



Chapter 85 - Accounting Procedures

85.10 Budgetary Accounting Procedures

85.10.10	These procedures apply to budgeted accounts	June 1, 2004
85.10.20	Budgetary accounting requirements	July 1, 2009

85.15 Budgetary Accounting - Illustrative Entries

85.15.05	These entries are for illustrative purposes	July 1, 2008
85.15.10	Establish expenditure authority for budgeted accounts	July 1, 2008
85.15.15	Allotments for budgeted accounts	July 1, 2008
85.15.16	FTEs for budgeted accounts	July 1, 2008
85.15.17	Decrease FTEs for budgeted accounts	July 1, 2008
85.15.20	Estimated revenues for budgeted accounts	May 1, 1999
85.15.25	Decrease estimated revenues for budgeted accounts	May 1, 1999
85.15.30	Transfer unobligated allotments to reserve for budgeted accounts	May 1, 1999
85.15.35	Re-allotment of amounts placed in reserve for budgeted accounts	May 1, 1999
85.15.40	Revert unobligated allotments to unallotted status for budgeted accounts	May 1, 1999
85.15.45	Transfer unallotted legislative appropriations to reserve for appropriated accounts	May 1, 1999
85.15.50	Transfer legislative appropriations placed in reserve to unallotted status for appropriated accounts	May 1, 1999
85.15.55	Abolish or decrease legislative appropriations for appropriated accounts	May 1, 1999
85.15.60	Close of accounting period for budgeted accounts	May 1, 1999

85
Accounting Procedures

85.20 Revenue and Cash Receipts

85.20.10	Collection and deposit of receipts	July 1, 2009
85.20.20	Prudent collection processes	July 1, 2001
85.20.30	Non-revenue receipts	July 1, 2003
85.20.40	Proceeds from sale of property	July 1, 2003
85.20.50	Undistributed receipts	May 1, 1999
85.20.60	Receipts placed in suspense	July 1, 2009
85.20.70	Refunds of revenue	May 1, 1999
85.20.80	Subsidiary records	May 1, 1999
85.20.90	Deposit interest distribution by OST	June 1, 2005

85.22 Deposit Adjustments and Returned Payments

85.22.10	About these procedures	May 1, 1999
85.22.20	Documentation for deposit adjustments	July 1, 2008
85.22.30	Deposit adjustments - treasury and trust accounts	July 1, 2009
85.22.40	Deposit adjustments - local accounts	July 1, 2009
85.22.50	Returned payments – AFRS ACHs	July 1, 2009

85.24 Revenue and Cash Receipts - Illustrative Entries

85.24.10	These entries are for illustrative purposes	May 1, 1999
85.24.20	Estimated revenue	May 1, 1999
85.24.30	Deposit of cash revenues	May 1, 1999
85.24.40	Cash over or short	May 1, 1999
85.24.50	Recording adjustment for non-sufficient funds (NSF) check	July 1, 2008
85.24.60	Subsequent collections of non-sufficient funds (NSF) check	July 1, 2009
85.24.65	Recording receipt of returned AFRS ACH payment	July 1, 2009
85.24.70	Undistributed receipts - account and/or revenue source not identified	May 1, 1999
85.24.80	Receipts placed in suspense	July 1, 2009

85
Accounting Procedures

85.30 Encumbrances

85.30.10	Encumbrance accounting	July 1, 2008
----------	------------------------	--------------

85.32 Goods and Services Expenditures

85.32.10	Agency responsibilities	July 1, 2008
----------	-------------------------	--------------

85.32.15	Special definitions	July 1, 2008
----------	---------------------	--------------

85.32.20	Expenditure authorization	July 1, 2008
----------	---------------------------	--------------

85.32.25	Priority of expenditures	July 1, 2011
----------	--------------------------	--------------

85.32.30	Payment processing documents	July 1, 2009
----------	------------------------------	--------------

85.32.40	Payment processing	July 1, 2008
----------	--------------------	--------------

85.32.50	Timing of payment	July 1, 2008
----------	-------------------	--------------

85.32.60	Rapid invoice processing	June 1, 2002
----------	--------------------------	--------------

85.32.70	Purchase card	May 1, 1999
----------	---------------	-------------

85.32.80	Waste recycling procedures	July 1, 2001
----------	----------------------------	--------------

85.34 Payroll and Other Related Activities

85.34.10	Payroll	July 1, 2011
----------	---------	--------------

85.34.20	Shared leave	July 1, 2011
----------	--------------	--------------

85.34.30	Amounts due deceased employees	May 1, 1999
----------	--------------------------------	-------------

85.34.40	Salary overpayment recoveries	June 1, 2004
----------	-------------------------------	--------------

85.36 Disbursement Processing

85.36.10	Agency disbursement processes	July 1, 2000
----------	-------------------------------	--------------

85.36.20	Disbursement mechanisms	July 1, 2010
----------	-------------------------	--------------

85.36.30	Treasury account requirements	July 1, 2010
----------	-------------------------------	--------------

85.36.40	Local account requirements	July 1, 2010
----------	----------------------------	--------------

85.36.50	Recording	July 1, 2010
----------	-----------	--------------

85
Accounting Procedures

85.38 Other Warrant Procedures

85.38.10	Non-deliverable warrant	July 1, 2009
85.38.20	Lost or destroyed warrants	July 1, 2009
85.38.30	Redeemed warrants reported as lost or destroyed	July 1, 2009
85.38.40	Statutorily canceled warrants	July 1, 2009
85.38.50	Liability for canceled warrants/checks	May 1, 1999
85.38.60	"X" warrants	July 1, 2009
85.38.70	"X" and blank state warrant stock control procedures	June 1, 2004
85.38.80	Warrant voiding and destruction procedures	June 1, 2004
85.38.90	Local check control procedures	May 1, 1999

85.40 Belated and Sundry Claims

85.40.10	Belated claims	July 1, 2010
85.40.20	Sundry claims	June 1, 2004

85.42 Expenditures, Expenses, and Cash Disbursements - Illustrative Entries

85.42.10	These entries are for illustrative purposes	May 1, 1999
85.42.20	Encumbrances	June 1, 2011
85.42.30	Expenditure/expense disbursements	May 1, 1999
85.42.40	Recording payroll	July 1, 2011
85.42.50	Recording shared leave	May 1, 1999
85.42.60	Amounts due deceased employees	May 1, 1999
85.42.70	Salary overpayment recoveries	May 1, 1999
85.42.80	Non-deliverable warrant cancellations	May 1, 1999
85.42.85	Statutorily canceled warrants	May 1, 1999
85.42.90	Lost or destroyed warrants (Not canceled or redeemed)	May 1, 1999
85.42.95	Forged endorsement	May 1, 1999

85
Accounting Procedures

85.50 Cash

85.50.10	Deposit of treasury or treasury trust receipts	July 1, 2011
85.50.20	Deposit of local receipts	July 1, 2008
85.50.30	Undeposited receipts	May 1, 1999
85.50.40	Reconciliation of cash receipts and deposits	July 1, 2011
85.50.50	Petty cash - general information	July 1, 2011
85.50.60	Accounting for petty cash in treasury accounts	June 1, 2011
85.50.70	Accounting for petty cash in local accounts (including treasury trust accounts)	June 1, 2011

85.52 Investments

85.52.10	About investments	July 1, 2003
85.52.20	Short-term investments	June 1, 2003
85.52.30	Non-current investments	June 1, 2011
85.52.40	Investment pools	July 1, 2010
85.52.50	Permanent funds	July 1, 2011
85.52.60	Deferred compensation plans (IRC Section 457)	July 1, 2001
85.52.70	Securities lending	May 1, 1999
85.52.80	Reverse purchase agreements	May 1, 1999
85.52.90	Subsidiary ledgers are required for certain investments	May 1, 1999

85.54 Receivables

85.54.10	About receivables	July 1, 2009
85.54.15	Taxes receivables	July 1, 2009
85.54.20	Due from federal government	July 1, 2004
85.54.25	Due from other governments	June 1, 2011
85.54.30	Due from other accounts	July 1, 2009
85.54.35	Due from other agencies	July 1, 2009
85.54.40	Notes and loans receivable	June 1, 2011

85 Accounting Procedures

85.54.42	Private donation pledges	July 1, 2004
85.54.44	Travel advances receivable	July 1, 2010
85.54.45	Other receivables	July 1, 2004
85.54.50	Receivable collection procedures	July 1, 2000
85.54.52	Collecting NSF checks	May 1, 1999
85.54.55	Uncollectible receivables	July 1, 2008
85.54.60	Documentation	May 1, 1999
85.54.65	Subsidiary ledgers	May 1, 1999

85.56 Inventories

85.56.10	Inventory management and control procedures are in Chapter 35	May 1, 1999
85.56.20	Consumable inventories	June 1, 2011
85.56.30	Merchandise inventories in proprietary fund type accounts	May 1, 1999
85.56.40	Donations of consumable inventories	June 1, 2011

85.58 Prepaid Expenses

85.58.10	Prepaid expenses	July 1, 2008
----------	------------------	--------------

85.60 Capital Assets

85.60.10	About capital assets	July 1, 2009
85.60.20	Asset valuation	July 1, 2001
85.60.30	Acquisitions of capital assets	July 1, 2011
85.60.40	Depreciation/amortization of capital assets	July 1, 2009
85.60.45	Impairment of capital assets and related insurance recoveries	July 1, 2009
85.60.50	Disposals of capital assets	July 1, 2008
85.60.60	Reconciliation of capital assets	July 1, 2010
85.60.70	Capital assets acquired through capital lease	July 1, 2008

85 Accounting Procedures

85.60.80	Capital assets acquired through Certificates of Participation	July 1, 2006
85.60.90	Accounting for the construction of capital assets	July 1, 2008
85.60.95	Accounting for the transfer of vehicles to the State Motor Pool	July 1, 2011

85.65 Assets - Illustrative Entries

85.65.10	These entries are for illustrative purposes	May 1, 1999
85.65.12	Deposit of cash revenues	May 1, 1999
85.65.14	Petty cash - treasury and treasury trust accounts	June 1, 2011
85.65.16	Petty cash - local accounts	June 1, 2011
85.65.18	Accounting for the acquisition of non-current investments	June 1, 2011
85.65.20	Accounting for earnings and costs associated with non-current investments	July 1, 2003
85.65.22	Accounting for fair value adjustment to non-current investments	July 1, 2003
85.65.24	Accounting for the sale of non-current investments	June 1, 2011
85.65.28	Accounting for deferred compensation (IRC Section 457)	June 1, 2011
85.65.30	Taxes receivable	May 1, 1999
85.65.32	Receivables	July 1, 2001
85.65.33	Travel advances receivable	July 1, 2010
85.65.34	Due from federal government	May 1, 1999
85.65.36	Long-term loans	June 1, 2011
85.65.38	Consumable inventories - periodic inventory method	June 1, 2011
85.65.40	Consumable inventories - perpetual inventory method	May 1, 1999
85.65.42	Merchandise inventories in proprietary fund type accounts - periodic inventory method	May 1, 1999
85.65.44	Merchandise inventories in proprietary fund type accounts - perpetual inventory method	May 1, 1999
85.65.46	Donations of consumable inventories	June 1, 2011
85.65.50	Prepaid expenses	May 1, 1999
85.65.52	Acquisition of capital assets	July 1, 2009
85.65.54	Assets that do not meet the state's capitalization policy	July 1, 2009
85.65.56	Depreciation/amortization	July 1, 2009

85 Accounting Procedures

85.65.58	Disposal of capital assets	July 1, 2009
85.65.60	Trade-in of capital assets	July 1, 2008
85.65.62	Capital assets acquired through capital lease	July 1, 2006
85.65.64	Accounting for the construction of capital assets	July 1, 2009

85.70 Short-Term Liabilities

85.70.10	About short-term liabilities	May 1, 1999
85.70.20	Establishing short-term liabilities	July 1, 2009
85.70.30	Accounts payable	May 1, 1999
85.70.40	Deferred revenues	June 1, 2005
85.70.50	Short-term portion of long-term obligations	June 1, 2004

85.72 Long-Term Obligations

85.72.10	About long-term obligations	July 1, 2008
85.72.15	State Finance Committee approval	July 1, 2008
85.72.20	Bonds payable	Jan. 1, 2011
85.72.30	Lease-purchase agreements payable	Mar. 17, 2010
85.72.40	Certificates of Participation	Jan. 1, 2011
85.72.50	Vacation leave payable	July 1, 2009
85.72.60	Sick leave payable	June 1, 2004
85.72.65	Compensatory time payable	July 1, 2009
85.72.70	Termination benefits	July 1, 2006

85.74 Special Liabilities

85.74.10	Vendor payment advance	May 1, 1999
85.74.20	Public works contracts - retention of payments	July 1, 2001
85.74.30	Unclaimed property	July 1, 2008
85.74.40	Claims and judgments	July 1, 2001

85 Accounting Procedures

85.74.50	Pollution remediation obligations	July 1, 2009
85.74.55	Other post employment benefit (OPEB) obligations	July 1, 2008

85.80 Fund Equity

85.80.10	Fund equity	June 1, 2011
----------	-------------	--------------

85.85 Liabilities and Equity - Illustrative Entries

85.85.10	General	July 1, 2003
85.85.15	Establishment of short-term liabilities	May 1, 1999
85.85.20	Payment of short-term liabilities	May 1, 1999
85.85.25	Deferred revenue	July 1, 2003
85.85.30	Fund bond debt issuance and servicing	Jan. 1, 2011
85.85.35	General obligation bond debt issuance and servicing	Jan. 1, 2011
85.85.40	Lease-purchase agreements	Mar. 17, 2010
85.85.45	Equipment Certificates of Participation	Jan. 1, 2011
85.85.50	Real Estate Certificates of Participation	Jan. 1, 2011
85.85.52	Real Estate Certificates of Participation refunding	Jan. 1, 2011
85.85.55	Vendor payment advances	July 1, 2003
85.85.60	Retention of payments	July 1, 2001
85.85.65	Claims and judgments	July 1, 2001
85.85.70	Nonspendable fund balance	June 1, 2011

85.90 Interfund/Interagency Activities

85.90.10	Interfund/interagency activities	July 1, 2008
85.90.20	Interfund loans	July 1, 2001
85.90.30	Interfund/interagency services provided and used	July 1, 2008
85.90.40	Payment procedures for selected central services agency charges	July 1, 2010
85.90.50	Transfers	July 1, 2008

85
Accounting Procedures

85.90.60	Reimbursements (Objects S & T)	July 1, 2009
85.90.70	Agency vendor payment revolving account charges	July 1, 2001

85.95	Interfund/Interagency Activities - Illustrative Entries
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85.95.10	These entries are for illustrative purposes	July 1, 2001
85.95.20	Transfers of equity	July 1, 2003
85.95.30	Operating transfers	July 1, 2003
85.95.35	Special budgeted allocation transfers	July 1, 2008
85.95.40	Interfund/interagency services provided and used	July 1, 2008
85.95.50	Intra-agency reimbursements (Object T)	July 1, 2008
85.95.60	Interagency reimbursements (Object S)	July 1, 2008
85.95.70	Agency vendor payment revolving account	July 1, 2001



85.10

Budgetary Accounting Procedures

85.10.10

June 1, 2004

These procedures apply to budgeted accounts

This subsection describes budgetary accounting procedures and applies to appropriated and/or allotted accounts.

85.10.20

July 1, 2009

Budgetary accounting requirements

85.10.20.a

An agency's expenditure authority is provided by the Legislature through appropriations in a budget bill or inclusion of non-appropriated account moneys in the legislative budget system, and by the Governor and OFM through allocations, approval of unanticipated receipts, or across-the-board spending reductions. An agency may not expend or obligate funds in excess of its expenditure authority.

Allotments are detailed plans of the scheduled revenues and expenditures authorized in the budget and the related cash receipts and disbursements. An agency's actual spending will be monitored against the allotments by the agency, OFM, the Legislature, and the public. Allotments must:

- Conform to the terms, limits, or conditions of Legislative appropriations.
- Serve as the agency's best estimate of the money it will spend and the revenue it will collect each month and year of the biennium.
- Provide the agency's best estimate of expected cash flows by month.

Agencies are required to record budget transactions in the state's accounting records to reflect the legislative operating and capital appropriations and expenditure authority (original and supplemental), reappropriations of capital appropriations, unanticipated receipts allotments, expenditure allotments and reserves, estimated revenue allotments, and cash receipt and disbursement allotments after receiving approval from the OFM Budget Division.

For further information on allotment requirements, refer to the applicable OFM Operating and Capital Allotment Instructions and the Ten-year Capital Plan Instructions available on the OFM Budget Division website at: <http://www.ofm.wa.gov/budget/instructions/default.asp>.

- 85.10.20.b Agencies are to submit proposed allotment plans to OFM using TALS (The Allotment System). After approval by OFM, the entries illustrated in Section 85.15 are automatically generated by TALS, and are recorded in the Agency Financial Reporting System (AFRS).
- 85.10.20.c Encumbrances are another budgetary tool that can be used in accounts subject to allotments. Refer to Section 85.30 of this manual for further information on encumbrances. For illustrative entries to record and close encumbrances, refer to Subsection 85.42.20.



85.15 Budgetary Accounting - Illustrative Entries

85.15.05

July 1, 2008

These entries are for illustrative purposes

These entries are automatically generated by TALS (The Allotment System) and are recorded in the Agency Financial Reporting System (AFRS). These entries are for illustrative purposes **only** and should **not** be considered all-inclusive.

85.15.10

July 1, 2008

Establish expenditure authority for budgeted accounts

To record original and supplemental appropriations, approved unanticipated receipts for appropriated accounts, and estimated budgeted expenditures for nonappropriated/allotted accounts. The total expenditure authority is to be posted:

Dr.		Cr.
Budgetary Control Summary (9100)	xxx	
Approved Unallotted Expenditure Authority (6110)		xxx

85.15.15

July 1, 2008

Allotments for budgeted accounts

To record approved allotments in budgeted accounts:

Dr.		Cr.
Approved Unallotted Appropriations (6110)	xxx	
Approved Allotments (6210)		xxx

85.15.16

July 1, 2008

FTEs for budgeted accounts

To record approved FTEs in budgeted accounts:

Dr.		Cr.
Approved Estimated FTEs (0110)	xxx	
Statistical Clearing Account (0998)		xxx

85.15.17

July 1, 2008

Decrease FTEs for budgeted accounts

To record decrease in approved FTEs in budgeted accounts:

Dr.		Cr.
Statistical Clearing Account (0998)	xxx	
Approved Estimated FTEs (0110)		xxx

85.15.20

May 1, 1999

Estimated revenues for budgeted accounts

To record estimated revenues or additional revenue estimates due to documented changes in conditions:

Dr.		Cr.
Approved Estimated Revenues (3110)	xxx	
Budgetary Control Summary (9100)		xxx

85.15.25

May 1, 1999

Decrease estimated revenues for budgeted accounts

To record a decrease in estimated revenues due to documented changes in conditions:

Dr.		Cr.
Budgetary Control Summary (9100)	xxx	
Approved Estimated Revenues (3110)		xxx

85.15.30

May 1, 1999

Transfer unobligated allotments to reserve for budgeted accounts

To record the transfer to reserve status of the unobligated balance of approved allotments:

Dr.		Cr.
Approved Allotments (6210)	xxx	
Approved Reserves (6310)		xxx

85.15.35

May 1, 1999

Re-allotment of amounts placed in reserve for budgeted accounts

To record the approved re-allotment of amounts previously transferred to reserve:

Dr.		Cr.
Approved Reserves (6310)	xxx	
Approved Allotments (6210)		xxx

85.15.40

May 1, 1999

Revert unobligated allotments to unallotted status for budgeted accounts

To record the return of unobligated amounts previously allotted to an unallotted status:

Dr.		Cr.
Approved Allotments (6210)	xxx	
Approved Unallotted Appropriations (6110)		xxx

85.15.45

May 1, 1999

Transfer unallotted legislative appropriations to reserve for appropriated accounts

To record approved transfers of unallotted legislative appropriations to reserve status for appropriated accounts:

Dr.		Cr.
Approved Unallotted Appropriations (6110)	xxx	
Approved Reserves (6310)		xxx

85.15.50

May 1, 1999

Transfer legislative appropriations placed in reserve to unallotted status for appropriated accounts

To record approved transfers of legislative appropriations previously placed in reserve to unallotted status for appropriated accounts:

Dr.			Cr.
Approved Reserves (6310)	xxx		
Approved Unallotted Appropriations (6110)			xxx

85.15.55

May 1, 1999

Abolish or decrease legislative appropriations for appropriated accounts

To record legislative approval to abolish or reduce appropriations for appropriated accounts:

Dr.			Cr.
Approved Unallotted Appropriations (6110)	xxx		
Budgetary Control Summary (9100)			xxx

85.15.60

May 1, 1999

Close of accounting period for budgeted accounts

To record closing entries for budgetary accounts at the end of the biennium:

Dr.			Cr.
Approved Unallotted Appropriations (6110)	xxx		
Approved Allotments (6210)	xxx		
Approved Reserves (6310)	xxx		
Budgetary Control Summary (9100)	xxx		or xxx
Approved Estimated Revenues (3110)			xxx



85.20

Revenue and Cash Receipts

85.20.10

July 1, 2009

Collection and deposit of receipts

85.20.10.a

Receipt Forms

- **Format** - A standard cash receipt format is not prescribed as a state form. However, agencies are required to develop and adopt an official receipt form that satisfies their unique requirements. The form adopted is to be pre-numbered. At a minimum, the form is to provide for the following information: date, amount, mode of payment, and identification of the agency and the preparer.

Machine generated receipts (e.g., cash register) and automated cashiering systems that provide the required control data are acceptable. Cash registers and automated cashiering systems should be configured to provide a receipt for the payee and a copy for the agency.

- **Use** - Collections made over the counter or in the field are to be documented by issuance of an official receipt or through cash registers or automated cashiering systems. Receipts are to be issued in numeric sequence and the numeric sequence is to be strictly controlled. It is not necessary to issue cash receipts for remittances received through the mail. In instances where a cash receipt is not required to be issued, other internal control procedures are to be established to ensure proper accounting. Refer to Chapter 20 of this manual for guidance related to internal control procedures.

85.20.10.b

Record of Cash Receipts - Agencies are to maintain daily cash receipt records reflecting all daily receipts by account and source. Where cash registers or automated cashiering systems are used, this could be the machine generated control tape or electronic daily transaction register.

85.20.10.c

Reconciliation of Cash Receipts - On a daily basis, collections are to be counted and reconciled with cash receipt records and local account deposit slips. Any differences between the deposits and records of receipts are to be investigated and resolved.

85.20.10.d

Cash Over and Short:

- Cash over and short is to be separately recorded in the accounting records. The agency is to make the necessary entries to properly reflect cash over and short in the General Ledger.
- Revenue Source Code 0490 “Cash Over and Short” is to be used to record the amount of overage or shortage so that the total recorded in the General Ledger agrees with the amount deposited. Revenue Source Code 0490 provides a record on the books of the agency of the amount and the frequency of overages and shortages. (Refer to Subsection 85.24.40 for an illustrative entry.)
- Recovery of cash shortages or redistribution of overages is to be processed through Revenue Source Code 0490.
- The balances of Revenue Source Code 0490 and the transactions affecting these balances are to be analyzed regularly and controlled to reduce the possibility of misappropriated cash.

85.20.10.e

Deposit of Cash Receipts:

- Generally, cash receipts must be deposited intact each day for the collections of the previous business day. Refer to Section 85.50.
- For treasury/treasury trust accounts, agencies are to use a Cash Receipts Journal Summary document (A8) or the equivalent in TMS (Treasury Management System) for deposits of checks and cash, incoming wire transfers, and/or incoming Automated Clearing House (ACH) transactions with the OST.
- Local account deposits are to be controlled and documented by the use of bank deposit slips.

Refer to Subsection 85.24.30 for an illustrative entry.

85.20.20
July 1, 2001
Prudent collection processes

Agencies are encouraged to exercise prudent cash management in the handling of cash receipts. Agency receipting policies should ensure the most efficient and timely collection possible and minimize the cost of collection. Agencies can use various receipt mechanisms to collect amounts due the state, including lock box, electronic fund transfers and, with approval from OFM, credit and debit cards. Refer to Chapter 40.

85.20.30

July 1, 2003

Non-revenue receipts

Agencies may receive monies that do not meet the definition of revenue contained in the glossary of this manual. Such receipts generally represent items such as recovery of expenditures, canceled warrants, refunds of forgeries, State Employees Insurance Board Insurance premium refunds, undistributed receipts, and interagency reimbursements. These amounts are to be classified and recorded as non-revenue receipts in the General Ledger.

Receipts for recoveries of authorized current appropriation expenditures represent an offset to current appropriation allotment charges and are recorded either using Revenue Source Code 0902 "Recoveries of Current Appropriation Expenditures" or as a credit against the current appropriation expenditure that was originally charged. Entries needed to clear Revenue Source Code 0902 and adjust the current appropriation allotment charges are to be recorded at least monthly.

Receipts for recovery of an expenditure charged against a prior appropriation are recorded with a credit to GL Code 3210 "Cash Revenues" using Revenue Source Code 0486 "Recoveries of Prior Expenditure Authority Expenditures" and do not offset current appropriation allotment charges.

85.20.40

July 1, 2001

Proceeds from sale of property

The proceeds realized from the sale of property by the Department of General Administration under the provisions of RCW 43.19.1919 are remitted to the agency holding title to the property. The amount is to be deposited by the agency to the account from which such property was purchased or if such account no longer exists, into the General Fund. The following procedures apply to the recording of these proceeds:

If the net proceeds were included in the budget for new asset acquisition, the amount is to be recorded as reduction of the expenditures/expenses charged for the purchase of the new asset. Refer to Subsection 85.65.58 for illustrative entries.

In governmental fund type accounts, unless specifically budgeted, the proceeds realized, if material, from the sale of surplus property are **not** to be used to reduce the expenditures related to current acquisitions. Absent specific inclusion in the budget, the net proceeds realized from the sale of surplus property are to be recorded as Revenue Source Code 0416 "Sale of Property - Other." Refer to Subsection 85.60.50.a.

In proprietary and trust fund type accounts, the net of the sale proceeds and the removal of the capital asset and related accumulated depreciation is recorded as GL Code 3213 "Gain and Loss on Sale of Capital Assets" using Revenue Source Code 0418 "Gain or Loss on Sale of Capital Assets." Refer to Subsection 85.60.50.b.

85.20.50

May 1, 1999

Undistributed receipts

Deposit of moneys is not to be delayed because of difficulty in determining account and source. Upon permission from the Office of the State Treasurer (OST), those receipts not immediately identifiable are to be deposited to Account 01R "Undistributed Receipts Account." Refer to Subsection 85.24.70.a for an illustrative entry.

At a subsequent date when receipts deposited in the Undistributed Receipts Account are identified as to the source and account, a Journal Voucher document is to be submitted to OST, transferring these funds from Account 01R, to the proper account and revenue source code. The Journal Voucher document is to be restricted to information pertaining to transfer of amounts from Account 01R to the proper account and not commingled with other transfer transactions. Refer to Subsections 85.24.70.b and c for illustrative entries.

85.20.60

July 1, 2009

Receipts placed in suspense

If the daily receipts are identifiable by account, but cannot be immediately allocated to a specific revenue source code, the transaction is to be credited to the applicable account and classified as Revenue Source Code 0920 "Items Placed in Suspense." As soon as a determination can be made of the proper revenue source code(s), the agency is to clear the Revenue Source Code 0920. Revenue Source Code 0920 is to have a zero balance at the end of the fiscal year.

Receipts which are to be applied or refunded at a later date or moneys contingent on an unknown final disposition, and not subject to the Undistributed Receipts procedure above, are to be transmitted to the Office of the State Treasurer and deposited in the State Treasury by a credit to Account 01P "Suspense Account."

As soon as a determination can be made of the proper account or accounts to charge or credit for items placed in suspense, the agency is to clear the item(s) in the Suspense Account 01P. Refer to subsection 85.24.80 for illustrative entries.

85.20.70

May 1, 1999

Refunds of revenue

In the event fees or other payments are collected and deposited by an agency that are subsequently determined to be erroneous or excessive, the agency may refund the overpayment. Refunds of revenues are to be in accordance with the provisions of RCW 43.88.170 and 43.01.072 through 43.01.075.

Refunds may be made when there has been an error with respect to:

- The amount of fee or payment collected;
- The necessity of making or securing a permit, filing, examination or inspection;
- The sufficiency of the credentials of the applicant;
- The eligibility of the applicant for any other reason; and/or
- The necessity for payment.

Unless an appropriation exists for such a refund, it is to be accounted for as a reduction of the revenue initially credited upon receipt of the overpayment.

No refund shall be authorized by a state agency where the amount is two dollars or less unless demand for the refund is made within six months of the overpayment.

85.20.80

May 1, 1999

Subsidiary records

Subsidiary records are to be used to record actual and estimated revenues by account and revenue source. In some cases, however, to allow for proper financial control and analysis, reporting revenues at a lower level may be required. Subsidiary records are to balance with general ledger control accounts.

85.20.90

June 1, 2005

Deposit interest distribution by OST

The Office of the State Treasurer (OST) reports all interest earned on surplus cash balances for Treasury and Treasury Trust Accounts. The distribution of deposit interest is recorded in Agency 705, Treasurer's Deposit Income. The administering agency will receive, upon request, a copy of OST's journal voucher indicating the interest earnings distributed to the administering agency's account(s) in Agency 705. OST's journal voucher is for informational purposes and is not to be posted to the administering agency's records.



85.22

Deposit Adjustments and Returned Payments

85.22.10

May 1, 1999

About these procedures

These procedures cover items returned or adjustments made by the bank for the following reasons:

- Non sufficient funds (NSF) checks
- Missing signature(s) on check
- Stop payment placed on check
- Account closed
- Deposit adjustment found during bank's proof process
- Other reasons causing return of checks or adjustments to the state's bank accounts

85.22.20

July 1, 2008

Documentation for deposit adjustments

85.22.20.a

An agency is to maintain adequate detail records to document a bank deposit adjustment. For deposit adjustments resulting in an amount due the state (e.g., NSF checks), document the following information in subsidiary records:

- Name of maker and amount.
- Date of check and bank upon which it was drawn.
- The date of the **initial** deposit of the check subsequently returned and the Revenue Source and Sub-source (if applicable) codes or other account coding to which the check was **initially** credited.

85.22.20.b

For adjustments to cash in treasury/treasury trust accounts to reflect a returned item or bank adjustment, document the following:

- The number identifying the Cash Receipt Journal Summary (A8-A) showing Office of the State Treasurer's (OST) adjustment to cash in the bank to reflect the item returned or adjustment by the bank.

- The date and coding of the subsequent redeposit of the returned item, if such subsequent collection is actually realized or the number identifying the Cash Receipt Journal Summary (A8-A) reflecting the subsequent redeposit.

Refer to further Subsection 85.54.52 for collection information related to NSF checks.

85.22.30

July 1, 2009

Deposit adjustments - treasury and treasury trust accounts

For **Treasury and Treasury Trust accounts**, when notified by the bank that an adjustment has been posted to the state's bank account, OST will prepare a Cash Receipt Journal Summary (A8), in the name of the agency that **initially** deposited the returned item. OST will record the adjustment in Account 01P, "Suspense Account," adjusting GL Codes 4310 "Current Treasury Cash Activity (OST Only)" and 7110 "Receipts In-Process." OST will send the agency a copy of the Cash Receipt Journal Summary along with the NSF check, deposited item returned, or Deposit Adjustment Notice. The deposit adjustment current document number will start with "ADJ."

The agency is to record the deposit adjustment or returned check:

- Using the Cash Receipts Journal Summary (A8) prepared by OST, clear receipts in process in Account 01P and establish a receivable for the amount of the returned item. Refer to Subsection 85.24.50 for an illustrative entry.
- Clear the receivable in Account 01P by a journal entry adjusting the GL Code where the amount was originally recorded in the agency's operating account. This is normally revenue, but may be expenditure recovery or receivable liquidation. If a revenue, use either Revenue Source Code 0940 "Deposit Adjustments and Returned Checks" or the revenue source code used on the initial deposit. OST will clear Account 01P with the journal entry reflecting the adjustment. Refer to Subsection 85.24.50 for an illustrative entry.

At fiscal year end, reclassify any residual balance in Revenue Source Code 0940 to the appropriate asset, liability, revenue, or expenditure/expense GL code.

Deposit subsequent collection of amounts for which a journal entry adjustment was posted with a Cash Receipt Journal Summary (A8). Refer to Subsection 85.24.60 for an illustrative entry.

85.22.40

July 1, 2009

Deposit adjustments - local accounts

For **Local accounts**, redeposit returned items as soon as possible. Items returned a second time and other bank deposit adjustments are posted to accounting records by debiting/crediting GL Codes 1110 "Cash in Bank." A receivable is to be established for deposit adjustments resulting in amounts due the state (e.g., NSF checks).

For other types of adjustments, the cash entry is offset by debiting/crediting GL Codes 3210 "Cash Revenues" for revenues, 6510 "Cash Expenditures/Expenses" for expenditure recoveries, or other coding as appropriate. For revenues, use either Revenue Source Code 0940 "Deposit Adjustments and Returned Checks" or the revenue source code used on the initial deposit. Subsequent redeposit of amounts for which a deposit adjustment was recorded should be coded in a manner consistent with the original adjustment.

At fiscal year end, reclassify any residual balance in Revenue Source Code 0940 to the appropriate asset, liability, revenue, or expenditure/expense GL code.

85.22.50

July 1, 2009

Returned payments – AFRS ACHs

An AFRS ACH payment may be returned electronically to the state. Reasons for the return could include:

- The bank account was closed,
- A duplicate payment was made, or
- The payment was made to the wrong vendor.

When an AFRS ACH payment is returned, OST informs OFM who, in turn, informs the paying agency. OFM prepares the cash receipt document (A8 form or equivalent), crediting the returned money to the paying agency and account(s). OFM sends the cash receipt document to both OST and the paying agency for entry into AFRS. (The exception is DSHS who prepares their own cash receipt document and sends it directly to OST.) OFM contacts the vendor to alert them of the return and obtains updated bank account information, if applicable. The paying agency determines if the payment will be reissued. Refer to Subsection 85.24.65 for an illustrative entry and to Subsection 85.36 for information on AFRS ACHs.



85.24

Revenue and Cash Receipts - Illustrative Entries

85.24.10

May 1, 1999

These entries are for illustrative purposes

The entries in this section illustrate the recording of revenues and cash receipts in the accounting records. The entries are for illustrative purposes **only** and should **not** be considered all inclusive. Entries posted to GL Code Series 71XX "In-Process" in treasury and treasury trust accounts also require an entry from the Office of State Treasurer (OST), as illustrated below, to clear the In-Process GL Codes.

