



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

May 19, 2017

**OFM DIRECTIVE 17A-02**

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

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

**SUBJECT: Chapter 75, Uniform Chart of Accounts; Chapter 90, State Reporting; and Chapter 95, Federal Assistance Reporting**

We have revised several policies in the *State Administrative and Accounting Manual* (SAAM) effective June 1, 2017.

Key changes to the policies in SAAM include the following:

**Chapter 75: Uniform Chart of Accounts**

(Sections 75.30 and 75.70)

- Changed threshold levels for Roll-up funds. (75.30.40)
- Removed requirement that OFM approval is needed to use subobject NW. (75.70.20)

**Chapter 90: State Reporting**

(Sections 90.20 and 90.40)

Revisions to Chapter 90 establish state reporting policies and procedures for fiscal year 2017. This directive also contains the timetable related to year-end reporting and the fiscal year-end closing schedule.

- Updated the fiscal year-end cut off dates for fiscal year 2017. (90.20.05)
- Updated the disclosure form dates for fiscal year 2017. (90.40.10)
- Revised which forms all agencies are required to complete, adding Cash and Investments Restricted as a required form. (90.40.20.b)
- Revised the Liabilities by Major Class – Summary of Activity form, adding GLs 5116 Retained Percentages Payable and 5117 Construction Contracts Payable under Other Obligations. (90.40.45.B)
- Revised the Bond Debt by Major Class – Summary of Activity form, adding separate lines in Table 8 for General revenue bond principal and General revenue bond interest. (90.40.55.B)
- Added a new Miscellaneous Disclosure question, Internal Control Officer. (90.40.75.A)
- Substantially revised the State financial disclosure certification form. (90.40.95)

**Timetable for Year-End Reporting and Closing:**

<b>Key Dates</b>	<b>Reporting Items</b>
July 14, 2017	<b>Disclosure form application opens</b>
July 21, 2017	Mail out interagency billings (whether based on actuals or estimates).
July 31, 2017	<b>Phase 1</b> Close, Agency Accrual Phase <ul style="list-style-type: none"> <li>• Prioritize interagency receivable/payable reconciliations as many agencies have an early internal close date.</li> </ul>
Aug. 18, 2017	<b>Phase 1B</b> Close <ul style="list-style-type: none"> <li>• Due date for certain state disclosure forms,</li> <li>• Interagency receivable/payable balancing is due,</li> <li>• Pollution remediation site status report is due</li> </ul>
Sept. 1, 2017	<b>Phase 2</b> Close, Agency Adjustment Phase: <ul style="list-style-type: none"> <li>• Agency adjustments completed</li> <li>• Remaining State and all Federal disclosure forms are due (not including certifications).</li> <li>• Disclosure form application closes</li> <li>• All agency adjusting entries made after Phase 2 require OFM approval.</li> </ul>
Sept. 13, 2017	State Financial Disclosure Certification form, including attachments, is due.
Jan. 31, 2018	Federal Assistance Certification form is due.

Agencies are encouraged to establish an internal close prior to September 1, in order to ensure that all entries are posted in AFRS and disclosure forms are completed by Phase 2 close. The Phase 2 close date is firm.

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

Revisions to Chapter 95 establish federal reporting policies and procedures for fiscal year 2017. This directive also contains the timetable related to year-end reporting and the fiscal year-end closing schedule.

- Updated the disclosure form dates for fiscal year 2017. (95.20.10)
- Removed the required CFDA conversions section since conversions are no longer required for reporting. (95.20.10c)
- Revised several of the Federal assistance disclosure certification assertions to better align with the recommended language. Added additional certifications to #13 regarding subrecipient monitoring and reporting. Added an additional certification #14 certifying the agency was not aware of any fraud or suspected fraud related to federal programs. (95.20.90)

The update to Chapter 95, Federal Assistance Reporting, is pending release of this year's OMB Circular A-133 Compliance Supplement.

Additional year-end closing resources are available on OFM's Administrative and Accounting Resources website at: <http://www.ofm.wa.gov/resources/yearend.asp>.

If you have questions regarding the State or Federal disclosure forms, please contact your assigned OFM Accounting Consultant.

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

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at: [www.ofm.wa.gov/resources/default.asp](http://www.ofm.wa.gov/resources/default.asp).

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>.