.

# Other To-Do's and Reminders

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For the complete list of To-Dos and Reminders please take the complete **State Update eLearning Class** located on our website.

This includes information about:

- In-process
- Additional details about Interagency Payables
- Transfers
- Capital assets
- Accruals
- Corrections
- Unearned and Unavailable Revenue
- Administering Agencies
- And more!

<https://ofm.wa.gov/accounting/training-accounting-and-budget-staff>

# **GASB Updates**





# GASB Standards – FY22

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## ☐ GASB 87 – Leases

- <https://ofm.wa.gov/accounting/administrative-accounting-resources/leases-sbitas-and-ppps>

## ☐ GASB 89 – Accounting for Interest Cost Incurred before the End of a Construction Period

## ☐ GASB 93 – Replacement of Interbank Offered Rates

# GASB Standards – FY23 and Beyond

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## Fiscal Year 2023

- ❑ GASB 91 – Conduit Debt Obligations
- ❑ GASB 94 – Public-Private and Public-Public Partnership(PPP), Service Concession Arrangements (SCA), and Availability Payment Arrangements(APA)
- ❑ GASB 96 – Subscription-Based Information Technology Arrangements(SBITA)
  - <https://ofm.wa.gov/accounting/administrative-accounting-resources/leases-sbitas-and-ppps>

## Major Projects

- Revenue and Expense Recognition
- Financial Reporting Model
- Disclosure Framework

# Disclosure Forms



# Disclosure Form Security

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- Each agency has one Security Administrator
  - Can add new users
  - Edit user access
- To designate your agency Security Administrator
  - This form can be found by clicking on 'Help' on the main log on page.  
[http://swfs.ofm.wa.gov/disclosure\\_form\\_qa/DFsecurityform.pdf](http://swfs.ofm.wa.gov/disclosure_form_qa/DFsecurityform.pdf)
  - Allows electronic signature

# Disclosure Forms - General

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- Only complete forms that apply to your agency
  - May not have any transactions
  - Some forms are specific to certain agencies
- There are 4 forms that are required to be completed by all agencies:
  - Cash and Investments Restricted Disclosure
  - Miscellaneous Disclosure
  - Internal Control/Internal Audit Questionnaire
  - State Financial Disclosure Certification
- SAAM Section 90.40 has detailed instructions for each form.

# Disclosure Forms Due Dates

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- Phase 1B – Certain disclosure are due 8/19/2022
  - 4 Cash & Investment forms,
  - 3 Bond forms,
  - 2 COP forms,
  - The Internal Control/Internal Audit Questionnaire, and
  - The Miscellaneous Disclosure.
- Completion of disclosure forms require all related AFRS entries are also complete by this date.
- Phase 2 - All remaining forms are due 9/2/2022

# Disclosure Form Changes FY22

Form	Detail of Change
Debt General Form	Removed question #3 related to capitalized bond interest expense in an enterprise fund due to implementation of GASB 89.
Unavailable/Unearned Revenue Form	Added a new unearned revenue type – “Premiums and Assessments.”
Tax Receivable Form	Changed the tax type from “Marijuana” to “Cannabis” due to new legislation.
Leases Form	Made significant changes to the Lease form
Liabilities by Major Class form	Added two new GLs 5174/5274 Right-to-Use Lease Liability. Renamed GLs 5172/5272 to Lease-to-Own Agreements Payable.
Capital Asset form	Added new Lease GLs 2600 – Intangible Right-to-Use Lease Capital Assets series.
All Federal Forms	Changed CFDA number to Assistance Listing Number
Federal Identification Numbers Form	Changed the DUNS numbers to Unique Entity Identifiers (UEI).
Certification Forms	Updated the dates

# State Financial Disclosure Certification

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- Read all 29 statements on the form
- Prepare any required attachments
- Signed by Agency Director and CFO
  - OFM will accept official electronic signatures
  - Agencies must follow their own internal policies
- Email signed copy with attachments
  - Due 9/14/2021
  - [OFMAccounting@OFM.WA.GOV](mailto:OFMAccounting@OFM.WA.GOV)
- Re-sign and re-submit if material changes are made after original submission.