	Dr.	Cr.
In-Process (71XX)	xxx	
Current Treasury Cash Activity (OST Only)		xxx
(4310)		

The entry would be reversed for In-Process debit amounts.

85.24.20

May 1, 1999

Estimated revenues

Refer to Section 85.15 of this manual for illustrations of budgetary entries to record and adjust estimated revenues.

85.24.30

May 1, 1999

Deposit of cash revenues

To record the deposit of cash revenues (refer to Subsection 85.20.10.e):

	Dr.	Cr.
Cash In Bank (1110) or		
Receipts In-Process (7110)	xxx	
Cash Revenues (3210) (with appropriate revenue		
source code)		xxx

85.24.40

May 1, 1999

Cash over or short

To record cash over or short (refer to Subsection 85.20.10.d):

	Dr.	Cr.
Cash Revenues (3210) Revenue Source Code (0490) -		
Cash Over or Short	xxx	
Cash In Bank (1110) or		
Receipts In-Process (7110)		xxx

Note: The entry assumes a cash shortage and would be reversed for a cash overage.

85.24.50

July 1, 2008

Recording adjustment for non-sufficient funds (NSF) check

The following entries illustrate the recording of the adjustment for a non-sufficient funds (NSF) check that was initially coded as revenue in a Treasury account. Refer to Section 85.22.

Upon receipt of the Cash Receipt Journal Summary (A8) from OST, the agency clears receipts in-process and establishes a receivable for the NSF check in the Suspense Account (Account 01P).

	Dr.	Cr.
Other Receivables (1319)	xxx	
Receipts In-Process (7110)		xxx

Further entries depend on circumstances. Option 1 would be used when the agency is in a position to redeposit the NSF check within a day or two of its return by the bank. Option 2 would be used if there were a delay before redeposit of the NSF check.

OPTION 1

To record redeposit of NSF check within a day or two of its return by the bank. The agency is to prepare a Cash Receipt Journal Summary (A8) debiting/crediting Account 01P and submit it to OST.

Operating Agency - Suspense Account (Account 01P):

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Other Receivables (1319)		xxx

OPTION 2

The agency prepares a Journal Voucher to clear the receivable in Account 01P and record the NSF check in the operating account.

Suspense Account (Account 01P):

	Dr.	Cr.
Journal Vouchers In-Process (7140)	xxx	
Other Receivables (1319)		xxx

Operating Account (originally recording receipt of NSF check):

	Dr.	Cr.
Other Receivables (1319) or Cash Revenues (3210) with Revenue Source Code (0940) Deposit Adjustments and Returned Checks or the revenue source code used in the initial deposit.	xxx	
Journal Vouchers In-Process (7140)		xxx

The agency is to forward a copy of the Journal Voucher to the Office of the State Treasurer for final clearance of Account 01P and reduction of cash in the Operating Account.

85.24.60

July 1, 2009

Subsequent collections of non-sufficient funds (NSF) check

To record the subsequent collection of an NSF check for which an adjustment was posted (refer to Subsection 85.24.50) and which is deposited with a Cash Receipt Journal Summary (A8). Refer to Subsections 85.22.30 and 85.22.40.

Operating Account:

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Other Receivables (1319) or Cash Revenues (3210) with Revenue Source Code (0940) Deposit Adjustments and Returned Checks or the revenue source code used in the initial deposit.		xxx

85.24.65

July 1, 2009

Recording receipt of returned AFRS ACH payment

To record the deposit of an AFRS ACH expenditure payment that was returned electronically to the state. Refer to Subsection 85.22.50.

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Cash Expenditures/Expenses (6510) or other GL Code as appropriate		xxx

85.24.70

May 1, 1999

Undistributed receipts - account and/or revenue source not identified

85.24.70.a To record deposit of moneys pending identification of the proper account and revenue sources. Refer to Subsection 85.20.50.

Undistributed Receipts Account (Account 01R):

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Other Liabilities (5199)		xxx

85.24.70.b To record reversal once the proper account and revenue sources are identified.

Undistributed Receipts Account (Account 01R):

	Dr.	Cr.
Other Liabilities (5199)	xxx	
Journal Vouchers In-Process (7140)		xxx

85.24.70.c To record deposit of receipts in the proper accounts and revenue sources.

Proper Account XXX:

	Dr.	Cr.
Cash In Bank (1110) or		
Journal Vouchers In-Process (7140)	xxx	
Cash Revenues (3210) (with appropriate revenue source code)		xxx

85.24.80

July 1, 2009

Receipts placed in suspense

85.24.80.a

To record deposit of receipt in an operating account pending identification of the proper revenue sources. This entry assumes that the deposit is subsequently determined to belong in the operating account in which it was initially deposited. Refer to Subsection 85.20.60.

	Dr.	Cr.
Cash In Bank (1110) or		
Receipts In-Process (7110)	xxx	
Cash Revenues (3210) Revenue Source Code		
(0920) Items Placed in Suspense		xxx

After researching the deposit, the agency determines the proper revenue coding.

	Dr.	Cr.
Cash Revenues (3210) Revenue Source Code (0920)		
Items Placed in Suspense	xxx	
Cash Revenues (3210) (with appropriate revenue		
source code)		xxx

85.24.80.b

To record deposit of receipt in Suspense Account (Account 01P) pending identification of the proper account. Refer to Subsection 85.20.60.

Suspense Account (Account 01P):

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Appropriate asset or liability GL Code		xxx

To record the transfer of monies from Suspense Account (Account 01P) to the appropriate operating account.

85
Accounting Procedures

85.24.80

Suspense Account (Account 01P):

	Dr.	Cr.
Appropriate asset or liability GL Code used in the original transaction above	xxx	
Journal Vouchers In-Process (7140)		xxx

Operating Account:

	Dr.	Cr.
Journal Vouchers In-Process (7140)	xxx	
Cash Revenues (3210) (with appropriate revenue source code) or appropriate GL Code		xxx



85.30

Encumbrances

85.30.10

July 1, 2008

Encumbrance accounting

- 85.30.10.a An encumbrance is a reservation of an expenditure authority for obligations or contracts for goods, materials, and/or services, which have been ordered but not yet received. Encumbrance accounting is only used in accounts subject to allotment. Encumbrance accounting ensures that expenditure authority will be available for recording the expenditure when the goods, materials or services are subsequently received. An agency may not obligate or encumber funds in excess of its expenditure authority. An encumbrance represents a commitment. It is not an expenditure.
- 85.30.10.b Encumbrance accounting should be used to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. Agencies are not required to encumber all items of expenditure. Agencies should encumber obligations or contracts with a material impact on their budgets. Costs such as utilities, rent, travel, salaries and wages, and employee benefits and taxes should not be encumbered.
- 85.30.10.c Each encumbrance transaction is to be supported by complete documentation. The documentation may be in the form of the following: Purchase Requisitions (A15-A); Purchase Orders (A16-A); Field Orders (A17-A); Printing Requisitions (A21-A); personal service contracts and/or other contracts entered into by an agency. The use of “dummy” or projected encumbrances as a method to avoid transfers to reserve or circumvent the allotment process is an improper application of encumbrance accounting and **is not** to be practiced. Subsection 85.42.20 shows illustrative entries to establish and liquidate encumbrances.
- 85.30.10.d Encumbrances related to **operating** appropriations lapse at the end of the applicable appropriation period. Encumbrances related to **capital** appropriations lapse at the end of the biennium, unless **reappropriated** by the Legislature in the ensuing biennium. Encumbrances outstanding that relate to continuing appropriations at the end of the first fiscal year of a biennium and encumbrances outstanding that relate to capital reappropriations are reported as reservations of fund balance. Refer to Subsections 90.20.35 and 90.20.40.



85.32

Goods and Services Expenditures

85.32.10

July 1, 2008

Agency responsibilities

It is the responsibility of the agency head, or authorized designee, to certify that all expenditures/expenses and disbursements are proper and correct.

Agencies are responsible for processing payments to authorized vendors, as defined in Subsection 85.32.15, providing goods and services to the agency. Goods and services include but are not limited to products, services, materials, equipment, and travel reimbursements.

Agencies are to establish and implement procedures following generally accepted accounting principles. At a minimum, agencies are also to establish and implement the following:

1. Controls to ensure that all expenditures/expenses and disbursements are for lawful and proper purposes and recorded in a timely manner (refer to Chapter 20 of this manual for guidance related to internal control procedures),
2. Procedures to ensure prompt and accurate payment of authorized obligations, and
3. Procedures to control cash disbursements.

85.32.15

July 1, 2008

Special definitions

Vendor - An entity selling a good or service to the State. Vendors include, but are not limited to, retail businesses, consultants, contractors, manufacturers, and credit card companies. A vendor may be an individual, corporation, non-profit organization, federal government, or federal agency, local government or local agency, another state or another state agency, a Washington state agency, or Indian nation. For travel reimbursement purposes, a vendor may include an employee, a board member, or volunteer.

Statewide Vendor - A vendor with a common vendor record maintained by OFM that can be used by any agency making a payment to that vendor. A Statewide Vendor (SWV) code is required for certain payment types (Inter-Agency Payments (IAP) and AFRS Automated Clearing House (ACH) payments to nonemployees).

85.32.20

July 1, 2008

Expenditure authorization

85.32.20.a

Goods and services are not to be ordered, contracted for, or paid for unless they are provided by authorized vendors and within the limitations prescribed by:

- The Department of General Administration, Office of State Procurement, (RCW 43.19.190), or
- The Department of Information Services (RCW 43.105.041), or
- The Office of Financial Management, Personal Service Contracts (RCW39.29.065), or
- Other statute.

85.32.20.b

Prior to payment authorization, agencies are to verify that the goods and services received comply with the specifications or scope of work indicated on the purchase or contract documents. Authorized personnel receiving the goods and services are to indicate the actual quantities received, services provided, deliverable submitted, etc. Refer to Chapter 15 Personal Service Contracts, and Chapter 16 Client Service Contracts. Refer also to Chapter 20 for guidance related to internal control procedures.

85.32.20.c

Agency heads or authorized designees are responsible for authorizing all expenditures/expenses.

85.32.25

July 1, 2011

Priority of expenditures

85.32.25.a

Pursuant to RCW 43.88.150:

Unless otherwise required by federal or other contractual requirement, where funding is available from both appropriated and nonappropriated sources for the same purpose, agencies are to charge expenditures in such a ratio as will conserve appropriated funds. This requirement does not apply to institutions of higher education, except during the 2011-2013 biennium.

85.32.25.b

Unless otherwise provided by law, federal or other contractual requirement, if state moneys are appropriated for a capital project and matching funds or other contributions are required as a condition for receipt of state moneys, state moneys shall be expended in proportion to and only to the extent that matching funds or other contributions are available for expenditure.

85.32.30

July 1, 2009

Payment processing documentation

85.32.30.a

At a minimum, payment processing documentation should include evidence of authorization for purchase, receipt of goods or services, and approval for payment. Agencies may utilize paper or electronic forms. The following documentation, or equivalent, is to be maintained:

Journal Voucher (A7-A) - This form can be used for interagency payments between treasury and/or treasury trust accounts, and to allocate or transfer costs between accounts, programs, and to record accruals and other adjustments to account balances, etc. The Journal Voucher is also used to process non-AFRS Automated Clearing House (ACH) payments through the Office of the State Treasurer to outside vendors. Instead of Form A7-A, agencies are encouraged to use one of the A19 forms (refer below) with the Inter-Agency Payment (IAP) process. Refer to Subsection 85.36.20.

Purchase Requisition (A15-A) - A form used by agencies to request the Department of General Administration's (GA) Office of State Procurement to order materials, supplies, and equipment or to request an amendment of a previous requisition. This form is used when an agency does not have general or specific authority to make the purchase or when the item does not fall within the statewide contracts. This form is available on the GA website at: <http://www.ga.wa.gov/PCA/SL/ExternalForms/index.html>.

Accounting Procedures

Purchase Order (A16, A16-A) - A form issued by GA's Office of State Procurement to order items approved on a purchase requisition (A15-A). This form is used by agencies to encumber, liquidate, and authorize payment for such purchase requisition requests.

Declaration of Emergency Purchase (A16-E) - A form used by agencies for emergency purchases under RCW 43.19.200 made for goods and services under the authority of GA in response to unforeseen circumstances beyond the control of an agency which present a real, immediate, and extreme threat to the proper performance of essential functions and/or may be reasonably expected to result in excessive loss or damage to property, bodily injury, or loss of life. Written notification must be submitted within three days of the purchase to the director of GA. This form is available on the GA website at:

<http://www.ga.wa.gov/PCA/SL/ExternalForms/index.html>.

Field Order (A17-A, A17-1A) - A purchase document or order issued by an agency to a vendor in accordance with authority to make a delegated purchase. This form is used by agencies to encumber, liquidate, and authorize payment for such purchases. This form is available on the GA website at: <http://www.ga.wa.gov/PCA/SL/ExternalForms/index.html>.

Receiving Report - Partial Delivery (A18, A18-A) - A form used by agencies to document and authorize payment for partial deliveries of goods or services ordered by a single Purchase Order (A16-A) or Field Order (A17-A).

Invoice Voucher (A19-1A) - A form used by agencies to substantiate and authorize payment when a Purchase Order (A16-A) or Field Order (A17-A) is not involved and where vendor invoices are not employed. The Invoice Voucher is to be signed by the vendor on the space provided. This form is used to produce warrants, pay by means of the Agency Financial Reporting System (AFRS) ACH, or to create payments through the IAP process. Refer to Section 85.36.20. This form is available on the GA website at: <http://www.ga.wa.gov/PCA/SL/ExternalForms/index.html>.

Voucher Distribution Form (A19-2, A19-2A) - A form used by agencies to substantiate and authorize payment when a Purchase Order (A16-A) or Field Order (A17-A) is not involved but where vendor invoices are employed. This form is used to produce warrants, pay by means of AFRS ACH, or to create payments through the IAP process. Refer to Subsection 85.36.20. A voucher distribution form is available on the GA website at: <http://www.ga.wa.gov/PCA/SL/ExternalForms/index.html>.

Refund Voucher (A19-3) - A form used by agencies to process refunds of revenues received in excess of the amount owed or received in error by the state.

Travel Expense Voucher (A20-A, A20-2A) - Form A20-A is used by agencies to substantiate and/or authorize payment of travel costs for state employees.

In the absence of a vendor relationship, this form can also be used to substantiate and/or authorize payment of travel costs for non-state employees such as prospective employees; individuals who serve on boards, commissions, councils, committees, and task forces; volunteers and other individuals who are authorized to receive travel expense reimbursement.

When a vendor relationship exists and the A20-A is used by non-state employees to substantiate travel costs, it must be attached to an Invoice Voucher (A19-1A) to authorize payment. A travel expense voucher form is available on the GA website at:

<http://www.ga.wa.gov/PCA/SL/ExternalForms/index.html>.

Form A20-2A is only used for reimbursing travel expenses of commission members who are reimbursed on a per diem basis.

Agencies may use an electronic travel reimbursement system, such as the Travel & Expense Management System (TEMS), as long as it provides information equivalent to that provided on a travel expense voucher.

Printing Requisition (A21-A) - A form used by agencies to order, encumber, liquidate, and authorize payment for goods and services from the Department of Printing. This form is available on the Department of Printing website at: www.prt.wa.gov.

Copy Center Request Form (A24) - A form used by agencies to order, encumber, liquidate, and authorize payment for copy services from the Department of Printing. This form is available on the Department of Printing website at: www.prt.wa.gov.

85.32.30.b

Purchasing documents used internally by agencies having local purchasing authorities are to meet the criteria of the forms noted above. There is no standard internal purchase request form; however, agencies are encouraged to develop and utilize an internal request form to enhance internal control over requisitions. Refer to Chapter 20 of this manual for internal control procedures.

85.32.40

July 1, 2008

Payment processing

85.32.40.a

The following information, at a minimum, is to be indicated either on the disbursement documentation or in an automated system for compliance with federal regulatory agencies and internal control policies:

- Payee name and address in compliance with U. S. postal regulations,
- Unified Business Identifier (or other vendor approved identifier), as applicable,
- Taxpayer ID Number (TIN) as per IRS publication 1220 and IRS Bulletin 1990-31, as applicable,
- Voucher number,
- Appropriate account code distribution,
- Date the goods were received or the services were provided,
- Signature of receiver or contract manager approval,
- Receipt date of invoice,
- Invoice number, if available,
- Total amount of invoice,
- Invoice date,
- Discount or other terms, and
- Date of payment.

Privacy Notice: Safeguarding and disposition of personal information collected for payment processing must be consistent with Executive Order 00-03, April 25, 2000; and RCW 42.56.210.

- 85.32.40.b Agencies are to establish procedures which verify the mathematical accuracy of all documents and ensure that charges are properly recorded to the appropriate accounts.
- 85.32.40.c Disbursement documents should be reviewed for the following, as applicable:
- Written approval by the agency head or authorized designee authorizing payment appears on the disbursement document.
 - The payment is being processed to the correct vendor.
 - Quantities indicated on the invoice agree with those documented as received on the receiving report.
 - Unit prices on the invoice agree with those indicated on the disbursement document.
 - Contractor rates agree with the contract document.
 - Extensions and footings are correct.
 - Correct account code distributions are indicated.
 - Interest for late payment, upon billing, is properly documented and computed.
- 85.32.40.d Disbursement documents approved for payment are to be arranged in a batch for warrant and warrant register processing within the following constraints:
- The documents are to be assigned sequential voucher numbers.
 - A batch header, document transmittal, or equivalent which includes the total amount of the payments should be prepared and approved.
- 85.32.40.e Encumbered balances associated with any expenditures are to be appropriately liquidated. Refer to Subsection 85.42.20.b for an illustrative entry.
- 85.32.40.e Encumbered balances associated with any expenditures are to be appropriately liquidated. Refer to Subsection 85.42.20.b for an illustrative entry.

- 85.32.40.f Balances in GL Code 6505 "Accrued Expenditures/Expenses" associated with any cash expenditure disbursements are to be appropriately reversed.
- 85.32.40.g The number of payments to a vendor is to be kept to a minimum by processing the maximum number of invoices with a single payment.
- 85.32.40.h Agencies can use petty cash imprest accounts where effective in complying with prompt payment requirements and efficiency of operation can be demonstrated. Refer to Subsection 85.50.50 for petty cash policies and procedures.

85.32.50

July 1, 2008

Timing of payment

- 85.32.50.a Agencies are to establish procedures to ensure timely, accurate, and cost effective payment of obligations to vendors. An agency's payments will be considered timely when its records show that the agency pays 95 percent or more of its obligations to vendors by the due date defined below. Agencies are to maximize effective cash management by paying as close to the due date as workable.

Special attention is to be given to the following:

- **Due Dates** - Vendor payments are to be made by the due date. Due dates for payments are established by the terms of the purchase document, invoice, or contract between the agency and vendors. If the purchase document or contract is silent concerning terms or there is no written authorizing document, the terms are net 30 days. The 30 days, or other terms, begin upon receipt of the goods or services or a properly completed invoice, **whichever is later**.

As prescribed in RCW 39.76, agencies are required to pay interest at the rate of one percent per month on past due amounts when invoiced and there are not other exceptions. Due dates are postponed in the case of disputes. Refer to **disputes** below.

- **Discounts** - Discounts offered by vendors are considered in evaluating competitive bids; failure to earn such discounts through prompt payment increases the effective price to the state. Agencies are to pay all obligations in time to take advantage of the maximum discounts offered by vendors.

- **Partial Payments** - When agencies accept partial delivery of goods or services without reservation, prompt payment is to be made for the goods or services received upon receipt from the vendor of a properly completed invoice or in accordance with purchase document or contract terms covering the partial delivery.
- **Disputes** - Prompt and proper notification to a vendor of receipt of unsatisfactory goods or services or an incorrect invoice defers the due date. The due date is recalculated from the date the problem is resolved. Proper authorization is required when material changes are made.

85.32.50.b **Maintenance Services Contracts** - Pursuant to RCW 43.88.160(5), under certain conditions, payments for equipment maintenance services may be made up to twelve months in advance.

85.32.50.c **Postage, Books and Periodicals** - Pursuant to RCW 42.24.035, agencies may make payment for the costs of postage, books and periodicals in a manner consistent with normal business practices, but in the case of subscriptions, for periods not in excess of three years.

85.32.60
June 1, 2002

Rapid invoice processing

The use of Rapid Invoice Processing (RIP) is encouraged to reduce the costs of processing payments for small and/or routine transactions. With RIP:

- Confirmation of the receipt of goods and services is kept at a decentralized location instead of being forwarded to the payment office to be filed with the payment documents.
- Requests for payments are processed centrally and scheduled for payment.
- The risks associated with using RIP are mitigated through compensating controls, such as providing the decentralized location the opportunity to intervene in the payment process prior to the scheduled payment date.

The level/type of payments subject to RIP procedures is to be established carefully at the agency level to ensure that a more positive system of control, such as centralized matching of signed receiving reports with requests for payment, exists to cover large and/or non-routine transactions.

Advance written authorization is to be obtained from OFM for the use of RIP. Requests for authorization should identify the level and type of payments proposed for RIP procedures and the processes that will be used to mitigate the risks of using RIP.

85.32.70

May 1, 1999

Purchase card

State law, RCW 43.19.185 and 28B.10.029, authorizes agencies to use credit cards and similar devices to make purchases under specific terms and conditions. Refer to Chapter 45 for purchase card policies.

85.32.80

July 1, 2001

Waste recycling procedures

Agencies are to record receipts and disbursements resulting from agency operated waste reduction and recycling programs not operated through the Department of General Administration (refer to RCW 70.95c.110), as follows:

85.32.80.a

Revenues derived through an agency operated recycling program are to be deposited into the account that supports the recycling effort as either a miscellaneous revenue or a recovery of expenditures to the extent of expenditures for the program.

85.32.80.b

When the revenues exceed the expenditures identified with the recycling program, they are to be allocated on a proportional basis to the accounts that originally purchased the recycled materials.



85.34

Payroll and Other Related Activities

85.34.10

July 1, 2011

Payroll

- 85.34.10.a Amounts owed to employees for work, labor, or services performed are to be recorded as expenditures/expenses in the accounting period (month) that the duties are performed. The expenditures/expenses are recorded in the operating account and the liability for the payroll and related benefits is recorded in the appropriate payroll revolving accounts.
- 85.34.10.b Account 035 "State Payroll Revolving Account" was created in the State Treasury for the purpose of disbursing salaries and other payroll related liabilities.
- 85.34.10.c In the operating account, the entry to charge payroll debits GL Code 6510 "Cash Expenditures/Expenses" with the appropriate subobject within Object A for actual salaries and Object B for related fringe benefits. The liability for the payroll and related fringe benefits is recorded in the following GL Codes:
- 5124 - Accrued Salaries and Fringe Benefits Payable,
 - 5181 - Employee Insurance Deductions Payable,
 - 5187 - Industrial Insurance and Medical Aid Deductions Payable,
 - 5189 - Garnishment Deductions Payable, and
 - 5199 - Other Liabilities.
- Refer to Subsection 85.42.40 for illustrative entries.
- 85.34.10.d Prepare reconciliations of all payroll revolving accounts on a timely basis to ensure balances within these accounts are correct. These accounts include Accounts 035 and 790 "College Clearing Account," and any other authorized account used for payroll related disbursements.
- 85.34.10.e Section 25.20 contains administrative procedures to be followed when processing payroll.

85.34.20

July 1, 2011

Shared leave

85.34.20.a

The Shared Leave Program enables a state employee to donate annual, sick, and personal holiday leave to another state employee who:

- Is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, or impairment,
- Has been called to service in the uniformed service,
- Is a victim of domestic violence, sexual assault or stalking, or
- Has needed skills to assist in responding to an emergency declared anywhere in the U.S.A. by the federal or any state government, and the employee is volunteering with a governmental agency or nonprofit organization to provide humanitarian relief in the devastated area.

Refer to RCWs 41.04.650 through 670 and SAAM Subsection 25.40.10. After approval from agency head or authorized designee, transfer of leave between employees is to be recorded in the accounting and payroll systems in such a way as to allow for statewide reporting of shared leave activity.

85.34.20.b

For shared leave transfers between employees within an agency and within the same account, no transfer of cash is involved. The entry is to debit GL Code 6510 "Cash Expenditures/Expenses" with Subobject BT "Shared Leave Provided - Sick Leave," BU "Shared Leave Provided - Personal Holiday," and BV "Shared Leave Provided - Vacation Leave," as applicable, and to credit the same general ledger code with Subobject BW "Shared Leave Received." Refer to Subsection 85.42.50.a for an illustrative entry.

- 85.34.20.c Shared leave donations between accounts and/or agencies require transfer of cash from one account and/or agency to the other. In the donor's agency and account, the entry is to debit GL Code 6510 "Cash Expenditures/Expenses" with Subobject BT, BU, and BV, as applicable, and to credit the appropriate cash GL code. In the donee's agency and account, the entry is to debit the appropriate cash GL code and to credit GL Code 6510 "Cash Expenditures/Expenses" with Subobject BW. Refer to Subsection 85.42.50.b for illustrative entries.
- 85.34.20.d Statute requires that unused shared leave be returned on a pro-rata basis to the various donors. Additionally, if an employee donates multiple types of leave, any reversion is to be returned proportionate to the original donation. When shared leave is returned, the original entries recording shared leave transfers are reversed for the value of the unused shared leave. Amounts are assumed to be immaterial and should be recorded as a recovery of current expenditures. Refer to Subsections 85.42.50.d and e for illustrative entries.
- 85.34.20.e Refer to Section 25.40 for administrative procedures relating to shared leave.

85.34.30

May 1, 1999

Amounts due deceased employees

- 85.34.30.a In the event of an employee's death, amounts owed to the deceased employee are to be recorded in GL Code 5145 "Due To Deceased Employees' Estates." Refer to Subsection 85.42.60.a for an illustrative entry. Administrative procedures in Section 25.70 are to be followed prior to release of the payment.
- 85.34.30.b Upon release of the warrant or check, the agency is to liquidate the appropriate amount of the liability recorded in GL Code 5145 "Due To Deceased Employees' Estates." Refer to Subsection 85.42.60.b for an illustrative entry.
- 85.34.30.c In all instances, the supporting documentation is to be retained by the agency as evidence for release of the warrant or check. In addition, agencies are to require claimants to acknowledge receipt of payment in writing.

85.34.40

June 1, 2004

Salary overpayment recoveries

85.34.40.a

When a salary or wage overpayment occurs, the total amount of the expenditure recovery includes the gross pay overpayment and associated employer costs related to the overpayment. These costs may include social security, Medicare, medical aid, retirement, and the employer's share for health insurance.

85.34.40.b

If the employee is continuing on payroll, process the recovery of the gross salary overpayment as a reduction to gross pay through the payroll system. Refer to Section 25.80. In most cases, this process will automatically adjust all the reductions for gross pay and the related employer costs.

85.34.40.c

If the employee has been terminated from the payroll system and no future salary payments are anticipated, a manual recovery of both the employee overpayment and employer costs is necessary. The steps are as follows:

1. Recover from the employee the overpaid net pay plus any deductions that cannot be recovered by the agency from the applicable vendors. Each deduction recovery will depend on the vendor involved and if the deduction actually has been distributed.
2. Follow Internal Revenue Service procedures for recovery of income tax withholding, social security, and Medicare for both the employee and applicable employer shares.
3. Deposit current appropriation expenditure recoveries of net pay and deductions, or employer costs, to the account(s) where the employee was charged, crediting GL Code 6510 "Cash Expenditures" using the same Object A, B, or N series charged for the wage overpayment. Refer to Subsection 85.42.70.a for an illustrative entry.
4. Decrease the full time equivalents (FTEs) for the number of hours associated with the overpayment if excess paid hours caused all or a part of the overpayment. Refer to Subsection 85.42.70.b for an illustrative entry.

85.34.40.d

Refer to Subsection 85.20.30 regarding the coding of receipts for recovery of salary and benefit expenditures charged against a prior appropriation.



85.36

Disbursement Processing

85.36.10

July 1, 2000

Agency disbursement processes

Agency disbursement processes should minimize the cost of making disbursements by using the most cost effective means available. To optimize cash management, agencies should minimize early payments unless the early payments result in vendor discounts.

85.36.20

July 1, 2010

Disbursement mechanisms

Disbursement mechanisms available to state agencies include:

- **Treasury Warrants** - Refer to Subsection 85.36.30.
- **Local Checks** - Refer to Subsection 85.36.40.
- **Wire Transfers** - OFM approval may be required to disburse funds via this method. Refer to Subsection 40.30.20.
- **Automated Clearing House (ACH)** payments are electronic fund transfers from a state bank account to a payee's account at their designated financial institution. ACH payments should be used, if possible, for payments from treasury-type accounts to local accounts.
 - **AFRS ACH** payments are electronic fund transfers that originate in the Agency Financial Reporting System (AFRS). The ACH payment information is processed nightly and communicated electronically to the Office of the State Treasurer (OST), who passes the information to the state's ACH operator. The effective date of these payments is the third working day after initial processing. Any agency entering transactions into AFRS may issue ACH payments by utilizing statewide vendors. Agencies are responsible for including correct, meaningful remittance information (in the invoice number, invoice date, account number, and vendor message fields) so vendors can post payments accurately.

- **OST ACH** payments are electronic fund transfers from treasury and treasury trust accounts that originate at OST. Agencies must inform OST and send an ACH JV **at least by 12:00 noon the day before** the effective date of the transfer. The effective date is the day funds will be transferred between bank accounts, and must be noted on the ACH JV. In cases where an agency prepares an ACH tape (or file) for OST, the tape (file) must be available to the treasurer **no later than two working days before** the effective date of the transfer. The ACH JV must be to OST the day before the effective date.
- **Inter-Agency Payments (IAP)** is the preferred method to pay other state agencies or to allocate or transfer costs between accounts, programs, etc., within an agency when both the paying and receiving accounts are either treasury or treasury trust accounts.
- **Interfund Transfers (IFT)** is the preferred method in AFRS for transferring cash between treasury and/or treasury trust accounts within the same agency. IFT transactions are used during the fiscal year to allocate or transfer costs between accounts, within an agency when both the paying and receiving accounts are either treasury or treasury trust accounts. IFT transactions are not valid in the adjustment months of 99 and 25.
- **Journal Vouchers (JV payments)** are to be used to generate ACH payments through OST to accounts outside the State Treasury. JVs are also used to transfer funds between agencies and between treasury and/or treasury trust accounts. Refer to Section 85.90 Interfund/ Interagency Activities.
- **State Charge Card System** is negotiated by the Department of General Administration (GA) under a single vendor contract. It includes the Central Travel Account, the Charge Card (purchase card), the One Card (combination purchase and travel card), and the Motor Vehicle Rental Card. Agencies must comply with the Charge Card Services contract.

For further information about the state charge card system or to view specific contract requirements, contact GA's Office of State Procurement (OSP) or go to: www.ga.wa.gov/pca/visaprogram.htm.

Except as provided in Subsection 45.10.40, charge cards (e.g. purchase cards) may **not** be used for purchases between state agencies.

Subsection 10.10.45 describes the use of charge cards for travel related expenses. Minimum requirements for agency purchase card programs are covered in Chapter 45. Agencies with central travel accounts and/or One Card programs should establish appropriate policies and controls.

- **Universal Fuel Credit Card** is also administered by GA. For further information about the fuel credit card or to view specific contract requirements, contact GA's Office of State Procurement or go to: www.ga.wa.gov/pca/fuelcardprogram.htm.

Refer to RCW 43.19.185 and WAC 236-48-250 to 253. Also, for these cards or Department of Transportation Fuel Cards when used for GA Motor Pool vehicles, go to: <http://www.ga.wa.gov/mp/Services.htm#Maintenance>.

- **Stored Value Cards** are cards for which the prefunded value is associated with a bank account, which must be accessed for payment authorization. These cards can be reloadable or disposable. OFM approval is required prior to disbursing funds via this method. Refer to Subsection 40.30.30.
- **Electronic Benefit Transfer (EBT)** payments are an alternative method for making disbursements to benefit recipients. EBT is similar in nature to a debit card. The recipient's benefits are encoded on a magnetic stripe card. OFM approval is required prior to disbursing funds via this method. Refer to Subsection 40.30.30.

85.36.30

July 1, 2010

Treasury account requirements

85.36.30.a

For the purpose of this section, the term Treasury Account refers to both Treasury and Treasury Trust Accounts. The information that is required to be maintained by agencies may be retained in paper or electronic form.

85.36.30.b

The following documents are generated when processing Treasury Account disbursements:

- **Warrant** - A payment instrument for each invoice voucher or other evidence of indebtedness validated and released by the Office of the State Treasurer (OST) for payment.
- **Agency Payment Register** - The document requested through Enterprise Reporting and used to record disbursements and account classifications of each transaction in detail. It also provides details on the payments issued including the vendor name, detailed expenditure/expense coding, type of payment (ACH, IAP, regular warrant, inserted warrant), ACH deposit date, and amount.
- **Vendor's Remittance Advice** - A document used to accompany each payment (ACH, IAP or warrant) to notify the payee of what is being paid. The Vendor's Remittance Advice is to reference the payment number, the invoice number, and other vendor information, as appropriate. The Vendor's Remittance Advice for ACH payments is emailed or mailed to vendors by Consolidated Mail Services. Agencies receiving IAPs receive an email notification.
- **Outstanding Warrant Record** - The document used to record warrants issued by the agency which are not yet redeemed by OST, canceled by the agency, or canceled by statute of limitation.

85.36.30.c

The validated warrants are returned to the agency by OST or, if authorized by OST, by the Department of Information Services (DIS). Agency Payment Register Summary and Agency Payment Register detail reports are available in Enterprise Reporting. Inserted warrants and their remittance advices are forwarded to Consolidated Mail Services for direct mailing to vendors.

85.36.30.d

Upon receipt of the warrants, agencies are responsible for promptly forwarding warrants to the vendor or authorized payee.

- 85.36.30.e The validated warrant and vendor copy of the Vendor's Remittance Advice are to be released only to the vendor or other authorized payee.
- 85.36.30.f The agency is to maintain the Agency Payment Register Summary, Official Agency Payment Register and a copy of the Vendor's Remittance Advice along with the detail source documents in accordance with record retention policies.
- 85.36.30.g A payment file by vendor (payee) is to be maintained. Agencies should have procedures in place to detect and avoid duplicate payments to vendors.

