



## 90.40 State Disclosure Forms

### 90.40.10

June 1, 2012

### Introduction to state disclosure forms and lead sheet

Information collected in the state Disclosure Forms application facilitates the preparation of the state of Washington's *Comprehensive Annual Financial Report* (CAFR) by the Office of Financial Management (OFM).

The state Disclosure Forms application is an electronic way of capturing detail data for various aspects of an agency's activities.

All forms are completed online. The **original** signed Financial Disclosure Certification form including attachments, as necessary, is to be mailed to the following address by September 21, 2012:

Office of Financial Management  
Statewide Accounting  
P.O. Box 43113  
Olympia, Washington 98504-3113

Due Dates	Reporting Items
September 7, 2012	Phase 2 Close and State and Federal disclosure forms are due
September 21, 2012	State Financial Disclosure Certification form is due
December 7, 2012	Federal Assistance Certification form is due

### General Instructions

Each of the disclosure forms covers a specific activity or area of information that is not readily available from the data collected in AFRS.

Each agency is **required** to complete three state disclosure forms:

- Liabilities by Major Class
- Miscellaneous
- Financial Disclosure Certification

**90**  
**State Reporting**

The remainder of the disclosure forms may or may not apply to your agency. If there is AFRS data pre-filled in a disclosure form your agency is required to complete the form. Specify on the lead sheet if a form is completed or not applicable for your agency, choose “Yes” or “N/A” for each form in the “Completed” column.

All reporting of financial information is to be in **whole dollars**. Do not enter pennies, decimal points, dollar signs, etc. Refer to the “Tips” screen in the Disclosure Form application for more helpful information.

All financial information reported is to be reconciled to AFRS. Reports in Enterprise Reporting (ER) are available to assist in the reconciliation process. Agencies are encouraged to use these reports throughout the year to monitor reconciliation status.

To complete the state disclosure forms, access the state Disclosure Forms application at: <http://www.ofm.wa.gov/systems/default.asp> . The “Access to systems” page is divided into “Access from within the State Intranet” and “Access from outside the State Intranet.” Click on the Disclosure Forms icon. Use an authorized User ID and password, and select the “State Forms” tab.

In addition to entering financial information into the Disclosure Forms application, each agency is to submit to OFM an original signed copy of the Financial Disclosure Certification form as well as any required attachments by **September 21, 2012**.

## State Disclosure Form Lead Sheet

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.10 State Disclosure Form Lead Sheet**

State Disclosure Forms	SAAM	Required	Completed
Bond Debt by Major Class – Summary of Activity Disclosure	90.40.55		Yes / N/A
Bond Debt Refunding Activity Disclosure	90.40.55		Yes / N/A
Bonds Payable General Disclosure	90.40.55		Yes / N/A
Capital Assets - Summary of Activity Disclosure	90.40.38		Yes / N/A
Cash and Investments General Disclosure	90.40.20		Yes / N/A
Cash on Hand and in Bank Disclosure	90.40.20		Yes / N/A
Certificates of Deposit (Non-negotiable) Disclosure	90.40.20		Yes / N/A
Certificates of Participation Disclosure – OST	90.40.45		Yes / N/A
Deferred and Unearned Revenues Disclosure	90.40.50		Yes / N/A
Financial Disclosure Certification	90.40.95	<b>Required</b>	Yes
Inventory Disclosure	90.40.35		Yes / N/A
Lease Disclosure	90.40.45		Yes / N/A
Liabilities by Major Class – Summary of Activity Disclosure	90.40.45	<b>Required</b>	Yes
Long-Term Construction Commitments Disclosure	90.40.40		Yes / N/A
Miscellaneous Disclosure	90.40.75	<b>Required</b>	Yes
Pension and OPEB Disclosure – Higher Education	90.40.70		Yes / N/A
Pension Disclosure – Courts	90.40.70		Yes / N/A
Pension Disclosure – DRS	90.40.70		Yes / N/A
Taxes Receivable Disclosure	90.40.30		Yes / N/A
Transfer Disclosure	90.40.60		Yes / N/A

---

**90.40.20**

June 1, 2012

**Cash and investments disclosure****General Instructions**

**Local and treasury accounts.** Agencies with **balances** at June 30 in the following general ledger (GL) codes are required to complete the cash and investments disclosure forms as applicable:

- 1110 Cash in Bank
- 1120 Undeposited Local Cash
- 1130 Petty Cash
- 1140 Cash and Investments with Escrow Agents and Trustees
- 1150 Cash with Fiscal Agents
- 1205 Temporary and/or Pool Cash Investments
- 1209 Short-Term Portion of Long-Term Investments
- 1210 Investments
- 1215 Investments under Reverse Repurchase Agreements
- 1216 Collateral held under Securities Lending Agreements
- 1220 Unamortized Premiums on Investments
- 1230 Unamortized Discounts on Investments
- 1280 Valuation Allowance - Investments

**Treasury and treasury trust accounts.** The Office of the State Treasurer (OST) will provide the information required to report the cash and investment activity for treasury and treasury trust accounts for cash balances and activity recorded in GL Code 4310 “Current Treasury Cash Activity (OST Only),” GL Code 4320 “Beginning Treasury Cash Balance (OFM Only),” and GL Code 4325 “Beginning Treasury Cash Balance - Agency Funds.”

Amounts covered by Federal Deposit Insurance Corporation (FDIC) are considered to be insured. In general, FDIC insurance separately covers demand deposits and interest bearing deposits up to \$100,000 each (\$250,000 for demand deposits until December 31, 2013) , per taxpayer identification number (TIN), per bank. The Public Deposit Protection Commission (PDPC) provides for a collateral pool for protection of balances deposited with Washington public depositories.

Uninsured/uncollateralized balances would include those deposited in out-of-state and alien banks.

There are three cash and investment disclosure forms:

90.40.20.a      **Cash and Investments General Disclosure**

This form contains general questions concerning an agency's cash and investment activity. Information provided should be on an agency-wide basis.

90.40.20.b      **Cash on Hand and in Bank Disclosure**

This form requests information concerning an agency's cash in bank by GL code as well as information on petty cash funds and undeposited receipts held in cash. Agencies are to report the following:

1. The June 30 total cash balance on hand and as stated by the bank categorized by:
  - FDIC Insured
  - PDPC Collateralized
  - Uninsured/Uncollateralized
2. The June 30 book balance as reported in Agency Financial Reporting System (AFRS).

Book and bank balances will normally be different, except for accounts with very little activity, due to outstanding checks and/or deposits in transit. Explain the reason for any differences in the comment box.

90.40.20.c      **Certificates of Deposit (Non-negotiable) Disclosure**

This form is required to be completed if an agency has non-negotiable certificates of deposit reported in GL codes:

- 1140 Cash and Investments with Escrow Agents and Trustees,
- 1150 Cash with Fiscal Agents,
- 1205 Temporary/Pooled Cash Investments,
- 1209 Short-Term Portion of Long-Term Investments, or
- 1210 Investments.

Certificates of Deposits (CDs) held by agencies (other than the State Investment Board) are generally non-negotiable. One of the features of non-negotiable certificates of deposit is a penalty when it is redeemed prior to maturity. Such certificates of deposits should be reported on this disclosure form. FDIC insurance covers the first \$100,000 per bank (\$250,000 until December 31, 2013) per TIN. (Historically, only SIB has held negotiable CDs. Negotiable certificates of deposits should not be reported on this disclosure form).

**Cash and Investments General Disclosure**

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.20.A Cash and Investments General Disclosure**

1. During the fiscal year, has there been a change in the types of deposits or investments that your agency is authorized by legal or contractual provisions to carry?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, provide a description of the changes.

2. Did your agency have any significant or recurring violations of legal or contractual provisions for deposits with financial institutions and investments during the fiscal year?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, provide a description of the violations.

3. During the fiscal year, did your agency have investing situations that resulted in significantly greater relative credit risk than that existing as of fiscal year-end?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, provide a description of the situations.

4. Provide a list of financial institutions where any funds under the control of your agency are deposited. Also, report the number of accounts at each institution. Be sure to include all petty cash accounts, local funds, and lock box accounts (i.e., any account where money is deposited outside the state treasury).

---

5. If your agency has \$500,000 or more on deposit at any one financial institution, provide the name of the institution and the amount. Note: Deposits include demand deposits, money market deposit accounts, time certificates of deposits, and savings deposits.

---

\$ \_\_\_\_\_

6. If your agency has entered into any agreements that commit the state, upon request, to make additional investment purchases, provide a listing of the unfunded investment commitments by type of investment.

