



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 14, 2013

OFM DIRECTIVE 13A-04

TO: Agency Directors and Policy Manual Users

FROM: /s/ Wendy Jarrett, Assistant Director
Accounting Division

SUBJECT: Chapter 50, Federal Compliance; Chapter 75, Chart of Accounts; Chapter 80, Accounting Policies; and Chapter 85, Accounting Procedures

We have revised several policies in the *State Administrative and Accounting Manual (SAAM)*, effective July 1, 2013.

Additional revisions for July 1, 2013 are expected after the legislative session.

Key changes to the policies include the following:

Chapter 50 – Federal Compliance

(Subsection 50.40.30)

- Decreased the threshold for programs subject to CMIA regulations to \$20 million or more.

Chapter 75 – Chart of Accounts

(Sections 75.30, 75.40, 75.70, and 75.80)

- Changed name of account 03N to Business License Account
- Added new accounts: 18R, 19F, 328, 564
- Deleted accounts: 10M, 14K, 15E, 212, 224, 232, 420, 437, 488, 736, 750, 798
- Changed administrative agency: 419
- Change cash type: 17B
- Changed budget type: 17B, 501
- Changed name of subobject CA to Management and Organizational Services
- Revised definitions of subobjects: CA Management and Organizational Services, CD Computer and Information Services, CJ Training Services, EG Employee Professional Development and Training, and PC Other Debt Costs
- Renamed revenue source: 0413 Capital Gains and Losses
- Deleted revenue sources: 0414, 0455, 0652 and 0658
- Added new revenue source: 0637

Chapter 85 - Accounting Procedures

(Sections 85.30, 85.32, 85.36, 85.38, 85.52, and 85.65)

- Clarified that encumbrances are obligations which are ordered and expected to be received before the expenditure authority lapses. (85.30.10)
- Updated language for certifying invoice vouchers. (85.32.30)
- Clarified that the original “Affidavit of Lost or Destroyed Warrants” is sent to OST. Also, the “Affidavit of Forged Endorsement” must be notarized. (85.38.20 and 85.38.30)
- Revised language related to recording Capital Gains and Losses using Revenue Source Code 0413. (85.52.30, 85.52.50, 85.65.22, and 85.65.24)

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM’s website at:

<http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM’s website at:

www.ofm.wa.gov/resources/default.asp.

If you are maintaining a hardcopy manual, a link to the replacement pages is available at:

<http://www.ofm.wa.gov/policy/replacement-pages.asp>.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency’s OFM Accounting Consultant at: <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>.