85.36.40
July 1, 2010

Local account requirements

- 85.36.40.a The documents listed below are generated when processing Local Account disbursements. The information that is required to be maintained by agencies may be retained in paper or electronic form.
- **Check** - The payment instrument used for each invoice voucher or other evidence of indebtedness.
 - **Vendor's Remittance Advice** - The document used to notify the payee of what is being paid. The Vendor's Remittance Advice is to reference the check number and the invoice number as appropriate.
- 85.36.40.b Agencies are to maintain a file containing copies of Vendor's Remittance Advices for each check.
- 85.36.40.c A payment file by vendor (payee) is also to be maintained. Agencies should have procedures in place to detect and avoid duplicate payments to vendors.
- 85.36.40.d The signed check and vendor copy of the Vendor's Remittance Advice are to be released only to the vendor or other authorized payee.

85.36.50

July 1, 2010

Recording

85.36.50.a

The Official Agency Payment Register or local account Check Register constitutes the basis for recording expenditures/expenses.

Expenditure/expense transactions are to be recorded in the General Ledger and the Subsidiary Allotment and Expenditure/Expense Ledgers. Refer to Subsection 85.42.30 for an illustrative entry to record expenditure/expense disbursements.

85.36.50.b

The following information, at a minimum, is to be recorded in the Subsidiary Allotment and Expenditure/Expense ledgers:

- Payment and/or check register date,
- Payment and/or check register number reference,
- Voucher number reference,
- Appropriate expenditure coding, and
- Amount of disbursement.



85.38

Other Warrant Procedures

85.38.10

July 1, 2009

Non-deliverable warrant

85.38.10.a

A warrant in the custody of an agency is considered non-deliverable only after a search did not locate the payee.

85.38.10.b

A warrant deemed to be non-deliverable is to be canceled by either a manual or automated process.

- When manually canceling a non-deliverable warrant, the agency is to debit GL Code 7130 "Warrant Cancellations In-Process" and credit GL Code 5194 "Liability for Canceled Warrants/Checks - Short-Term." Refer to Subsection 85.42.80 for illustrative entries.
- To cancel a warrant automatically, agencies may use the AFRS Warrant Cancellation & Statute of Limitations (SOL) Automation process, if the reason for cancellation is due to error, lost warrant, or destroyed warrant, and if cancellation is done prior to warrants reaching SOL status (180 days). For procedures, refer to the AFRS Warrant Cancellation & SOL Automation Instructions available on the OFM Information Services website at:
<http://www.ofm.wa.gov/systems/SWFSystems.asp?access=intranet>.

Whether an agency cancels a warrant manually or uses the Warrant Cancellation & SOL Automation process, the agency must submit the JV and appropriate documentation (either the warrant or the notarized "Affidavit of Lost or Destroyed Warrant") to the Office of the State Treasurer (OST) to complete the cancellation process. When an agency uses the Warrant Cancellation & SOL Automation process, the JV is automatically generated for the agency.

85.38.10.c

Agencies are to maintain a record of all transactions concerning non-deliverable warrants.

85.38.20

July 1, 2009

Lost or destroyed warrants

When a warrant is reported as lost or destroyed, an agency is to contact OST and request information on the status of the warrant. Then the agency is to follow the procedures described in this subsection under the appropriate warrant status. Warrants issued in error should be canceled by the agency as soon as the error is discovered.

85.38.20.a

Lost or Destroyed Warrants Statutorily Canceled - If the warrant has been statutorily canceled per RCW 43.08.062, the procedures listed in Subsection 85.38.40 are to be followed.

85.38.20.b

Lost or Destroyed Warrants (Redeemed) - If the warrant has been redeemed, the procedures listed in Subsection 85.38.30 are to be followed.

85.38.20.c

Lost or Destroyed Warrants (Unredeemed) - An agency must first determine whether the warrant was lost or destroyed before or after delivery to the payee.

Note: Delivery to the U.S. Postal Service constitutes delivery to the payee.

1. If an unredeemed warrant was lost or destroyed prior to delivery to the payee, the issuing agency is to complete the affidavit section of the "Affidavit of Lost or Destroyed Warrants." The form need not be notarized. Refer to form included in this subsection.

If the unredeemed warrant was lost or destroyed after delivery to the payee, the payee is to complete the affidavit section of the "Affidavit of Lost or Destroyed Warrants." The "Affidavit of Lost or Destroyed Warrants" is to be notarized.

2. For an unredeemed lost or destroyed warrant that is canceled and reissued, an agency is to follow the procedures listed below:
 - An agency prepares a separate Journal Voucher (A7-A) for lost or destroyed warrants that debits GL Code 7130 "Warrant Cancellations In-Process" and credits GL Code 5194 "Liability for Canceled Warrants/Checks." Refer to Subsection 85.42.90.a for an illustrative entry. The Journal Voucher is to state that the warrant was lost or destroyed.

- AFRS agencies are to enter the Journal Voucher through the normal AFRS batch process. Then the AFRS agency is to send the **original** of the “Affidavit of Lost or Destroyed Warrants” and the **original** Journal Voucher to OST for processing. OST is to debit GL Code 4310 “Current Treasury Cash Activity (OST Only)” and credit GL Code 7130 “Warrant Cancellations In-Process.”
- When the warrant is reissued, the agency is to debit GL Code 5194 “Liability for Canceled Warrants/Checks.” Refer to Subsection 85.42.90.b for an illustrative entry.

85.38.20.d If the original warrant is returned unredeemed after reissue, an agency is to immediately void the original warrant. Procedures listed in Subsection 85.38.70.e are to be followed for all voided warrants.

Affidavit of Lost or Destroyed Warrant

STATE OF WASHINGTON

COUNTY OF _____

FUND _____

WARRANT NO. _____

I, _____, having been duly sworn, depose and say that I am the proper owner, payee, or legal representative of such owner or payee of the State of Washington's Warrant No. _____ dated ____/____/____, in the amount of _____ dollars and that said warrant has been lost, destroyed, or not delivered to me, and to the best of my knowledge has not been paid. If the warrant is subsequently found I will return the warrant. Further, I agree that should the original warrant be redeemed subsequent to the redemption of the replacement warrant that I will promptly (within 5 days of notification) reimburse the state the amount of this warrant.

Payee's Signature _____

Payee's Mailing Address _____

Payee's Printed Name _____

City _____ State _____ Zip _____

Payee's Street Address _____

Payee's Phone Number _____

City _____ State _____ Zip _____

Title of person signing affidavit (for vendors only) _____

Witness if signed by "X"

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Street Address _____

Street Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public in and for the State of Washington_____
Residing at

My appointment expires: _____, 20_____.

85.38.30

July 1, 2009

Redeemed warrants reported as lost or destroyed

When a redeemed warrant has been reported as lost or destroyed, OST is to send a copy of the redeemed warrant to the agency. The agency is to notify the legal owner that the warrant has been redeemed. A copy of the redeemed warrant and a blank "Affidavit of Forged Endorsement," are to be included with this notification. Refer to form included in this subsection.

85.38.30.a

Forged Endorsement

85.38.30.a.(1)

If the legal owner claims the endorsement is a forgery, the legal owner is required to complete the "Affidavit of Forged Endorsement." Refer to form included in this subsection. The affidavit must be notarized.

85.38.30.a.(2)

After receipt of the signed "Affidavit of Forged Endorsement," the agency is to compare the signature on the redeemed warrant to the signature on the affidavit. If forgery is questionable, the agency is to investigate further until it is resolved whether or not the warrant has a forged endorsement. If forgery is determined or is obvious, the following procedures apply:

- The signed "Affidavit of Forged Endorsement" is to be sent to OST. OST is to return the forged warrant to the bank for credit.
- OST is to record collection of the bank credit on a Cash Receipts Journal Summary (A8) by debiting GL Code 4310 "Current Treasury Cash Activity (OST Only)" and crediting GL Code 7110 "Receipts In-Process." OST is to send a copy of the A8 to the issuing agency.
- The agency is to utilize the A8 received from OST to record the collection of the bank credit. The agency is to debit GL Code 7110 "Receipts In-Process" and credit GL Code 5199 "Other Liabilities." Refer to Subsection 85.42.95.a for an illustrative entry.
- When the warrant is reissued, the agency is to debit GL Code 5199 "Other Liabilities." Refer to Subsection 85.42.95.b for an illustrative entry.

85.38.30.b

Endorsement Not Forged

If the signature on the original warrant is not a forgery, the warrant is not to be reissued.

If the warrant is reissued and the original warrant is subsequently found, the legal owner must:

- Return the original warrant, or
- Repay the state the amount of the warrant if both the original and the replacement warrant are cashed.

Affidavit of Forged Endorsement

STATE OF WASHINGTON

COUNTY OF _____

FUND _____

WARRANT NO. _____

I, _____, being the rightful owner of the State of Washington's
Warrant No. _____ dated ____/____/____, in the amount of _____ dollars,
do hereby certify that my name as signed on the back of the said warrant is a forgery, and that I have not received
nor endorsed the said warrant: neither have I been benefited in any way from the proceeds there from.

Payee's Signature

Payee's Mailing Address

Payee's Printed Name

City State Zip

Payee's Street Address

Payee's Phone Number

City State Zip

Title of person signing affidavit (for vendors only)

Witness if signed by "X"

Signature

Signature

Printed Name

Printed Name

Street Address

Street Address

City State Zip

City State Zip

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public in and for the State of Washington

Residing at

My appointment expires: _____, 20____.

85.38.40

July 1, 2009

Statutorily canceled warrants

85.38.40.a

Cancellation of Warrants:

85.38.40.a.(1)

As prescribed in RCW 43.08.062, the Office of the State Treasurer (OST) is required to cancel warrants which have not been presented for payment within 180 days from the date of issue.

85.38.40.a.(2)

Agencies are advised to monitor the Aged Outstanding reports in the OST's Treasury Management System (TM\$) on a regular basis. Contact OST for access to TM\$. Agencies may want to notify the payee that state law requires outstanding warrants to be canceled after 180 days.

85.38.40.a.(3)

A list of Statute Of Limitations (SOL) canceled warrants is available in TM\$ for agency review. This list includes warrant number, date issued, and amount.

85.38.40.a.(4)

Agencies are to maintain a log of statutorily canceled warrants. If this information is requested in accordance with the Public Records Act, RCW 42.56.070(9), agencies are to ensure this information will not be used for commercial purposes. To this end, before releasing this information, agencies are to have the "Affidavit to Release Outstanding or Canceled Warrants" signed by those requesting a copy of the log of statutorily canceled warrants. Refer to form included in this subsection. Information related to statutorily canceled warrants might contain personal information about citizens.

Privacy Notice: Safeguarding and disposition of personal information must be consistent with Executive Order 00-03, April 25, 2000; and RCW 42.56.210.

85.38.40.a.(5)

At the same time that OST runs its SOL process, AFRS automatically generates cancellation transactions for all SOL warrants (both AFRS and non-AFRS generated warrants) and holds them for agency review and release. Instructions regarding disposition of these funds are contained in Subsection 85.38.50.

In lieu of the automated process, an agency may prepare a journal voucher (JV) (A7-A) to clear their In Process. The JV should debit GL Code 7130 "Warrant Cancellations In-Process" and credit GL Code 5194 "Liability for Canceled Warrants/Checks." Refer to Subsection 85.42.85 for illustrative entries.

The JV for SOL warrant cancellations should not be sent to OST.

85.38.40.b **Reissue of Statutorily Canceled Warrants**

- 85.38.40.b.(1) As prescribed in RCW 43.08.062, an agency may issue a new warrant for a statutorily canceled warrant presented for payment.
- 85.38.40.b.(2) Statutorily canceled warrants presented to OST for payment are to be sent to the issuing agency (i.e., warrant items sent on collection).
- 85.38.40.b.(3) When a statutorily canceled warrant is reported as lost or destroyed, an agency may issue a new warrant. If the issuing agency determines to reissue the statutorily canceled warrant, the agency is to issue a new warrant payable to the legal owner of the statutorily canceled warrant. The re-issuance is to be recorded in AFRS, so as to reduce the liability (GL Code 5194).
- 85.38.40.b.(4) If the issuing agency determines **not** to reissue the warrant, a letter explaining the reason for disallowance is to be sent to the legal owner
- 85.38.40.b.(5) OST is responsible for controlling statutorily canceled warrants. If an agency gains possession of a statutorily canceled warrant, it is to be sent to OST for destruction. Refer to Subsection 85.38.80 for further information on warrant voiding and destruction procedures.
- 85.38.40.b.(6) Agencies are to maintain a log of reissued statutorily canceled warrants. This log is to reference, or be incorporated within, the log of statutorily canceled warrants (refer to Subsection 85.38.40.a.(4)) and contain the following for both the original and the reissued warrant: warrant number, warrant register, date of issue, and amount.

Affidavit to Release Outstanding or Canceled Warrants

STATE OF WASHINGTON

COUNTY OF _____

 Name and Address

Having been duly sworn, deposes and states:

1. I have requested access to those records described as listings or registrations of unpaid state checks or warrants classified by your office as "Outstanding" or "Canceled" (or such other adjective as may encompass these terms), excepting those items that have been issued within the six months preceding this letter.
2. I understand that Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes.
3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.
4. I understand that Section 2 or 3 herein apply when I use said records for commercial purposes and when others use said records or copies of same for commercial purposes. I understand that I may be liable in either case.
5. I understand that "commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity.
6. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes and further, that I will not aid or assist others in using said records for commercial purposes.

 Signature

 Printed Name

 Street Address

 City State Zip

Subscribed and sworn before me this _____ day of _____, 20_____.

 Notary Public in and for the State of Washington

 Residing at

My appointment expires: _____, 20_____.

85.38.50

May 1, 1999

Liability for canceled warrants/checks

85.38.50.a

GL Code 5194 “Liability for Canceled Warrants/Checks” is to be used to record obligations for canceled warrants and checks for which proper disposition has not yet been determined.

85.38.50.b

RCW 63.29, the Uniform Unclaimed Property Act, applies to the outstanding liability for canceled warrants/checks. For methods of reporting and remitting, contact the Department of Revenue, Unclaimed Property Section. Canceled payroll warrants/checks that remain unclaimed for more than one year are considered abandoned. All other intangible property in the custody of the state is considered abandoned after two years. Agencies are to develop procedures for systematically reviewing canceled/outstanding warrants and checks and remitting “abandoned property” to the Department of Revenue. Refer to Subsection 85.74.30 for further discussion related to Department of Revenue accounting for unclaimed property.

85.38.60

July 1, 2009

“X” warrants

85.38.60.a

If a warrant was destroyed prior to being mailed, an “X” warrant may be issued to replace the warrant. Agencies preparing “X” warrants are to utilize the Department of Information Services (DIS) on-line system. The “damaged” warrant must be delivered and turned over to DIS before the “X” warrant will be released. The agency will need to get system access from DIS as well as detail procedures to create an “X” warrant. The “X” warrant is to be “MICR encoded” by OST and included with the batch of warrants. The “X” warrant is to be input by the agency exactly the same as the original warrant. If a warrant is lost or destroyed after being mailed, the procedures at Subsection 85.38.20 apply.

85.38.60.b

Agencies preparing “X” warrants are to maintain a log containing the following “X” warrant information:

- Agency number;
- Warrant date;
- Original warrant number;
- “X” Warrant number;
- Warrant register number;
- Signature of the individual who input the “X” warrant; and
- Date the “X” warrant was prepared.

85.38.70

June 1, 2004

“X” and blank state warrant stock control procedures

85.38.70.a

To control the receipt, issue, and inventory of blank warrants, the procedures outlined below are to be followed. Both regular warrants and “X” warrants are to be controlled in the same manner. Only DIS will have custody of and responsibility for “X” warrant stock.

85.38.70.b

All blank warrants are to be kept locked in a climate controlled storage area and under the control of a designated custodian or designated alternate custodian. The designation of the custodian and alternate is to be in writing. Access to the blank warrant stock is to be limited to the designated custodian and the alternate.

85.38.70.c

Warrants are standard items stocked by the State Printer. OST and the State Printer have responsibility for the issuance of blocks of warrants to agencies. Agencies are to establish reasonable inventory and reorder levels and follow normal ordering procedures for procurement of blank warrant stock. When warrants are received from the State Printer, the designated custodian or the alternate is to record the following information on an appropriate control form:

- The date received;
- Quantity received;
- Inclusive serial numbers; and
- The new balance on hand.

85.38.70.d

When warrants are required from the locked storage, standardized requisition forms are to be used and signed by the individual requesting the warrants. In addition, the designated custodian or the alternate is to record the following information on the control form:

- The date issued;
- Quantity issued;
- Inclusive serial numbers;
- Name of the individual receiving the blank warrants; and
- The new balance on hand.

85.38.70.e A record is to be maintained of all voided warrants. This record is to include the following:

- The date voided;
- The serial number(s);
- Quantity voided and reason for voiding; and
- Initials of individual taking action.

Refer to Subsection 85.38.80 - Warrant voiding and destruction procedures.

85.38.70.f A physical count of the blank warrant stock is to be performed periodically as necessary to maintain an effective system of internal control over the blank warrant stock. The physical count is to be performed by an individual other than the designated custodian or the alternate. The physical count is to be a blind count (i.e., the individual performing the count is not provided with the book quantity). Standardized forms to record the physical count are to be developed and used. The individual performing the physical count is to sign each form used to record the physical count. The forms are to be promptly completed and furnished to a designated supervisor who is to perform the inventory reconciliation. Standardized inventory reconciliation forms are to be developed and used. The inventory reconciliation form is to show the following:

- Date of physical count;
- Date the reconciliation form is completed;
- The book quantity as of the date of physical count;
- The physical count; and
- The name of the person performing the inventory.

If the physical count agrees with the book quantity, then certification of this fact, signed by the supervisor, is to be recorded on the inventory reconciliation form. If there is a variance between the book quantity and the physical count, a second physical count is to be conducted immediately by the supervisor or other party if the supervisor is the designated custodian or alternate. If a variance still exists, the situation is to be reported to the agency head and the agency is to follow procedures for a suspected loss. Refer to Section 20.30, Suspected losses of public funds or property.

85.38.80

June 1, 2004

Warrant voiding and destruction procedures

Warrants to be voided or destroyed are to be controlled by OST and DIS. OST and DIS are to develop and implement written procedures for voiding and destroying signed warrants. Warrants that are to be destroyed must be sent to OST for destruction.

85.38.90

May 1, 1999

Local check control procedures

Agencies with local accounts are to develop and implement written procedures for controlling local checks. Procedures should provide for adequate internal control as prescribed in Subsection 85.38.70. Additional guidance on internal control can be found in Chapter 20.



85.40

Belated and Sundry Claims

85.40.10

July 1, 2010

Belated claims

- 85.40.10.a Belated claims are obligations of **appropriated** accounts for goods and services which were received on or before June 30 but were not accrued in the concluding appropriation period. Shortages in estimated accrued expenditures/expenses are also treated as belated claims of the prior appropriation period.
- 85.40.10.b All belated claims are coded and charged as current appropriation expenditures except as noted in 85.40.10.g.
- 85.40.10.c OFM approval of belated claims from appropriated accounts is required prior to payment by the requesting agency. OFM's decision regarding belated claims will be made in writing to the requesting agency. Payment of belated claims against non-appropriated accounts does not require OFM approval.
- 85.40.10.d Belated claims needing OFM approval are to be submitted for review following the close of each appropriation period. Agencies are to submit a request for all belated claims identifying vendor, date of receipt of goods or services, amount of claim, account and appropriation that should have been charged had the claim been paid timely, and the account and current appropriation to be charged. The request is to be submitted in writing to the Accounting Division, OFM.
- 85.40.10.e OFM will verify that the agency requesting a belated claim payment has unexpended appropriation authority from applicable prior appropriation periods sufficient to satisfy the claim. If the agency is able to pay the claim from current appropriation authority without causing an overexpenditure, OFM will approve the belated claim request.
- 85.40.10.f In the event that the applicable prior appropriation authority is not sufficient to cover the claim, the agency's request is to also include an explanation of the reason for the overexpenditure and the actions taken to preclude the situation from recurring. If the agency's explanation is deemed reasonable and the agency is able to pay the claim from current appropriation authority without causing an overexpenditure, OFM will approve the belated claim request.

- 85.40.10.g If payment of a belated claim will cause an agency to over spend current appropriation authority, the agency is to consult its assigned OFM Accounting Consultant and OFM Budget Analyst.
- 85.40.10.h The authenticity and correctness of obligations paid through the belated claims procedure is the sole responsibility of the agency.

85.40.20

June 1, 2004

Sundry claims

Sundry claims, including those dealt with by administrative action and those requiring legislative action, are to be submitted to the Office of Financial Management, Risk Management Division. The Risk Management Division is to recommend to the Legislature whether to approve or reject a claim. If the Legislature approves a claim, it is to be paid from an appropriation specifically provided to the Risk Management Division for that purpose.



85.42

Expenditures, Expenses, and Cash Disbursements - Illustrative Entries

85.42.10

May 1, 1999

These entries are for illustrative purposes

The entries in this section illustrate the recording of expenditures/expenses and cash disbursements in the accounting records. These entries are for illustrative purposes **only** and should **not** be considered all inclusive. Entries posted to GL Code Series 71XX "In-Process" in treasury and treasury trust accounts also require an entry from the Office of State Treasurer (OST) as illustrated below to clear the In-Process GL Codes.

	Dr.	Cr.
In-Process (71XX)	xxx	
Current Treasury Cash Activity (OST only)		
(4310)		xxx

The entry would be reversed for In-Process debit amounts.

85.42.20

June 1, 2011

Encumbrances

85.42.20.a

To record the establishment of encumbrances or increases to existing encumbrances for budgeted accounts. Refer to Subsection 85.30.10.

	Dr.	Cr.
Encumbrances (6410)	xxx	
Reserved for Encumbrances (9510)		xxx

85.42.20.b

To record encumbrance liquidations for budgeted accounts. Refer to Subsections 85.30.10 and 85.32.40.e.

	Dr.	Cr.
Reserved for Encumbrances (9510)	xxx	
Encumbrances (6410)		xxx

85.42.30

May 1, 1999

Expenditure/expense disbursements

To record expenditure/expense disbursements for goods and services received. Refer to Subsection 85.36.50.

	Dr.	Cr.
Cash Expenditure/Expense (6510) (with appropriate subobject)	xxx	
Cash in Bank (1110) or		
Warrants/ACH Payments In-Process (7120)		xxx

85.42.40

July 1, 2011

Recording payroll

85.42.40.a To record payroll expenditures/expenses. Refer to Subsection 85.34.10.

	Dr.	Cr.
Cash Expenditure/Expense (6510) (with appropriate subobject)	xxx	
Cash in Bank (1110) or		
Journal Vouchers In-Process (7140)		xxx

85.42.40.b To record the receipt of cash in the payroll revolving account and the establishment of the payroll liabilities for agencies using the state's Human Resource Management System (HRMS).

	Dr.	Cr.
Journal Vouchers In-Process (7140)	xxx	
Accrued Salaries and Fringe Benefits Payable (5124)		xxx
Employee Insurance Deductions Payable (5181)		xxx
Industrial Insurance and Medical Aid Deductions Payable (5187)		xxx
Garnishment Deductions Payable (5189)		xxx
Other Liabilities (5199)		xxx

85
Accounting Procedures

85.42.50

85.42.40.c To record subsequent liquidation of payroll and related liabilities in the payroll revolving account.

	Dr.	Cr.
Accrued Salaries and Fringe Benefits Payable (5124)	xxx	
Employee Insurance Deductions Payable (5181)	xxx	
Industrial Insurance and Medical Aid Deductions Payable (5187)	xxx	
Garnishment Deductions Payable (5189)	xxx	
Other Liabilities (5199)	xxx	
	xxx	
In-Process (71XX)		xxx

85.42.50

May 1, 1999

Recording shared leave

85.42.50.a To record transfer of shared leave between employees within an agency and within the same account. Refer to Subsection 85.34.20.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)	xxx	
Cash Expenditures/Expenses (6510) (Subobject BW)		xxx

85.42.50.b To record transfer of shared leave between employees of different agencies and/or accounts.

Donor's Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject BT, BU and BV, as applicable)	xxx	
Cash in Bank (1110) or		
In-Process (71XX)		xxx

Donee's Operating Account:

	Dr.	Cr.
Cash in Bank (1110) or		
In-Process (71XX)	xxx	
Cash Expenditures/Expenses (6510) (Subobject BW)		xxx

85.42.50.c To record the payroll for an employee using donated shared leave.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Object A, B)	xxx	
Cash in Bank (1110) or		
In-Process (71XX)		xxx

85.42.50.d To record reversion of unused shared leave when employees are within the same agency and account.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject BW)	xxx	
Cash Expenditures/Expenses (6510) (Subobject		
BT, BU and BV, as applicable)		xxx

85.42.50.e To record reversion of unused shared leave when employees are from different agencies and/or accounts.

Donor's Operating Account:

	Dr.	Cr.
Cash in Bank (1110) or		
In-Process (71XX)	xxx	
Cash Expenditures/Expenses (6510) (Subobject		
BT, BU and BV, as applicable)		xxx

Donee's Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject BW)	xxx	
Cash in Bank (1110) or		
In-Process (71XX)		xxx

85.42.60

May 1, 1999

Amounts due deceased employees

85.42.60.a	To record amounts owed to deceased employees. Refer to Subsection 85.34.30.		
		Dr.	Cr.
	Cash Expenditures/Expenses (6510) (with appropriate subobjects)	xxx	
	Due to Deceased Employees' Estates (5145)		xxx
85.42.60.b	To record the liquidation of the liability when the funds are released for payment.		
		Dr.	Cr.
	Due to Deceased Employees' Estates (5145)	xxx	
	Cash in Bank (1110) or		
	Warrants/ACH Payments In-Process (7120)		xxx

85.42.70

May 1, 1999

Salary overpayment recoveries

85.42.70.a	To record the recovery of net pay and related deductions, or employer costs, for a salary overpayment. Refer to Subsection 85.34.40.c.		
		Dr.	Cr.
	Receipts In-Process (7110)	xxx	
	Cash Expenditures/Expenses (6510) (Subobject A, B or N series)		xxx
85.42.70.b	To record the reduction in full time equivalents (FTEs) for any excess hours associated with a salary recovery. Refer to Subsection 85.34.40.c.		
		Dr.	Cr.
	Statistical Clearing Account (0998)	xxx	
	Actual FTEs (0120)		xxx

85.42.80

May 1, 1999

Non-deliverable warrant cancellations

	To record cancellations of non-deliverable warrants. Refer to Subsection 85.38.10.		
		Dr.	Cr.
	Warrant Cancellations In-Process (7130)	xxx	
	Liability for Canceled Warrants/Checks (5194)		xxx

85.42.85

May 1, 1999

Statutorily canceled warrants

To record warrants statutorily canceled by the Office of the State Treasurer. Refer to Subsection 85.38.40.

	Dr.	Cr.
Warrant Cancellations In-Process (7130)	xxx	
Liability for Canceled Warrants/Checks (5194)		xxx

85.42.90

May 1, 1999

Lost or destroyed warrants (Not canceled or redeemed)

85.42.90.a To record cancellation of lost or destroyed warrants that have not been previously canceled or redeemed. Refer to Subsection 85.38.20.c.

	Dr.	Cr.
Warrant Cancellations In-Process (7130)	xxx	
Liability for Canceled Warrants/Checks (5194)		xxx

85.42.90.b To record re-issuance of lost or destroyed warrants. Refer to Subsection 85.38.20.c.

	Dr.	Cr.
Liability for Canceled Warrants/Checks (5194)	xxx	
Warrants/ACH Payments In-Process (7120)		xxx

85.42.95

May 1, 1999

Forged endorsement

85.42.95.a To record the bank credit for the redemption of forged warrants. Refer to Subsection 85.38.30.a.

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Other Liabilities (5199)		xxx

85.42.95.b To record re-issuance of forged warrants. Refer to Subsection 85.38.30.a.

	Dr.	Cr.
Other Liabilities (5199)	xxx	
Warrants/ACH Payments In-Process (7120)		xxx



85.50

Cash

85.50.10

July 1, 2011

Deposit of treasury and treasury trust receipts

- 85.50.10.a Deposit intact each day all cash receipts for treasury and treasury trust accounts collected on the preceding day as prescribed in RCW 43.01.050 unless a specific written waiver is granted by the Office of the State Treasurer (OST). Refer to Subsection 85.65.12 for an illustrative entry.
- 85.50.10.b Except as provided in RCW 39.58.080, all treasury and treasury trust receipts must be deposited in a public depository located in this state. (Chapter 39.58 RCW)
- 85.50.10.c To qualify as a depository for monies belonging to the state, or in custody of the state under the control of the OST, financial institutions and credit unions must meet the requirements established by the Public Deposit Protection Commission and Chapter 39.58 RCW.

85.50.20

July 1, 2008

Deposit of local receipts

- 85.50.20.a Cash receipts for deposit in local accounts, established pursuant to RCW 43.88.195 or other statutory provision, are to be deposited intact each day for the collections of the preceding day (refer to Subsection 85.65.12 for an illustrative entry) unless:
- A specific written waiver is granted by OFM, or
 - Total cash receipts on hand (exclusive of change accounts) are under \$500. However regardless of the amount on hand, local account receipts are to be deposited weekly.
- 85.50.20.b Local funds are to be deposited in public depositories located in this state. (Chapter 39.58 RCW) Refer to Subsection 85.50.10.c and d.

85.50.30

May 1, 1999

Undeposited receipts

85.50.30.a

Undeposited receipts consist of the following:

- Cash receipts on hand, and
- Monies in transmittal accounts pending deposit in the OST concentration account.

85.50.30.b

Undeposited receipts exclude monies that have not been entered into the agency's records. These include: unopened mail transmittals; non-validated receipts; and monies received by personnel operating outside of the agency's accounting office and not forwarded for deposit to the accounting office. It should be noted, however, that the statutory provisions controlling the depositing of state monies, as prescribed in RCW 43.01.050, are to be observed at all times. Refer to Subsection 85.50.10.

85.50.40

July 1, 2011

Reconciliation of cash receipts and deposits

85.50.40.a

Daily, cash is to be counted and reconciled with the appropriate records reflecting the day's transactions. All differences are to be investigated to ascertain the reason for the discrepancy. Procedures for recording cash over and short are prescribed in Subsection 85.20.10 of this manual.

85.50.40.b

Agencies are to review the GL Code Series 71XX "In-Process" report timely. To aid in this reconciliation, agencies receive AFRS report DTR9002 - Unbalanced In-Process Reconciliation Report. Report DTR9002 shows in detail outstanding in-process transactions for both the agency and the OST.

85.50.40.c

Accounts maintained in financial institutions or credit unions, including petty cash accounts, are to be promptly reconciled with agency records on a monthly basis. The balance shown on the bank statement may not agree with the agency's book balance.

Variances can occur because of outstanding checks, deposits in transit, bank service charges, or other adjustments. Adjusting entries may be required when entries appear on the bank statement without corresponding entries in the agency's books. Adjusting entries, if necessary, are to be promptly prepared and recorded in the agency's records.

85.50.50

July 1, 2011

Petty cash - general information

- 85.50.50.a Agencies may maintain two types of cash accounts within the petty cash regulations.
- **Change Accounts** - Used solely for making change in across-the-counter cash transactions.
 - **Petty Cash (Imprest) Accounts** - Used to make payments when issuing a warrant/check is not practical or timely. With specific OFM approval, used to load stored value cards.
- 85.50.50.b Petty cash account regulations are prescribed in Chapter 42.26 RCW.
- 85.50.50.c The agency head (or authorized designee) is to issue and maintain on file a letter designating the individual assigned as custodian, the amount of the petty cash account, and the purpose for which the monies will be spent.
- 85.50.50.d The agency head (or authorized designee) is responsible for the proper use of petty cash. Agencies are to establish petty cash internal control procedures in accordance with OFM's prescribed policies. Refer to Chapter 20 of this manual.
- 85.50.50.e Only minimal amounts of cash are to be kept on hand. Petty cash accounts in excess of \$100 must be maintained in a checking account in a local financial institution or credit union that is a public depository (refer to Subsection 85.50.10.c) unless the agency has a safe, vault, or money chest that is used to safeguard petty cash. Whenever possible, all petty cash accounts are to be maintained in a bank account. Bank accounts are to be opened in the name of the agency, not an individual.
- 85.50.50.f In limited circumstances, a petty cash account may be used to load money onto a stored value card. The use of stored value cards in conjunction with a petty cash account requires pre-approval by OFM through the Economic Feasibility Study (EFS) process (refer to section 40.40).
- 85.50.50.g If a state auditor's report discloses that the amount of an agency's petty cash account is excessive or its use is in violation of regulations, the Director (or official designee) of OFM may require the elimination of, or reduction in the amount of, the petty cash account.

85.50.60

June 1, 2011

Accounting for petty cash in treasury accounts

85.50.60.a

Establishing Treasury Petty Cash Accounts

1. Requests for petty cash, or increases to petty cash, are made using the “Application and Authorization for Petty Cash Advance, Treasury Accounts” form that is available at the end of this subsection or through the Accounting Division of OFM. The completed form is submitted to the Accounting Division of OFM (the Director’s official designee) for approval. **Distribution of the total amount of approved petty cash within an agency is determined by the agency.**

Agencies requesting approval for petty cash accounts that will utilize stored value cards should reference the EFS approval letter in the ‘Justification’ section of the application form.

2. After approval, OFM will return the signed original “Application and Authorization for Petty Cash Advance, Treasury Accounts” form to the agency. When the petty cash increase is approved, the agency is to produce a warrant to reclassify Treasury cash to GL Code 1130 “Petty Cash.” Refer to Subsection 85.65.14.a for an illustrative entry. The warrant is to be endorsed and cashed or deposited by the assigned custodian. OFM will send a copy of the signed form to the Office of State Treasurer.

If the agency is reclassifying cash in a governmental fund type account, an additional entry is required to reserve a portion of fund balance to indicate that the petty cash is not available for appropriation. This is accomplished by debiting the appropriate fund equity GL code and crediting GL Code 9122 “Nonspendable Petty Cash.”

Refer to Subsection 85.65.14.a for an illustrative entry. The balance in GL Code 9122 “Nonspendable Petty Cash” is equal to the balance in GL Code 1130 “Petty Cash.”

3. Written accounting and control procedures for petty cash are to be developed and followed.
4. A petty cash account is not to be established for less than:
 - \$25; or
 - An amount that requires reimbursement more frequently than biweekly.