---

**Cash and Investments General Disclosure** - continued

7. Did your agency engage in Securities Lending activities during the fiscal year?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, provide the following information:

- a. Legal and contractual authorization for use of securities lending transactions and any significant violations of these provisions;
- b. General description of securities lending transactions during the fiscal year, including the following information: the types of securities lent, the types of collateral received, whether the government has the ability to pledge or sell collateral securities without a borrower default, the amount by which the value of the collateral provided is required to exceed the value of the underlying securities, any restrictions on the amount of the loans that can be made, and any indemnification provided to the agency by its securities lending agent;
- c. Carrying amount and fair value of underlying securities as of fiscal year-end;
- d. Whether the maturities of the investments made with cash collateral generally match the maturities of the securities on loan, as well as the extent of such matching at fiscal year-end;
- e. The amount of credit risk, if any, related to the securities lending transactions; and
- f. The amount of any losses on securities lending transactions during the period resulting from default of a borrower or lending agent and any amounts recovered from prior period losses.

8. Did your agency engage in Reverse Repurchase Agreements during the fiscal year?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, provide the following information:

- a. Legal and contractual authorization for use of reverse repurchase agreements and any significant violations of these provisions;
- b. Reverse repurchase agreements as of fiscal year-end, including the credit risk related to the agreements;
- c. Whether the maturities of the investments made with the proceeds of reverse repurchase agreements generally are matched to the maturities of the agreements during the fiscal year, as well as the extent of such matching as of year-end; and
- d. Losses, if any, recognized during the fiscal year, due to default by counterparties to reverse repurchase agreements, and any amounts recovered from prior period losses.

**Cash and Investments General Disclosure** - concluded

9. Did your agency invest in Derivatives during the fiscal year?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, provide the following information:

- a. Legal and contractual authorization for use of derivatives and any significant violations of these provisions;
- b. The nature of the derivatives used, held, or written during the fiscal year and the reasons for entering into them; and
- c. The amount of credit risk, market risk, and legal risk related to derivative transactions to the extent that these risks are above and beyond the risks that are otherwise apparent in agency disclosures of investment activities and balances.
- d. Did your agency invest in hedging derivative instruments and/or investment derivative instruments during the fiscal year? If so, the state is required to disclose certain information related to derivative instrument activity during the year and the balances at the end of the year. In order to ensure that the appropriate information is available for disclosure purposes, please provide agency contact information (name, phone number, and email address).

10. Does your agency have any unspent bond proceeds in your cash balances at June 30?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, provide the following information:

Account	Amount	GL Code	Comments

### Cash on Hand and in Bank Disclosure

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.20.B Cash on Hand and in Bank Disclosure**

Account Code & Title	GL Code & Title	Cash on Hand	FDIC Insured	PDPC Collateralized	Uninsured Uncollateralized	Total on Hand and in Bank	AFRS Amount	Variance*	Comments

\*Note: Explain any variance in the “Comments” field. For example, “the variance is due to outstanding checks,” or “the variance is due to deposits in transit.”

### Certificates of Deposit (Non-negotiable) Disclosure

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.20.C Certificates of Deposit (Non-negotiable) Disclosure**

Account Code & Title	GL Code & Title	FDIC Insured	PDPC Collateralized	Uninsured Uncollateralized	Total

---

**90.40.30**

June 1, 2012

**Taxes receivable disclosure**

**General Instructions**

All agencies with taxes receivable as of fiscal year-end are required to complete the Taxes Receivable Disclosure form (90.40.30.A).

The balances in the following GL codes are to be reported by account and by type.

- 1311 - Taxes Receivable
- 1328 - Tax Liens Receivable
- 1611 - Long-Term Taxes Receivable

The type of taxes receivable include the following:

- Property
- Sales
- Business and Occupation
- Estate
- Fuel
- Other

The amounts for each related allowance GL code need only be reported by account.

- 1341 - Allowance for Uncollectible Taxes Receivable
- 1348 - Allowance for Uncollectible Tax Liens Receivable
- 1641 - Allowance for Uncollectible Long-Term Taxes Receivable

**Taxes Receivable Disclosure**

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.30.A Taxes Receivable Disclosure**

Account Code & Title	GL Code & Title	Tax Type	Amount

Note: An Account/GL Code may have one or more tax types.

**Reconciliation**

Account & GL Code	Entered Amount	AFRS Amount	Difference (Must be zero)

---

**90.40.35**

June 1, 2012

**Inventory disclosure**

**General Instructions**

All agencies with balances in inventory GL codes are required to complete the Inventory Disclosure form (90.40.35.A) for all accounts at fiscal year-end, regardless of the value. Identify the method used to value each type of inventory.

There are two types of inventories - consumable inventories (GL Codes 1410 and 1415) and merchandise inventories (GL Codes 142X, 1430, 1440, and 1450). Consumable inventories are assets that are consumed in the course of an agency's business. Merchandise inventories, on the other hand, are assets held for resale. Merchandise and consumable inventories are mutually exclusive and are accounted for separately.

Refer also to Subsections 35.10.40 and 35.10.45.

For inventories on hand, other than donated consumable inventories, agencies are to select the applicable valuation method. Donated consumable inventories are recorded at fair market value.

Inventory methods include:

- **First-in, first-out (FIFO)** - This method allocates costs on the assumption that goods are consumed/sold in the order in which they were acquired. In other words, the first goods purchased are assumed to be the first used or sold. Thus, inventory on-hand is assumed to represent the most recent acquisitions.
- **Last-in, first-out (LIFO)** - This method allocates costs on the assumption that the last units acquired are the first units consumed/sold. Thus, inventory on-hand is assumed to come from earlier acquisitions.
- **Weighted average (W.A.)** - In general, this method values ending inventory based on the average cost per unit for the period.
- **Other** – An agency may use an inventory valuation method other than those described above as defined in writing by the agency inventory officer. If an agency uses another method, list the valuation method used.

**Inventory Disclosure**

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.35.A Inventory Disclosure**

Account Code & Title	GL Code & Title	Valuation Method	Description of Other Method	Amount

Note: An Account/GL Code may have one or more valuation methods.

**Reconciliation**

Account & GL Code	Entered Amount	AFRS Amount	Difference (Must be zero)

---

**90.40.38**

June 1, 2012

**Capital assets – summary of activity disclosure**

**General Instructions**

All agencies with capital assets (GL Code series 2XXX) are required to complete the Capital Assets - Summary of Activity Disclosure form (90.40.38.A).

The debit and credit amounts shown on a trial balance report may not reflect true additions and/or deletions due to certain transactions and adjustments that inflate true activity. An example of inflated activity would be when an erroneous transaction is not backed out using a reverse code with the original transaction code. Agencies should **adjust AFRS to reflect their true activity** during the fiscal year, as reported in the disclosure form. For information and tools related to capital asset transactions, refer to our resources website at:

<http://www.ofm.wa.gov/resources/capitalassets.asp>.

**Additions** to capital assets should be those purchases, transfers, or reclassifications that meet the state's capitalization policy. **Deletions** should reflect the sale or disposal of an asset. Refer to Sections 30.20 and 85.60.

Increases to **accumulated depreciation** should be the result of and equal to increases in depreciation expense. Reductions in accumulated depreciation should be related to the sale or disposal of an asset.

Agencies reporting activity in the General Capital Assets Subsidiary Account 997 should review their capital asset acquisitions coded to **subjects JC – JZ** in their governmental fund type account(s) and compare them to the activity in Account 997.

Additionally, capital asset GL balances reported in AFRS are required to be **reconciled to the agency's subsidiary capital asset system** (for example, Capital Asset Management System (CAMS)). Refer also to Subsection 85.60.60.

**Capital Assets - Summary of Activity Disclosure**

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.38.A Capital Assets - Summary of Activity Disclosure**

**Capital Assets**

Increases in assets will be debit amounts and should be entered as positive numbers.  
Decreases in assets will be credit amounts and should be entered as negative numbers.

Account Code & Title	GL Code & Title	Beginning Balance from AFRS	DR Additions	CR Deletions	Calculated Ending Balance	Ending Balance from AFRS	Difference (Must be zero)	Comment
<b>Example:</b> 419 - Data Processing Revolving Account	2410 – Furnishings and Equipment	500,000	5,000		505,000	505,000	0	
419 - Data Processing Revolving Account	2350 - Leasehold Improvements	200,000		(50,000)	150,000	150,000	0	

**Capital Assets - Summary of Activity Disclosure** - concluded

**Depreciation and Accumulated Depreciation**

Increases to depreciation expense are debits.

If you have a credit to depreciation expense, please review and correct it in AFRS if appropriate, otherwise explain it below.

Increases to accumulated depreciation are credits.

A debit to accumulated depreciation would be appropriate if there was a sale or disposal of an asset. If an asset is sold or disposed of, the asset GL is credited and the accumulated depreciation GL is debited.