# **FY22 Federal Update**



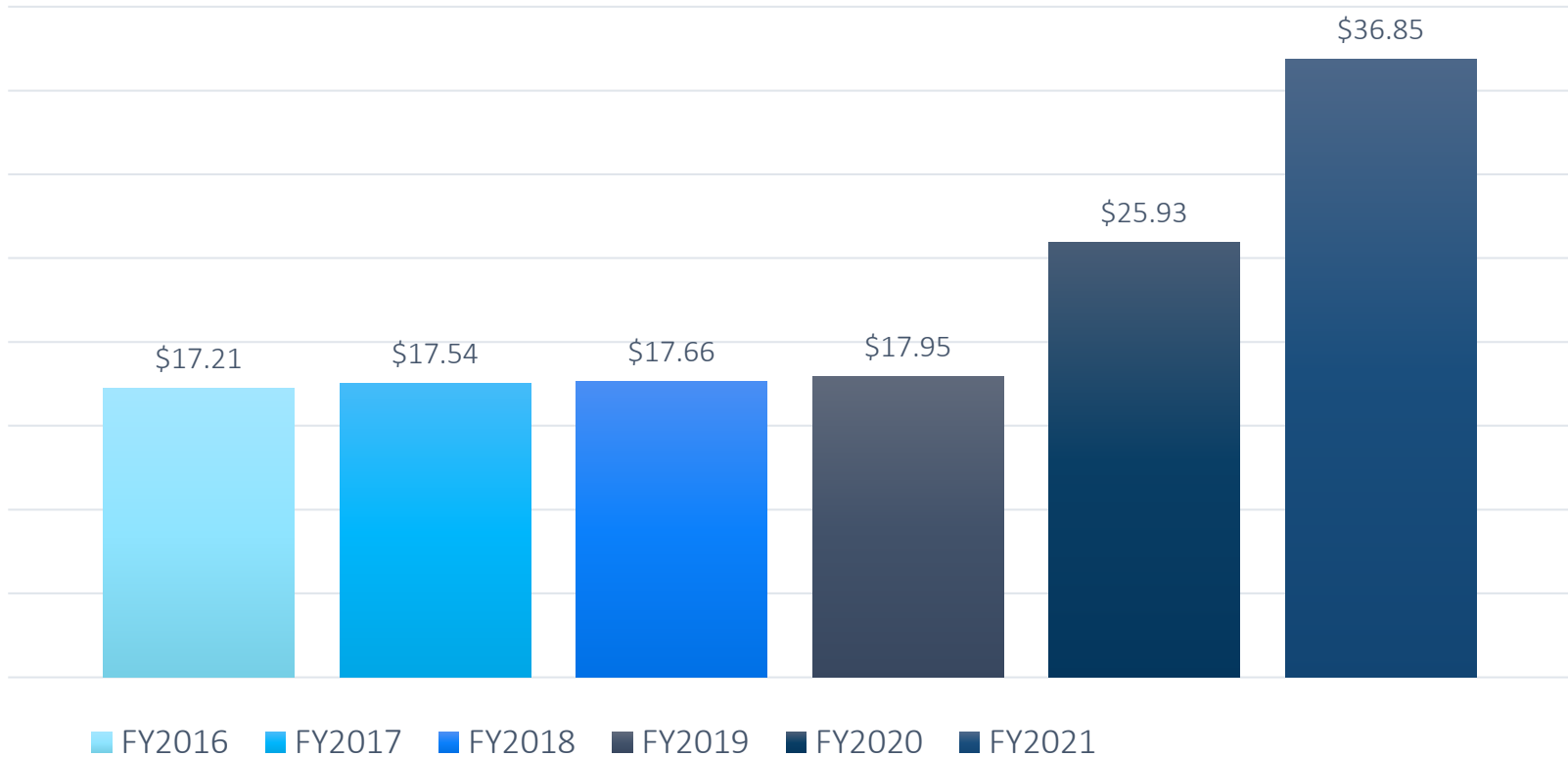
# Federal Update – 2021 SWSA

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- We expect the 2021 Statewide Single Audit report to be published on our website around the first week of August.
- <https://ofm.wa.gov/accounting/financial-audit-reports/single-audit-report>

# Total Federal Expenditures

Amounts in Billions



**\$10.92 Billion increase in federal expenditures in FY21**

<https://ofm.wa.gov/accounting/financial-audit-reports/single-audit-report>

# FY21 Significant Increases

Federal Program	Fiscal year 2020	Fiscal Year 2021	\$ Change
Unemployment Insurance 17.225	7,626,638,190	12,138,636,512	4,511,998,322
Medicaid 93.778	9,527,343,327	11,252,790,603	1,725,447,276
Coronavirus Relief Fund 21.019	339,778,674	1,737,573,707	1,397,795,033
SNAP 10.551	1,481,025,081	2,328,026,176	847,001,095
Presidential Declared Disaster Assistance to Individuals and Households - Other Needs 97.050	0	725,681,136	725,681,136
Education Stabilization Fund 84.425	96,597,374	663,340,485	566,743,111
Pandemic EBT 10.542	0	434,334,240	434,334,240
FEMA Public Assistance 97.036	236,779,114	512,035,764	275,256,650

# Federal Update – FY2022

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- Coronavirus Relief Fund (CRF) CFDA 21.019
- Disaster Grants – Public Assistance (FEMA)
- American Rescue Plan (ARPA) – Coronavirus State and Local Fiscal Recovery Funds \$4.4 Billion
- Direct funding to agencies
- Contact your OFM Accounting Consultant if you have any questions about a federal award.

# Resources

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- OFM's Year-End Accounting Resource Site
  - Closing Calendar
  - Online Training
  - Common Year-End Transaction Codes
  - OST Year-End Cash Cut-Off Memo
  - Interagency Receivables/Payables contact list
  - Year-end Reference Guide
- Contact your agency's accounting consultant
  - <https://ofm.wa.gov/accounting/about-statewide-accounting/find-your-ofm-accounting-consultant>



# FOR MORE INFORMATION:

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## OFM

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