85.50.60.b

Authorized Uses of Treasury Petty Cash Accounts – With the exception of stored value cards, the following are the authorized uses of Treasury petty cash:

1. Local market purchases of supplies and materials. These purchases may include: minor miscellaneous materials; supplies; fresh fruit and vegetables; and minor repairs and replacement parts for machinery and equipment not under state contract. Such payments may be made provided that:
 - The purchase is within the limitations prescribed by the Department of General Administration, and
 - The items purchased cannot be expediently paid through regular payment procedures.
2. Rail, air, common carrier, and bus express charges where carriers require payment at time of delivery.
3. Postage due on mail. Postage due may be paid when it appears that it will be of benefit to the state to accept delivery of the mail.
4. Salaries and wages due employees. Payment of salaries and wages may be made **only** when there has been an undue delay in processing the amount due an employee through normal payroll procedures. The employee must complete a supporting document requesting a miscellaneous payroll deduction for the full amount of the petty cash payment prior to the release of the check to the employee. The completed document is to be used to support the deduction of the amount due the petty cash account from the employee's pay.

The following information, at a minimum, is to be maintained on the supporting document:

- Typed authorization by employee for miscellaneous payroll deduction
- Name of the employee
- Amount due from the employee
- Date of the request
- Reason for the request
- Signature of the employee
- Signature of the petty cash custodian
- Signature of the person authorizing the disbursement

In the absence of an automated payroll calculation system which can be relied upon to accurately calculate net pay, the amount which can be disbursed from a petty cash account for this purpose is limited to 90% of the computed net pay due to the employee. The total amount disbursed to an employee for this purpose must be deducted from the employee's next scheduled pay in one lump sum; partial repayments are prohibited. Petty cash accounts are **not** to be used to pay employees in advance of established regular pay dates.

5. Travel advances to employees **when the need for an advance cannot be anticipated** in time to use regular travel advance procedures. A Travel Authorization Form (A40, A40-A), or its equivalent, is to be completed by the employee. The completed form is to be used to support reimbursement of the petty cash account. The total amount disbursed from the account for this purpose is not to exceed the amount approved on the form. Travel advances are not to impair the intended functioning of the petty cash account.
6. The authorized uses of petty cash stored value cards must be specified in the agency petty cash authorization request and designated in the OFM approval letter.
7. Agencies may request, in writing, special authorization from the Director (or official designee) of OFM for petty cash accounts to be used for the following:
 - Change accounts in agencies dispensing goods, services, etc., over-the-counter direct to the public.
 - Grants or benefits to welfare, correction, or rehabilitation recipients provided that such payments are authorized by appropriations.
 - Refunds of erroneous or excessive payments, or other refunds authorized by law.
 - Other purposes where the establishment of a petty cash account would be of special benefit to the state.

85.50.60.c Petty cash and change accounts are **not** used for cashing personal and/or payroll checks or warrants.

85.50.60.d **Disbursement and Reconciliation Procedures for Treasury Petty Cash Accounts**

1. All disbursements from petty cash accounts are documented and supported by receipts or vouchers bearing the signature of the payee. The following is recorded on the supporting document: date; name of payee; purpose of disbursement; amount paid; signature of the person authorizing the disbursement; and the proper account distribution.
2. Transactions involving payment of salaries and wages are also supported with a completed miscellaneous payroll deduction document. Refer to Subsection 85.50.60.b #4.
3. Travel advances are supported with a properly completed Travel Authorization (A40, A40-A), or its equivalent.
4. Agencies are to establish written procedures to ensure that the above documents are transmitted promptly to the proper fiscal personnel for processing against the individual's pay or travel expense voucher.
5. A petty cash register reflecting the balance of the account is to be maintained.
6. **The total cash on hand, plus the amount of disbursements represented by the documentation, is to equal the authorized amount of the petty cash account.** The petty cash account is to be reconciled at least monthly. If a checking account is used, the petty cash account is to be promptly reconciled each month to the bank.
7. There are to be frequent, periodic audits of the petty cash account. The audits are to be performed by the agency's Internal Auditor or another individual (not the petty cash custodian) designated by the agency head.
8. An adequate audit trail is to be maintained.

85.50.60.e

Reimbursement of Treasury Petty Cash Accounts

1. Change accounts do not require replenishment, unless a theft or loss has occurred. Cash over and short which occur during the course of making change are cleared daily as part of the reconciliation and deposit of receipts. Refer to Subsection 85.20.10. The amount of the change account on hand should always equal the authorized amount.
2. To replenish a petty cash account for disbursements made, a Voucher Distribution Form (A19-2) is to be prepared. The A19-2 is to show the name of the agency and custodian as trustee of the account in place of the vendor name. All documents substantiating the disbursements are to be attached. The GL coding distribution is summarized and entered in the account code block of the form. The voucher is checked and approved for payment by someone other than the custodian. The amount of this voucher and the cash remaining in the petty cash account are to equal the authorized amount.
3. The accounting entries to record petty cash disbursements are the same as for other vendor payments.
4. Petty cash accounts are to be reimbursed monthly, unless the reimbursable amount is less than \$100. If the reimbursable amount is less than \$100, the agency can reimburse on a less frequent basis.

85.50.60.f

Reduction or Abolishment of Treasury Petty Cash Accounts

1. When a petty cash account is reduced or abolished, the agency is to prepare and submit to the OST a Cash Receipts Journal Summary (A8) along with the petty cash remittance. The petty cash is returned to the Treasury account from which it was advanced. This transaction reclassifies the existing debit in GL Code 1130 "Petty Cash" to Treasury cash for the reduction in the amount of petty cash account. Refer to Subsection 85.65.14.b for an illustrative entry.
2. If the agency is reducing or abolishing a petty cash account in a governmental fund type account, an additional entry is required to reverse the petty cash reservation of fund balance. This is accomplished by debiting GL Code 9122 "Nonspendable Petty Cash" and crediting the appropriate fund equity GL code. Refer to Subsection 85.65.14.b for an illustrative entry.
3. The agency is to notify the Accounting Division of OFM (the Director's official designee) of all abolishments or reductions in Treasury petty cash accounts. OFM will distribute a copy of the notification to OST.

Form A-37
STATE OF WASHINGTON
APPLICATION AND AUTHORIZATION FOR PETTY CASH ADVANCE
TREASURY ACCOUNTS

AGENCY _____
(NAME) (NUMBER)

ACCOUNT TO BE CHARGED _____
(TITLE) (ACCOUNT)

Current Petty Cash Balance (GL Code 1130) (Treasury Accounts) \$ _____

Requested Petty Cash Increase (SAAM 85.50.60.a) \$ _____ *

Revised Petty Cash Balance \$ _____

JUSTIFICATION-OF PETTY CASH INCREASE

(Attach additional statements as needed) _____

REQUESTED BY: _____
Agency, Chief Financial Officer Date

APPROVED BY: _____
OFM, State Financial Consultant
Accounting Division Date

A37 (07/08)
Distribution upon approval: Signed original to the Agency; copy to OFM Cash Control.

85.50.70

June 1, 2011

Accounting for petty cash in local accounts (including treasury trust accounts)

85.50.70.a

Establishing Local Petty Cash Accounts

1. The agency head (or authorized designee), unless otherwise provided by law, has the authority to establish and control a petty cash account in a local account established pursuant to RCW 43.88.195 or other statutory provision. The petty cash account is not to be excessive.
2. Written accounting and control procedures for petty cash are to be developed and followed.
3. The agency head (or authorized designee) is to issue and maintain on file a letter designating the individual assigned as trustee, the amount of the petty cash account, and the purpose of the account.
4. For local accounts, the agency is to produce a check to reclassify GL Code 1110 "Cash in Bank" to GL Code 1130 "Petty Cash." For treasury trust accounts, the agency is to produce a warrant to reclassify Treasury cash to GL Code 1130 "Petty Cash." Refer to Subsection 85.65.14.a for an illustrative entry. The check or warrant is to be endorsed and cashed or deposited by the assigned custodian.

If the agency is making a petty cash advance from a governmental fund type account, an additional entry is required to reserve a portion of fund balance to indicate that the petty cash is not available for appropriation. This is accomplished by debiting the appropriate fund equity GL code and crediting GL Code 9122 "Nonspendable Petty Cash." Refer to Subsection 85.65.16.a for an illustrative entry.

85.50.70.b

Authorized Uses, Disbursement, and Reconciliation Procedures of Local Petty Cash Accounts

The authorized uses of petty cash accounts that are prescribed for Treasury petty cash accounts at Subsection 85.50.60.b items 1 through 6 are to be followed for local petty cash accounts. If the planned use of the petty cash account is not one of those listed under Subsection 85.50.60.b items 1 through 6, agencies may request, in writing, special authorization from the administering agency of the account for purposes as listed under Subsection 85.50.60.b.7.

The disbursement and reconciliation procedures that are prescribed for Treasury petty cash accounts are to be followed for local petty cash accounts. Refer to Subsection 85.50.60.d.

85.50.70.c

Reimbursement of Local Petty Cash Accounts

The reimbursement procedures prescribed for Treasury petty cash accounts are followed for local petty cash accounts. However, the use of Voucher Distribution (A19-2A) form is optional. Refer to Subsection 85.50.60.e.

85.50.70.d

Reduction or Abolishment of Local Petty Cash Accounts

The agency head (or authorized designee) has the authority to reduce or abolish a local petty cash account.

When a local petty cash account is reduced or abolished, the money is returned to the local account from which it was advanced. This transaction is recorded by reclassifying the existing debit in GL Code 1130 "Petty Cash" to GL Code 1110 "Cash in Bank" for the amount of the reduction in petty cash.

When a treasury trust petty cash account is reduced or abolished, the agency is to prepare and submit to OST a Cash Receipts Journal Summary (A8) along with the petty cash remittance. The petty cash is returned to the treasury trust account from which it was advanced. Refer to Subsection 85.65.14.b for an illustrative entry.

If the agency is abolishing a local petty cash account in a governmental fund type account, an additional entry is required to reverse the reservation of fund balance for the amount of the petty cash account. This is accomplished by debiting GL Code 9122 "Nonspendable Petty Cash" and crediting the appropriate fund equity GL code. Refer to Subsection 85.65.16.b for an illustrative entry.



85.52 Investments

85.52.10

July 1, 2003

About investments

Investments are made as authorized by law and/or contractual agreement. Investment purchase and sale transactions are to be reported for GAAP reporting purposes on a trade date basis.

For purchases, at trade date the investment is recorded in the appropriate investment accounts and the amount due on settlement is recorded as a credit to GL Code 5123 "Investment Trades Pending Payable."

For sales, at trade date the investment is removed from the accounting records and the amount of the proceeds due at settlement are recorded in GL Code 1323 "Investment Trades Pending Receivable."

Recognition of earnings on investments is to follow the revenue recognition criteria pertinent to the fund type in which the investment is recorded.

Costs associated with investing activities that are readily separable from investment income are to be recorded to Revenue Source Code 0473 "Costs of Investment Activities." Refer to Subsection 85.65.20.

85.52.20

June 1, 2003

Short-term investments

Short-term investments are recorded in GL Code 1205 "Temporary and/or Pooled Cash Investments," GL Code 1206 "Investment with Local Government Investment Pool," and/or GL Code 1209 "Short-Term Portion of Long-Term Investments." Short-term investments include:

- Investments of surplus cash balances, including the cash float, in short-term securities and other investments where funds can be disbursed at any time without prior notice or penalty; investments that are both readily convertible to known amounts of cash and so near their maturity dates that they present insignificant risk of changes in value because of changes in interest rates;

- Investment of surplus funds with the Local Government Investment Pool; and
- The portion of long-term investment that will mature within one year.

Valuation - Investments classified as short-term are valued at fair value, *except* for the following instances:

- a. Time deposits, such as *non-negotiable certificates of deposit with redemption terms that do not consider market rates*, are recorded using a cost-based measure, if the fair value is not significantly affected by the impairment of the credit standing of the issuer or other factors.
- b. Money market investments and participating interest-earning investment contracts (repurchase agreements) that have a remaining maturity *at time of purchase* of one year or less are to be recorded at amortized cost, if the fair value is not significantly affected by the impairment of the credit standing of the issuer or other factors. Money market investments are short-term, highly liquid debt instruments including commercial paper, banker's acceptances, and U.S. Treasury and agency obligations. Asset-backed securities, derivatives, and structured notes are not included in this term. Amortized cost includes the acquisition cost of the investment as adjusted for amortization of premium or accretion of discount (17CFR 270.2a-7). Participating contracts are investments whose value is affected by market (interest rate) changes. If these contracts are negotiable or transferable, or their redemption value considers market rates, they should be considered participating.

85.52.30

June 1, 2011

Non-current investments

In situations where external restrictions exist, non-current investments held in governmental fund type accounts, not offset by deferred revenue or a liability, should be offset with reserved fund balance GL Code 9123 “Nonspendable Investments.” Refer to Subsection 85.65.18.e.

Except as noted below at Subsections 85.52.40, 85.52.50 and 85.52.60, the acquisition, valuation, and sale or liquidation of non-current investments are to be accounted for as follows:

85.52.30.a

Acquisition - The cost of non-current investments is to be recorded in the accounting records in GL Code 1210 “Investments.” Purchased accrued interest, if any, is to be recorded as a debit to GL Code 1316 “Interest and Dividends Receivable.” Refer to Subsection 85.65.18.a through d for illustrative entries.

85.52.30.b

Valuation - Valuation of non-current investments depends on the type and purpose of the investment.

- a. *Real estate* held as an investment is reported at fair value.
- b. *Participating interest-earning investment contracts* purchased with more than one year of maturity are to be reported at fair value.
- c. Investments in *non-participating interest-earning investments* are to be reported at amortized cost. Non-participating contracts include non-negotiable certificates of deposit and guaranteed investment contracts with redemption terms that do not consider market rates. Such contracts, however, should be reported at fair value if the fair value is significantly affected by the impairment of the credit standing of the issuer or other factors.

All other non-current investments are to be recorded for GAAP reporting purposes at fair value.

For publicly traded investments, gains or losses are to be calculated based on current fair values.

For investments in open-end mutual funds, fair value should be determined by the fund’s current share price.

For non-publicly traded investments, gains or losses are to be calculated based on periodic valuations adjusted for subsequent cash flows to or from the private investment.

Increases in the investment's fair value are to be recorded by debiting GL Code 1280 "Valuation Allowance - Investments" and crediting GL Code 3220 "Non-cash Revenues," Revenue Source Code 0413.

Decreases are to be recorded by debiting GL Code 3220 "Non-cash Revenues," Revenue Source Code 0414 and crediting GL Code 1280 "Valuation Allowance - Investments." Refer to Subsection 85.65.22 for an illustrative entry.

- 85.52.30.c **Sale or Exchange** - Sales or exchanges of non-current investments (refer to Subsection 85.65.24 for illustrative entries) are to be recognized on a trade date basis. Generally, gains and losses are to be recorded at the time of the sale using GL Code 3205 or 3210, Revenue Source Code 0413 for gains and Revenue Source Code 0414 for losses.

85.52.40
July 1, 2010

Investment pools

- 85.52.40.a **Internal Investment Pools** - Internal investment pools are to follow the guidance for short-term and non-current investments as presented in Subsections 85.52.20 and 85.52.30, respectively. The equity position of each account participating in the investment pool should be reported as an asset in the participating account. Income and costs associated with internally pooled investments are to be accounted for in the accounts that report the investments unless legal or contractual provisions require transfer of amounts to another account.
- 85.52.40.b **External Investment Pools** - External investment pools commingle the moneys of more than one legally separate entity and invest, on behalf of the participants, in an investment portfolio. Investment positions in external investment pools that are not SEC-registered are to be determined by the fair value per share of the pool's underlying portfolio, unless the pool is a 2a7-like pool. A 2a7-like pool is an external investment pool that operates in conformity with the SEC's Rule 2a7 as promulgated under the Investment Company Act of 1940, as amended. Investment positions in a 2a7-like pool should be measured at the net asset value per share provided by the pool.

85.52.50

July 1, 2011

Permanent funds

85.52.50.a

Accounting for Losses - In some cases, accounting for a negative net change in fund balance exclusive of unrealized gains and losses in permanent funds managed and invested by the State Investment Board (SIB) requires unique treatment in order to satisfy legal requirements. In these cases, to preclude the erosion of permanent fund corpus (GL Code 9110 “Nonspendable Permanent Fund Principal”), due to other than market fluctuations, at year end it is necessary to separately track a negative net change in fund balance exclusive of unrealized gains and losses in GL Code 9231 “Restricted for Permanent Funds – Realized Investment Losses” and amortize the loss against future beneficiary distributions on a straight-line basis over the weighted average life of the portfolio in the permanent fund.

85.52.50.b

Distributions to Beneficiary Funds - Unless otherwise allowed under state law and agreed upon by affected parties, for income distribution purposes, distributions from permanent funds managed and invested by the SIB to beneficiary funds are to include:

- The interest and dividends from permanent fund investments for the period (GL Code 3210, Revenue Source Code 0401 “Investment Income” or Revenue Source Code 0411 “Dividend Income”),
- The earnings from sale or exchange of the permanent fund investments for the period (GL Code 3210, Revenue Source Codes 0413 and 0414),
- Less the cost of investing activities, and
- Less the amount of the accumulated loss amortization for the period.

For distribution purposes, earnings do not include non-cash fair value adjustments (GL Code 3220, Revenue Source Codes 0413 and 0414). Unrealized gains and losses are to be closed to GL Code 9112 “Nonspendable Permanent Funds – Unrealized Gain/Loss.”

In permanent funds, if allowed by law, undistributed realized income (including capital gains and losses) is closed to restricted fund balance as applicable.

85.52.50.c

Separate Reporting of Nonspendable and Restricted Fund

Balance - If balances are retained in permanent funds and permanent endowments that exceed the legal or other externally mandated permanent balance (corpus), the nonspendable and restricted portions must be tracked separately.

85.52.60

July 1, 2001

Deferred compensation plans (IRC Section 457)

In accordance with Statement No. 34 of the Governmental Accounting Standards Board, the state's Internal Revenue Code Section 457 deferred compensation plan is reported for GAAP reporting purposes as a pension trust fund. Plan investments should be valued in accordance with Subsection 85.52.30.b.

85.52.70

May 1, 1999

Securities lending

Investments in securities lending agreements where the state has the ability to pledge or sell the collateral without borrower default are to be recorded in the accounting records in GL Codes 1216 "Collateral held under Securities Lending Agreements" and 5197 "Obligations under Securities Lending Agreements."

For recording purposes, the investment in securities lending agreements may be recorded in the general ledger at the summary level based on a detail report from the securities lending agent. No subsidiary records are required.

For GAAP reporting purposes, if these investments are acquired with resources pooled from multiple accounts, the investments and obligations resulting from the securities lending agreements are to be allocated on a pro rata basis to the accounts that have the risk of loss for the collateral investments.

Income and costs associated with securities lending agreements are to be recorded in the accounts that report the investments and obligations unless legal or contractual provisions require transfer of the amounts to another account.

85.52.80

May 1, 1999

Reverse repurchase agreements

Investments in reverse repurchase agreements are to be recorded in the accounting records in GL Codes 1215 "Investments under Reverse Repurchase Agreements" and 5196 "Obligations under Reverse Repurchase Agreements." No subsidiary records are required.

For GAAP reporting purposes, if these investments are acquired with resources pooled from multiple accounts, the assets and liabilities arising from the reverse repurchase agreements are to be reported in the accounts that have the risk of loss for the investments.

Income and costs associated with pooled reverse repurchase agreements are to be recorded in the accounts that report the assets and liabilities unless legal or contractual provisions require transfer of the amounts to another account.

85.52.90

May 1, 1999

Subsidiary ledgers are required for certain investments

85.52.90.a

In addition to the required general ledger accounts, subsidiary ledgers are to be maintained to record the details of each investment with the exception of investments in securities lending agreements and reverse repurchase agreements.

85.52.90.b

Subsidiary ledgers are to be balanced against the associated general ledger control accounts at least monthly and at fiscal year end.

85.52.90.c

Subsidiary ledgers are to contain, at a minimum, the following specific information for each investment held:

- Description of the item
- Identification number
- Location of security or collateral
- Date purchased (trade date)
- Interest rate (fixed income only)
- Interest dates (fixed income only)
- Issue date (fixed income only)
- Maturity date (fixed income only)
- Par or face value
- Cost

- Unamortized premium or discount (updated at least quarterly) (fixed income only, if applicable)
- Carrying value
- Fair value (updated at least quarterly)
- Date of sale (trade date) and sales amount



85.54

Receivables

85.54.10

July 1, 2009

About receivables

- 85.54.10.a Receivables are defined as the amounts to be collected from private individuals, businesses, agencies, accounts, or other governmental units.
- 85.54.10.b Agencies are to promptly record receivables when the asset or revenue recognition criteria have been met or the underlying accounting event has occurred and the amount is determinable. Refer to Subsection 80.30.20.
- 85.54.10.c Agencies are to record receivables in the general ledger by account and general ledger code. Subsidiary records are also required. Refer to Subsection 85.54.65. Agencies may either maintain an in-house receivable subsidiary system with the approval of OFM (refer to Subsection 80.30.88), or utilize the central accounts receivable system, which is available through the Information Services Division of OFM. Detailed receivable subsidiary ledgers are to be established and maintained on an open item basis (i.e., an entry or entries in the subsidiary ledger for each outstanding amount due). However, existing balance forward systems may continue to operate with approval from OFM.

85.54.15

July 1, 2009

Taxes receivable

- 85.54.15.a By fiscal year end, all taxes receivable that are considered measurable, available and due within twelve months, are recorded as debits in GL Code 1311 "Taxes Receivable" and GL Code 1328 "Tax Liens Receivable," the related amounts estimated to be uncollected as credits in GL Code 1341 "Allowance for Uncollectible Taxes Receivable", and the difference as credits to revenue.
- 85.54.15.b In governmental fund type accounts, not all taxes due to the state meet the GAAP criterion of being available and objectively measurable; therefore, taxes receivable recognized as revenue are generally limited to:
- Property taxes that are collectible within 60 days.
 - Taxes imposed on exchange transactions, such as gross receipts and taxes, when the underlying exchange transaction occurs.

- Other taxes as reported by, or levied on, the taxpayer but not yet paid to the state.
- Amounts erroneously underpaid by taxpayers.
- Interest and penalties on taxes.

85.54.15.c Taxes receivable that are measurable, but are not due within twelve months, are recorded as debits to the long-term GL Code 1611 "Taxes Receivable" and the related amounts estimated to be uncollectible as credits to GL Code 1641 "Allowance for Uncollectible Taxes Receivable."

In governmental fund type accounts, since the net amount of long-term taxes receivable does not meet the GAAP criterion of available, it is recorded as a credit to GL Code 5292 "Deferred Revenues." Refer to Subsection 85.65.30 for an illustrative entry.

85.54.20

July 1, 2004

Due from federal government

85.54.20.a

By fiscal year-end, all balances involving receivables from the federal government are recorded as debits to GL Code 1351 "Due From Federal Government." This includes amounts that are due within twelve months from all federal government agencies for such items as:

- Expenditures incurred by the state, which qualify for reimbursement from the federal government. Refer to Subsection 85.65.34.a and b for illustrative entries.
- The federal government's share of monies expended by the state to finance a project which, either by law or by contractual agreement, is to be financed on a matching basis with the federal government.
- Amounts due from the federal government in a governmental fund type account which are in dispute at the end of the accounting period. The revenues associated with these receivables are not recognized until the dispute is settled. Disputed receivables are offset by credits to GL Code 5192 "Deferred Revenues." Refer to Subsection 85.65.34.c for an illustrative entry.

- 85.54.20.b Amounts due from the federal government, that are not due within twelve months, are to be recorded as debits to the long-term GL Code 1651 "Due From Federal Government." In governmental fund type accounts, revenues associated with long-term receivables are deferred by crediting GL Code 5292 "Deferred Revenues."

85.54.25

June 1, 2011

Due from other governments

- 85.54.25.a Other governments are defined as any separate governmental units and include: other state governments; Native American tribes; county governments; municipal governments; school districts; and any other political subdivisions. This does **not** include agencies of Washington State government or the federal government.
- 85.54.25.b By fiscal year-end, all balances involving loans to local governments and other receivables from other governments that are due within twelve months are recorded as debits to GL Code 1352 "Due From Other Governments."
- 85.54.25.c Amounts due from other governments, that are not due within twelve months, are to be recorded as debits to the long-term GL Code 1652 "Due From Other Governments."
- In governmental fund type accounts, if the receivable arises from a revenue transaction, the associated revenue is to be deferred by crediting GL Code 5292 "Deferred Revenue." If the receivable arises from an advance or loan, an entry is required to reserve a portion of fund balance to indicate that long-term receivables are not available for appropriation. This is accomplished by debiting the appropriate fund equity GL code and crediting GL Code 9131 "Nonspendable Receivables - Long-Term."

85.54.30

July 1, 2009

Due from other accounts

- 85.54.30.a By fiscal year-end, all balances involving activity or loans between accounts **within an agency**, that are due/payable within twelve months, are recorded as debits to GL Code 1353 "Due From Other Funds" on the general ledger of the account making the loan and as credits to GL Code 5153 "Due To Other Funds" on the general ledger of the account owing the debt.

- 85.54.30.b Amounts due from other accounts, that are not due within twelve months, are recorded as debits to the long-term GL Code 1653 “Due From Other Funds” on the general ledger of the account that will collect the amount due, and as a credit to GL Code 5253 “Due To Other Funds” either on the general ledger of a proprietary fund type account that owes the amount or in Account 999 “General Long-Term Obligations Subsidiary Account” if a governmental fund type account owes the amount. Revenues of governmental fund type accounts associated with long-term receivables are deferred because they are not considered available.
- 85.54.30.c Amounts advanced from one account to another account are recorded as GL Code 1350 “Due From Other Funds - Advances” on the general ledger of the account making the advance and as GL Code 5150 “Due To Other Funds - Advances” on the general ledger of the account that is receiving the advance.
- 85.54.30.d All interfund receivables (GL Codes 1350, 1353, and 1653) and payables (GL Codes 5150, 5153, & 5253) are to be in balance within an agency (i.e., interfund receivables must equal interfund payables). To facilitate this, agencies are required to include subsidiary coding on the GL codes indicating the account which the receivable/payable is due from/to.

85.54.35

July 1, 2009

Due from other agencies

- 85.54.35.a Agencies supplying goods and services to other agencies are to establish procedures for the timely billing to other agencies for such goods and services provided, and for the timely recording of these receivables and accrued revenues.
- Billings are to include enough information to provide for maintenance of subsidiary ledgers in accordance with Subsection 85.54.65.
 - Billings are to be prepared on a regular basis, at least quarterly, except for instances where a written contract or regulation requires a different schedule.
 - Billings are to incorporate sufficient detail to adequately document the goods or services provided. Source documentation should be retained by the billing agency and be available, upon request, for review by the billed agency.

- 85.54.35.b By fiscal year-end, all balances involving amounts due from one agency to another agency, that are due within twelve months, are recorded as debits to GL Code 1354 “Due From Other Agencies” on the general ledger of the agency providing the goods or services, and as credits to GL Code 5154 “Due To Other Agencies” on the general ledger of the agency receiving the goods or services.
- 85.54.35.c Amounts due from other agencies, that are not due within twelve months, are recorded as debits to the long-term GL Code 1654 “Due From Other Agencies” on the general ledger of the agency that will collect the amount, and as either a credit to GL Code 5254 “Due To Other Agencies” on the general ledger of a proprietary fund type account that owes the amount or in Account 999 “General Long-Term Obligations Subsidiary Account” if the amount is owed by a governmental fund type account. Revenues of governmental fund type accounts associated with long-term receivables are deferred because they are not considered available.
- 85.54.35.d All interagency receivables (GL Codes 1354 and 1654) and payables (GL Codes 5154 and 5254) are to be in balance between agencies. To facilitate this, agencies are required to include subsidiary coding on the GL codes indicating the agency which the receivable/payable is due from/to. Sufficient communication is to be maintained among agencies to ensure that interagency receivables and payables are in balance statewide at fiscal year-end.

85.54.40

June 1, 2011

Notes and loans receivable

- 85.54.40.a Monies lent by agencies in the form of notes or loans to private entities (e.g., economically disadvantaged areas) or individuals (e.g., student loans) that are due within twelve months, are classified as GL Code 1313 “Notes Receivable” or GL Code 1314 “Loans Receivable,” as appropriate.
- 85.54.40.b By fiscal year-end, all balances involving amounts due from private entities or individuals on loans that are not due within twelve months, are recorded as debits to the long-term GL Code 1614 “Loans Receivable”, and the related amounts estimated to be uncollectible as credits to the GL Code 1644 “Allowance for Uncollectible Loans Receivable.”

85.54.40.c For governmental fund type accounts, fund balance is reserved for net long-term receivables other than student loans. GL Code 9131 “Nonspendable Loans Receivable - Long-Term” is adjusted through the appropriate fund equity GL code to equal net long-term non-student loans receivable. Refer to Subsection 85.65.36 for illustrative entries for both budgeted and non-budgeted long-term receivables.

For higher education agencies, an entry is required to reserve a portion of fund balance to indicate that net long-term student loan receivables (GL Codes 1614 and 1644) do not represent available spendable resources. GL Code 9130 “Nonspendable Student Loans Receivable” is adjusted through the appropriate fund equity GL code so that the balance of GL Code 9130 equals net long-term student loans receivable.

85.54.42 Private donation pledges

July 1, 2004

85.54.42.a By fiscal year-end, all balances involving donation pledges due within one year are recorded as debits to GL Code 1320 “Donations/Pledges Receivable.” They are recorded in the period when all applicable eligibility requirements are met to the extent that they are measurable, unconditional, and probable of collection.

85.54.42.b Pledges that are not due within twelve months are to be recorded as debits to the long-term GL Code 1620 “Donations/Pledges Receivable.” In governmental fund type accounts, revenues associated with long-term receivables are deferred because they are not considered available.

85.54.44 Travel advances receivable

July 1, 2010

85.54.44.a Travel advances are recorded to GL Code 1383 “Travel Advances” in the account for which the applicable travel will be incurred. Refer to Subsection 10.80.60 for policies related to the administration of travel advances. Refer to Subsection 85.65.33 for illustrative entries.

85.54.44.b Agencies are to maintain detailed documentation by employee for travel advances and reconcile it monthly to GL Code 1383.

85.54.45

July 1, 2004

Other receivables

85.54.45.a

By fiscal year-end, all balances involving receivables other than those outlined above, which are due within twelve months, are recorded as debits to GL Code 1312 "Accounts Receivable" (refer to Subsection 85.65.32.a for an illustrative entry); GL Code 1316 "Interest and Dividends Receivable" (refer to Subsections 85.65.18 and 85.65.20 for illustrative entries); or under the general category of GL Code 1319 "Other Receivables."

Other Receivables include such items as:

- Overpayments by an agency subject to refund (does not include overpayments to other governmental units).
- Miscellaneous receivables which may arise during an agency's course of operation.

85.54.45.b

Other long-term receivables, which are measurable but are not due within twelve months, are recorded to the long-term GL Code 1619 "Other Receivables" and the related amount estimated to be uncollectible in GL Code 1649 "Allowance for Uncollectible Other Receivables."

85.54.50

July 1, 2000

Receivable collection procedures

85.54.50.a

Agencies with more than \$50,000 in past due receivables are to prepare **aging reports** at least monthly. Aging reports are required to be reviewed by management and such review documented on the report.

85.54.50.b

Written procedures are to be developed and followed to ensure that past due receivables are followed up promptly and in a manner that is cost effective for the overall collection program.

These procedures are to provide for the full range of collection procedures to be used as appropriate, including issuance of statements and dunning letters, phone and personal interviews, filing of suits and liens, referral to private collection agencies or letter services, etc. Agencies that do not have special statutory collection authority or specialized collection operations are encouraged to use collection agencies after receivables become 90 days past due. Accounts receivable records may contain personal information about citizens.

Privacy Notice: Safeguarding and disposition of personal information must be consistent with Executive Order 00-03, April 25, 2000; and RCW 42.56.210.

85.54.50.c

Interest of one percent per month is to be charged on past due receivables in accordance with RCW 43.17.240, except when one of the following conditions are met:

- Charging interest conflicts with the provisions of a contract or with any other law.
- The debt is to be paid by other governmental unit.
- The debt became due prior to July 28, 1991.
- Interest is waived based upon rules adopted by OFM found at Chapter 82-06 WAC describing the conditions under which interest may be waived on past due receivables.

85.54.50.d

RCW 19.16.500 and 82.32.265 allow the use of collection agencies for the purpose of collecting public debts. Agencies are encouraged to use collection agencies whenever they determine that this will be more cost effective than internal collection efforts. Debts may be assigned to a collection agency when all of the following conditions have been met:

- A written contract has been established with the collection agency;
- There has been an attempt to notify the debtor of the existence of the debt and the fact that the debt may be assigned to a collection agency for collection if the debt is not paid; and
- At least thirty days have elapsed from the attempted notice.

The Department of General Administration's Office of State Procurement (OSP) maintains a statewide contract for "collection agency services." This contract may be used by state agencies and satisfies the requirements of this section.

Collection agency services are not to be used for the collection of receivables in the following categories: Due From Federal Government, Other Governments, Other Funds, and Other Agencies.

Agencies should be aware that the assignment of accounts to “letter services,” which send debtors a series of letters but do not actually collect monies for the state, is not subject to the above requirements. Agencies may use such “letter services” as part of their collection efforts whenever they determine such services to be cost effective. The same is true of “pre-collect” services that send the 30-day notice but do not collect money for the state.

85.54.50.e The Office of the Attorney General has a Bankruptcy and Collection Unit (BCU) specializing in bankruptcy cases and other collection situations. Use of BCU services can be cost effective and should be coordinated through the assistant attorney generals assigned as agency general legal counsels.

85.54.50.f Agencies are to document all efforts made toward the collection of receivables.

85.54.52

May 1, 1999

Collecting NSF Checks

Agencies are encouraged to take advantage of the Uniform Commercial Code (UCC) provisions for dealing with NSF checks. This may be accomplished by agency collection procedures or through use of state contracts from the Department of General Administration’s Office of State Procurement (OSP) for letter writing services and NSF collection services. In either case, the UCC provisions found at RCW 62A.3-515 through 62A.3-525 are applicable.

1. Under the provisions of the UCC, agencies must send a notice of dishonor meeting statutory requirements that are contained in RCW 62A.3-520.
2. After sending notice of dishonor, under the provisions of the UCC, agencies may:
 - Collect a reasonable handling fee for each NSF check. Agencies must establish their handling fee by rule. Agencies that intend to use the state contract for NSF check collections through OSP should establish fees consistent with the rates in the state contract.
 - After 15 days notice, charge interest at the rate of 12 percent per year.

3. If the matter goes to court, collect reasonable attorney fees, and damages of three times the face amount of the check or three hundred dollars, whichever is less. Agencies should consult with legal advisors regarding any question as to how the UCC provisions coordinate with other enforcement provisions available to the agency. Agency statutes may supersede, supplement, or otherwise affect the operation of the UCC provisions.