Account Code & Title	GL Code & Title	Beginning Balance from AFRS	DR	CR	Calculated Ending Balance	Ending Balance from AFRS	Difference (Must be zero)**	Comment
<b>Example:</b> 419 - Data Processing Revolving Account	6511 Depreciation Expense*	0	20,000	0	20,000	20,000	0	
419 - Data Processing Revolving Account	2420 Allow for Depreciation	(400,000)	0	(20,000)	(420,000)	(420,000)	0	
997 – General Capital Assets Subsidiary Account	6591 Depreciation Expense*	0	70,000	0	70,000	70,000	0	
997 – General Capital Assets Subsidiary Account	2420 Allow for Depreciation	(500,000)	0	(70,000)	(570,000)	(570,000)	0	

\*Data from AFRS

\*\* A minor difference may exist due to rounding.

**Reconciliation of Depreciation Expense to Accumulated Depreciation**

Debits to depreciation expense should equal credits to accumulated depreciation.

If the difference below is not zero explain why.

Total Depreciation Expense debits from above:	90,000
Total Accumulated Depreciation credits from above:	(90,000)
Difference (should be zero):	0

Explanation:

---

**90.40.40**

June 1, 2012

**Long-term construction commitments disclosure****General Instructions**

All agencies with long-term construction commitments are required to complete the Long-Term Construction Commitments Disclosure form (90.40.40.A). The state is required to disclose significant long-term commitments that are not reported in the financial statements. Construction commitments are the most common commitment of this type.

The form is designed to collect both the construction-in-progress project information for the fiscal year-end as recorded in AFRS (GL Code 2510) as well as remaining commitment information. A commitment is viewed as the estimated dollars necessary to complete a project.

Agencies are to list each significant project on a separate line by the account where it is recorded or will be recorded in AFRS. A project is considered significant if the amount of GL Code 2510 "Construction-in-Progress" at fiscal year-end exceeds \$2 million or if the remaining commitment exceeds \$10 million. All projects that do not meet the criteria for a significant project are to be aggregated and entered at the bottom of the form as "Other Miscellaneous."

The Department of Transportation should disclose commitments made for on-going infrastructure projects regardless of GL Code used.

**Note:** Those amounts to be shown in the "Remaining Commitment" column are those remaining commitments not recorded in AFRS; i.e., not recorded as a disbursement or accrual in fiscal year-end agency financial activity. Occasionally, an agency may have a construction project that involves a significant commitment for the future, but no construction-in-progress has been recorded in AFRS. Such commitments should be disclosed by recording the information on a separate line with zero (\$0) in the current "Fiscal Year-End Construction-in-Progress" column.

## Long-Term Construction Commitments Disclosure

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.40.A Long-Term Construction Commitments Disclosure**

Account Code & Title	Project Title	Fiscal Year-End Construction-In- Progress Amount	Remaining Commitment Amount
	Other Miscellaneous		

**Reconciliation**

Account & GL Code	Entered Amount	AFRS Amount	Difference (Must be zero)

---

**90.40.45**

June 1, 2012

**Leases, liabilities by major class – summary of activity, and Certificates of Participation (COPs) disclosure****General Instructions**

All agencies with **operating and/or capital leases**, and **liability activity and/or balances** are required to complete the Lease Disclosure form (90.40.45.A) and the Liabilities by Major Class – Summary of Activity Disclosure form (90.40.45.B). OST (Bond Retirement and Interest Agency) is to complete the Certificates of Participation (COPs) Disclosure form (90.40.45.C).

## 90.40.45.a

**Lease Disclosure**

This form collects information about operating and capital leases.

An **operating lease** is rental of an asset with a term of more than one year, where the payments are chargeable as rental or lease expenditures. Most operating leases contain clauses indicating that continuation of the lease is subject to funding by the Legislature. Historically, these leases have been renewed in the normal course of business. Therefore, they are treated as noncancelable for financial reporting purposes.

Operating leases can have a fixed payment schedule or include scheduled rent increases or contingent increases. Scheduled rent increases are fixed in contract while contingent increases are based on changes in specific economic factors, for example, future sales or inflation.

A **capital lease** is a lease that transfers substantially all the benefits and risks inherent in the ownership of property to the state. If at its inception, a lease meets one or more of the four criteria in Subsection 30.20.30, the lease is classified as a capital lease. Otherwise, it is classified as an operating lease. Refer to Subsection 30.20.40 for further information pertaining to capital leases.

Agencies are to report the following:

**1. Operating leases (state agency is lessee)**

For all operating leases charged to subobjects ED and EH during the fiscal year ended June 30 where the rental term was one year or longer, disclose the total lease expense/expenditures paid to external entities (not state agencies) in the “External Entities” column. Disclose payments to the Department of Enterprise Services for state-owned property, or payments to other state agencies for operating leases in the “Other State Agencies” column.

**2. Total future minimum operating and capital lease payments (state agency is lessee)**

Agencies disclose, by account, total future minimum lease payments for all operating leases paid to **external** entities (not state agencies) having initial or remaining noncancelable lease terms in excess of one year, and for all capital leases, as of June 30 for each of the five succeeding fiscal years and in five year increments thereafter.

Executory and interest costs are not included in the net present value of minimum lease payments. Executory costs for capital leases pertain to insurance, maintenance, and taxes, whether paid by the lessor or lessee. Interest costs refer to “imputed” interest costs, which reduce the net minimum future lease payments to present value. The interest rate to be used in determining the present value of the minimum lease payments is the interest rate the State of Washington would pay on its major bond issues at the inception of the lease. Refer to Subsection 85.85.40.a.(1).

The net present value of future minimum lease payments for Capital Leases is compared to the AFRS balances in GL Codes 5172 and 5272. Any difference must be explained.

**3. Capital leases (state agency is lessee)**

Agencies disclose the gross amount of assets recorded under capital leases less accumulated depreciation as of June 30. Balances are reported by account and by major class of asset.

Generally, the net value of assets recorded under capital leases should approximate the net present value of future minimum lease payments recorded in (2) above.

**4. Future operating and capital lease receipts (state agency is lessor)**

If leasing to **external** entities is a significant part of your agency’s business activity in terms of revenues or assets, disclose by account, the total future minimum lease payments that you expect to receive as of June 30 for each of the five succeeding fiscal years and in five year increments thereafter.

90.40.45.b

### Liabilities by Major Class – Summary of Activity Disclosure

This form summarizes **liability activity** by major class. For purposes of this disclosure, **major class** is defined as follows:

Liability - Major Class	GL Codes
Certificates of Participation (COP)	5173, 5273, 5266, 5920, 1911
Claims and judgments payable	5113, 5118, 5119, 5149, 5213, 5285, 5286
Compensated absences	5125, 5127, 5128, 5225, 5227, 5228
Installment purchase contracts	5171, 5271
Leases	5172, 5272
Lottery prizes annuities payable	5114, 5226
Other Post Employment Benefit (OPEB) liability	5282
Other obligations	5193, 5199, 5247, 5293, 5297, 5299
Pollution remediation liability	5287
Tuition benefits payable	5184, 5284
Unfunded pension obligations	5281

- All agencies with liability balances (beginning or ending) and/or activity during the fiscal year in any of the GL codes noted above are required to complete this disclosure form by account.
- Beginning and ending balance columns are automatically filled with data from AFRS. The ending balance will agree with the total column on a Trial Balance report.
- For this form, **reclassifications** between long-term and short-term GL codes are to be disregarded, and should not be included in the increases in liabilities or decreases in liabilities columns.
- For **Certificates of Participation** (GL Codes 5173/5273) recorded in the General Long-Term Obligations Subsidiary Account (Account 999), **new issues** (increases) are to agree to amounts reported in governmental fund type accounts in Revenue Source Code 0807 “Certificates of Participation.”

- For **capital leases** (GL Codes 5172/5272) recorded in the General Long-Term Obligations Subsidiary Account (Account 999), **new issues** (increases) are to agree to amounts reported in governmental fund-type accounts in Revenue Source Code 0809 “Capital Lease Acquisitions.”
- For **GL Code 1911** “Unamortized Discounts” on COPs the balance is normally a debit amount, increases are normally debits, and decreases are normally credits. Enter increases in the Increase column, as positive amounts. Enter decreases in the Decrease column, as negative amounts.

90.40.45.c

### **Certificates of Participation (COPs) Disclosure**

This form is completed by OST. OST reports debt service requirements to maturity for Certificates of Participation (COPs) as well as related arbitrage rebate requirements, if any. Principal amounts entered for the fiscal years disclosed must agree in total to the related GL codes in AFRS.

While OST completes this form, agencies are **required** to reconcile COP fiscal year activity and year-end balances to OST’s records. The OST COP fiscal year activity and year-end balances information will be provided to agencies during Phase 1 and all balances must be reconciled by the close of Phase 2.

**Lease Disclosure**

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.45.A Lease Disclosure**

**Account:** \_\_\_\_\_

1. **Operating Leases (state agency is lessee):** For all operating leases where the rental term is one year or longer that were charged to subobjects ED and EH for the fiscal year ended June 30, disclose the total lease expense/expenditures paid to **external** entities (not state agencies) in the “External Entities” column. Disclose payments to the Department of Enterprise Services for state-owned property, and payments to other state agencies for operating leases in the “Other State Agencies” column.

	<b>External Entities</b>	<b>Other State Agencies</b>	<b>Total</b>
Minimum Lease Expenses			
Contingent Lease Expenses			
Total Operating Lease Expenses			

<b>Reconciliation</b> Subobject codes ED + EH		
<b>AFRS Amount</b>	<b>Entered Amount</b>	<b>Difference</b>

If there is a difference, please provide an explanation below:

**Lease Disclosure** – continued

2. **Future Minimum Operating and Capital Lease payments (state agency is lessee):**  
 For operating leases paid to external entities (not state agencies) having initial or remaining noncancelable lease terms in excess of one year, and for all capital leases, report the total future minimum lease payments as of June 30, for each of the five succeeding fiscal years and in five-year increments thereafter.

Fiscal Year	Operating Leases	Capital Leases
2013		
2014		
2015		
2016		
2017		
2018 – 2022		
2023 – 2027		
2028 – 2032		
2033 – 2037		
2038 – 2042		
Total Future Minimum Payments		

Less: Executory and Interest Costs	(                    )
Net Present Value of Future Minimum Lease Payments	\$ _____

**Reconciliation of Capital Leases to AFRS:**

GL Code 5172 ST Lease-Purchase Agreements Payable	\$ _____
GL Code 5272 LT Lease-Purchase Agreements Payable	_____
Total GL Codes 5172/5272 Amount	\$ _____

Variance between Net Present Value of Future Minimum Lease Payments for Capital Leases and AFRS GL Codes 5172/5272:	\$ _____
---	----------

If there is a difference, please provide an explanation below.

**Lease Disclosure** – concluded

3. **Capital Leases (state agency is lessee):** Report assets recorded under capital leases as of June 30 by major class of asset.

<b>Capital Asset</b>	<b>Amount</b>
Land (non-depreciable)	\$ _____
Buildings	_____
Equipment	_____
Less: Accumulated Depreciation	( _____ )
Total	\$ _____

4. **Future Operating and Capital Lease Receipts (state agency is lessor):** Is leasing to **external** entities a significant part of your agency’s business activity in terms of revenues or assets? If yes, report the total future minimum lease payments that you expect to receive as of June 30, for each of the five succeeding fiscal years and in five-year increments thereafter.

Fiscal Year	Noncancelable Operating Leases	Capital Leases
2013		
2014		
2015		
2016		
2017		
2018 – 2022		
2023 – 2027		
2028 – 2032		
2033 – 2037		
2038 – 2042		
Total Future Minimum Payments		

## Liabilities by Major Class – Summary of Activity Disclosure

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

### 90.40.45.B Liabilities by Major Class – Summary of Activity Disclosure

Please complete the following schedule to disclose **all liability activity**, by account, for the fiscal year ended June 30.

Normally, decreases in liabilities will be debit amounts and should be entered as positive numbers.

Normally, increases in liabilities will be credit amounts and should be entered as negative numbers.

Account Code & Title	Major Class	GL Code	Beginning Balance from AFRS	DR Decreases	CR Increases	Calculated Ending Balance	Ending Balance from AFRS	Difference (Must be zero)

**Certificates of Participation (COPs) Disclosure –  
Office of the State Treasurer**

Agency Code: 0100      Office of the State Treasurer  
Agency Title: (Bond Retirement and Interest)

**90.40.45.C Certificates of Participation Disclosure – Office of the State Treasurer**

1. Please disclose the total debt service requirements to maturity for Certificates of Participation as of June 30 as follows:

Fiscal Year	Equipment Principal	Equipment Interest	Real Estate Principal	Real Estate Interest
2013				
2014				
2015				
2016				
2017				
2018 – 2022				
2023 – 2027				
2028 – 2032				
2033 – 2037				
2038 – 2042				
Totals:				

<b>Reconciliation</b>			
GL Code	Entered Amount	AFRS Amount	Difference (Must be zero)
5173			
5273			

2. Are the provisions of the federal arbitrage rebate requirements applicable to any of the COPs reported in this section?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, calculate and enter the amount of estimated rebatable arbitrage profits as of fiscal year-end. \$ \_\_\_\_\_

**Certificates of Participation (COPs) Disclosure –  
Office of the State Treasurer - concluded**

3. Did you do a COP refunding this fiscal year? If yes, provide the following information:

No \_\_\_\_\_ Yes \_\_\_\_\_

- a. A **general description of the transaction**, including date new COP was issued, amount of new COP issued, average interest rate of new COP issued, amount of COP refunded, and average interest rate of COP refunded.
- b. The **difference between the cash flows** required to service the old COP and the cash flows required to service the new COP and complete the refunding.
- c. Amount of the **economic gain or loss** resulting from the transaction.

4. Disclose the amount of unspent COP proceeds held in the LGIP for state agencies at June 30.

State Agency	Project	Amount
	Total	

**90.40.50**

June 1, 2012

**Deferred and unearned revenues disclosure****General Instructions**

All agencies with deferred/unearned balances as of fiscal year-end must complete the Deferred and Unearned Revenues Disclosure form (90.40.50.A).

Balances in the following GL codes are to be reported by account and type:

- 5190 and 5290 Unearned Revenues
- 5192 and 5292 Deferred Revenues
- 5195 Deferred Expenditure Recoveries

Choose from the following list the type that is most applicable:

- Charges for services
- Child support
- Donable goods
- Grant or donation
- Loan program
- Miscellaneous/Other\*
- Other taxes
- Property taxes
- Seizures
- Timber sales

\* Limit your use of the “Miscellaneous/Other” type. If the “Miscellaneous/Other” is used, a description is required in the “Comments or Description” column.

Also complete these fields on the form:

- Recognition Criteria
- Source of Funds (federal, state, private/local)

**Unearned Revenues (GL codes 5190 and 5290):**

May be reported in both governmental and proprietary type accounts. Revenues that are unearned are recorded to GL codes 5190 and 5290. Unearned means that the earnings process is not yet complete.

Examples of revenues not yet earned include:

- Federal loan program advances,
- Insurance premiums received in advance,
- Prepaid tolls,
- Prepaid tuition and fees (summer school), and
- Prepayments made pursuant to agreements.

**Deferred Revenues (GL codes 5192 and 5292):**

May be reported only in governmental type accounts. Revenues that are unavailable are recorded to GL codes 5192 and 5292. Unavailable means that the revenues will not be collected either within the current period or soon enough after the end of the period to pay current year liabilities.

Examples of revenues that are considered not available include:

- Revenues associated with receivables that will not be collected within the next 12 months, and
- Contracts for the harvest of timber that extend beyond 12 months.

Refer also to Subsections 85.70.40 and 85.70.45.

**Deferred Expenditure Recoveries (GL code 5195):**

May be reported only in governmental type accounts. Deferred recoveries that meet the asset recognition criteria but for which the related expenditure recovery has not been met are recorded to GL code 5195.

Examples of expenditure recoveries that are considered deferred include:

- Expenditure recoveries associated with receivables that will not be collected within the next 12 months, and
- Prepayments of amounts that will be recorded as expenditure recoveries in future periods.

**Deferred and Unearned Revenues Disclosure**

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.50.A Deferred and Unearned Revenues Disclosure**

Choose the appropriate “Type of Deferred/Unearned Revenue” that best applies. Limit use of the “Miscellaneous/Other” type. Credits should be entered as positive amounts.

Account Code & Title	GL Code & Title	Type of Deferred/Unearned Revenue	Comments or Description of Miscellaneous/Other (required)	Amount	Recognition Criteria	Source of Funds

**Reconciliation**

Account & GL Code	Entered Amount	AFRS Amount	Difference (Must be zero)

---

**90.40.55**

June 1, 2012

**Bond debt disclosure**

**General Instructions**

The state is required to disclose certain information about bond debt activity, debt service requirements, and refunding activity. Agencies that issue bonds and/or pay bond debt service are required to complete these disclosure forms.

The state issues four types of bonds: General Obligation Bonds, Revenue Bonds, Zero Coupon General Obligation Bonds, and Refunding Bonds. Refer to Subsection 85.72.20.

90.40.55.a

**Bonds Payable General Disclosure**

This form contains **general questions** concerning arbitrage rebate requirements, IRS communications, variable interest rate debt, and debt issued subsequent to June 30.

90.40.55.b

**Bond Debt by Major Class – Summary of Activity Disclosure**

This form summarizes the **current year activity of bond debt** by debt class.

**OST** will summarize and report their bond activity that is recorded in the General Long-Term Obligations Subsidiary Account (Account 999), as well as for other agencies where OST pays the actual debt service (currently L&I).