85.54.55

July 1, 2008

Uncollectible receivables

- 85.54.55.a The allowance method of accounting for uncollectible receivables is to be used by agencies.
- 85.54.55.b Estimates of total uncollectible receivables are to be made at least quarterly and adjusting entries are to be recorded in the agency's accounting records to the allowance for uncollectible receivables. Refer to Subsection 85.65.32.b and c for illustrative entries.
- 85.54.55.c Generally accepted accounting principles require that a determination be made between receivables deemed to be collectible and those considered not economically collectible, including those not collectible at all.
- Agencies are to develop and follow written criteria for the determination of uncollectibility. Receivables determined to be uncollectible are to be written off promptly against the appropriate allowance account (GL Code Series 134X). Refer to Subsection 85.65.32.d for an illustrative entry.
- 85.54.55.d Prior to or promptly after the write-off of uncollectible receivables occurs, the write-off is subject to management review using procedures developed by the agency in cooperation with the Office of the Attorney General. These procedures may call for the Attorney General's review of certain types of receivables to ensure that no cost-effective legal means of collecting the receivables remain. After management review, any account determined to have been inappropriately written off is to be returned to the accounting records by reversing the write-off entries.
- 85.54.55.e Agencies may find it cost effective to pursue minimal collection actions for certain types of accounts after the write-off has occurred. Examples of minimal collection actions include routine periodic computer matches with new accounts and allowing student or client records to remain "flagged" for receivables.

85.54.55.f

In cases where an allowance account does not have a sufficient balance or where an agency fails to establish an allowance account, agencies are to write off uncollectible receivables as follows:

- In governmental fund type accounts, the uncollectible receivable should generally be written off by reversing the coding that was used when the receivable was established. In situations where the receivable relates to the accrual of federal or private/local revenue, agencies should contact their OFM Accounting Consultant for assistance.
- In proprietary fund type accounts, the accounts receivable should be written off to GL Code 6515 "Bad Debts Expense." However, if the proprietary account is budgeted and the receivable originated through an offset to expenditures, then the adjustment to write down the receivable should be a reversal of the original entry.

When the write off involves the receivable of federal or private/local revenues, agencies should contact their assigned OFM Accounting Consultant.

85.54.60

May 1, 1999

Documentation

Transactions affecting receivables are to be supported by documents indicating all pertinent information relating to the transactions. Detailed postings of these documents are to be recorded and maintained in the subsidiary ledgers for all outstanding receivables. Detailed postings are to be summarized and entered in the general ledger control account. Typical transactions affecting receivables include the following:

85.54.60.a

Establishment of receivables. Sequentially numbered billing documents (invoices) are to be used. Upon completion of transactions, invoices are to be prepared and sent to debtors. Invoices are to contain at a minimum: a description of the goods or services provided; the date(s) provided; the amount of the debt; and the invoice due date. Files of these documents are to be maintained by the agency. These files are to include a means of sequentially accounting for billing documents.

85.54.60.b

Recording of receipts. Daily receipts applicable to receivables are to be entered in detail to a daily cash record. Detail listings are to support summary totals. The detail is to disclose the name of the payee or account number, amount received, invoice number if available, mode of payment, and check number if applicable.

- 85.54.60.c **Adjustments of receivables.** Any adjustment increasing or decreasing the amount of receivables carried on the books of an agency is to be supported by a revised billing document, a credit memorandum, or other appropriate documentation. Written procedures are to be developed and followed to ensure that only authorized adjustments are recorded.
- 85.54.60.d **Valuation of receivables.** Valuation of receivables using the allowance method is to be made at least quarterly and at fiscal year-end to reflect the amount of receivable balances estimated to be collectible. This transaction is to be documented by means of a Journal Voucher (A7). Refer to Subsection 85.65.32.b and c for illustrative entries.
- 85.54.60.e **Collection efforts.** A written record is to be kept, by account, on collection efforts. However, general system documentation may support billing and past due notices produced by automated systems.
- 85.54.60.f **Write-offs of uncollectible receivables.** For accounting and financial reporting purposes, write-offs of uncollectible receivables are to be made against the appropriate allowance accounts (GL Code Series 134X or Series 164X).
- Transactions are to be documented by means of Journal Vouchers (A7). Refer to Subsection 85.65.32.d for an illustrative entry. The name of the debtor, the date of inception of the account, and the amount of the account being written-off are to be part of the supporting documentation for the Journal Voucher (A7).
- 85.54.60.g **Records retention for write-offs.** The records regarding uncollectible accounts are subject to retention, archival, and destruction according to the applicable statutes and the agency's records retention policies.

85.54.65

May 1, 1999

Subsidiary ledgers

85.54.65.a

Agencies are to establish and maintain a detailed subsidiary ledger on an open item basis (i.e., an entry in the subsidiary ledger for each outstanding amount due). The following specific information, at a minimum, is to be maintained:

- Name of debtor
- Account number of debtor (or Unified Business Identifier number), if assigned
- Address of debtor, if available
- General ledger control code (or equivalent indicator)
- Account code (or equivalent indicator)
- Description of each outstanding charge and/or credit*
- Invoice or document number*
- Date of invoice or document*
- Invoice due date (if different from date of invoice)*
- Amount of each charge and/or credit*

* In open item systems, these items are maintained in supporting documentation **for paid items only**. In previously existing balance forward systems, which may be used only with approval from OFM, these items should be maintained in supporting documentation to the subsidiary ledger.

85.54.65.b

Subsidiary ledgers are to be balanced against the associated general ledger control accounts at least monthly.

85.54.65.c

Current subsidiary ledgers are to be periodically purged of accounts/items which are no longer outstanding. For example, accounts/items that have been paid should not be retained on the current subsidiary ledger file but should be moved to a historical file for retention purposes.



85.56 Inventories

85.56.10
May 1, 1999

Inventory management and control procedures are in Chapter 35

Agencies are to comply with the OFM prescribed inventory policies and procedures in Chapter 35 of this manual.

85.56.20
June 1, 2011

Consumable inventories

For consumable inventories estimated to exceed \$25,000 in value, agencies are to select, and consistently apply, one of the following two accounting alternatives.

85.56.20.a

Periodic Inventory Method

1. Purchases of consumable inventories during the year are recorded by debiting GL Code 6510 "Cash Expenditures/Expenses" using Object E and crediting cash. Refer to Subsection 85.65.38.a for an illustrative entry.
2. No entry is required to record the use of consumable inventories during the year.
3. An annual adjustment is recorded to reflect the actual inventory balance as determined by a physical inventory count. Refer to Subsection 85.65.38.c for an illustrative entry.
4. In governmental fund type accounts, an additional entry is required at year-end to adjust the reserved portion of fund balance to indicate that the amount of consumable inventories is not available for appropriation.
 - If consumable inventories increased during the year, the additional adjusting entry is recorded by debiting the appropriate fund equity GL code and crediting GL Code 9120 "Nonspendable Consumable Inventories" for the amount of the increase. Refer to Subsection 85.65.38.c for an illustrative entry.

- This entry is reversed if consumable inventories decreased during the year.
- The balance in GL Code 9120 "Nonspendable Consumable Inventories" at year end is to equal the balance in GL Code 1410 "Consumable Inventories."

85.56.20.b

Perpetual Inventory Method

1. Purchases of consumable inventories during the year are recorded as assets by debiting GL Code 1410 "Consumable Inventories" and crediting the appropriate cash or payable GL code. Refer to Subsection 85.65.40.a for an illustrative entry.
2. To record the use of consumable inventories during the year, GL Code 6510 "Cash Expenditures/Expenses" is debited and GL Code 1410 "Consumable Inventories" is credited. Refer to Subsection 85.65.40.b for an illustrative entry.
3. An adjustment may be required to reflect the actual ending inventory balance as determined by performing a physical inventory count.
4. In governmental fund type accounts, an additional adjusting entry is required at year-end to adjust the reserved portion of fund balance to indicate that the amount of consumable inventories is not available for appropriation.
 - If GL Code 1410 "Consumable Inventories" increased, the adjusting entry is recorded by debiting the appropriate fund equity GL code and crediting GL Code 9120 "Nonspendable Consumable Inventories" for the amount of the increase.
 - This entry is reversed if GL Code 1410 "Consumable Inventories" decreased.
 - The balance in GL Code 9120 "Nonspendable Consumable Inventories" at year end equals the balance in GL Code 1410 "Consumable Inventories."

85.56.30

May 1, 1999

Merchandise inventories in proprietary fund type accounts

Agencies are to select, and consistently apply, one of the following alternatives to account for merchandise inventories in proprietary fund type accounts.

85.56.30.a

Periodic Inventory Method

1. Purchases of merchandise during the year are recorded as expenses by debiting GL Code 6516 "Cost of Goods Sold" using Object F and crediting the appropriate cash or payable GL code. Refer to Subsection 85.65.42.a for an illustrative entry.
2. Sales of merchandise are recorded by debiting the appropriate receivable or cash GL code and crediting GL Code 3205 "Accrued Revenues" or GL Code 3210 "Cash Revenues" as appropriate with either Revenue Source Code 0450 or 0455. Refer to Subsection 85.65.42.b for an illustrative entry.
3. An annual adjustment is required to reflect the actual ending inventory balance as determined by performing a physical inventory count. If merchandise inventories increased during the year, this adjustment is accomplished by debiting GL Code 1420 "Merchandise Inventories" and crediting GL Code 6516 "Cost of Goods Sold" using the same object codes that were used in (1) above to purchase the merchandise. If merchandise inventories decreased during the year, this entry would be reversed. Refer to Subsection 85.65.42.c for an illustrative entry.

85.56.30.b

Perpetual Inventory Method

1. Purchases of merchandise during the year are recorded as assets by debiting GL Code 1420 "Merchandise Inventories" and crediting the appropriate cash or payable GL code. Refer to Subsection 85.65.44.a for an illustrative entry.
2. Sales of merchandise are recorded by debiting the appropriate receivable or cash GL code and crediting GL Code 3205 "Accrued Revenues" or GL Code 3210 "Cash Revenues" as appropriate with either Revenue Source Code 0450 or 0455.

An additional entry is required to reflect the change in inventory. This entry debits GL Code 6516 "Cost of Goods Sold" using Object F and credits GL Code 1420 "Merchandise Inventories" for the cost of the merchandise sold. Refer to Subsection 85.65.44.b for illustrative entries.

3. An adjustment is also usually required to reflect the actual inventory balance as determined by performing a physical inventory count. If the merchandise inventories count discloses an increase over the Merchandise Inventory amount (in GL Code 1420), an adjustment is necessary and is accomplished by debiting GL Code 1420 "Merchandise Inventories" and crediting GL Code 6516 "Cost of Goods Sold" using the same object code used in (2) above upon sale of the merchandise. If the merchandise inventories count discloses an amount less than the balance in GL Code 1420, the preceding entry would be reversed. Refer to Subsection 85.65.42.c for an illustrative entry.

85.56.40

June 1, 2011

Donations of consumable inventories

The following revenue and expenditure/expense examples illustrate the perpetual method approach for recording the receipt and use of donated consumable inventories. The end result of the entries is that the balance in GL Code 1415 "Donated Inventories," which represents the value of donated inventories on hand, is exactly offset by GL Code 5192 "Deferred Revenues." Also, the amount of donated inventory revenue recognized during the year, GL Code 3225 "Revenue Adjustment/Elimination (GAAP)," is exactly offset by GL Code 6525 "Expenditure/Expense Adjustment/Elimination (GAAP)," the amount of donated inventory used or distributed during the year.

85.56.40.a

Revenue. The fair market value of donated consumable inventories is recorded by debiting GL Code 1415 "Donated Inventories" and crediting GL Code 3225 "Revenue Adjustments/Eliminations (GAAP)" with an appropriate revenue source code. If the commodities were donated by the federal government, the applicable federal revenue source code series 03XX is used. If shipping costs were incurred by the state, they are to be included in the above entry by increasing the debit to GL Code 1410 "Consumable Inventories," offset by a credit to the appropriate cash or payable GL code. Refer to Subsection 85.65.46.a for an illustrative entry.

- 85.56.40.b **Expenditures/expenses.** To record the use or distribution of donated consumable inventories during the year, GL Code 6525 "Expenditure Adjustments/Eliminations (GAAP)" with an appropriate subobject is debited and GL Code 1415 "Donated Inventories" is credited for the previously recorded fair market value of the donated consumable inventories used.
- The amount of shipping costs, if any, applicable to the used or distributed donated consumable inventories is to be removed (credited) from GL Code 1410 "Consumable Inventories" and GL Code 6510 "Cash Expenditures/Expenses" is to be debited. Refer to Subsection 85.65.46.b for an illustrative entry.
- 85.56.40.c **Year-end adjustment.** At year-end an entry is required to adjust the amount of donated consumable inventory revenue credited to GL Code 3225 to agree to the amount used or distributed as recorded as debits to GL Code 6525. The amount of revenue recognized is to exactly offset the amount reported as expenditure/expense. The offset to the adjusting entry to GL Code 3225 is to GL Code 5192 "Deferred Revenues."
- Shipping costs (if applicable) of donated consumable inventories on hand at fiscal year end is to be included in the ending balances of GL Code 1410 "Consumable Inventories."
- In governmental fund type accounts, an additional entry is required to adjust the reserved portion of fund balance to indicate that the shipping costs expended on donated consumable inventories on hand are no longer available for appropriation.
- This entry is recorded by debiting the appropriate fund equity GL code and crediting GL Code 9120 "Nonspendable Consumable Inventories" for the amount of the increase in shipping costs in GL Code 1410. This entry would be reversed for a decrease in shipping costs in GL Code 1410. Refer to Subsection 85.65.46.c for an illustrative entry.
- 85.56.40.d **Transfers between agencies.** If donated inventory is transferred between agencies, the sending agency records the transfer by reversing the entry made when the inventory was received. Because the sending agency is not consuming the inventory, it does not record expenditure for inventory transferred to other agencies. The receiving agency is to record the receipt and use of the donated inventory.



85.58

Prepaid Expenses

85.58.10

July 1, 2008

Prepaid expenses

85.58.10.a

Prepaid expenses are those certain types of supplies and/or services (not inventory) that are acquired or purchased during an accounting period but not used or consumed during that accounting period. In Washington, because goods and services generally must be received prior to payment, prepaid expenses will be limited.

Examples of prepaid expenses that may be acquired include insurance, maintenance services contracts, and postage, books and periodicals. Refer to Subsection 85.32.50.b and .c.

85.58.10.b

In governmental fund type accounts, prepaid expenses are generally accounted for using the purchases method. Under the purchases method, prepaid expenses are treated as expenditures when purchased rather than accounted for as an asset.

85.58.10.c

Prepaid expenses are recorded as assets in proprietary and trust fund type accounts. Refer to Subsection 85.65.50.a for an illustrative entry.

The portion of supplies or services consumed or used during a period is recorded as an expense. Refer to Subsection 85.65.50.b for an illustrative entry. The balance that remains is reported as an asset in GL Code 1510 "Prepaid Expenses" until consumed or used.



85.60

Capital Assets

85.60.10

July 1, 2009

About capital assets

Capital assets are tangible or intangible assets held and used in state operations, which have a service life of more than one year and meet the state's capitalization policy. Refer to Chapter 30 of this manual. Capital assets are classified for general ledger purposes as land; transportation infrastructure-modified approach; art collections, library reserve collections, and museum and historical collections (both exhaustible and inexhaustible); buildings; improvements other than buildings; infrastructure; furnishings and equipment; intangible assets; library resources; and construction in progress. Subsection 75.40.20 of this manual describes the various capital asset general ledger codes.

85.60.20

July 1, 2001

Asset valuation

Valuation requirements for capital assets are listed in Chapter 30 of this manual.

85.60.30

July 1, 2011

Acquisitions of capital assets

85.60.30.a

Governmental Fund Type Accounts - In governmental fund type accounts, acquisitions of capital assets are recorded by debiting GL Code 6510 "Cash Expenditures/Expenses" using appropriate subobjects such as those within Object J "Capital Outlays."

For accountability purposes, the asset is also recorded in Account 997 "General Capital Assets Subsidiary Account" by debiting GL Code Series 2XXX "Capital Assets" and crediting GL Code 9850 "Investment in General Capital Assets." Refer to Subsection 85.65.52.a for illustrative entries.

When capital assets are donated to a governmental fund type account, the capital assets are recorded in Account 997 "General Capital Assets Subsidiary Account" at their estimated fair market value at the date of donation plus all appropriate ancillary costs.

Accounting Procedures

In the operating account, the donation is recorded by a debit to GL Code 6525 “Expense Adjustments/Eliminations (GAAP)” with the appropriate subobject within Object J “Capital Outlays” and a credit to GL Code 3225 “Revenue Adjustments/Eliminations (GAAP)” with the appropriate revenue source code. Refer to subsection 85.65.52.a for an illustrative entry.

85.60.30.b

Proprietary and Trust Fund Type Accounts - In proprietary and trust fund type accounts, acquisitions of capital assets are recorded by debiting GL Code Series 2XXX “Capital Assets.” Budgeted proprietary and trust fund type accounts require an additional entry to record the budgeted expense. This entry debits GL Code 6510 “Cash Expenditures/Expenses” using appropriate subobjects such as those within Object J “Capital Outlays” and credits GL Code 6525 “Expense Adjustments/ Eliminations (GAAP)” with the same subobject code. Refer to Subsection 85.65.52.b for illustrative entries.

Donations of capital assets to proprietary and trust fund type accounts are recorded in the acquiring account by debiting GL Code Series 2XXX “Capital Assets” and crediting GL Code 3220 “Noncash Revenues” with Revenue Source Code 0820 “Capital Contributions” or other appropriate revenue source code. Refer to Subsection 85.65.52.b for an illustrative entry.

85.60.30.c

Assets transferred between state agencies - When a capital asset is transferred (sold) from one agency to another, the receiving agency is to record the asset at the carrying value of the transferring agency. The difference, if any, between the amount paid and the book value of the asset transferred is to be recorded as a gain or loss by the relinquishing agency and as revenue or expenditure/expense by the acquiring agency. Refer to Subsection 85.60.50.d.

85.60.30.d

Assets that do not meet the state’s capitalization policy - Purchases of assets that do not meet the state’s capitalization policy (for example, equipment or software with a unit cost under \$5,000) are to be recorded by debiting GL Code 6510 “Cash Expenditures/Expenses” with the appropriate Subobject JA “Noncapitalized Assets” or JB “Noncapitalized Software.” Refer to Subsection 85.65.54 for an illustrative entry.

85.60.40

July 1, 2009

Depreciation/amortization of capital assets

Debits to Allowance for Depreciation or Allowance for Amortization accounts should only occur as a result of assets being disposed of or transferred out.

Credits to Allowance for Depreciation or Allowance for Amortization accounts should only occur as a result of recording Depreciation/Amortization Expense (GL Codes 6511 or 6591) or assets being transferred in. Immaterial prior period adjustments to Allowance for Depreciation or Allowance for Amortization accounts are offset by Depreciation/Amortization Expense (GL Codes 6511 or 6591).

85.60.40.a

Governmental Fund Type Accounts - Depreciation/amortization expense and allowance for depreciation and allowance for amortization for depreciable general capital assets are to be recorded in Account 997 "General Capital Assets Subsidiary Account." This entry debits GL Code 6591 "Depreciation/Amortization Expense" with Subobject WA "Depreciation/Amortization Expense," and credits GL Code Series 2XXX "Allowance for Depreciation" or "Allowance for Amortization."

Agencies may depreciate assets using the straight-line method or a composite method.

For a description of depreciable capital assets, refer to Subsection 30.20.70.a. Section 30.50 contains Schedule A that details the Capital Asset Class Codes List and Useful Life Schedule.

For further information on depreciation methods, refer to Subsection 30.20.70.b. Refer to Subsection 85.65.56.a for an illustrative entry.

85.60.40.b

Proprietary and Trust Fund Type Accounts - Depreciation or amortization expense for capital assets is to be recorded in the same account in which the capital asset is recorded by debiting GL Code 6511 "Depreciation/Amortization Expense" with Subobject WA "Depreciation/Amortization Expense," and by crediting GL Code Series 2XXX "Allowance for Depreciation" or "Allowance for Amortization."

Agencies may depreciate assets using the straight-line method or a composite method.

For a description of depreciable capital assets, refer to Subsection 30.20.70.a. Section 30.50 contains Schedule A that details the Capital Asset Class Codes List and Useful Life Schedule.

For further information on depreciation methods, refer to Subsection 30.20.70.b. Refer to Subsection 85.65.56.b for an illustrative entry.

85.60.45

July 1, 2009

Impairment of capital assets and related insurance recoveries

85.60.45.a

Capital assets that become impaired during the year may require an accounting adjustment to reflect the decrease in carrying value. Refer to Subsection 30.20.90.a.

Changes in legal, regulatory, contractual or technological conditions may result in the impairment of a capital asset. Changes to the duration of the useful life of an asset will determine if there is an impairment loss to be recognized and a change to the amortization of the remaining carrying value over the remaining estimated useful life of the asset.

Impairments are considered to be permanent; therefore, a temporary decline in an asset's service utility does not affect the carrying value of the asset. If in future years the events or circumstances that caused an impairment change, the past impairment losses recognized are not reversed.

Impairment losses are generally reported as a direct expense to the program that uses or used the impaired capital asset (contact your agency's OFM Accounting Consultant for further guidance on measuring and recording an impairment). Physical damage to the state highway system infrastructure, accounted for using the modified approach, is generally considered temporary and does not result in recording a loss. However, if the highway network or a subsystem remains damaged and idle, the carrying amount is disclosed at year-end.

The carrying amount of impaired capital assets that are idle at fiscal year-end are to be included in the agency's disclosures to OFM.

85.60.45.b

Insurance recoveries related to impaired assets are reported net of the related loss when the recovery is realized or realizable in the same fiscal year as the loss. Restoration or replacement costs of an impaired capital asset are reported as a separate transaction from the related insurance recovery.

85.60.50

July 1, 2008

Disposals of capital assets

Entries are to be made during the year to record the disposition of capital assets.

85.60.50.a

Governmental Fund Type Accounts - Dispositions of capital assets that were originally acquired by governmental fund type accounts, are to be recorded in Account 997 "General Capital Assets Subsidiary Account." Such assets disposed of during the year are recorded by debiting GL Code Series 2XXX "Allowance for Depreciation" for the accumulated depreciation to date, debiting GL Code 9850 "Investment in General Capital Assets" for the asset's undepreciated (net book) value, and crediting GL Code Series 2XXX "Capital Assets" for the original cost of the asset.

Net proceeds received from the disposition of capital assets are generally recorded in the account that originally acquired the asset. If an estimate of the net proceeds from disposition was included in the budget for replacement of capital asset acquisitions and the expenditure for the acquisition of the new capital assets has already been recorded at gross, then the net proceeds are to be recorded by debiting GL Code Series 71XX "In-Process," or GL Code 1110 "Cash in Bank" and crediting to GL Code 6510 "Cash Expenditures/Expenses" with the same appropriation and Object J coding used to record the acquisition of the replacement asset.

This entry reduces the expenditure to net. Refer to Subsection 85.65.58.a for an illustrative entry.

If the net proceeds from disposition were not included in the budget for new capital asset acquisitions, the net proceeds received are to be recorded by debiting GL Code Series 71XX "In-Process" or GL Code 1110 "Cash in Bank" and crediting GL Code 3210 "Cash Revenue" with Revenue Source Code 0416 "Sale of Property – Other." Refer to Subsection 85.65.58.a for an illustrative entry.

If a capital asset originally acquired by a governmental fund type account is used as a trade-in for a new capital asset, the asset traded in is removed from Account 997 "General Capital Assets Subsidiary Account" similar to a sale above. The new capital asset is recorded at its cost net of the trade-in as an expenditure in the operating account. In Account 997 "General Capital Assets Subsidiary Account," the value of the new asset recorded is the sum of the expenditure reported in the operating account and the net book value of the asset traded in.

Refer to Subsection 85.65.60.a for an illustrative entry.

Proprietary and Trust Fund Type Accounts - In proprietary and trust fund type accounts, dispositions of capital assets are accounted for in the account where the asset is recorded. Disposals of capital assets are recorded by debiting GL Code Series 2XXX "Allowance for Depreciation" for the accumulated depreciation to date, debiting GL Code Series 71XX "In-Process," or GL Code 1110 "Cash in Bank" for the net proceeds received (if any), crediting the appropriate GL Code Series 2XXX "Capital Assets" for the original cost of the asset, and a balancing entry to GL Code 3213 "Gain and Loss on Sale of Capital Assets" with Revenue Source Code 0418 "Gain or Loss on Sale of Capital Assets." Refer to Subsection 85.65.58.b for illustrative entries.

85.60.50.b **Recording proceeds in budgeted accounts** - In budgeted proprietary and trust fund type accounts, an additional entry is required to record the net proceeds received upon disposition.

If the estimated net proceeds from disposition were included in the budget for replacement capital asset acquisitions and the purchase of the new capital asset has been recorded at gross, then the following entry is to be made. The agency is to debit GL code 6525 "Expense Adjustments/ Eliminations (GAAP)" with an appropriate subobject within Object J "Capital Outlays" and credit GL Code 6510 "Cash Expenditures/ Expenses" with the same appropriation and subobject for the net proceeds received from disposition. This entry reduces the budgeted expense to net. Refer to Subsection 85.65.58.b for illustrative entries.

If the estimated net proceeds from disposition were budgeted as revenue (and not included in the budget for new capital asset acquisition(s)), then the entry is to debit GL Code 3225 "Revenue Adjustments/Eliminations (GAAP)" with Revenue Source Code 0416 "Sale of Property - Other" and credit GL Code 3210 "Cash Revenues" with the same revenue source code. Refer to Subsection 85.65.58.b for illustrative entries.

85.60.50.c **Trade-ins** - In proprietary and trust fund type accounts, no gain is recognized on a trade-in. The capital asset traded in and its associated accumulated depreciation are removed from the accounting records and the balancing entry is added to the cost of the new capital asset. Refer to Subsection 85.65.60.b for an illustrative entry.

85.60.50.d **Transfers** - When a capital asset is transferred (sold) to another state agency, the transferring agency is to provide the receiving agency with the carrying value of the asset transferred. Refer to Subsection 85.60.30.c.

85.60.60

July 1, 2010

Reconciliation of capital assets

The balance in GL Code Series 2XXX “Capital Assets” is to agree with the balance of the detail listing of capital assets in the agency’s authorized capital asset management system. Agencies using the state’s Capital Asset Management System (CAMS) are provided with capital asset reports for both cost and depreciation showing beginning balances, additions, deletions, and ending balances. Agencies not using the state’s CAMS are to develop similar capital asset reports.

Quarterly, all agencies are to reconcile their authorized capital asset management system with the balances in GL Code Series 2XXX “Capital Assets” to ensure the accuracy of the balances in the general ledger. As a result of this reconciliation, prior period adjustments may be required. Prior period adjustments are discussed further in Subsection 90.20.15 and illustrated in Subsection 90.30.30.

85.60.70

July 1, 2008

Capital assets acquired through capital lease

85.60.70.a

Governmental Fund Type Accounts - Leased asset acquisitions that meet the definition of a capital lease (refer to Subsections 30.20.30 and 85.72.30) are to be capitalized at the lesser of the fair market value or the net present value of the future minimum lease payments at the inception of the lease.

The entry for a leased asset acquisition is recorded by debiting GL Code 6514 “Capital Asset Acquisitions by Lease-Purchase Agreements or Certificates of Participation” with an appropriate subobject within Object J “Capital Outlays” and crediting GL Code 3221 “Other Financing Sources” with Revenue Source Code 0809 “Capital Lease Acquisitions.”

Corresponding entries are made in (a) Account 997 “General Capital Assets Subsidiary Account” by debiting GL Code Series 2XXX “Capital Assets” and crediting GL Code 9850 “Investment in General Capital Assets” (refer to Subsection 85.65.62.a for illustrative entries), and (b) Account 999 “General Long-Term Obligations Subsidiary Account” to record the related lease liability. Subsection 85.85.40.a shows detailed illustrations for recording lease liabilities and subsequent payments on leases in Account 999.

Leased asset acquisitions that do not meet the definition of a capital lease (refer to Subsection 30.20.30) are treated like operating leases until after the date of actual transfer of ownership. Operating lease payments are to be recorded by debiting GL Code 6510 "Cash Expenditures/Expenses" with Subobject ED "Rentals and Leases - Land and Buildings" or EH "Rentals and Leases - Furnishings and Equipment." If noncapitalized leased assets are subsequently acquired (i.e., through transfer of title at the end of the lease period), they are to be recorded in Account 997 "General Capital Assets Subsidiary Account" at fair market value at the time of title transfer. Refer to Subsection 85.65.62.a for illustrative entries.

85.60.70.b

Proprietary and Trust Fund Type Accounts - In proprietary and trust fund type accounts, leased asset acquisitions that meet the definition of a capital lease (refer to Subsections 30.20.30 and 85.72.30) are to be capitalized at the lesser of the fair market value or the net present value of the future minimum lease payments at the inception of the lease.

The entry for a leased asset acquisition is recorded in the acquiring account by debiting GL Code Series 2XXX "Capital Assets" and crediting the appropriate lease liability GL code. Refer to Subsection 85.65.62.b for illustrative entries. Subsection 85.85.40.b shows detailed illustrations for recording lease liabilities and subsequent payments on leases.

Leased asset acquisitions that do not meet the definition of a capital lease (refer to Subsection 30.20.30) are treated like operating leases (expensed, but not capitalized) until after the date of actual transfer of ownership. Operating lease payments are to be recorded by debiting GL Code 6510 "Cash Expenditures/Expenses" with Subobject ED "Rentals and Leases – Land and Buildings" or EH "Rentals and Leases – Furnishings and Equipment." If noncapitalized leased assets are subsequently acquired (i.e., through transfer of title at the end of the lease period), they are to be valued at fair market value at the time of title transfer. The asset is recorded by debiting GL Code Series 2XXX "Capital Assets" and crediting GL Code 3210 "Cash Revenues" with Revenue Source Code 0486 "Recoveries of Prior Appropriation Expenditures." Refer to Subsection 85.65.62.b for illustrative entries.

85.60.80

July 1, 2006

Capital assets acquired through Certificates of Participation

85.60.80.a

Governmental Fund Type Accounts - Capital assets acquired through the Office of the State Treasurer (OST) Certificate of Participation (COP) program are recorded by a debit to GL Code 6514 "Capital Asset Acquisitions by Lease-Purchase Agreements or Certificates of Participation" with an Object J "Capital Outlays" and a credit to GL Code 3221 "Other Financing Sources" with Revenue Source Code 0807 "Certificates of Participation." An additional entry to record the capital asset is made in the General Capital Assets Subsidiary Account (Account 997). All COP liabilities for governmental fund type accounts are recorded in the General Long-Term Obligations Subsidiary Account (Account 999). Refer to Subsections 85.72.40, 85.85.45, and 85.85.50 for further information on COPs.

85.60.80.b

Proprietary and Trust Fund Type Accounts - Capital assets acquired through OST's Certificate of Participation program are recorded in the acquiring account as a capital asset and an offsetting COP obligation. If the account is budgeted, an additional entry is required to record the budgeted disbursement. Refer to Subsections 85.72.40, 85.85.45, and 85.85.50 for further information on COPs.

85.60.90

July 1, 2008

Accounting for the construction of capital assets

85.60.90.a

An agency may choose either to construct its own capital assets or hire an outside contractor to do the construction. All direct construction costs and indirect costs that are related to construction of capital assets are to be recorded in the account incurring the expenditures. Agency project management costs may be capitalized directly, when practicably discernible and directly associated with the project, or through the application of a percentage of total budgeted project costs. The application rate may or may not be designed to recover total agency project management costs. Refer to the OFM Capital Plan instructions for discussion of maximum percentage limitations.

In enterprise and trust funds, net interest costs (if material) incurred during the period of construction are included in the capitalized cost of the asset.

Capitalized interest on assets constructed with tax-exempt borrowing should be netted against any interest earned on the investment of the proceeds of the related tax-exempt borrowings. Interest costs are not capitalized in governmental and internal service funds. Refer to Subsection 30.20.10.b.

85.60.90.b

Governmental Fund Type Accounts - All costs incurred for the construction of capital assets are recorded in the account incurring the expenditure by debiting GL Code Series 65XX "Expenditure/Expenses" with the appropriate subobject(s). Refer to Section 30.20 for further details on capitalizable costs. For construction projects not completed at the end of the accounting period, a corresponding entry is made to record the construction in progress in Account 997 "General Capital Assets Subsidiary Account." This is accomplished by debiting GL Code 2510 "Construction in Progress" and crediting GL Code 9850 "Investment in General Capital Assets." Refer to Subsection 85.65.64.a for illustrative entries.

Upon completion of the project, construction costs accumulated in the construction in progress account are reclassified to the appropriate capital asset GL code in Account 997 "General Capital Assets Subsidiary Account." Refer to Subsection 85.65.64.a for illustrative entries.

Agencies that finance capital asset construction through OST's COP Real Estate Program should refer to Subsection 85.72.40 and 85.85.50 for more information regarding COP accounting requirements for the Real Estate Program.

85.60.90.c

Proprietary and Trust Fund Type Accounts - In proprietary and trust fund type accounts, all costs incurred for the construction of capital assets are to be recorded in the account incurring the costs by debiting GL Code 2510 "Construction in Progress."

If the account is budgeted, an additional entry is required to record the budgeted disbursement. This entry debits GL Code Series 65XX "Expenditures/Expenses" with the appropriate subobject(s) and credits GL Code 6525 "Expense Adjustments/ Eliminations (GAAP)" with the same subobject code(s). Refer to Subsection 85.65.64.b for illustrative entries. Refer to Section 30.20 for further details on capitalizable costs.

Upon completion of the project, the balance in GL Code 2510 “Construction in Progress” is reclassified to the appropriate capital asset GL code. This entry debits GL Code Series 2XXX “Capital Assets” and credits GL Code 2510 “Construction in Progress” for the total costs accumulated. Refer to Subsection 85.65.64.b for illustrative entries.

85.60.95
July 1, 2011

Accounting for the transfer of vehicles to the State Motor Pool

An unusual accounting situation arises when a state agency that has purchasing authority purchases a vehicle but does not have the resources to manage or maintain it or when an agency is required by the Governor’s Fleet Optimization Order to transfer vehicles to the Department of General Administration (GA) Motor Pool.