**All other agencies are required** to complete this disclosure form for bond debt activity where the debt service is paid by their agency, **not** by OST.

**Table 1 - Bond Debt GL Codes Reconciliation to AFRS**

For purposes of this disclosure form, debt class is defined as follows:

<b>Debt Class</b>	<b>GL Codes</b>
General obligation bonds	5161, 5261
GO zero coupon bonds-principal	5164, 5264
Revenue bonds	5162, 5262, 5167, 5267, 1667
Other bonds payable	5169, 5269

**90**  
**State Reporting**

- Beginning and ending balance columns are automatically filled with data from AFRS. The ending balance will agree with the total column on a Trial Balance report.
- Normally, bond debt liabilities will have **credit** balances.
- Normally, **retirements** are payments of bond debt principal and will be **debit** amounts and should be entered as positive numbers.
- Normally, **new issues** in bond debt liabilities will be **credit** amounts and should be entered as negative numbers.
- For this table, **reclassifications between long-term and short-term GL codes are to be disregarded**, and should not be included in the “New Issues” (increases in bond debt liability) or “Retirements” (decreases of bond debt liability) columns.
- For bonds recorded in the General Long-Term Obligations Subsidiary Account (Account 999): **new issues** (increases in bond debt) are to equal amounts reported in governmental fund-type accounts in Revenue Source Codes 0860 (Bonds Issued), 0864 (Taxable Bonds Issued), and 0865 (Note Proceeds), and **retirements** (decreases in bond debt) are to equal amounts reported in governmental fund-type accounts in Subobject PA (Principal).

**Table 2 - Debt Service Requirements**

Agencies should disclose their upcoming debt service by fiscal year based on the information in their bond amortization schedules. The amount reported as principal in Fiscal Year 2013 should agree to the amount in the short term GL Codes 5161, 5162, 5163, 5164, 5167, or 5169.

**Table 3 – Reconciliations**

These reconciliations identify potential discrepancies between Tables 1 and 2, and the bond debt GL codes in AFRS.

1. Compares the total ending principal in Table 1 to the principal total in Table 2.
2. Compares the short term GL codes to the Fiscal Year 2013 principal reported in Table 2.

**Table 4 - Bonds Outstanding – Type and Interest Rate**

For bonds outstanding at June 30, disclose the **types** of bonds and the **range of bond interest rates** for the bond issues.

**Table 5 - Bonds Authorized but Unissued**

For bonds authorized but unissued at June 30, please disclose the **purpose** of the bond issues, the **types** of bonds, and the **total amount of bonds authorized but unissued at June 30**.

**Table 6 - Other Bond Related GL Codes Reconciliation to AFRS**

<b>GL Title</b>	<b>GL Codes</b>
Accreted interest-GO zero coupon bonds	5212
Unamortized discounts on bonds sold	1910
Deferred gain/loss on bond refunding	5268
Unamortized premiums on bonds sold	5910

Complete the table to disclose activity related to bond premiums and discounts, issue costs, accreted interest payable, and gain/loss on refundings (GL codes 1910, 5212, 5268, 5910) as of June 30.

**Table 7 – Pledged Revenue for Revenue Bonds**

For revenue bonds outstanding at year end for which specific revenues have been pledged, disclose information about the pledged revenues including: account, source of revenue pledged, current year revenues pledged, current year debt service, future revenues pledged, a description of the debt, the purpose of the debt, and the ending year of the commitment. List the year(s) the bond(s) were issued in the “Purpose of the Debt” column.

**Table 8 – Reconciliation of Future Revenue Pledged**

Reconcile the revenue pledged amounts reported in Table 7 to the revenue bond principal and interest amount totals in Table 2.

90.40.55.c

**Bond Debt Refunding Activity Disclosure**

This form collects required disclosure information on **bond debt refunding** activities.

90  
**State Reporting**

The state is required to disclose bond debt refunding activity for bond debt refunded in the current year and for bond debt refunded in prior years that remains outstanding.

- **For all agencies other than OST**, this disclosure form is required to be completed **only** if your agency had a bond debt refunding that was **not** part of a refunding done by OST, **or** if your agency had bond debt refunded in prior years that remains outstanding and that was **not** part of a refunding done by the OST.
- **OST Bond Retirement and Interest Agency (Agency #0100)** is required to complete this disclosure form for General Obligation Bond debt refundings.

In addition to a **general description of the bond refunding**, two additional items are required to be disclosed:

- **The difference between the cash flows required to service the old bond debt and the cash flows required to service the new bond debt and complete the refunding.** When measuring the difference between the two cash flows, additional cash used to complete the refunding paid from resources other than proceeds of the new bond debt (for example, for issuance costs or payments to the escrow agent) should be added to the new bond debt cash flows. Accrued interest received at the bond issuance date should be excluded from the new bond debt cash flows. If the new bond debt is issued in an amount greater than that required for the refunding, only that portion of bond debt service applicable to the refunding should be considered.
- **The economic gain or loss resulting from the transaction.** Economic gain or loss is the difference between the present value of the old bond debt service requirements and the present value of the new bond debt service requirements, discounted at the effective interest rate and adjusted for additional cash paid, as noted above.

The **effective interest rate** is the rate that, when used to discount the debt service requirements on the new debt, produces a present value equal to the proceeds of the debt (including accrued interest) net of any premiums or discounts and any underwriting spread and issuance costs that are not recoverable through escrow account earnings. Issuance costs include all costs incurred to issue the bonds, including but not limited to insurance costs (net of rebates from the old debt, if any), financing costs (such as rating agency fees), and other related costs (such as printing, legal, administrative, and trustee expenses).

## Bonds Payable General Disclosure

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

### 90.40.55.A Bonds Payable General Disclosure

1. a. Are the provisions of federal arbitrage rebate requirements applicable to the bonds your agency reported in this section?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please provide the following information:

Calculate and enter the amount of estimated rebatable arbitrage profits as of fiscal year-end.

\$ \_\_\_\_\_

- b. Did your agency receive communication from the IRS during the fiscal year that adversely affects the tax exempt status of your outstanding debt or asserts noncompliance with arbitrage rules?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please provide details.

\_\_\_\_\_

2. Does your agency have any variable interest rate debt outstanding as of fiscal year-end?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, provide the following information:

- a. Disclose the terms by which interest rates change for variable-rate debt.
- \_\_\_\_\_

- b. Disclose the amounts outstanding as of fiscal year-end.

\$ \_\_\_\_\_

**Bonds Payable General Disclosure** - concluded

3. Did your agency issue bonds or do you anticipate issuing bonds in the period between July 1 and December 31 of the current fiscal year?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, provide the following information:

A general description of the transaction, including date issued, amount of bonds issued, type of bonds issued, and purpose.

---

*For example: In August 20XX, the University of X issued \$138.4 million in revenue bonds to fund a recreation center.*

## Bond Debt by Major Class – Summary of Activity Disclosure

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

### 90.40.55.B Bond Debt by Major Class – Summary of Activity Disclosure

**Table 1 - Bond Debt GL's Reconciliation to AFRS**

Account	Debt Class / GL Code	Beginning Balance from AFRS	DR Retirements	CR New Issues	Calculated Ending Balance	Ending Balance from AFRS	Difference (Must be zero)

**Table 2 - Bond Debt Service Schedule**

Fiscal Year	General Obligation and Other Bonds Payable Principal	General Obligation and Other Bonds Payable Interest	Revenue Bonds Principal	Revenue Bonds Interest
2013				
2014				
2015				
2016				
2017				
2018 – 2022				
2023 - 2027				
2028 - 2032				
2033 - 2037				
2038 - 2042				
2043 - 2047				
Total				

**Bond Debt by Major Class – Summary of Activity Disclosure** - continued

**Table 3 - Reconciliations**

A. The total ending balance in Table 1 must agree to the total principal amount reported in Table 2.

	<b>Amounts</b>
Subtotal of ending balances of applicable GL Codes in Table 1: GL's 5161/5261 + 5162/5262/5167/5267/1667+ 5163/5263 + 5164/5264 +5169/5269	\$ _____
Principal amount totals reported in Table 2 Debt Service Schedule	_____
Difference (Must be zero)	\$ _____

If there is a difference, provide an explanation.

---

B. The short-term GL account amounts in AFRS must agree to the principal amount reported in Table 2.

	<b>Amounts</b>
GL's 5161 + 5162 + 5163 + 5164 + 5167 + 5169 (from AFRS)	\$ _____
Principal amount for the next fiscal year reported in Table 2 Debt Service Schedule	_____
Difference (Must be zero)	\$ _____

If there is a difference, provide an explanation.