The purchasing agency has exclusive use of the vehicle and GA treats the vehicle as part of the State Motor Pool, maintaining it and tracking its usage. GA charges the agency normal vehicle rates for use and applies a credit for the vehicle capital costs. Refer to RCW 43.19.605.

85.60.95.a Accounting for the purchase and transfer of the vehicle to GA depends on the fund type of the account used to purchase the vehicle.

1. **Governmental Fund Type Accounts** - The acquisition of the vehicle is recorded by debiting GL Code 6510 “Cash Expenditures/Expenses” using Subobject JC “Furnishings and Equipment” and crediting either GL Code 71XX “In-Process” or GL Code 1110 “Cash in Bank.”
2. **Proprietary and Trust Fund Type Accounts** - The acquisition of the vehicle is recorded by debiting GL Code 1510 “Prepaid Expense” and crediting either GL Code 71XX “In-Process” or GL Code 1110 “Cash in Bank.”

Note: Budgeted proprietary accounts require an additional entry to record the budgeted expense. This entry debits GL Code 6510 “Cash Expenditures/Expenses” using Subobject JC “Furnishings and Equipment” and credits GL Code 6525 “Expense Adjustments/ Eliminations (GAAP)” using Subobject JC.

85.60.95.b GA records the transfer of ownership in Account 422 “General Administration Services Account” by debiting GL Code 2410 “Furnishings and Equipment” and crediting GL Code 5292 “Deferred Revenues.”

- 85.60.95.c Accounting for the usage of the vehicle depends on the fund type of the account that initially purchased it.
1. **Governmental Fund Type Accounts** - The **net** amount billed by GA for the vehicle is recorded by debiting GL Code 6510 "Cash Expenditures/Expenses" using Subobject GN "Motor Pool Services" and crediting either GL 71XX "In-Process" or GL Code 1110 "Cash in Bank."
 2. **Proprietary and Trust Fund Type Accounts** - The **net** amount billed by GA for the vehicle is recorded by debiting GL Code 6510 "Cash Expenditures/Expenses" using Subobject GN "Motor Pool Services" and crediting either GL Code 71XX "In-Process" or GL Code 1110 "Cash in Bank." An additional entry is required to record the amortization of the vehicle cost by debiting GL Code 6525 "Expense Adjustments/Eliminations (GAAP)" using Subobject GN "Motor Pool Services" and crediting GL Code 1510 "Prepaid Expenses."
- 85.60.95.d GA records the revenue for the vehicle in two steps: **first**, GA records the payment from the agency using the vehicle by debiting GL Code 71XX "In-Process" and crediting GL Code 3210 "Cash Revenues" using Revenue Source Code 0420 "Charges for Services;" and **second**, GA records the amortization of the vehicle cost by debiting GL Code 5292 "Deferred Revenues" and crediting GL Code 3210 using Revenue Source Code 0420.



85.65

Assets - Illustrative Entries

85.65.10

May 1, 1999

These entries are for illustrative purposes

The following entries illustrate transactions affecting assets. These entries are for illustrative purposes **only** and should **not** be considered all inclusive. Entries posted to GL Code Series 71XX "In-Process" in treasury and treasury trust accounts also require an entry, generally from the Office of the State Treasurer (OST) as illustrated below, to clear the In-Process GL Codes.

The entry would be reversed for In-Process debit amounts.

	Dr.	Cr.
In-Process (71XX)	xxx	
Current Treasury Cash Activity (OST Only) (4310)		xxx

85.65.12

May 1, 1999

Deposit of cash revenues

To record the deposit of cash revenue received. Refer to Subsections 85.50.10 and 85.50.20.

	Dr.	Cr.
Cash In Bank (1110) or	xxx	
Receipts In-Process (7110)		
Cash Revenues (3210) (with appropriate revenue source code)		xxx

85.65.14

June 1, 2011

Petty cash - treasury and treasury trust accounts

85.65.14.a

To record the establishment of or an increase in a treasury or treasury trust petty cash account. Refer to Subsections 85.50.60.a or 85.50.70.a, respectively.

Note: The second entry to reserve a portion of fund balance for petty cash is to be made in governmental fund type accounts only. Petty cash is not reserved in proprietary or trust fund type accounts.

	Dr.	Cr.
Petty Cash (1130)	xxx	
Warrants/ACH Payments In-Process (7120)		xxx
Appropriate fund equity GL code (9XXX)	xxx	
Nonspendable Petty Cash (9122)		xxx

85.65.14.b To record the abolishment of, or a reduction in, a treasury or treasury trust petty cash account. Refer to Subsection 85.50.60.f or 85.50.70.d, respectively.

Note: The second entry to reverse the reservation of fund balance for petty cash is for governmental fund type accounts only.

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Petty Cash (1130)		xxx
Nonspendable Petty Cash (9122)	xxx	
Appropriate fund equity GL code (9XXX)		xxx

85.65.16
June 1, 2011

Petty cash - local accounts

85.65.16.a To record the establishment of, or an increase in, a local petty cash account. Refer to Subsection 85.50.70.a.

Note: The second entry to reserve a portion of fund balance for petty cash is to be made in governmental fund type accounts only. Petty cash is not reserved in proprietary or trust fund type accounts.

	Dr.	Cr.
Petty Cash (1130)	xxx	
Cash in Bank (1110)		xxx
Appropriate fund equity GL code (9XXX)	xxx	
Nonspendable Petty Cash (9122)		xxx

85.65.16.b To record the abolishment of, or a reduction in, a local petty cash account. Refer to Subsection 85.50.70.d.

Note: The second entry to reverse the reservation of fund balance for petty cash is for governmental fund type accounts only.

	Dr.	Cr.
Cash in Bank (1110)	xxx	
Petty Cash (1130)		xxx
Nonspendable Petty Cash (9122)	xxx	
Appropriate fund equity GL code (9XXX)		xxx

85.65.18

June 1, 2011

Accounting for the acquisition of non-current investments

85.65.18.a	To record the acquisition of non-current <u>equity investments</u> at trade date. Refer to Subsection 85.52.30.a.		
		Dr.	Cr.
	Investments (1210)	xxx	
	Investment Trades Pending Payable (5123)		xxx
85.65.18.b	To record the settlement of the trade for acquisition of non-current equity investments. Refer to Subsection 85.52.30.a.		
		Dr.	Cr.
	Investment Trades Pending Payable (5123)	xxx	
	In-Process (71XX)		xxx
85.65.18.c	To record the acquisition of non-current fixed income investments at trade date including purchased accrued interest. Refer to Subsection 85.52.30.a.		
		Dr.	Cr.
	Investments (1210)	xxx	
	Interest Receivable on Investments (1316)	xxx	
	Investment Trades Pending Payable (5123)		xxx
85.65.18.d	To record the settlement of the trade for acquisition of non-current fixed income investments. Refer to Subsection 85.52.30.a.		
		Dr.	Cr.
	Investment Trades Pending Payable (5123)	xxx	
	In-Process (71XX)		xxx
85.65.18.e	To reserve a portion of fund balance in governmental funds for non-current investments that are externally restricted and not otherwise offset by deferred revenue or a liability. Refer to Subsection 85.52.30.		
		Dr.	Cr.
	Appropriate fund equity GL code (9XXX)	xxx	
	Nonspendable Investments (9123)		xxx

85.65.20

July 1, 2003

Accounting for earnings and costs associated with non-current investments

85.65.20.a

To record interest or dividend income on non-current investments received in cash including purchased accrued interest. Refer to Subsection 85.52.10.

	Dr.	Cr.
Receipts In-Process (7110) or	xxx	
Cash in Bank (1110)		
Interest and Dividends Receivable (1316)		xxx
Cash Revenues (3210) Revenue Source Code		
(0401) Treasury Investment Income, (0409) Interest		xxx
Income, or (0411) Dividend Income		

85.65.20.b

To record interest or dividend income on non-current investments which was reinvested.

	Dr.	Cr.
Investments (1210)	xxx	
Cash Revenues (3210) Revenue Source Code		xxx
(0401) Treasury Investment Income, (0409) Interest		
Income, or (0411) Dividend Income		

85.65.20.c

To record the payment of investment related costs (e.g., advisor fees, consulting fees, manager fees) not associated with an investment sale transaction

	Dr.	Cr.
Cash Revenues (3210) Revenue Source Code (0473) Costs	xxx	
of Investment Activities		
Warrants/ACH Payments In-Process (7120)		xxx

85.65.22

July 1, 2003

Accounting for fair value adjustment to non-current investments

To record the adjustment to reflect an increase to the fair value of non-current investments. To record a decrease in fair value, the capital gain entry is reversed with a debit to Revenue Source Code 0414 "Capital Losses." Refer to Subsection 85.52.30.b.

	Dr.	Cr.
Valuation Allowance - Investments (1280)	xxx	
Noncash Revenues (3220) Revenue Source Code		xxx
(0413) Capital Gains		

85.65.24

June 1, 2011

Accounting for the sale of non-current investments

85.65.24.a To record the sale at trade date of non-current investments and the resulting gain on investments. For a loss, the capital gain entry would be reversed with a debit to Revenue Source Code 0414 "Capital Losses." Refer to Subsection 85.52.30.c.

	Dr.	Cr.
Investment Trade Pending Receivable (1323)	xxx	
Accrued Revenues (3205) Revenue Source Code (0473)		
Cost of Investment Activities	xxx	
Investments (1210)		xxx
Accrued Revenues (3205) Revenue Source Code (0413) Capital Gains		xxx

85.65.24.b To record the settlement of the trade for the sale of non-current investments. For a loss, the capital gain entry would be reversed with Revenue Source Code 0414 "Capital Losses." Refer to Subsection 85.52.30.c.

	Dr.	Cr.
In-Process (71XX)	xxx	
Cash Revenues (3210) Revenue Source (0473) Costs of Investment Activities	xxx	
Accrued Revenues (3205) Revenue Source (0413) Capital Gains	xxx	
Cash Revenues (3210) Revenue Source (0413) Capital Gains		xxx
Accrued Revenues (3205) Revenue Source (0473)		xxx
Costs of Investment Activities		xxx
Investment Trades Pending Receivable (1323)		

85.65.24.c To reverse the non-cash revenue recognized in posting adjustments to increase fair value. Entry would be reversed with Revenue Source Code 0414 if fair value adjustments recorded a loss. Refer to Subsection 85.52.30.c.

	Dr.	Cr.
Noncash Revenues (3220) Revenue Source Code (0413)	xxx	
Capital Gains		
Valuation Allowance – Investments (1280)		xxx

85.65.24.d To reverse the reservation of fund balance in governmental funds for non-current investments not offset by deferred revenue or a liability.

	Dr.	Cr.
Nonspendable Investments (9123)	xxx	
Appropriate fund equity GL code (9XXX)		xxx

85.65.28

June 1, 2011

**Accounting for deferred compensation
(IRC Section 457)**

In accordance with Statement No. 34 of the Governmental Accounting Standards Board, the state's deferred compensation plan is accounted for and reported as a pension trust fund. Acquisitions and sales of deferred compensation plan investments are to follow the entries in Subsections 85.65.18 and 85.65.24, respectively, except that no entry is to be made to GL 9123 "Nonspendable Investments."

85.65.30

May 1, 1999

Taxes receivable

To record long-term taxes receivable which are measurable but not due within twelve months. Refer to Subsection 85.54.15.c.

	Dr.	Cr.
Taxes Receivable (1611)	xxx	
Allowance for Uncollectible Taxes Receivable (1641)		xxx
Deferred revenues (5292)		xxx

85.65.32

July 1, 2001

Receivables

85.65.32.a

To record a receivable at time of billing. Refer to Subsection 85.54.45.a.

	Dr.	Cr.
Accounts Receivable (1312)	xxx	
Accrued Revenues (3205) (appropriate revenue source codes)		xxx

85.65.32.b

To value receivables and adjust the allowance for uncollectible accounts to reflect the amount estimated to be uncollectible at the end of the period in a **governmental fund type account**. Refer to Subsection 85.54.55.b.

	Dr.	Cr.
Accrued Revenues (3205) (with revenue source code originally credited)	xxx	
Allowance for Uncollectible Accounts Receivable (1342)		xxx

85.65.32.c To value receivables and adjust the allowance for uncollectible accounts to reflect the amount estimated to be uncollectible at the end of the period in a **proprietary or trust fund type account**. Refer to Subsection 85.54.55.b. Example assumes a reduction in collectability. If collectability appears improved, the entry would be reversed.

	Dr.	Cr.
Bad Debt Expense 6515 (Subobject WC)	xxx	
Allowance for Uncollectible Accounts Receivable (1342)		xxx

85.65.32.d To write off receivables determined to be uncollectible by the state. Refer to Subsection 85.54.55.c.

	Dr.	Cr.
Allowance for Uncollectible Accounts Receivable (1342)	xxx	
Accounts Receivable (1312)		xxx

85.65.33

July 1, 2010

Travel advances receivable

85.65.33.a To record the issuance of a travel advance. In this example, the amount advanced is \$500. Refer to Subsection 85.54.44.

	Dr.	Cr.
Travel Advance (1383)	500	
Accounts Payable (5111)		500
Accounts Payable (5111)	500	
Cash in Bank (1110) or In-Process (71XX)		500

85.65.33.b To record travel expenditures when the travel advance issued is equal to the amount of travel costs.

	Dr.	Cr.
Cash Expenditure (6510) Object G	500	
Travel Advance (1383)		500

85.65.33.c To record travel expenditures when the travel advance issued is less than the amount of travel costs. In this example, travel costs are \$700.

	Dr.	Cr.
Cash Expenditure (6510) Object G	500	
Travel Advance (1383)		500

Accrued Expenditure (6505) Object G	200	
Accounts Payable (5111)		200
Cash Expenditure (6510) Object G	200	
Accrued Expenditure (6505) Object G		200
Accounts Payable (5111)	200	
Cash in Bank (1110) or In-Process (71XX)		200

85.65.33.d To record travel expenditures when the travel advance issued is greater than the amount of the travel costs. In this example, travel costs are \$400. The traveler must reimburse the agency for the excess advanced.

	Dr.	Cr.
Cash Expenditure (6510) Object G	400	
Travel Advance (1383)		400
Cash Receipts In-Process (7110)	100	
Travel Advance (1383)		100

85.65.34

May 1, 1999

Due from federal government

85.65.34.a To record amounts receivable for the reimbursement of federal expenditures. Refer to Subsection 85.54.20

	Dr.	Cr.
Due from Federal Government (1351)	xxx	
Accrued Revenues (3205) Revenue Source Code (03XX)		xxx

85.65.34.b To record the receipt of monies due from the federal government. Refer to Subsection 85.54.20.

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
Receipts In-Process (7110)		
Cash Revenues (3210) Revenue Source Code (03XX)		xxx
Accrued Revenues (3205) Revenue Source Code (03XX)	xxx	
Due from Federal Government (1351)		xxx

85.65.34.c To record federal receivables which are in dispute at the end of the accounting period in a governmental fund type account. Refer to Subsection 85.54.20.

	Dr.	Cr.
Accrued Revenues (3205) Revenue Source (03XX)	xxx	
Deferred revenues (5192)		xxx

85.65.36

June 1, 2011

Long-term loans

The following entries illustrate disbursement and repayment for both budgeted and non-budgeted long-term loans. Since the loan in this illustration is made to a private entity, long-term GL Code 1614 "Loans Receivable" is used. However, this example may be applied to other types of long-term loans using other receivable general ledger codes, such as GL Code 1652 "Due from Other Governments." Refer to Subsection 85.54.40.

85.65.36.a.(1) **To record disbursement of a budgeted long-term loan** from a governmental fund type account. Budgeted loans present a unique situation where loan disbursements and repayments are expenditures and revenues for budgetary purposes, but not for GAAP financial accounting purposes.

Note: In AFRS, Subobject NR is reported as Fund Balance on the GAAP operating statement. On the Budget to Actual statement, however, it is reported as an expenditure.

	Dr.	Cr.
Loans Receivable (1614)	xxx	
In-Process (71XX)		xxx
Cash Expenditures/Expenses (6510) (Subobject NR)	xxx	
Nonspendable Receivables – Long-Term (9131)		xxx

85.65.36.a.(2) **To record repayment of the budgeted long-term loan**, shown in (a) above, after an interim process occurs reclassifying the expected payment from long-term to short-term. The amount recognized and recorded at fiscal year-end is based on the subsequent year's scheduled payments.

Note: In AFRS, Revenue Source Code 0866 "Loan Principal Repayment" is reported as Fund Balance on the GAAP operating statement. On the Budget to Actual statement, however, it is reported as revenue.

	Dr.	Cr.
Loans Receivable (1314) or	xxx	
Due from Other Governments (1352)		
Loans Receivable (1614) or		xxx
Due from Other Governments (1652)		

85
Accounting Procedures

Nonspendable Receivables – Long-Term (9131)	xxx	
Accrued Revenue (3205) Revenue Source Code		xxx
(0866) Loan Principal Repayment		

Then repayment is recorded as received:

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Loans Receivable (1314) or		
Due from Other Governments (1352)		xxx

For loans whose payments are uncertain, the receivable is reclassified from long-term to short-term upon receipt of the loan payment.

	Dr.	Cr.
Loans Receivable (1314) or	xxx	
Due from Other Governments (1352)		
Loans Receivable (1614) or		xxx
Due from Other Governments (1652)		
Nonspendable Receivables – Long-Term (9131)	xxx	
Accrued Revenue (3205) Revenue Source Code		xxx
(0866) Loan Principal Repayment		

Then payment receipt is recorded:

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Loans Receivable (1314) or		xxx
Due from Other Governments (1352)		
Accrued Revenue (3205) Revenue Source Code (0866)	xxx	
Loan Principal Repayment		
Cash Revenue (3210) Revenue Source Code (0866)		xxx
Loan Principal Repayment		

85.65.36.b.(1)

To record disbursements of a long-term loan which are not budgeted.

Note: The entry to reserve a portion of fund balance for receivables is made in governmental fund type accounts only. Long-term receivables are not reserved in proprietary and trust fund type accounts.

	Dr.	Cr.
Loans Receivable (1614)	xxx	
In-Process (71XX) or		xxx
Cash in Bank (1110)		
Appropriate fund equity GL code (9XXX)	xxx	
Nonspendable Receivables – Long-Term (9131)		xxx

85.65.36.b.(2) **To record repayment of the non-budgeted long-term loan**, shown in (b) above, after an interim process occurs reclassifying receivables from long-term to short-term.

	Dr.	Cr.
Loans Receivable (1314) or	xxx	
Due from Other Governments (1352)		
Loans Receivable (1614) or		xxx
Due from Other Governments (1652)		
Nonspendable Receivables – Long-Term (9131)	xxx	
Appropriate fund equity GL code (9XXX)		xxx

Then the loan payment receipt is recorded:

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
Receipts In-Process (7110)		
Loans Receivable (1314) or		xxx
Due from Other Governments (1352)		

85.65.38
June 1, 2011

Consumable inventories - periodic inventory method

85.65.38.a To record the acquisition of consumable inventories. Refer to Subsection 85.56.20.a.(1).

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object E	xxx	
Cash in Bank (1110) or		
In-Process (71XX)		xxx

85.65.38.b To record the use of consumable inventories during the year.

No entry is required.

85.65.38.c At year-end, to record an increase in consumable inventories during the year. Refer to Subsection 85.56.20.a.(3) and (4). These entries would be reversed to record a decrease in consumable inventories during the year.

Note: The second entry is to reserve a portion of fund balance in governmental fund type accounts only.

	Dr.	Cr.
Consumable Inventories (1410)	xxx	
Cash Expenditures/Expenses (6510) Object E		xxx
Appropriate fund equity GL code (9XXX)	xxx	
Nonspendable Consumable Inventories (9120)		xxx

85.65.40

May 1, 1999

Consumable inventories - perpetual inventory method

85.65.40.a

To record the acquisition of consumable inventories. Refer to Subsection 85.56.20.b.(1).

	Dr.	Cr.
Consumable Inventories (1410)	xxx	
Cash in Bank (1110) or		xxx
In-Process (71XX)		

85.65.40.b

To record the use of consumable inventories during the year. Refer to Subsection 85.56.20.b.(2).

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object E	xxx	
Consumable Inventories (1410)		xxx

85.65.42

May 1, 1999

Merchandise inventories in proprietary fund type accounts - periodic inventory method

85.65.42.a

To record the acquisition of merchandise inventories as an expense. Refer to Subsection 85.56.30.a.(1).

	Dr.	Cr.
Cost of Goods Sold (6516) Object F	xxx	
Cash in Bank (1110) or		xxx
In-Process (71XX) or		
Payables (51XX)		

85.65.42.b

To record the sale of merchandise inventories when the merchandise inventory purchase is recorded as an expense. Refer to Subsection 85.56.30.a.(2).

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX) or		
Receivables (13XX)		
Cash Revenue (3210) or		xxx
Accrued Revenues (3205) Revenue Source Code		
(0450 or 0455) Sales		

85.65.42.c To record the adjustment for merchandise inventory when the physical count shows the inventory value greater than the amount in the general ledger control account GL Code 1420 "Merchandise Inventories." This entry is reversed when the physical count shows the inventory value less than the recorded amount. Refer to Subsections 85.56.30.a.(3) and b.(3).

	Dr.	Cr.
Merchandise Inventories (1420)	xxx	
Cost of Goods Sold (6516) Object F		xxx

85.65.44
May 1, 1999

Merchandise inventories in proprietary fund type accounts - perpetual inventory method

85.65.44.a To record the acquisition of merchandise inventories as an asset. Refer to Subsection 85.56.30.b.(1).

	Dr.	Cr.
Merchandise Inventories (1420)	xxx	
Cash in Bank (1110) or In-Process (71XX) or Payables (51XX)		xxx

85.65.44.b To record the sale of merchandise inventories when the merchandise inventory purchase is recorded as an asset. Refer to Subsection 85.56.30.b.(2).

The second entry is to adjust the merchandise inventory account and record the cost of goods sold:

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX) or Receivables (13XX)	xxx	
Cash Revenue (3210) or Accrued Revenues (3205) Revenue Source Code (0450 or 0455) Sales		xxx
Cost of Goods Sold (6516) Object F Merchandise Inventories (1420)	xxx	xxx

85.65.46

June 1, 2011

Donations of consumable inventories

A common example of donated consumable inventory is federal surplus food commodities provided to the state for use in a variety of programs. This example assumes that commodities with a fair market value of \$5,000 are donated to the state for use in a governmental fund type account. The state pays \$500 shipping costs for delivery of the commodities.

- 85.65.46.a To record the acquisition of donated consumable inventories. Refer to Subsection 85.56.40.a.

	Dr.	Cr.
Consumable Inventories (1410)	500	
Donated Inventories (1415)	5,000	
Cash in Bank (1110) or In-Process (71XX)		500
Revenue Adjustments/Eliminations (GAAP) (3225)		5,000
Revenue Source Code (0310) Dept. of Agriculture		

- 85.65.46.b To record the use of donated consumable inventories with a fair market value of \$4,000. Use of donated consumable inventories is treated as a nonbudgeted activity. The cash outlay for shipping costs is a budgeted expenditure. Refer to Subsection 85.56.40.b.

	Dr.	Cr.
Expense Adjustments/Eliminations (GAAP) (6525)	4,000	
Object E	400	
Cash Expenditures/Expenses (6510) Object E		
Consumable Inventories (1410)		400
Donated Inventories (1415)		4,000

- 85.65.46.c To record year-end adjustment. Refer to Subsection 85.56.40.c.

Note: The second entry is required in governmental fund type accounts only.

	Dr.	Cr.
Revenue Adjustments/Eliminations (GAAP) (3225)	1,000	
Revenue Source (0310) Dept. of Agriculture		
Deferred Revenues (5192)		1,000
Appropriate fund equity GL code (9XXX)	100	
Nonspendable Consumable Inventories (9120)		100

85.65.50

May 1, 1999

Prepaid expenses

85.65.50.a

To record the prepayment of goods and services, other than inventory, in proprietary and trust fund type accounts. Refer to Subsection 85.58.10.c.

	Dr.	Cr.
Prepaid Expenses (1510)	xxx	
Cash in Bank (1110) or		xxx
In-Process (71XX)		

85.65.50.b

To record the portion of prepaid goods and services used during the period. Refer to Subsection 85.58.10.c.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (with appropriate subobject)	xxx	
Prepaid Expenses (1510)		xxx

85.65.52

July 1, 2009

Acquisition of capital assets

85.65.52.a

Governmental Fund Type Accounts

The entry for the purchase of a capital asset records the expenditure in the account acquiring the asset with a corresponding entry in Account 997 “General Capital Asset Subsidiary Account.” Refer to Subsection 85.60.30.a.

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object J	xxx	
Cash in Bank (1110) or		xxx
Warrants/ACH Payments In-Process (7120)		

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Capital Asset (2XXX)	xxx	
Investment in General Capital Assets (9850)		xxx

The following entry records the donation of a capital asset to a governmental fund type account. An entry is made in the account receiving the asset along with a corresponding entry in Account 997 “General Capital Asset Subsidiary Account.” Refer to Subsection 85.60.30.a.

Operating Account:

	Dr.	Cr.
Expense Adjustments/Eliminations (GAAP) (6525) Object J	xxx	
Revenue Adjustments/Eliminations (GAAP) (3225) with an appropriate revenue source code		xxx

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Capital Asset (2XXX)	xxx	
Investment in General Capital Assets (9850)		xxx

85.65.52.b

Proprietary and Trust Fund Type Accounts

The entry to record the purchase of a capital asset is made in the appropriate capital asset GL code in the account acquiring the asset. Refer to Subsection 85.60.30.b.

Operating Account:

	Dr.	Cr.
Capital Asset (2XXX)	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

The following additional entry is required for budgeted proprietary and trust fund type accounts for capital asset acquisitions.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object J	xxx	
Expense Adjustments/Eliminations (GAAP) (6525) Object J		xxx

The following entry records the donation of a capital asset to a proprietary or trust fund type account.

	Dr.	Cr.
Capital Asset (2XXX)	xxx	
Noncash Revenues (3220) Revenue Source Code 0820 Capital Contributions or other appropriate revenue source code		xxx

85.65.54
July 1, 2009

Assets that do not meet the state's capitalization policy

The entry for the acquisition of an asset that does not meet the state's capitalization policy records the expenditure/expense in the account acquiring the asset. Refer to Subsection 85.60.30.d.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject JA or JB	xxx	
Cash in Bank (1110) or		xxx
In-Process (71XX)		

85.65.56
July 1, 2009

Depreciation/amortization

85.65.56.a

Governmental Fund Type Accounts

The following entry records the depreciation on general capital assets in Account 997 "General Capital Assets Subsidiary Account." Refer to Subsection 85.60.40.a.

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Depreciation/Amortization Expense (6591) (Subobject WA)	xxx	
Allowance for Depreciation – Capital Asset (2XXX) or		xxx
Allowance for Amortization – Intangible Assets (2480)		xxx

85.65.56.b

Proprietary and Trust Fund Type Accounts

The following entry records the depreciation of capital assets in proprietary and trust fund type accounts. Refer to Subsection 85.60.40.b.

	Dr.	Cr.
Depreciation/Amortization Expense (6511) (Subobject WA)	xxx	
Allowance for Depreciation – Capital Asset (2XXX) or		xxx
Allowance for Amortization – Intangible Assets (2480)		xxx

85.65.58

July 1, 2009

Disposal of capital assets

85.65.58.a

Governmental Fund Type Accounts

The net proceeds received from the sale of general capital assets are generally recorded in the account that originally acquired the asset. Refer to Subsection 85.60.50.a. If the estimated net proceeds from disposition were included in the budget for the acquisition of the replacement capital assets and the expenditure for the acquisition of new capital assets has already been recorded at gross, the following entry is made:

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX)		
Cash Expenditures/Expenses (6510) Object J		xxx

If the net proceeds from disposition were not included in the budget for a replacement capital asset, the following entry is to be made instead:

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX)		
Cash Revenues (3210) Revenue Source Code		xxx
(0416) Sale of Property - Other		

In addition, an entry in Account 997 "General Capital Assets Subsidiary Account" is made to record the removal of the capital asset.

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Investments in General Capital Assets (9850)	xxx	
Allowance for Depreciation – Capital Assets (2XXX)	xxx	
Capital Assets (2XXX)		xxx

85.65.58.b

Proprietary and Trust Fund Type Accounts

The disposal of capital assets of proprietary and trust fund type accounts are accounted for in the account that recorded the asset. Refer to Subsection 85.60.50.b.

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX)	xxx	
Allowance for Depreciation – Capital Assets (2XXX)		
Capital Assets (2XXX)		xxx
Gain and Loss on Sale of Capital Assets (3213)		xxx
Revenue Source Code (0418) Gain or Loss on Sale of Capital Assets		

The following additional entry is needed to record the net proceeds received upon disposition of a capital asset in budgeted proprietary and trust fund type accounts.

If the net proceeds from disposition were included in the budget for the acquisition of the replacement capital asset and the purchase for the new capital assets has already been recorded at gross, the following entry is made:

	Dr.	Cr.
Expense Adjustments/Eliminations (GAAP) (6525)	xxx	
Object J		
Cash Expenditures/Expenses (6510) Object J		xxx

If the net proceeds from disposition were included in the budget as estimated revenues, the following entry is made:

	Dr.	Cr.
Revenue Adjustments/Eliminations (GAAP) (3225)	xxx	
Revenue Source Code (0416) Sale of Property - Other		
Cash Revenues (3210) Revenue Source Code (0416) Sale of Property - Other		xxx

85.65.60

July 1, 2008

Trade-in of capital assets

These illustrative entries assume the following: a vehicle is purchased for \$12,000 cash. (It has a market value of \$14,000 less a trade-in allowance of \$2,000.) The trade-in vehicle originally cost \$9,000 and has a current book value of \$1,500.

85.65.60.a

Governmental Fund Type Accounts

These entries reflect the trade-in transaction in the operating account acquiring the vehicle and the corresponding entries in Account 997 "General Capital Assets Subsidiary Account." Refer to Subsection 85.60.50.a.

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject J)	12,000	
Cash in Bank (1110) or In-Process (71XX)		12,000

General Capital Assets Subsidiary Account (Account 997):

The first entry removes the vehicle traded in. The second entry records the new vehicle.

	Dr.	Cr.
Investment in General Capital Assets (9850)	1,500	
Accumulated Depreciation – Furnishings and Equipment (2420)	7,500	
Furnishings and Equipment(2410)		9,000
Furnishings and Equipment (2410)	13,500	
Investment in General Capital Assets (9850)		13,500

85.65.60.b

Proprietary and Trust Fund Type Accounts

This entry reflects a trade-in transaction in non-budgeted proprietary and trust fund type accounts. Refer to Subsection 85.60.50.c.

	Dr.	Cr.
Furnishings and Equipment (2410)	13,500	
Accumulated Depreciation – Furnishings and Equipment (2420)	7,500	
Furnishings and Equipment (2410)		9,000
Cash in Bank (1110) or In-Process (71XX)		12,000

85.65.62

June 1, 2004

Capital assets acquired through capital lease

85.65.62.a

Governmental Fund Type Accounts

The entry for the acquisition of capitalized leased assets records the expenditure in the account acquiring the leased assets with a corresponding entry in Account 997 "General Capital Assets Subsidiary Account." Refer to Subsection 85.60.70.a.

Operating Account:

	Dr.	Cr.
Capital Asset Acquisitions by Lease-Purchase Agreements or Certificates of Participation (6514) Object J (Capital Outlays)	xxx	
Other Financing Sources (3221) Revenue Source Code (0809) Capital Lease Acquisitions		xxx

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Furnishings and Equipment (2410)	xxx	
Investment in General Capital Assets (9850)		xxx

The entry to record lease payments, for acquisitions that do not meet the capital lease requirements in Subsection 30.20.30, is shown below. For such acquisitions, no entry is made in Account 997 "General Capital Assets Subsidiary Account" until title transfers to the state and the fair market value of the asset meets the state's capitalization policy.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject ED or other subobject as appropriate)	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

To record subsequent acquisition of non-capitalized leased assets in Account 997 "General Capital Assets Subsidiary Account" upon transfer of the title. The asset is recorded at the fair market value at the time title transfers.

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Furnishings and Equipment (2410)	xxx	
Investment in General Capital Assets (9850)		xxx

85.65.62.b

Proprietary and Trust Fund Type Accounts

To record capitalized leased equipment acquired by proprietary and trust fund type accounts in the account acquiring the leased assets. Refer to Subsection 85.60.70.b.

	Dr.	Cr.
Furnishings and Equipment (2410)	xxx	
Lease Purchase Agreements Payable (5172)		xxx
Lease Purchase Agreements Payable (5272)		xxx

The entry to record lease payments, for acquisitions that do not meet the capital lease requirements in Subsection 30.20.30, is as follows:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (Subobject ED or other subobject as appropriate)	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

To record the fair market value of the subsequent acquisition of non-capitalized leased assets upon transfer of title.

	Dr.	Cr.
Furnishings and Equipment (2410)	xxx	
Cash Revenues (3210) Revenue Source Code (0486) Recoveries of Prior Appropriation Expenditures		xxx

85.65.64

July 1, 2009

Accounting for the construction of capital assets

85.65.64.a

Governmental Fund Type Accounts

Costs incurred for the construction of capital assets are to be recorded in the account incurring the expenditure. Refer to Subsection 85.60.90.b.

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object J or other subobject as appropriate	xxx	
Cash in Bank (1110) or		xxx
In-Process (71XX) or		
Construction Contracts Payable (5117)		

Construction projects not completed at the end of the accounting period require an entry in Account 997 "General Capital Assets Subsidiary Account."

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Construction In Progress (2510)	xxx	
Investment in General Capital Assets (9850)		xxx

Upon completion of the project, the construction in progress is reclassified to the appropriate capital asset GL code(s) in Account 997 "General Capital Assets Subsidiary Account."

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Capital Assets (2XXX)	xxx	
Construction In Progress (2510)		xxx

85.65.64.b

Proprietary and Trust Fund Type Accounts

In proprietary and trust fund type accounts, costs incurred for the construction of capital assets are to be recorded in the account incurring the expense. Refer to Subsection 85.60.90.c.

	Dr.	Cr.
Construction In Progress (2510)	xxx	
Cash in Bank (1110) or		xxx
In-Process (71XX) or		
Construction Contracts Payable (5117)		

85
Accounting Procedures

The following additional entry is required for budgeted proprietary or trust fund type accounts where construction costs are appropriated.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object J	xxx	
Expense Adjustments/Eliminations (GAAP) (6525)		xxx
Object J		

Upon completion of the construction project, the construction in progress is reclassified to the appropriate capital asset GL code(s) for the total costs capitalized to date.

	Dr.	Cr.
Capital Assets (2XXX)	xxx	
Construction In Progress (2510)		xxx



85.70

Short-Term Liabilities

85.70.10

May 1, 1999

About short-term liabilities

Short-term liabilities are legal obligations which arise upon the receipt of goods or services. In governmental fund type accounts, short-term liabilities are payable from current, available resources. In proprietary fund type accounts, short-term liabilities are obligations payable within one year. Short-term liabilities are accounted for in the GL Code Series 51XX. Refer to Subsection 75.40.20 of this manual for a description of the various short-term liability general ledger codes.

85.70.20

July 1, 2009

Establishing short-term liabilities

85.70.20.a

The accrual method is used in accounting for the expenditures or expenses of all accounts.

85.70.20.b

Agencies establish liabilities at the end of each accounting period for the following items by account, appropriation, program, object, and sub-object:

- **Utilities** - Actual based on vendor invoices, or estimate based on past experience.
- **Rentals** - Actual based on lease agreements.
- **Travel Expenses** - Actual based on travel vouchers, or estimate based on past experience or prior approval of travel.
- **Payroll Taxes** - Actual based on actual payrolls, or estimate based upon prior pay period.
- **Salaries and Wages** - Actual based on time records, or estimate based upon prior pay period. When accruing salaries and wages, agencies are to also accrue the associated number of Full-Time Equivalent (FTE) staff months.

- All other obligations that have been incurred but not paid, and that are due and payable with current available resources, generally within one year.

85.70.20.c A Journal Voucher (A7-A) or other authorized source document is to be prepared to record liabilities. Refer to Subsection 85.85.15 for an illustrative entry.

85.70.20.d Liabilities are to be recorded based on the best available information. If the amount of the accrual is known (i.e., the invoice has been received or the amount is otherwise known), the entry is to be made to GL Code 6505 "Accrued Expenditures/Expenses." With prior written approval from the OFM Accounting Division (refer to SAAM 1.10.50), non-AFRS warrant producing agencies can use alternate coding for recording Expenditures/Expenses.

At the end of the expenditure authority period, if the amount is not known, but can be reasonably estimated following the procedures for determining accounting estimates at Subsection 90.20.55, the entry is to be made to GL Code 6560 "Estimated Accrued Expenditures/Expenses." Refer to Subsection 90.30.50.b and d for illustrative entries.

The payment of liabilities is to be recorded separately from the accrual (or establishment) of liabilities to allow for proper financial reporting, as required by GASB Statement 34.

85.70.20.e Each accrual transaction is to be supported by complete documentation. The use of "dummy" or projected accruals as a method to avoid transfers to reserve or circumvent the allotment process is an improper application of accrual accounting and is not to be practiced.

85.70.30

May 1, 1999

Accounts payable

Amounts owed on open account for the purchase of goods or services are recorded in GL Code 5111 "Accounts Payable." The recording of an account payable represents an acknowledgment on the part of the agency that the goods or services have been received and that an actual liability which must be liquidated at a future date exists. Amounts due to other accounts, other agencies or other governments are not reported in this GL code. Such amounts are reported separately in the GL Code 515X Series.

85.70.40

June 1, 2005

Deferred revenues

Governmental Funds, which are required to use the modified accrual basis of accounting, record deferred revenue (GL Codes 5192 and 5292) when one of two criteria is met:

- Revenues are not yet earned, or
- Cash is not available.

Generally cash is considered unavailable if it will not be collected within 12 months.

Examples of revenues not yet earned include:

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

Examples of cash not available include:

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

Proprietary funds, required to use the full accrual basis of accounting, record deferred revenue (GL Codes 5192 and 5292) only when revenue is not yet earned (examples list above).

Refer to Subsection 85.85.25 for an illustrative entry.

85.70.50

June 1, 2004

Short-term portion of long-term obligations

Amounts due within the next year on long-term obligations are classified as short-term liabilities. Refer to Subsection 85.85.22 for an illustrative entry.



85.72

Long-Term Obligations

85.72.10

July 1, 2008

About long-term obligations

Depending on the nature of the obligation, long-term obligations of the state are accounted for in one of two ways. Long-term obligations related to, and expected to be paid from, proprietary and trust fund type accounts are accounted for in those accounts (fund long-term obligations). All other long-term obligations (general long-term obligations) are accounted for in the General Long-term Obligations Subsidiary Account (Account 999). Subsection 75.40.20 of this manual describes the various long-term obligation general ledger codes.

85.72.10.a

Fund Long-Term Obligations - Fund long-term obligations are directly related to and payable from **proprietary and trust fund type accounts**. They generally are not expected to be paid in the next year.

Enterprise fund long-term obligations are reported in the proprietary fund statement of net assets as well as in the business-type activities column of the government-wide statement of net assets.

Internal service fund long-term obligations are reported in the internal service funds column in the proprietary fund statement of net assets as well as in the governmental activities column in the government-wide statement of net assets.

Trust fund long-term obligations are reported in the statement of fiduciary net assets.

85.72.10.b

General Long-Term Obligations - All long-term indebtedness of the state which is not classified as a fund obligation should be accounted for as a general long-term obligation. General long-term obligations are liabilities that will not be paid by expending available resources as of the end of the current fiscal year.

General long-term obligations are not reported in governmental funds, but are reported in the governmental activities column in the government-wide statement of net assets.

85.72.15

July 1, 2008

State Finance Committee approval

The State Finance Committee (established under chapter 43.33 RCW) is composed of the Governor, Lieutenant Governor and State Treasurer, the latter being designated by law as chairman. The Office of the State Treasurer provides administrative support to the State Finance Committee.

Bonds. By law, the State Finance Committee is delegated authority to supervise and control the issuance of all state bonds. Bonds are authorized by the legislature for the purpose of providing funds to finance the projects described and authorized by the legislature in the capital, transportation, and/or operating appropriations bills. By statutory provisions, certain higher education institutions have authority to issue revenue bonds.

Financing Contracts. RCW 39.94.010 requires that all financing contracts of the state for the acquisition of real and personal property, which provide for payments over a term of more than one year, be subject to approval by the State Finance Committee.

RCW 28B.10.022 requires that similar financing contracts of the regional universities, the Evergreen State college and the state board for community and technical colleges, as well as some of the financing contracts of state colleges, be subject to approval by the State Finance Committee. RCW 28B.10.022 also allows the board of regents of a state university to enter into certain financing contracts on their own.

However, except for financing contracts for research facilities or equipment described under chapter 28B.140 RCW, the board of regents must notify the State Finance Committee at least sixty days prior to entering into such contracts.

85.72.20

January 1, 2011

Bonds payable

85.72.20.a

Amounts owed from the issuance of long-term debt under a formal legal procedure and secured either by the pledge of specific revenues or by the full faith and credit of the state are recorded as Bonds Payable. Bond issues for the state of Washington include:

- **General Obligation Bonds** - Statewide bond issues that are secured by an unconditional pledge of the full faith and credit and taxing power of the state.

Accounting Procedures

- **Zero-Coupon General Obligation Bonds** – These bonds are also secured by an unconditional pledge of the full faith and credit and taxing power of the state. They are sold at a deep discount without coupons and accrete to full value at maturity.
- **Revenue Bonds** – These bond issues do not involve a pledge of the full faith and credit of the state. The University of Washington issues general revenue bonds that are payable from general revenues, including student tuition and fees, grant indirect cost recovery, sales and services revenue, and investment income. Other revenue bonds, including those issued by other colleges and universities, are payable from identified sources of revenue which are generally derived from the assets acquired or constructed with the bond proceeds.
- **Refunding Bonds** – When advantageous and permitted by statute and bond covenants, the State Finance Committee can authorize current or advance refundings of outstanding general obligation bonds. Refunding bonds are issued to retire bonds already outstanding. Colleges and universities may also issue refunding bonds to refund their outstanding revenue bonds.

85.72.20.b When issued, the bonds discussed above specify principal repayments as:

- **Term Bonds** – Bonds for which the entire principal matures on one date.
- **Serial Bonds** – Bonds for which the principal is repaid in periodic installments over the life of the issue.

85.72.20.c **Bond Accounting** – Bonds are accounted for in one of two ways depending on whether they are classified as fund obligations or general long-term obligations.

- **Fund Bond Debt** – Bond obligations related to and intended to be paid from proprietary and trust fund type accounts are recorded in such accounts. Refer to Subsection 85.85.30 of this manual for illustrative entries for issuance and servicing of fund bond debt. If material, bond discounts, issue costs, and premiums are deferred (using GL Codes 1910 “Unamortized Discount on Bonds Sold,” 1920 “Unamortized Bond Issue Costs,” and 5910 “Unamortized Premiums on Bonds Sold” respectively) and amortized over the life of the bonds.

Accounting Procedures

- **General Bond Debt** - When bonds are issued that are not fund obligations, the liability for the par amount of the bonds issued is recorded in Account 999 "General Long-Term Obligations Subsidiary Account." In addition, the account receiving the proceeds records the par amount of the bonds using Revenue Source Code 0860 "Bonds Issued" or 0864 "Taxable Bonds Issued." Original issue premiums and discounts are recorded to Revenue Source Code 0863 "Original Issue Premium" or 0862 "Original Issue Discount." Issuance costs, including underwriters' discounts, are recorded as expenditures using appropriate object codes such as C and E. The debt service activity, which includes redeeming the bonds and making interest payments, is recorded in a debt service fund type account. Refer to Subsection 85.85.35 of this manual for illustrative entries for issuance and servicing of general bonded debt.

85.72.20.d

Refunding Bonds - When advantageous and permitted by statute or bond covenants, the state refunds outstanding bonds. Refunding occurs when new debt is issued to provide resources to satisfy the debt service requirements of an outstanding bond issue.

An economic gain or loss arises because of a refunding. The economic gain or loss is computed by determining the difference between the present value of cash flow requirements of the refunded debt and the present value of cash flow requirements of the refunding debt. The economic gain or loss is disclosed in the notes to the financial statements in the state's Comprehensive Annual Financial Report (CAFR).

There are two types of refunding:

- **Current Refunding** - In a current refunding, outstanding bonds are called or mature within 90 days of the issuance of the refunding bonds.
- **Advance Refunding** - In an advance refunding, the net proceeds of the refunding issue are used to purchase U.S. Government securities, which are placed in irrevocable trusts with escrow agents to provide for all future debt service payments on the refunded bonds until the bonds are called or mature. The refunded bonds are considered to be defeased. Neither the liability for the refunded bonds nor the securities held in the irrevocable trusts are reflected in the state's financial accounting records.

Accounting Procedures

In **governmental funds**, bonded debt is refunded using a debt service fund type account. The refunding proceeds are recorded with Revenue Source Code 0859 "Proceeds of Refunding Bonds" and the payment to the escrow agent is recorded with Revenue Source Code 0855 "Payments to Refunded Bond Escrow Agents." Original issue premiums are recorded to Revenue Source Code 0858 "Original Issue Premium– Refunding Bonds." Original issue discounts are recorded to Revenue Source Code 0856 "Original Issue Discount – Refunding Bonds." Issuance costs, including underwriter's discount, are recorded to Revenue Source Code 0857 "Underwriters Discount/Costs of Issuance – Refunding Bonds." The refunded debt (old bond) is removed from and the refunding debt (new bond) is recorded in Account 999 "General Long-Term Obligations Subsidiary Account."

In **proprietary and trust funds**, when bonded debt is refunded, the refunded debt (old bond) is removed from, and the refunding debt (new bond) is recorded in, the applicable account. If material, the difference between (1) the book value of the refunded debt and (2) the amount required to retire the debt is deferred. The book value of the refunded debt includes its maturity value, and any related unamortized premium, discount, or bond issuance costs (GL Codes 5910 "Unamortized Premiums on Bonds Sold," 1910 "Unamortized Discounts on Bonds Sold," and 1920 "Unamortized Bond Issue Costs").

The amount deferred is recorded as deferred gain (loss) on refunding (GL Code 5268 "Deferred Gain/Loss on Bond Refundings"). The deferral is amortized over the remaining life of the refunded bonds or the life of the refunding bonds, whichever is shorter.

85.72.30

March 17, 2010

Lease-purchase agreements payable

85.72.30.a

A lease may be classified as an **operating lease** or a **capital lease**.

An **operating lease** is defined as a 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.

A **capital lease** is a lease that transfers substantially all the benefits and risks inherent in the ownership of the property to the state.

A capital lease must meet one or more of the following criteria:

- By the end of the lease term, ownership of the leased property is transferred to the state.
- The lease contains a bargain purchase option.
- The lease term is equal to 75 percent or more of the estimated useful life of the leased property.
- The lease qualifies as a capital lease if, at the inception of the lease, the present value of the minimum lease payments, excluding executory costs (usually insurance, maintenance, and taxes paid in connection with the leased property, including any profit thereof) is 90 percent or more of the fair value of the leased property.

State lease agreements typically contain a fiscal funding clause, or cancellation clause, which permits the state to terminate the agreement on a biennial basis if funds are not appropriated to continue the next biennium's lease payments. Generally, the likelihood of cancellation is remote.

Leases which contain a cancellation clause must be evaluated to determine if the possibility of cancellation is remote, and if so, and if they also meet at least one of the criteria of a capital lease, then the leases should be classified as capital leases.

Refer also to Subsections 30.20.40 and 85.72.40.

85.72.30.b

Lease Accounting

1. **Operating Lease** - Accounting for an operating lease consists of recording rental payments as a normal operating expenditure/expense to Subobject ED "Rentals and Leases - Land and Buildings" or Subobject EH "Rentals and Leases - Furnishings and Equipment" on a periodic basis.
2. **Capital Lease** - Accounting for a capital lease consists of:
 - Recording the capital lease at its inception,
 - Updating the capital asset inventory system,
 - Separating periodic payments into principal and interest portions, and
 - Applying payments to the correct object of expenditure.

When a capital lease represents the acquisition or construction of a general capital asset, the acquisition or construction of the general capital asset is recorded as an expenditure in GL Code 6514 "Capital Asset Acquisitions by Lease-Purchase Agreements or Certificates of Participation" and the lease proceeds are recorded in GL Code 3221 "Other Financing Sources," Revenue Source Code 0809 "Capital Lease Acquisitions," consistent with the provisions of NCGA Statement 5. In addition, the capital asset acquired should be recorded in Account 997 "General Capital Assets Subsidiary Account" and the lease obligation should be recorded in Account 999 "General Long-Term Obligations Subsidiary Account." Refer to Subsections 85.60.70 and 30.20.30 for further information on capital leases.

Periodic lease payments represent debt service expenditures in governmental fund type accounts. Subobject PA is charged for the annual amount paid that is applicable to the principal portion of the lease liability and Subobject PB is charged for the interest portion of the payment. The lease liability recorded in the General Long-Term Obligations Subsidiary Account (Account 999) is reduced by the amount of principal payments. Agencies should review the balance in GL 5272 at the end of each fiscal year and reclassify to short-term (GL 5172 "Lease-Purchase Agreements Payable") that portion of the lease liability that is due to be paid in the next year.

Periodic payments represent a combination of debt service and a reduction of a liability in proprietary and trust fund type accounts. If the capital lease liability was recorded in GL 5172/5272, then GL Code 5172 is debited for the amount paid that is applicable to the principal portion of the lease-purchase liability and Subobject PB is debited for the interest portion of the payment.

Normally the monthly billing will separate the interest portion from principal, but if not separately stated, interest must be computed by the agency using the current market interest rate the lessee would be charged at the inception of the lease to borrow the funds necessary to purchase the asset.

Payment is normally made from an operating account unless specific requirements dictate use of a debt service fund type account. Refer to Subsection 85.85.40 for illustrative entries.

85.72.40

January 1, 2011

Certificates of Participation

85.72.40.a

In order to increase the efficiency and cost effectiveness of lease-purchase activity, the State established a master lease/purchase program administered through the Office of the State Treasurer (OST). This program uses Certificates of Participation (COPs) as a financing mechanism. Contact the Office of State Treasurer for further information on the COP program. Refer to Subsections 85.60.80, 85.85.45 and 85.85.50 for information on COP accounting.

There are two types of COPs as follows:

- **Equipment Acquisition Program** - Under this program, a capital asset (equipment) is generally acquired with a single transaction.
- **Real Estate Program** - Under this program, an asset (real estate) is purchased, constructed or renovated. The purchase, construction, or renovation activity may take place over a period of time and may involve multiple transactions. If the purchase/construction/renovation period is lengthy and debt service on the COP is required during the construction/renovation phase, interest may be capitalized in enterprise and trust funds.

85.72.40.b

Generally, COPs are payable from annual appropriations by the Legislature. If the possibility that the Legislature will fail to appropriate repayment is deemed remote, then a liability for the COP is recorded.

85.72.40.c

When governmental fund type accounts purchase equipment or real estate through COPs, the transaction is not an expenditure authority charge. It is the payment of the COP principal that is charged against expenditure authority.

85.72.40.d

When COP financed capital assets are acquired in governmental fund type accounts, the acquisition or construction is recorded as an expenditure using GL Code 6514 "Capital Asset Acquisitions by Lease-Purchase Agreements or Certificates of Participation" and the proceeds are recorded in the acquiring account using GL Code 3221 "Other Financing Sources" Revenue Source Code 0807 "Certificates of Participation." The COP liability is recorded in Account 999 "General Long-Term Obligations Subsidiary Account" and the capital assets acquired in Account 997 "General Capital Assets Subsidiary Account."

For real estate acquisition/construction/renovation projects financed through COPs (excluding higher education), the COP proceeds are deposited into and expended out of a construction account.

Accounting Procedures

For acquisition of equipment or real estate through COPs in proprietary and trust fund type accounts, the COP liability and the corresponding asset are recorded in the acquiring account.

All assets acquired with COPs are capitalized. Refer to Subsection 30.20.20.

OST accounts for COP sale and repayment activity in Account 739 "Certificate of Participation and Other Financing Account - State."

Refer to Subsection 85.85.45 and 85.85.50 for illustrative entries.

85.72.40.e Typically, COPs have semi-annual debt service payments. In governmental fund type accounts, Subobject PD is charged for the amount paid that is applicable to the principal and Subobject PE is charged for the interest portion of the payment. In proprietary and trust fund type accounts, GL Code 5173 "Certificates of Participation Payable" is charged for the amount paid that is applicable to the principal portion of the COPs and Subobject PE is to be charged for the interest portion of the payment.

Budgeted proprietary fund type accounts require an additional entry to record an expenditure authority charge for the portion of the payment applicable to the principal. This additional entry involves a debit to GL Code 6510 "Cash Expenditures/Expense" Subobject PD "Principal COP Lease-Purchase Agreements," and a credit to GL Code 6525 "Expense Adjustments/ Eliminations (GAAP)" Subobject PD.

Refer to Subsections 85.85.45 and 85.85.50 for illustrative entries.

85.72.40.f **Refunding COPs** - When advantageous and permitted by statute or COP covenants, the state refunds outstanding COPs. Refunding occurs when new COPs are issued to provide resources to satisfy the debt service requirements of an outstanding COP issue.

In **governmental funds**, COP debt is refunded using a debt service fund type account. The refunding proceeds are recorded with Revenue Source Code 0854 "Proceeds of Refunding COPs" and the payment to the escrow agent is recorded with Revenue Source Code 0850 "Payments to Refunded COP Escrow Agents." Original issue premiums are recorded to Revenue Source Code 0853 "Original Issue Premium – Refunding COPs." Original issue discounts are recorded to Revenue Source Code 0851 "Original Issue Discount – Refunding COPs." Issuance costs, including underwriter's discount, are recorded to Revenue Source Code 0852 "Underwriters Discount/Costs of Issuance – Refunding COPs." The refunded debt (old COP) is removed from and the refunding debt (new COP) is recorded in Account 999 "General Long-Term Obligations Subsidiary Account."

When a COP of a **proprietary or trust fund** type account is refunded, the refunded COP is removed from, and the refunding COP is recorded in the applicable account. If material, the difference between (1) the book value of the refunded COP and (2) the amount required to refund the COP should be deferred. The book value of the refunded COP includes its maturity value, any related unamortized premium, discount, or COP issuance costs (GL Codes 5920 “Unamortized Premiums on COPs Sold,” 1911 “Unamortized Discounts on COPs Sold,” 1921 “Unamortized COP Issue Costs”).

The amount deferred is recorded as deferred gain (loss) on refunding (GL Code 5266 “Deferred Gain/Loss on COP Refundings”). The deferral is amortized over the remaining life of the refunded COPs or the life of the refunding COPs, whichever is shorter. Refer to Subsection 85.85.52 for illustrative entries.

85.72.50

July 1, 2009

Vacation leave payable

85.72.50.a

General

A liability accrues as employees accumulate vacation leave in that, at termination, employees become entitled to a cash payment for all eligible accumulated vacation leave. Additionally, a liability accrues to the state for certain payroll related costs (e.g., the employer's portion of social security and Medicare taxes). Governmental fund type accounts accumulate this liability in Account 999 “General Long-Term Obligations Subsidiary Account.” Proprietary and trust fund type accounts record vacation leave payable as a fund liability.

85.72.50.b

Establishing the Liability

85.72.50.b.(1)

As a part of the year-end closing process, a determination is made of the dollar value of accumulated vacation leave due employees on June 30 using current salary levels. One of two methods is to be employed in this computation:

- Determine the accumulated vacation leave liability on an employee-by-employee basis by multiplying the hours accumulated by the respective employee's current hourly rate; or
- Multiply the total accumulated vacation leave hours by the average hourly rate of all employees. (This option is to be used only by those agencies not having an automated system capable of making the calculation on an individual employee basis.)

Accounting Procedures

85.72.50.b.(2) Once the dollar value of the vacation leave due employees is determined the employer portion of associated payroll related costs (i.e., social security and Medicare taxes) is calculated. The sum of the amount payable to employees and the employer share of the related payroll taxes represents Accrued Vacation Leave Payable.

85.72.50.c **Recording Vacation Leave Expense/Liability**

85.72.50.c.(1) Adjustments are made at the close of the fiscal year to record the increases (vacation leave earned) and decreases (vacation leave used) in the vacation leave liability. **Increases are to be recorded separately from decreases** to allow for proper financial reporting, as required by GASB Statement 34.

Agencies with multiple proprietary accounts or a combination of governmental and proprietary accounts need to allocate the vacation leave liability to **each** proprietary account and a single total for **all** governmental fund type accounts. This allocation may be estimated when leave records are not maintained by account.

85.72.50.c.(2) In proprietary and trust fund type accounts, increases in vacation leave liability are recorded as a fund liability through a debit to GL Code 6525 "Expense Adjustments/Eliminations (GAAP)" (using expenditure authority and program codes as appropriate) and a credit to GL Code 5125 and/or 5225 "Accrued Vacation Leave Payable," as deemed appropriate.

Decreases in vacation leave liability are recorded by a debit to GL Code 5125 and/or 5225 and a credit to GL Code 6525 with applicable expenditure authority and program codes.

85.72.50.c.(3) For governmental fund type accounts, increases in vacation leave liability are recorded in Account 999 "General Long-Term Obligations Subsidiary Account" as a debit to GL Code 1820 "Amount to be Provided for Retirement of Long-Term Obligations" and a credit to the GL Code 5125 and/or 5225, as deemed appropriate.

Decreases in the vacation leave liability are recorded as a debit to GL Code 5125 and/or 5225 and a credit to GL Code 1820.

85.72.60

June 1, 2004

Sick leave payable

85.72.60.a

General

A liability for sick leave accrues as the benefits are earned to the extent that it is probable that the employer will compensate the employee for the leave conditioned on the employee's retirement. Paid time off for sick leave which is contingent on an illness is not subject to accrual because it is dependent on a future event that is beyond the control of the employer. To the extent that sick leave will be paid upon retirement, agencies are to estimate and record this liability.

The liability for sick leave includes the dollar value of the estimated amount to be paid in cash to employees upon retirement, and the employer portion of the associated payroll related costs (i.e., social security and Medicare taxes). Pension is not paid on sick leave buy-out.

85.72.60.b

Establishing the Liability

85.72.60.b.(1)

The dollar value of sick leave that will be paid to employees upon retirement is calculated using current salary levels and an estimate of the likelihood that employees with accumulated sick leave balances, as of year end, will remain in state service until they are eligible for retirement at which time they will be able to cash out their sick leave.

One of the following two methods is to be used in this computation. Once a method is selected, it is to be applied consistently.

- **Method 1** - This method employs an actuarially determined factor of the probability that current employees will remain in state service until they are eligible for retirement. This method is an option where the dollar value of sick leave is readily available or can be calculated by multiplying the total sick leave hours accumulated by the average hourly pay rate of the employees. The dollar value of sick leave accumulated as of year-end is divided by four (since the state's buy-out policy is one day for every four accumulated) and then multiplied by the actuarially determined factor representing the probability that leave will be cashed out. This factor will be available annually from OFM Accounting Division.

Accounting Procedures

- **Method 2** - This method is based on the assumption that future sick leave buy-out will be consistent with recent years, that the average employee who will eventually cash out sick leave will work 30 years, and that there is a bell-shaped distribution of the employee population such that the mean time to retirement is 15 years. This method would be an option where the dollar value of accumulated sick leave hours is not readily available.

Compute an average of the sick leave buy-out (Subobject AS) for the most recent three years. Multiply the average by 15 years.

- 85.72.60.b.(2) Multiply the estimated sick leave that will be paid to by the employer's share of Social Security and Medicare taxes. The sum of the amount to be paid to employees and the employer payroll taxes represents Accrued Sick Leave Payable.
- 85.72.60.c **Recording Sick Leave Expense/Liability**
- 85.72.60.c.(1) Once the estimate of sick leave payable as of year-end has been calculated, it is compared with the current balance in GL Codes 5127 and/or 5227 "Accrued Sick Leave Payable," as appropriate. Adjustments are made to record the increases (sick leave earned) and decreases (sick leave used) in the sick leave liability. **Increases are to be recorded separately from decreases** to allow for proper financial reporting, as required by GASB Statement 34. Agencies with multiple proprietary accounts or a combination of governmental and proprietary accounts need to allocate the sick leave liability to **each** proprietary account and a single total for **all** governmental accounts. This allocation may be estimated when leave records are not kept by account.
- 85.72.60.c.(2) In proprietary and trust fund type accounts, increases in sick leave payable are recorded as a fund liability through a debit to GL Code 6525 "Expense Adjustments/Eliminations (GAAP)" (using expenditure authority and program codes as appropriate) and a credit to GL Code 5127 and/or 5227 "Accrued Sick Leave Payable," as deemed appropriate. Decreases in sick leave liability are recorded as a debit to GL Code 5127 and/or 5227 with an offsetting credit to GL Code 6525 with applicable expenditure authority and program codes.
- 85.72.60.c.(3) For governmental fund type accounts, increases in sick leave liability are recorded in Account 999 "General Long-Term Obligations Subsidiary Account" as a debit to GL Code 1820 "Amount to be Provided for Retirement of Long-Term Obligations" and a credit to GL Code 5127 and/or 5227, as deemed appropriate. Decreases in the sick leave liability are recorded as a debit to GL Code 5127 and/or 5227 and a credit to GL Code 1820.

85.72.65

July 1, 2009

Compensatory time payable

85.72.65.a

General

A liability accrues as certain employees accumulate compensatory time in that employees become entitled to a cash payment for all eligible accumulated compensatory time at intervals prescribed by regulation, collective bargaining agreement, or agency policy, as applicable. Additionally, a liability accrues to the state for certain payroll related payments (e.g., the employer's portion of pension benefit and social security and Medicare taxes). Governmental fund type accounts accumulate this liability in Account 999 "General Long-Term Obligations Subsidiary Account." Proprietary and trust fund type accounts record vacation leave payable as a fund liability.

85.72.65.b

Establishing the Liability

85.72.65.b.(1)

As a part of the year-end closing process, a determination is made of the dollar value of accumulated compensatory time due employees on June 30 using current salary levels. One of two methods is to be employed in this computation:

- Determine the accumulated compensatory time liability on an employee-by-employee basis by multiplying the hours worked at time-and-one-half by the respective employee's current hourly rate; or
- Multiply the total accumulated compensatory time hours worked at time-and-one-half by an average hourly rate. (This option is to be used only by those agencies not having an automated system capable of making the calculation on an individual employee basis.)

85.72.65.b.(2)

Once the dollar value of the compensatory time due employees is determined the employer portion of associated payroll related costs (i.e., pension and social security and Medicare taxes) is calculated. The sum of the amount payable to employees and the employer share of the related payroll taxes and benefits represents Accrued Compensatory Time Payable.

85.72.65.c

Recording Compensatory Time Expense/Liability

85.72.65.c.(1)

Adjustments are made at the close of the fiscal year to record the increases (compensatory time earned) and decreases (compensatory time used) in the compensatory time liability. **Increases are to be recorded separately from decreases** to allow for proper financial reporting, as required by GASB Statement 34.

Accounting Procedures

Agencies with multiple proprietary accounts or a combination of governmental and proprietary accounts need to allocate the compensatory time liability to **each** proprietary account and a single total for **all** governmental accounts. This allocation may be estimated when compensatory time records are not kept by account.

85.72.65.c.(2) In proprietary and trust fund type accounts, increases in compensatory time liability are recorded as a fund liability through a debit to GL Code 6525 "Expense Adjustments/Eliminations (GAAP)" (using expenditure authority and program codes as appropriate) and a credit to GL Code 5128 and/or 5228 "Accrued Compensatory Time Payable," as deemed appropriate. Decreases in compensatory time liability are recorded by a debit to GL Code 5128 and/or 5228 and a credit to GL Code 6525 with applicable expenditure authority and program codes.

85.72.65.c.(3) For governmental fund type accounts, changes in the compensatory time liability are to be reflected in the governmental account if the liability is to be liquidated within 12 months, or in Account 999 "General Long-Term Obligations Subsidiary Account" if the intent is to liquidate it after one year. Increases in compensatory time liability are recorded as a credit to GL Code 5128 and/or 5228, and a debit to expenditures in the governmental account or a debit to GL Code 1820 "Amount to be Provided for Retirement of Long-Term Obligations" in Account 999, as appropriate. Decreases in the compensatory time liability are recorded as a debit to GL Code 5128 and/or 5228 and a credit to expenditures in the governmental account or a credit to GL Code 1820 in Account 999, as appropriate.

85.72.70

July 1, 2006

Termination benefits

A liability accrues for termination benefits provided to state employees. Additionally, a liability accrues to the state for certain payroll related costs (e.g., the employer's portion of pension benefit and social security and Medicare taxes). Unemployment compensation or effects of a termination benefit on the agency's obligations for pension or other postemployment benefits are not considered termination benefits.

In governmental fund type accounts, termination benefits are recorded as an expenditure and fund liability. In proprietary and trust fund type accounts, termination benefits are recorded as an expense and fund liability. Contact your OFM Accounting Consultant for further guidance on recording termination benefits.



85.74

Special Liabilities

85.74.10

July 1, 2003

Vendor payment advance

85.74.10.a

General

85.74.10.a.(1)

As prescribed in RCW 28B.50.090 and in RCW 28B.50.143, the State Board for Community and Technical Colleges (SBCTC) and each community and technical college district may request and receive an advance from the Office of the State Treasurer (OST) for local vendor payments. Vendor payment advances are considered liabilities of the agencies receiving the monies.

85.74.10.a.(2)

The SBCTC and each individual college are responsible for establishing proper accounting procedures and controls to ensure accountability and obtain maximum benefit from the authorized advance.

85.74.10.b

Initial Advance

85.74.10.b.(1)

The SBCTC is to submit to the Office of Financial Management (OFM) a request for approval of the amount calculated as the initial advance for the SBCTC and each individual college. In arriving at the amounts, the following criteria is to be used:

- The base to be used in the calculation of the advance is to equal total budgeted expenditures of the General Fund for the biennium.
- The amount of the advance to each individual college is to be limited to 17 percent of its average monthly allotment for General Fund expenditures, and the amount advanced to the SBCTC is to be limited to 24 percent of its average monthly allotment for General Fund expenditures.
- Approval is not to be granted if the allotment for the community and technical college system has not been received by OFM.

85.74.10.b.(2)

Upon approval by OFM, the SBCTC is to notify each individual college of its approved amount. Thereafter, the SBCTC and each individual college are to prepare a Journal Voucher (A7-A) for the amount of the advance and request an ACH.

In all cases, the payee is to be the institution and is not to include the name of an individual. The entry required in the general ledger for Account 001 "General Fund" is a debit to GL Code 1350 "Due From Other Funds - Advances" and a credit to GL Code 7120 "Warrants/ACH Payments In-Process." Refer to Subsection 85.85.55.a.(1) for an illustrative entry.

85.74.10.b.(3) Upon receipt of the ACH, the SBCTC and each individual college are to record the amount received in Account 840 "Institutions of Higher Education - Agency Account." The entry required in the general ledger for Account 840 is a debit to GL Code 1110 "Cash in Bank" and a credit to GL Code 5150 "Due To Other Funds - Advances." Refer to Subsection 85.85.55.a.(2) for an illustrative entry.

85.74.10.c **Payments for Goods and Services**

85.74.10.c.(1) The SBCTC and each individual college are to process vendor payments for those items chargeable to the General Fund in the same manner as local account expenditures with the following exceptions:

- Checks are to be drawn on the local bank account against the cash advance deposited in Account 840, but no expenditure data is to be recorded against this account. Instead, the entry required in the general ledger for Account 840 is a debit to GL Code 1350 "Due from Other Funds - Advances" and a credit to GL Code 1110 "Cash in Bank." Refer to Subsection 85.85.55.b.(1) for an illustrative entry.
- To support the debit entry to the clearing account, the SBCTC and each individual college are to maintain a file detailing the expenditure/expense coding which is to be charged when reimbursement is requested.

85.74.10.c.(2) The SBCTC and each individual college are to record expenditure data to Account 001 "General Fund." This entry is to be made simultaneously with the general ledger entry to Account 840. The general ledger entry required in Account 001 is a debit to GL Code 6505 "Accrued Expenditures/Expenses" and a credit to GL Code 5150 "Due To Other Funds - Advances." Refer to Subsection 85.85.55.b.(2) for an illustrative entry.

85.74.10.d **Reimbursements**

85.74.10.d.(1) At the end of each month, the SBCTC and each individual college are to process a Journal Voucher (A7-A) requesting reimbursement for the amount of money actually disbursed from the advance.

The amount requested should be supported by the detailed listing as noted in c.(1) above. When reimbursement is requested, cash expenditures are to be recorded in Account 001 "General Fund." The entry is a debit to GL Code 5150 "Due To Other Funds - Advances" and a credit to GL Code 6505 "Accrued Expenditures/Expenses" and a debit to GL Code 6510 "Cash Expenditures/Expenses" and a credit to GL Code 7120 "Warrants/ACH Payments In-Process." Upon receipt of the ACH, the SBCTC and each individual college are to record the deposit in Account 840. The entry is a debit to GL Code 1110 "Cash in Bank" and a credit to GL Code 1350 "Due From Other Funds - Advances." Refer to Subsection 85.85.55.c for illustrative entries.