---

**Bond Debt by Major Class – Summary of Activity Disclosure** - continued

**Table 4 – Bonds Outstanding – Type and Interest Rate**

Account	Type of Bond	Low Interest Rate	High Interest Rate

**Table 5 – Bonds Authorized but Unissued**

Account	Purpose	Type of Bond	Authorized but Unissued at June 30

**Table 6 – Other Bond Related GL's Reconciliation to AFRS**

Account	Debt Class/GL Code	Beginning Balance from AFRS	DR	CR	Calculated Ending Balance	Ending Balance from AFRS	Difference (Must be zero)

**Bond Debt by Major Class – Summary of Activity Disclosure** - concluded

**Table 7 – Pledged Revenue for Revenue Bonds**

Account	Source of Revenue Pledged	Current Year Revenues Pledged (net)	Current Year Debt Service (prin + int)	Future Revenues Pledged (prin + int)	Description of Debt (include year(s) issued)	Purpose of Debt	Ending Year of Commitment
<p><u>Comments or Notes (including description of "Other"):</u></p>							

**Table 8 – Reconciliation of Future Revenue Pledged to Table 2 Bond Debt Service schedule:**

Revenue bond principal and interest amount totals reported in Table 2	\$ _____
Future revenue pledged amount from above	_____
Difference (should be zero)	_____
<p><u>If there is a difference, provide an explanation below:</u></p>	

## Bond Debt Refunding Activity Disclosure

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

### 90.40.55.C Bond Debt Refunding Activity Disclosure

This disclosure form is required to be completed by OST and agencies other than OST that perform their own debt refundings as follows:

#### A. Agencies other than OST:

1. The state is required to disclose bond debt refunding activities in the CAFR. OST will provide information on all bond debt refundings that they initiate.

Did your agency refund outstanding bonds during this fiscal year?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please disclose the following information for each refunding:

- a. A **general description of the transaction**, including date new debt was issued, amount of new debt issued, type of bonds issued, average interest rate of new debt issued, amount of debt refunded, type of debt refunded, and average interest rate of debt refunded.
- b. The **difference between the cash flows** required to service the old debt and the cash flows required to service the new debt and complete the refunding.
- c. Amount of the **economic gain or loss** resulting from the transaction.

For example:

*On x date, the University of xx issued \$x in Housing & Dining Refunding bonds (series 20xx) with an average interest rate of x%, to refund \$x of Housing and Dining Revenue Bonds with an average interest rate of x%. The refunding resulted in \$x gross debt service savings over the next x years, and an economic gain of \$x.*

2. In all periods following an advance refunding for which debt defeased in substance remains outstanding, the amount of that debt outstanding at June 30 should be disclosed. If your agency has performed your own bond debt refundings (not through OST), disclose this amount at June 30.  
\$ \_\_\_\_\_

**Bond Debt Refunding Activity Disclosure** - concluded**B. OST (Bond Retirement and Interest Agency, Agency 0100):**

1. The state is required to disclose bond debt refunding activities in the CAFR. For OST General Obligation Bond Debt Refundings provide the following information:

Did your agency refund outstanding bonds during this fiscal year?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please disclose the following information for each refunding:

- a. A **general description of the transaction**, including date new debt was issued, amount of new debt issued, type of bonds issued, average interest rate of new debt issued, amount of debt refunded, type of debt refunded, and average interest rate of debt refunded.
  - b. The **difference between the cash flows** required to service the old debt and the cash flows required to service the new debt and complete the refunding.
  - c. Amount of the **economic gain or loss** resulting from the transaction.
2. In all periods following an advance refunding for which debt defeased in substance remains outstanding, the amount of that debt outstanding at June 30 should be disclosed. For general obligation bond debt refundings performed by OST, disclose this amount at June 30.  
\$ \_\_\_\_\_

---

**90.40.60**

June 1, 2012

**Transfer disclosure**

**General Instructions**

GAAP requires the state to disclose in the notes to the financial statements certain details about transfers including:

- Amounts transferred between accounts, and
- A general description of the principal purposes of the transfers.

Transfers to be reported on the disclosure form:

- Revenue Source Codes 0613 – 0699 and 0484 (excluding 0623, 0649, 0677, 0683, and 0690)
- GL Code 65XX Object M

The majority of the transfers reported by an agency on this form will be intra-agency transfers (transfers between accounts within the same agency).

If applicable, an agency may also need to report an inter-agency transfer in (a transfer received from another agency).

For inter-agency transfers in only, choose the agency number of the paying agency from the “Inter-agency Transfer In” column drop down box on the form. In the comment box indicate the reason for the inter-agency transfer in. No entry is allowed in the “Paying Account” column.

For transfers over \$20 million, please provide a general description of the purpose of the transfer.

Below is an example of a completed Transfer Disclosure form (90.40.60.A).

**Example:**

Agency Code: 0123 Agency Title: Any Agency

**90.40.60.A Transfer Disclosure**

Paying Account Code & Title	Receiving Account Code & Title	Amount	Description of Transfer (for amounts over \$20 million)	Comments	Inter-agency Transfer In
001 General Fund	14B Budget Stabilization Account	\$150,000,000	RCW 43.79.490		
001 General Fund	03B Asbestos Account	6,000,000			
Blank	08G Flexible Spending Admin. Account	28,000		Equity transfer, closure of Account 03T	1240
	Total:	\$156,028,000			

## Transfers Disclosure

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

### 90.40.60.A Transfer Disclosure

Paying Account Code & Title	Receiving Account Code & Title	Amount	Description of Transfer (for amounts over \$20 million)	Comments	Inter-agency Transfer In
	Total:				

#### Reconciliation:

Receiving Account Code	Entered Amount	AFRS Amount	Difference (Must be zero)
	Total:		

**Note:** The AFRS amount is the Receiving Account credit total on the ER Transfer Report, including revenue sources 0613-0699 and 0484, and excluding revenue sources 0623, 0649, 0677, 0683, and 0690.

---

**90.40.70**

June 1, 2012

**Pension and OPEB disclosure****General Instructions**

All agencies with pension administration responsibilities as listed below are required to complete the pension disclosure form. Additionally, four-year higher education institutions are required to complete the Other Post Employment Benefits (OPEB) portion of the disclosure form.

There are a number of accounting standards that address the reporting of pension and OPEB including GASB Statements 25, 27, 43, 45 and 50. The pension and OPEB disclosure forms are used to accumulate the information required to prepare note disclosures and required supplementary information for the state's CAFR. The information provided in the CAFR is intended to aid the reader of the financial statements in assessing:

- The stewardship of pension plan resources and the ongoing ability of the plan to pay pension benefits when due,
- The effect of pension plan operations and benefit commitments on the need for contributions by plan members, employers and other contributors,
- The impact on the state's financial statement of the state's participation in the Public Employees' Benefit Board's (PEBB) other post employment benefits plan measured in accordance with generally accepted accounting principles (GAAP). While the state's participation in the PEBB plan is not formalized in a contract or plan document, the state is required to make certain disclosures based on the current understanding of plan terms by the state and its employees and retirees. By reporting the state's OPEB plan in accordance with GAAP, the state's financial statements are presented consistently with other governments offering their employees other post employment benefits, and
- Compliance with finance-related statutory, regulatory and contractual requirements.

Pension disclosure information is required from the following agencies:

- Department of Retirement Systems
- Administrative Office of the Courts
- All four-year higher education institutions and the State Board for Community and Technical Colleges (SBCTC)

Additionally, certain OPEB information is required from all four-year higher education institutions.

90.40.70.a

**Pension Disclosure – Department of Retirement Systems**

This form is to be submitted by the Department of Retirement Systems (Agency 124) and is to include information pertaining to:

- Public Employees' Retirement System (PERS) Plans 1 Defined Benefit (DB), 2/3 (DB), and 3 Defined Contribution (DC);
- Teachers' Retirement System (TRS) Plans 1 (DB), 2/3 (DB), and 3 (DC);
- School Employees Retirement System (SERS) Plans 2/3 (DB), and 3 (DC);
- Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plans 1 and 2 (DB);
- Washington State Patrol Retirement System (WSP) Plans 1 and 2 (DB);
- Judicial Retirement System (JRS) (DB);
- Judges' Retirement Fund (Judges) (DB);
- Public Safety Employees' Retirement Account (PSERS) Plan 2 (DB); and
- Judicial Retirement Account (JRA) (DC).

The total covered payroll, employer contributions, member contributions, and Washington State contributions are required to be presented by employer type for each retirement plan. The payroll and contribution amounts should be reported by Washington State employers and all other employers.

- Total employer contributions should agree to the amounts reported in AFRS Revenue Source Code 0802 for each retirement plan and/or system.
- Total member contributions should agree to the amounts reported in AFRS Revenue Source Code 0803 for each retirement plan and/or system.
- Total State contributions should agree to the amounts reported in AFRS Revenue Source Code 0804 for each retirement plan and/or system.

90.40.70.b

**Pension Disclosure – Administrative Office of the Courts**

Covered payroll is required to be completed by the Administrative Office of the Courts (Agency 055) and is to include information pertaining to:

- Judicial Retirement Account (JRA) (DC)

The total covered payroll is required to be presented by employer type. The payroll should be reported by Washington State employers and all other employers.

90.40.70.c

**Pension and OPEB Disclosure – Higher Education Institutions and SBCTC**

This form is required to be completed by all four-year higher education institutions and SBCTC. The information required pertains to Higher Education Retirement Plan participants and the Higher Education Supplemental Plan.

1. **Higher Education Retirement Plan:** The total covered payroll is to reflect amounts for Higher Education Retirement Plan participants only. This amount should not include those on “waiting” status. “Waiting” status employees are those who are eligible, but have not yet elected to join the Higher Education Retirement Plan. The member and employer contributions are to reflect amounts contributed by each into the Higher Education Retirement Plan.

2. **Higher Education Supplemental Retirement Plan:** Information for the Higher Education Supplemental Retirement Plan should be obtained from your actuarial valuations and payroll records. The Net Pension Obligation (NPO) is recorded in AFRS in Account 999 GL 5281 “Unfunded Pension Obligations.” Refer to the example provided of a completed form.
3. **OPEB Liability:** Four-year higher education institutions are to provide the following GASB Statement 45 OPEB data:
  - Actuarial Accrued Liability (AAL)
  - Annual Required Contribution (ARC)
  - Annual OPEB Cost
  - Net OPEB Obligation (NOO)

**Pension Disclosure –  
Department of Retirement Systems**

Agency Code: 124 Agency Title: Department of Retirement Systems

**90.40.70.A Pension Disclosure – Department of Retirement Systems**

Retirement Plan by Employer Type	Covered Payroll	Employer Contributions	Member Contributions	State Contributions
PERS 1 (DB) – WA State				
PERS 1 (DB) – Other Employers				
PERS 2/3 (DB) – WA State				
PERS 2/3 (DB) – Other Employers				
PERS 3 (DC) – WA State				
PERS 3 (DC) – Other Employers				
TRS 1 (DB) – WA State				
TRS 1 (DB) – Other Employers				
TRS 2/3 (DB) – WA State				
TRS 2/3 (DB) – Other Employers				
TRS 3 (DC) – WA State				
TRS 3 (DC) – Other Employers				
SERS 2/3 (DB) – WA State				
SERS 2/3 (DC) – Other Employers				
SERS 3 (DC) – WA State				
SERS 3 (DC) – Other Employers				
LEOFF 1 (DB) – WA State				
LEOFF 1 (DB) – Other Employers				
LEOFF 2 (DB) – WA State				
LEOFF 2 (DB) – Other Employers				
WSP 1 (DB) – WA State				
WSP 2 (DB) – WA State				
JRS (DB) – WA State				
Judges (DB) – WA State				
PSERS 2 (DB) – WA State				
PSERS 2 (DB) – Other Employers				
JRA (DC) – WA State				
JRA (DC) – Other Employers				
Totals:				

**Pension Disclosure –  
Department of Retirement Systems - concluded**

**Reconciliation of Contributions to AFRS Data:**

<b>Retirement Plan</b>	<b>Total Contributions</b>	<b>AFRS Total Contributions</b>	<b>Difference (Must be zero)</b>
Totals:			

**Pension Disclosure –  
Administrative Office of the Courts**

Agency Code: 055 Agency Title: Administrative Office of the Courts

**90.40.70.B Pension Disclosure – Administrative Office of the Courts**

Agency Code	Retirement Plan – by Employer Type	Covered Payroll
055-AOC	JRA (DC) – WA State	
055-AOC	JRA (DC) – Other Employers	
048-COA	JRA (DC) – WA State	
045-SUP	JRA (DC) – WA State	
	Total:	

## Pension and OPEB Disclosure – Higher Education Institutions

**Example:**

Agency Code: 123 Agency Title: Any Higher Education Institution

### 90.40.70.C Pension and OPEB Disclosure – Higher Education Institutions

This section is to be completed by all 4-year higher education institutions and the State Board for Community and Technical Colleges:

<b>Higher Education Retirement Plan</b>	
Covered Payroll	\$173,858,328
Employer Contributions	\$14,435,716
Member Contributions	\$14,315,716
<b>Higher Education Supplemental Retirement Plan</b>	
Most current valuation date (mm/dd/yyyy)	6/30/2011
Prior valuation date (mm/dd/yyyy)	6/30/2009
<b>Input the following information from your most current actuarial valuation:</b>	
UAL (Unfunded Actuarial Accrued Liability)	
Amount from current valuation`	\$9,647,000
Amount from prior valuation	\$801,000
Amortization period (in years)	19.5
ARC (Annual Required Contribution)	\$1,126,000
Amortization of the UAL	\$568,000
Normal cost	\$531,000
Valuation method	Entry Age Normal cost cost method
Actuarial Assumptions	
Investment rate of return - %	6-8%
Projected salary increases - %	2-4%
<b>Input the following information from your records:</b>	
Payroll covered under this plan for the:	
Fiscal year of the most current valuation 6/30/2011	\$271,907,000
Fiscal year of the prior valuation 6/30/2009	\$206,447,000
Payments to Beneficiaries (last three fiscal years):	
2012	\$742,251
2011	\$774,124
2010	\$819,598
<b>NPO (Net Pension Obligation) Calculation &amp; Comparison to AFRS:</b>	
AFRS Balance in Account 999, GL 5281, June 30 prior year	(\$735,625)
Annual Required Contribution (from above)	(\$1,126,000)
Payments to Beneficiaries – current fiscal year (from above)	\$742,251
Balance as of June 30 (calculated)	(1,119,374)
AFRS Balance in Account 999, GL 5281, June 30 current year	(1,119,374)
Difference (Must be zero)	\$ 0
Description of the supplemental plan: The Plan has a supplemental payment component which guarantees a minimum retirement benefit goal based upon a one-time calculation at each employee's retirement date.	
Notes/Comments:	

**Pension and OPEB Disclosure –  
Higher Education Institutions – concluded**

**Example:**

<b><u>OPEB Liability (4 year Higher Education Institutions only)</u></b>	
List the following GASB 45 OPEB data for your agency:	
Actuarial Accrued Liability (AAL)	\$609,200
Annual Required Contribution (ARC)	\$62,000
Annual OPEB Cost	\$62,000
Net OPEB Obligation (NOO) at June 30	\$55,000
If these amounts don't agree with the most recent OSA actuarial valuation report explain why.	

## Pension and OPEB Disclosure – Higher Education Institutions

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.70.C Pension and OPEB Disclosure – Higher Education Institutions**

This section is to be completed by all 4-year higher education institutions and the State Board for Community and Technical Colleges:

<b>Higher Education Retirement Plan</b>	
Covered Payroll	\$ _____
Employer Contributions	\$ _____
Member Contributions	\$ _____
<b>Higher Education Supplemental Retirement Plan</b>	
Most current valuation date (mm/dd/yyyy)	_____
Prior valuation date (mm/dd/yyyy)	_____
<b>Input the following information from your most current actuarial valuation:</b>	
UAL (Unfunded Actuarial Accrued Liability)	
Amount from current valuation	\$ _____
Amount from prior valuation	\$ _____
Amortization period (in years)	_____
ARC (Annual Required Contribution)	\$ _____
Amortization of the UAL	\$ _____
Normal cost	\$ _____
Valuation method	_____
Actuarial Assumptions	
Investment rate of return - %	_____ %
Projected salary increases - %	_____ %
<b>Input the following information from your records:</b>	
Payroll covered under this plan for the:	
Fiscal year of the most current valuation mm/dd/yyyy	\$ _____
Fiscal year of the prior valuation mm/dd/yyyy	\$ _____
Payments to Beneficiaries (last three fiscal years):	
20xx	\$ _____
20xx	\$ _____
20xx	\$ _____
<b>NPO (Net Pension Obligation) Calculation &amp; Comparison to AFRS:</b>	
AFRS Balance in Account 999, GL 5281, June 30 prior year	\$ _____
Annual Required Contribution (from above)	\$ _____
Payments to Beneficiaries – current fiscal year (from above)	\$ _____
Balance as of June 30 (calculated)	\$ _____
AFRS Balance in Account 999, GL 5281, June 30 current year	\$ _____
Difference (Must be zero)	\$ _____
Description of the supplemental plan:	
Notes/Comments:	

**Pension and OPEB Disclosure –  
Higher Education Institutions – concluded**

<b><u>OPEB Liability (4 year Higher Education Institutions only)</u></b>	
List the following GASB 45 OPEB data for your agency:	
Actuarial Accrued Liability (AAL)	\$
Annual Required Contribution (ARC)	\$
Annual OPEB Cost	\$
Net OPEB Obligation (NOO) at June 30	\$
If these amounts don't agree with the most recent OSA actuarial valuation report explain why.	

---

**90.40.75**

June 1, 2012

**Miscellaneous disclosure**

**General Instructions**

**All agencies** are required to complete the Miscellaneous Disclosure form (90.40.75.A).

Information is required related to:

1. Grants and contributions restricted for capital purposes,
2. Art collections, library reserve collections and/or museum or historical collections that are not capitalized,
3. Donor restricted endowments,
4. Component units, segments, joint ventures, or related organizations,
5. Capital assets that are permanently impaired and idle, and
6. Pollution remediation.

**Miscellaneous Disclosure**

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

**90.40.75.A Miscellaneous Disclosure**

1. Did your agency report any revenue from grants or contributions that were **restricted for capital purposes** (to purchase, construct, or renovate capital assets associated with a specific program)?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, provide the following information

Account	Name of Grant/Contribution	Revenue Source Code	Amount
		Total	\$

2. Does your agency have any **Art Collections, Library Reserve Collections, and/or Museum or Historical Collections** that are not capitalized?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, refer to SAAM Subsection 30.20.22.a, which lists 3 conditions that must all be met in order for these assets not to be capitalized. Provide a description of your collection and explain how you meet all 3 of the conditions.

---

3. Does your agency have any **donor-restricted endowments**? (Note: Donor restricted endowments are recorded in General Ledger Codes 9110 "Nonspendable Permanent Fund Principal," 9230 "Restricted for Higher Education," 9240 "Restricted for Human Services," or other GL code as appropriate.)

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, provide the following information

- a. The amount of net appreciation on investments of donor-restricted endowments that are available for authorization for expenditure, and how those amounts are reported in net assets,
  - b. The policy for authorizing and spending investment income, such as a spending-rate or total-return rate, and
  - c. The account(s) the endowments are reported in.
-

**Miscellaneous Disclosure** - continued

4. a. Does your agency have any **discretely reported component units** or other **related organizations**, and/or has your agency participated in a **joint venture**? Note: blended component units are reported in (c) below.

No \_\_\_\_\_ Yes \_\_\_\_\_

- b. If yes, for the most recent year available, are expenditures greater than \$15 million?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, include the most recent financial information available in the table below.

Name of Entity	Type of Entity	Total revenue of the entity	Total expenditures of the entity	Total assets of the entity

- c. Does your agency have any **blended component units**?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, list them in the table below.

Name of Entity	Reason for blending

- d. Does your agency have any **segments**?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, provide the following information.

Segment Information:

Number of Segments	
Total Assets	
Total Revenue	
Agency Contact Information:	
First Name	
Last Name	
Address	
City	
State	WA
Zip	

- e. Are the above **segments** audited separately?

No \_\_\_\_\_ Yes \_\_\_\_\_

**Miscellaneous Disclosure** - concluded

5. Does your agency have any **capital assets that are permanently impaired and idle** at fiscal year-end? A capital asset is considered to be impaired if the asset experiences a significant and unexpected decline in its service utility. An impaired capital asset is to be revalued to reflect its decline in service utility.

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, refer to Subsections 30.20.90 and 85.60.45 for further discussion and provide a description and the carrying amount of each impaired and idle capital asset.

---

6. **Pollution Remediation.** The Governmental Accounting Standards Board (GASB) issued Statement No. 49, *Accounting and Financial Reporting for Pollution Remediation Obligations*. Refer to SAAM 85.74.50 for information about obligating events, benchmarks and liability measurement related to existing and potential pollution remediation obligations for which the state is responsible.

Has your agency been assigned responsibility or is your agency potentially responsible for addressing current or potential detrimental effects of existing pollution through activities such as assessments or cleanups?

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please provide agency contact information (name, phone number, and email address) in the box below AND contact your agency's assigned OFM accounting consultant for a copy of a Site Status Report to be used to report the following information for each site:

- a. Site identification, including site ID number, release number (if applicable), site name and type.
- b. Status of remedial action as of June 30<sup>th</sup> and current action plan, including estimated timeframe for cash outflow.
- c. Amount of estimated liability, including:
  - Breakdown between short-term (due within 12 months) and long-term.
  - Estimated recoveries
  - Indication of whether or not each site is reportable.

The Site Status Report must be filed with the Financial Disclosure Certification form.

Agency contact information: name, phone number, and email address.

---

---

**90.40.95**

June 1, 2012

**Financial disclosure certification**

**General Instructions**

**All agencies** are required to complete the Financial Disclosure Certification (90.40.95.A).

As required by audit standards, OFM provides, on behalf of the state, a letter of representation to the State Auditor's Office certifying certain financial, compliance, and internal control information. To enable OFM to make the representations required in that letter, each Agency Head and Chief Financial Officer must certify, to the best of their knowledge, that the statements listed in the Financial Disclosure Certification form are true for their agency.

Any exceptions to the certifications are to be attached with a narrative detailing the variance(s) and any proposed or completed corrective actions.

The **original** signed Financial Disclosure Certification form including attachments, as necessary, is to be mailed to the following address by **September 21, 2012**:

Office of Financial Management  
Statewide Accounting  
P.O. Box 43113  
Olympia, Washington 98504-3113

**Note:** The Financial Disclosure Certification form is due two weeks after the due date of the other disclosure forms.

## Financial Disclosure Certification

Agency Code: \_\_\_\_\_ Agency Title: \_\_\_\_\_

### 90.40.95 Financial Disclosure Certification

**I certify, that to the best of my knowledge, the following statements are true:**

- (1) The transactions and adjustments recorded in the Agency Financial Reporting System (AFRS) for Fiscal Year 2012 accurately and completely reflect our agency's activity and ending account balances for each of the accounts listed below, in conformity with Generally Accepted Accounting Principles (GAAP) as outlined in the *State Administrative and Accounting Manual* (SAAM) and demonstrate legal compliance, where applicable.
- (2) There are no outstanding litigations, contingencies, or unasserted claims, in our agency that would either be disclosable or could materially affect balances reported; or if such conditions exist, their disclosure **is attached** to this certification, such as a letter from the Attorney General's Office.
- (3) We are responsible for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to this agency.
- (4) We have received no communication from the Internal Revenue Service (IRS) adversely affecting the tax exempt status of our outstanding debt or noncompliance with arbitrage rules.
- (5) We have identified and disclosed to the auditor violations and possible violations of laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate accounts.
- (6) We have disclosed to the auditor all communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- (7) We are responsible for establishing and maintaining effective internal control over financial reporting. Our agency's system of internal controls complies with the prescribed requirements as contained in Chapter 20 of SAAM.
- (8) We are responsible for designing and implementing programs and controls to prevent and detect fraud. We have disclosed to the auditors all known instances and allegations of fraud or suspected fraud involving management and employees who have significant roles in internal control. We have also disclosed known instances and allegations of fraud or suspected fraud involving others where the fraud could have a material effect on the financial statements.
- (9) Components of net assets (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance categories (nonspendable, restricted, committed, assigned and unassigned) are appropriately classified, and, if applicable, approved.
- (10) Provisions for uncollectible receivables have been properly identified and recorded.
- (11) Interfund and interagency activity and balances have been appropriately classified and reported.

**Financial Disclosure Certification** - concluded

- (12) Investments, derivative transactions, and land and other real estate held by endowments are properly valued. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.
- (13) Inventories have been properly identified and recorded. Provisions have been made to reduce excess or obsolete inventory, when material, to their estimated net realizable value.
- (14) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated. The state has satisfactory title to all owned assets and there are no liens or encumbrances on such assets nor has any asset been pledged. The balances shown for capital assets in the Agency Financial Reporting System (AFRS) reflect fairly our agency's capital assets on June 30, 2012, and these balances have been reconciled to our authorized capital asset subsidiary system.
- (15) If the modified approach is used to account for eligible infrastructure assets, our agency meets the GASB-established requirements as outlined in SAAM Subsection 30.20.80.
- (16) If applicable, pollution remediation obligations have been properly identified, measured at current value using the expected cash flow technique, and reported. The Site Status Report **is attached** to this certification.
- (17) We have completed all disclosure forms applicable to our agency's accounts and activities.
- (18) No exceptions to the above certifications have occurred subsequent to June 30, 2012, and through the date of this certification; or if such conditions exist, their disclosure is attached to this certification.
- (19) This Financial Disclosure Certification applies to all information provided to OFM by our agency during the fiscal year end closing process including e-mails, spreadsheets, etc.

**Note:** Any exceptions to the above certifications **are attached** with a narrative detailing the variance(s) and our proposed or completed corrective actions.

Account Code	Account Code	Account Code	Account Code	Account Code	Account Code
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

---

Printed Name and Title of Agency Head	Signature	Date
---------------------------------------	-----------	------

---

Printed Name and Title of Chief Financial Officer	Signature	Date
---	-----------	------