85.74.10.d.(2) The SBCTC and each individual college are limited to one reimbursement per month. At no time is the SBCTC or any individual college to request an amount of reimbursement in excess of actual cash outlays.

85.74.10.d.(3) Accruals, together with encumbrances, are to be posted to the General Fund at the end of each month.

85.74.10.e **Biennial Close out of Vendor Payment Advance** - Early in each new biennium the advance for the preceding biennium is to be closed out. To close out the vendor payment advance, the SBCTC and each individual college are to follow these procedures:

85.74.10.e.(1) **Institutions of Higher Education - Agency Account 840**

The amount reimbursed for expenditures incurred in June will be reduced by the amount initially advanced. This amount should equal the difference between the amount of the original advance as recorded in GL Code 5150 "Due To Other Funds - Advances" and the amount of June expenditures in GL Code 1350 "Due From Other Funds - Advances." If June expenditures are greater than the amount initially advanced, the difference is to be requested as reimbursement. If June expenditures are less than the amount initially advanced, the difference must be remitted to the General Fund 001. To record the amount to be reimbursed or remitted, the following entries are required: The first entry required is a debit to GL Code 5150 and a credit to GL Code 1350 for the amount of the initial advance. After this entry has been made, the balance in GL Code 1350 will indicate whether funds are to be requested or remitted to the General Fund 001.

If the balance in GL Code 1350 is a debit, request reimbursement of this amount by processing a Journal Voucher (A7-A) requesting an ACH. Upon receipt of the ACH, the entry required is a debit to GL Code 1110 and a credit to GL Code 1350.

If the balance in GL Code 1350 is a credit, ACH the balance to the General Fund 001 and process a Cash Receipts Journal Summary (A8-A). The entry required is a debit to GL Code 1350 and a credit to GL Code 1110. Refer to Subsection 85.85.55.d for an illustrative entry.

The SBCTC and each individual college are to use the listing from the payment file detailing the expenditure/expense GL coding to be charged for advance payments.

85.74.10.e.(2) General Fund – Account 001

The SBCTC and each individual college are to record the reimbursement or remittance in the General Fund. If the final amount is a reimbursement from Account 001, the entry is a debit to GL Code 5150 “Due To Other Funds - Advances” and a credit to GL Code 7120 “Warrants/ACH Payments In-Process” for the amount reimbursed. If the final amount is a remittance to Account 001, the entry is a debit to GL Code 7110 “Receipts In-Process” and a credit to GL Code 1350 “Due From Other Funds - Advances.” Refer to Subsection 85.85.55.d.(2) for an illustrative entry.

At this point the balances in GL Code 1350 “Due From Other Funds - Advances” and GL Code 5150 “Due To Other Funds - Advances” should be zero.

85.74.20

July 1, 2001

Public works contracts - retention of payments

85.74.20.a

General

85.74.20.a.(1)

RCW 60.28.010 requires, in part, that all contracts for public improvements or work, other than for professional services, by a public body must provide for retention from the amounts earned by the contractor those amounts provided by law. Such monies are to be retained in accordance with the provision of the law for the protection and payment of any person supplying labor or material for such work and the state for taxes due from the contractor.

85.74.20.a.(2)

The monies reserved from amounts due a contractor are to be:

- Retained in an account by the public body until 30 days following the final acceptance of said improvement or work as completed, or

- Deposited by the public body in an interest bearing account in a qualified public depository, not subject to withdrawal until after final acceptance of said improvement or work is completed or until agreed to by both parties, provided that interest on such account shall be paid to the contractor, or
- Placed in escrow with a bank or trust company until 30 days following the final acceptance of said work or improvement as completed.

85.74.20.a.(3) The warrant or check representing monies to be placed in escrow is to be made payable to the bank or trust company on behalf of the contractor. Such monies are to be converted into bonds and securities and held in escrow. The bonds and securities are to be chosen by the contractor and approved by the public body. When interest in such investments accrues **and is paid**, it is to be forwarded to the contractor.

85.74.20.a.(4) Refer to Subsection 85.85.60 of this manual for illustrative entries related to retained percentages.

85.74.20.b **Escrow Agreement**

85.74.20.b.(1) Following the award of a contract for public improvements or work for which retained percentages are required to be reserved under the provisions of RCW 60.28.010, agencies are to require the contractor to exercise an option in writing as to whether monies reserved from amounts due to the contractor are to be placed in escrow, deposited in an interest bearing account, or retained by the agency. Agencies are to develop procedures for informing the contractor of the options and method for exercising the option.

An option must be exercised prior to or at the time of submission of the invoices for the first progress payment to be made under the contract. No progress payment is to be made until the contractor has exercised an option in writing.

85.74.20.b.(2) If, during the course of work under a contract for public improvement or work for which amounts are required to be reserved under the provisions of RCW 60.28.010, the contract completion date is changed and the change will cause an undue hardship upon the contractor when compared to the increased costs to the state agency if a change in election is allowed, the agency may, at its discretion, allow the contractor to make a change in the option elected.

85.74.20.b.(3) When the contractor elects to place amounts reserved in escrow, the contractor and the agency are to jointly select a bank or trust company as the escrow agency. The agency, contractor, and escrow agent are to then jointly execute an Escrow Agreement approved as to form by the Attorney General. The Escrow Agreement, in addition to other requirements, is to also provide for payment of all escrow costs and fees by the contractor. A copy of the completed Escrow Agreement is to be provided to the escrow agent, contractor, and agency prior to the time the first progress payment is made.

85.74.20.c **Investment of Monies in Escrow**

85.74.20.c.(1) The escrow agent holding the retained monies pursuant to RCW 60.28.010 is to invest such monies in bonds and securities selected by the contractor and approved by the agency. In approving securities, the agency is to consider the probable safety of the securities and their liquidity. The agency may approve investments in the following types of bonds and securities:

- Bills, certificates, notes, or bonds of the United States;
- Other obligations of the United States or its agencies;
- Obligations of any corporation wholly owned by the government of the United States;
- Bonds and/or discount notes of the Federal Home Loan Bank, Federal National Mortgage Association, Federal Farm Credit Banks Consolidated System-wide, Government National Mortgage Association, Student Loan Marketing Association, Small Business Administration, Export-Import Bank, and Maritime Administration;
- Time deposits in qualified public depositories;
- Bankers acceptances purchased on the secondary market;
- State, county, municipal, or school district bonds, or warrants of taxing districts of the state. Such bonds and warrants shall be only those found to be within the limit of indebtedness prescribed by law for the taxing district issuing them and to be general obligations;
- Motor Vehicle Fund warrants when authorized by agreement between the State Treasurer and the Department of Transportation requiring repayment of invested funds from any moneys in the Motor Vehicle Fund available for state highway construction;

- Bonds of the state of Washington and any local government in the state of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency;
- General obligation bonds of a state other than the state of Washington and general obligation bonds of a local government of a state other than the state of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency;
- Utility revenue bonds or warrants of any city or town in the state of Washington;
- Bonds or warrants of a local improvement district which are within the protection of the local improvement guaranty fund law;
- Shares of mutual funds with portfolios consisting of only United States government bonds or United States government guaranteed bonds issued by federal agencies with average maturities less than four years, or bonds described in RCW 39.59.020 (1) or (2), except that bonds otherwise described in RCW 39.59.020 (1) or (2) shall have one of the four highest credit ratings of a nationally recognized rating agency; and
- Shares of money market funds with portfolios consisting of only bonds of states and local governments or other issuers authorized by law for investment by local governments, which bonds have at the time of investment one of the two highest credit ratings of a nationally recognized rating agency.

85.74.20.c.(2) Other bonds or securities eligible for investment by public entities may be approved by the agency, providing that it has the staff assistance and expertise to permit it to exercise sound judgment in assessing the probable safety and liquidity of such securities. In no event is the agency to approve investments in stock of any company, association, or corporation. In all cases, including those enumerated above, the securities selected must mature on or prior to the date set for completion of the contract, including extensions thereof, or 30 days following the final acceptance of said improvement or work.

85.74.20.d **Deposits in Interest Bearing Accounts**

85.74.20.d.(1) When an election is made to deposit amounts reserved in an interest bearing account in a public depository, the contractor and agency are to select an institution agreeable to both. The financial institution selected must be a qualified public depository under Chapter 39.58 RCW.

- 85.74.20.d.(2) Deposits in an interest bearing account are to be in the name of the agency and are not allowed to be withdrawn without the agency's written authorization. The amounts deposited are not to be subject to withdrawal until after final acceptance of said improvement or work as completed, or until agreed to by both parties. In no case is the agency to be allowed to withdraw the monies unless the conditions of RCW 60.28.020 are met. The public depository is to report any such deposits as public deposits and collateralize the deposits in accordance with Chapter 39.58 RCW.
- 85.74.20.d.(3) **Interest Earnings** - Interest earned on deposits is to be paid to the contractor as said interest becomes payable under the terms of the deposit. The agency is to notify the institutions to withhold all further payments of interest in the event claims are filed against the contractor. After such notice, all unpaid interest is to be subject to the conditions of Chapter 60.28 RCW. The account is to be appropriately noted by the public depository to enable that institution to report interest payments made to the contractor to the Internal Revenue Service in the proper format.
- 85.74.20.e Agencies using local funds to pay public works contracts are to use local accounts comparable to the treasury accounts listed above. The agency is to retain in its files all documents, supporting data, and records which reflect all actions taken relating to the escrow account and the investment of escrow monies.

85.74.30

July 1, 2008

Unclaimed property

In accordance with state law, unclaimed personal property reverts to the state in the absence of legal claimants or heirs. The state accounts for abandoned property in Account 196 "Unclaimed Personal Property Account." Amounts in excess of a statutory limit are transferred to the General Fund. The state establishes a liability in Account 196 to reflect an estimate of the amount that will eventually be claimed using short-term GL Code 5193 "Liability for Unclaimed Property Refunds" and long-term GL Code 5293 "Liability for Unclaimed Property Refunds."

The state uses Account 527 "Administrator for Intestate Estates Account" for escheat property. Property escheats to the state from the estates of persons who die intestate without any known or discoverable heirs. Account 527 is used to account for the escheat property pending identification of rightful heirs. Refer to RCW 63.29.130 for unclaimed property held by courts and public agencies, and RCW 63.29.150 for unclaimed wages.

85.74.40

July 1, 2001

Claims and judgments

85.74.40.a

Agencies are to record a liability for claims and judgments when all four of the following criteria are met:

- The event giving rise to the claim occurred prior to the end of the fiscal year,
- It is probable that a claim will be asserted,
- It is probable that the claim will prevail, and
- The amount of the loss is measurable or estimable.

85.74.40.b

In governmental fund type accounts, only that portion of the claims and judgments liability that is expected to be liquidated with current available spendable resources is recorded in the operating account as a liability and expenditure. The remaining portion of the liability is recorded in Account 999 "General Long-Term Obligation Subsidiary Account." Claims and judgments that are currently due and payable are recorded in the operating accounts of governmental fund type accounts as liabilities and expenditures regardless of whether or not there are sufficient available spendable resources to liquidate them.

85.74.40.c

In proprietary and trust fund type accounts, claims and judgments are always fund liabilities. They are separated into short-term GL Code 5113 "Claims and Judgments Payable" and long-term GL Code 5213 "Claims and Judgments Payable."

85.74.40.d

An example of a claims liability involves disallowed costs on federal programs. At the point that the agency determines that it is probable that a repayment will be made to the federal government and the amount is measurable, a claims liability is to be recorded. Additionally, an adjustment for the amount of the repayment is to be recorded to reduce both the federal revenue and expenditure/expense initially charged. Refer to Subsection 85.85.65 for an illustrative entry.

85.74.40.e

In instances where it is reasonably possible that a loss has occurred or an asset has been impaired, or a loss is probable but not measurable, a liability should not be recorded. These contingent obligations are reported by means of the year-end disclosure form process and disclosed in the notes to the state's financial statements.

85.74.50

July 1, 2009

Pollution remediation obligations

85.74.50.a

Pollution remediation obligations are liabilities related to the State's responsibility to clean up pollution or contamination. They do not include obligations for pollution prevention or control activities.

85.74.50.b

When *one* of the following five events or circumstances occurs, agencies must attempt to estimate the expected pollution remediation outlays:

- Pollution poses an imminent danger to the public or environment and the agency has little choice but to take action.
- The agency violates a pollution prevention-related permit or license.
- A regulator identifies the agency as responsible or potentially responsible for cleaning up pollution.
- The agency is named (or evidence indicates that it will be named) in a lawsuit to compel it to address pollution.
- The agency begins or legally obligates itself to begin cleanup or post-cleanup activities.

85.74.50.c

Pollution remediation efforts should be broken down into components, such as legal services, site investigation, and post remediation monitoring. On an on-going basis, the efforts should be analyzed by component to determine if costs are reasonably estimable. A liability should be recognized as the ranges within a component become reasonably estimable.

85.74.50.d

The liability for the pollution remediation should be measured at current value (not present value) using the expected cash flow technique. The expected cash flow technique is the sum of probability-weighted amounts in a range of possible estimated amounts.

85.74.50.e

In governmental fund type accounts, goods and services that are used for pollution remediation activities should be recognized as liabilities of the operating accounts only to the extent that the goods and services have been received and the liabilities are expected to be liquidated with current available spendable resources. The remaining portion of the liability is recorded in Account 999 "General Long-Term Obligation Subsidiary Account."

- 85.74.50.f In proprietary and trust fund type accounts, pollution remediation obligations are always fund liabilities. They are separated into short-term liabilities using appropriate general ledger codes (for example, accounts payable, claims and judgments payable, or accrued salaries) and long-term liabilities using GL Code 5287 "Pollution Remediation Obligation."
- 85.74.50.g Agencies that have or believe they may have pollution remediation obligations should contact their OFM Accounting Consultant for assistance. Refer to Subsection 90.40.75 for fiscal year-end disclosure requirements related to pollution remediation obligations.

85.74.55
July 1, 2008

Other post employment benefit (OPEB) obligations

- 85.74.55.a Obligations for other post employment benefits (OPEB), such as retiree medical and dental insurance subsidies, are recognized as the benefits are being earned. Even though Washington's OPEB are not formalized in a contract or plan document, GAAP require that the actuarially determined value of the annual required contribution be recognized on an annual basis. To the extent that the annual required contribution is not funded, an OPEB obligation accrues.
- 85.74.55.b In governmental fund type accounts, the OPEB obligation is recorded in Account 999 "General Long-Term Obligation Subsidiary Account."
- 85.74.55.c In proprietary and trust fund type accounts, the OPEB obligation is recorded as a fund liability.



85.80 Fund Equity

85.80.10

June 1, 2011

Fund Equity

- 85.80.10.a Fund equity represents the difference between fund assets and fund liabilities. Fund equity is reported differently for governmental and proprietary fund types.
- 85.80.10.b In governmental fund type accounts, fund equity is called fund balance. Fund balance is classified as nonspendable, restricted, committed, assigned or unassigned. These classifications reflect the extent to which the state is bound to honor constraints on the purposes for which the amounts can be spent. Adjustments to fund balance are made at the account level to identify the degree of constraint. Refer to Subsection 85.85.70 for an illustrative entry.
- 85.80.10.c In proprietary fund type accounts, fund equity is called net assets. Net assets is comprised of three components – invested in capital assets, net of related debt; restricted; and unrestricted.
- 85.80.10.d For reporting at the government-wide level, fund equity is presented in the net assets format consistent with proprietary funds.
- 85.80.10.e Except under specific circumstances, direct entries to fund equity, other than adjustments to record amounts that are nonspendable, restricted, committed or assigned, are not allowed. Examples of circumstances where direct entries to fund equity are allowed include implementation of new accounting standards and correction of material prior period errors. Refer to Subsection 90.20.15.
- 85.80.10.f Refer to Subsection 75.40.20 of this manual for a description of the various net asset general ledger codes.



85.85

Liabilities and Equity - Illustrative Entries

85.85.10

July 1, 2003

General

The entries in this section illustrate the recording of liabilities and equity in the accounting records. The entries are for illustrative purposes **only** and should **not** be considered all-inclusive. Entries posted to GL Code Series 71XX "In-Process" in treasury and treasury trust accounts also require an entry from the Office of the State Treasurer (OST) as illustrated below to clear the In-Process GL Codes.

	Dr.	Cr.
In-Process (71XX)	xxx	
Current Treasury Cash Activity (OST Only)		xxx
(4310)		

The entry would be reversed for In-Process debit amounts.

85.85.15

May 1, 1999

Establishment of short-term liabilities

To record the accrual of expenditures/expenses for goods and services from a vendor invoice. Refer to Subsection 85.70.20.c.

	Dr.	Cr.
Accrued Expenditures/Expenses (6505)	xxx	
Appropriate Short-term Payable Account (51XX)		xxx

85.85.20

May 1, 1999

Payment of short-term liabilities

To record payment of a short-term liability.

	Dr.	Cr.
Appropriate Short-term Payable Account (51XX)	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx
Cash Expenditures/Expenses (6510)	xxx	
Accrued Expenditures/Expenses (6505)		xxx

85.85.22

June 1, 2004

Long-term to short-term reclassification

To record the reclassification at fiscal year-end of the portion of long-term liabilities that is considered short-term (due and payable within the next fiscal year). Refer to Subsection 85.70.50.

	Dr.	Cr.
Long-term Liability Account (52XX)	xxx	
Short-term Payable Account (51XX)		xxx

85.85.25

July 1, 2003

Deferred revenue

85.85.25.a

To record deferred revenue. For example, cash received from students for tuition and fees paid in advance of providing services. Refer to Subsection 85.70.40.

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX)	xxx	
Deferred Revenue (5192)		xxx

85.85.25.b

To record recognition of revenue once applicable recognition criteria have been met, i.e., recognition of tuition and fees revenue.

	Dr.	Cr.
Deferred Revenue (5192)	xxx	
Cash Revenue (3210) Revenue Source Code (0424) Tuition and Fees		xxx

85.85.30

January 1, 2011

Fund bond debt issuance and servicing

The following example is used to illustrate entries for recording the issuance and servicing of fund bond debt in a non-appropriated proprietary account. Generally, these bonds are revenue bonds. Refer to Subsection 85.72.20.c.

An agency issues revenue bonds with:

- Par amount of \$5,000,
- Original issue discount (OID) of \$200,
- Underwriter's discount (UD) of \$60, and
- Costs of issuance (COI) of \$20.

Details of the bond debt service are:

- 1st year \$500 principal, \$300 interest, and
- 2nd year \$600 principal.

Note: Discounts that are related to underwriters' fees are handled consistent with other issue costs. Original issue discount (OID) results when the par of the bond exceeds its purchase price. Original issue premium (OIP) results when the par of the bond is less than the purchase price. Costs of issuance are generally included in the proceeds and paid separately. If bond issue costs are deemed immaterial, they may be expensed through GL Code 6510 "Cash Expenditures/Expenses," Subobject PC "Other Debt Costs." Refer to Subsection 85.72.20.c.

85.85.30.a	To record the issuance of the revenue bonds and payment of the costs of issuance.	Dr.	Cr.
	Cash in Bank (1110)	4,740	
	Unamortized Bond Issue Costs (1920) (<i>UD</i>)	60	
	Unamortized Discount on Bonds Sold (1910) (<i>OID</i>)*	200	
	Revenue Bonds Payable (5262) (<i>Par</i>)		5,000
	Unamortized Bond Issue Costs (1920) (<i>COI</i>)	20	
	Cash in Bank (1110)		20
	*If the bond had an OIP instead of an OID GL Code 5910 "Unamortized Premiums on Bonds Sold" would be credited.		
85.85.30.b	To record as short term that portion of principal due within the next fiscal year.	Dr.	Cr.
	Revenue Bonds Payable (5262)	500	
	Revenue Bonds Payable (5162)		500
85.85.30.c	To record the payment of the first year's debt service.	Dr.	Cr.
	Revenue Bonds Payable (5162) (principal)	500	
	Cash Expenditures/Expenses (6510) Subobject PB – Interest	300	
	Cash in Bank (1110)		800

85.85.30.d To record annual amortization of deferred costs of issuance (COI) and original issue discount (OID) on a straight-line basis.

	Dr.	Cr.
Amortization Expense (6512) Subobject WB	28	
Unamortized Bond Issue Costs (1920)		8
Unamortized Discount on Bonds Sold (1910)		20

85.85.30.e At fiscal year-end for reporting purposes, to reclassify as short-term that portion of principal due within the next fiscal year. At fiscal year-end, the amount in GL Code 5162 should agree with the next year's principal payment on the bond amortization schedule.

	Dr.	Cr.
Revenue Bonds Payable (5262)	600	
Revenue Bonds Payable (5162)		600

Note: If this were a **budgeted proprietary account**, bond proceeds would be recorded as revenue by a credit to GL Code 3210 "Cash Revenues," Revenue Source Code 0860 "Bonds Issued," and then adjusted for GAAP reporting purposes through GL Code 3225 "Revenue Adjustments/ Eliminations (GAAP)," Revenue Source Code 0860 to GL Code 5162 "Revenue Bonds Payable." Likewise, payments on bond principal would be initially recorded as expenditure by a debit to GL Code 6510 Subobject PA "Principal," and then adjusted for GAAP reporting purposes through GL Code 6525 "Expense Adjustments/Eliminations (GAAP)," Subobject PA to GL Code 5162.

85.85.35
January 1, 2011

General bond debt issuance and servicing

The following example is used to illustrate entries for recording the issuance and servicing of general bond debt:

- Par amount of \$5,000,
- Original issue premium (OIP) of \$200,
- Underwriter's discount (UD) of \$60, and
- Costs of issuance (COI) of \$20.

Details of the bond debt service are:

- 1st year \$500 principal, \$300 interest, and
- 2nd year \$600 principal.

Note: Discounts that are related to underwriters' fees are handled consistent with other issue costs. Original issue discount (OID) results when the par of the bond exceeds its purchase price. Original issue premium (OIP) results when the par of the bond is less than the purchase price. Costs of issuance (COI) are generally included in the proceeds and paid separately. Refer to Subsection 85.72.20.c.

For purposes of this example, proceeds of the debt issue will be used to build a facility to house a general governmental agency. The COI for general obligation bond debt sold by the Office of the State Treasurer (OST) are always included in the proceeds and paid separately by OST.

85.85.35.a To record the issuance of the bonds and payment of the costs of issuance.

Office of the State Treasurer (agency 010):

State Building Construction Account (Account 057):

	Dr.	Cr.
Receipts In-Process (7110)	5,140	
Cash Expenditures/Expenses (6510) Subobject ER – Other Purchased Services (<i>UD</i>)	60	
Cash Revenues (3210) Revenue Source Code (0863) Original Issue Premium (<i>OIP</i>)		200
Cash Revenues (3210) Revenue Source Code (0860) Bonds Issued or (0864) Taxable Bonds Issued (<i>Par</i>)		5,000
Cash Expenditures/Expenses (6510) with appropriate subobject for COI	20	
In-Process (71XX)		20

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Amount to be Provided for Retirement of Long-Term Obligations (1820) (<i>Par</i>)	5,000	
General Obligation Bonds Payable (5161)		500
General Obligation Bonds Payable (5261)		4,500

Note: If bond proceeds are being distributed to accounts other than Account 057, the costs of issuance (COI) will be prorated to those accounts based on the portion of the par amount that they receive.

85.85.35.b To record a debt service transfer from an operating (reimbursing) account, through the General Fund, and then to a debt service fund type account for a reimbursable bond.

Office of the State Treasurer (agency 010):
Operating (Reimbursing) Account:

	Dr.	Cr.
Cash Revenues (3210) Revenue Source Code (0694)	800	
Operating Transfers – Debt Service Reimbursements		
Journal Vouchers In-Process (7140)		800

General Fund (Account 001):

	Dr.	Cr.
Journal Vouchers In-Process (7140)	800	
Cash Revenues (3210) Revenue Source Code (0694) Operating Transfers – Debt Service Reimbursements		800
Cash Revenues (3210) Revenue Source Code (0694)	800	
Operating Transfers – Debt Service Reimbursements		
Journal Vouchers In-Process (7140)		800

Debt Service Account (Account 381 or Account 383):

	Dr.	Cr.
Journal Vouchers In-Process (7140)	800	
Cash Revenues (3210) Revenue Source Code (0694) Operating Transfers – Debt Service Reimbursements		800

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Amount Available in Debt Service Funds (1810)	800	
Amount to be Provided for Retirement of Long-Term Obligations (1820)		800

85.85.35.c If the bond payment does not relate to a reimbursable bond, then the debt service transfer is made directly from the General Fund to a debt service fund type account as follows:

**Office of the State Treasurer (Agency 010):
General Fund (Account 001):**

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject MP	500	
Interfund Transfers Out – Principal		
Cash Expenditures/Expenses (6510) Subobject MI	300	
Interfund Transfers Out- Interest		
Journal Vouchers In-Process (7140)		800

Debt Service Account (Account 3XX):

	Dr.	Cr.
Journal Vouchers In-Process (7140)	800	
Cash Expenditures/Expenses (6510) Subobject		500
MC Interfund Transfers In – Principal		
Cash Expenditures/Expenses (6510) Subobject		300
MD Interfund Transfers In – Interest		

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Amount Available in Debt Service Funds (1810)	800	
Amount to be Provided for Retirement of Long- Term Obligations (1820)		800

85.85.35.d To record the first debt service payment.

Debt Service Account (Account 3XX):

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PA	500	
Principal		
Cash Expenditures/Expenses (6510) Subobject PB	300	
Interest		
Journal Vouchers In-Process (7140)		800

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
General Obligations Bonds Payable (5161)	500	
Amount to be Provided for Retirement of Long- Term Obligations (1820)		500
Amount to be Provided for Retirement of Long-Term Obligations (1820)	800	
Amount Available in Debt Service Funds (1810)		800

- 85.85.35.e At fiscal year-end for reporting purposes, to reclassify as short-term that portion of principal due within the next fiscal year. At fiscal year-end, the amount in GL Code 5161 should agree with the next year's principal payment on the general obligation bonds amortization schedule.

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
General Obligations Bonds Payable (5261)	600	
General Obligations Bonds Payable (5161)		600

85.85.40

March 17, 2010

Lease-purchase agreements (Capital leases)

85.85.40.a

GOVERNMENTAL FUND TYPE ACCOUNTS (AGENCY ENTRIES)

The following example is used to illustrate the lease purchase entries for capital leases in a governmental fund type account. Refer to Subsection 85.72.30.

An agency operating from the General Fund (governmental fund type account) entered into an agreement to lease a copying machine with a fair value of \$15,000 for 60 months at the rate of \$300 per month. The current interest rate is 12 percent and the present value of the minimum lease payments is \$13,621 (annuity due). Since the value of the asset meets the state's capitalization threshold, this lease-purchase meets the state's criteria for a capital lease (refer to Subsection 30.20.30 for further information on capitalization criteria for capital leases). The amount to be capitalized is \$13,621, which is the lesser of the fair value and net present value. Therefore, the entries to be recorded for a capital lease are as follows:

- 85.85.40.a.(1) To record the capital lease purchase of a capital asset and the lease liability.

Operating Account:

	Dr.	Cr.
Capital Assets Acquisition by Lease-Purchase	13,621	
Agreements or Certificates of Participation (6514)		
Subobject JC – Furnishings and Equipment or other appropriate subobject		
Other Financing Sources (3221) Revenue		13,621
Source Code (0809) Capital Lease Acquisition		

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Furnishings and Equipment (2410)	13,621	
Investment in General Capital Assets (9850)		13,621

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Amount to be Provided for Retirement of Long-Term Obligations (1820)	13,621	
Lease-Purchase Agreements Payable (5172)		2,229
Lease-Purchase Agreements Payable (5272)		11,392

Note: Contact the Office of the State Treasurer for the current rate of interest, for computing present value. Capital leases are computed as annuities due because the payments are made at the first of the month; other capital purchases may be computed as ordinary annuities.

85.85.40.a.(2) To record the first periodic payment of lease-purchase liability.

Note: No interest is accrued because the first lease payment is made at the beginning of the first month of the lease.

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PA – Principal	300	
Cash in Bank (1110) or In-Process (71XX)		300

General Long-Term Obligations Subsidiary Account (Account 999):

To reduce the lease-purchase liability by the amount of periodic payment on the principal due.

	Dr.	Cr.
Lease-Purchase Agreements Payable (5172)	300	
Amount to be Provided for Retirement of Long-Term Obligations (1820)		300

85.85.40.a.(3) To record the second periodic payment on a capital lease-purchase agreement.

Operating Account:

The interest computation: \$13,621 less the first month's payment \$300, times one percent, the monthly interest rate.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PA – Principal	167	
Cash Expenditures/Expenses (6510) Subobject PB – Interest	133	
Cash in Bank (1110) or In-Process (71XX)		300

General Long-Term Obligations Subsidiary Account (Account 999):

To reduce the lease-purchase liability by the amount of periodic payment on the principal due.

	Dr.	Cr.
Lease-Purchase Agreements Payable (5172)	167	
Amount to be Provided for Retirement of Long-Term Obligations (1820)		167

- 85.85.40.a.(4) To reclassify as short term that portion of the liability due within the next fiscal year. At fiscal year-end, the amount in GL Code 5172 should be the same as the next year's principal payment on the agency's lease agreement amortization schedule.

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Lease Purchase Agreements Payable (5272)	167	
Lease Purchase Agreements Payable (5172)		167

85.85.40.b **Proprietary and Trust Fund Type Accounts**

The following example is used to illustrate the lease purchase entries for capital leases in proprietary and trust fund type accounts. Refer to Subsection 85.72.30.

An agency operating from a proprietary fund type account entered into an agreement to lease a copying machine with a fair value of \$15,000 for 60 months at the rate of \$300 per month. The current interest rate is 12 percent and the present value of the minimum lease payments is \$13,621 (annuity due). Since the value of the asset meets the state's capitalization threshold, this lease-purchase meets the state's criteria for a capital lease.

Refer to Subsection 30.20.30 for further information on capitalization criteria for capital leases. The amount to be capitalized is \$13,621, which is the lesser of the fair value and net present value. Therefore, the entries to be recorded in the proprietary fund for the capital lease are as follows:

- 85.85.40.b.(1) To record the capital lease-purchase of a capital asset and the lease liability. The asset is recorded at cost, excluding interest, of the asset financed. The current lease liability represents that portion of the lease obligations due within one year and the long-term liability represents lease obligations maturing thereafter.

	Dr.	Cr.
Furnishings and Equipment (2410)	13,621	
Lease-Purchase Agreements Payable (5172)		2,229
Lease-Purchase Agreements Payable (5272)		11,392

- 85.85.40.b.(2) To record the first periodic payment of a lease-purchase liability. The entire payment of the principal due is charged to the current lease-purchase agreements payable. No interest is accrued because the payment is made at the beginning of the first month of the lease.

	Dr.	Cr.
Lease-Purchase Agreements Payable (5172)	300	
Cash in Bank (1110) or In-Process (71XX)		300

Budgeted proprietary and trust fund type accounts require an additional entry to record an appropriated disbursement for the portion of the payment applicable to the principal.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PA – Principal	300	
Expense Adjustments/Eliminations (GAAP) (6525) Subobject PA - Principal		300

- 85.85.40.b.(3) To record the second periodic payment of a capital lease-purchase liability paid from a budgeted account. Payment of the principal due is charged to the current lease-purchase agreements payable.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PB - Interest	133	
Lease-Purchase Agreements Payable (5172)	167	
Cash in Bank (1110) or In-Process (71XX)		300

Budgeted proprietary and trust fund type accounts require an additional entry to record the appropriated disbursement. The amount to be recorded is the portion of the payment applicable to the principal.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PA – Principal	167	
Expense Adjustments/Eliminations (GAAP) (6525) Subobject PA - Principal		167

- 85.85.40.b.(4) At fiscal year end, to reclassify from long-term to short-term the principal portion of the lease-purchase liability due within the next fiscal year. At fiscal year-end, the amount in GL Code 5172 should be the same as the next year's principal payment on the agency's lease agreement amortization schedule.

	Dr.	Cr.
Lease-Purchase Agreements Payable (5272)	167	
Lease-Purchase Agreements Payable (5172)		167

85.85.40.c

Computation of Present Value Annuities

Any annuity is a series of equal payments made at regular intervals of time. The time intervals between payments are called payment periods. An annuity is a compound interest situation with periodic payments. When the payments are made at the end of the payment periods, the annuity is called an ordinary annuity. When the payments are made at the beginning of the payment periods, the annuity is called an annuity due. Computation of present value may be achieved by use of the following formulas:

Where: **Pv = present value factor**
 I = interest rate
 n = number of periods

Ordinary Annuity/Present Value Formula - A loan is a prime example of this annuity situation in which a sum of money is to be repaid with interest by certain payments for a fixed number of periods. The present value of the loan can be computed by multiplying the periodic loan payments by the present value factor. The present value factor is calculated by using the following formula:

$$Pv = \frac{1 - (1+i)^{-n}}{i}$$

Annuity Due/Present Value Formula - Rent or lease situations are common examples of this type of annuity. The present value of the rent or lease can be computed by multiplying the periodic rent/lease payments by the present value factor. The present value factor is calculated by using the following formula. (However, the formula need not be used, since tables showing present values computed with the formula at various interest rates are readily available.)

$$Pv = \frac{1 - (1+i)^{-n-1}}{i} \quad \text{and adding 1 to the computed amount}$$

85.85.45

January 1, 2011

Equipment Certificates of Participation

85.85.45.a

GOVERNMENTAL FUND TYPE ACCOUNTS (AGENCY ENTRIES)

The following example is used to illustrate entries for **equipment certificates of participation** (COP) in a **governmental** fund type account. Refer to Subsection 85.72.40.c.

An agency operating in a governmental fund type account purchases a piece of equipment for \$10,000, and finances it with a COP.

Details of the COP issue are:

- Par amount of \$10,115,
- Original issue premium (OIP) of \$10,
- Underwriter's discount (UD) of \$50, and
- Costs of issuance (COI) of \$75.

Details of the COP debt service are:

- 1st year \$2,000 principal, \$600 interest, and
- 2nd year \$2,200 principal.

Note: The actual par value of the COP is slightly higher than the proceeds required by the agency to cover issue costs, such as costs of issuance (COI) and the original issue discount (OID) and underwriter's discount (UD). The OID, results when the par of the COP is more than the purchase price. Original issue premium (OIP) results when the par of the COP is less than the purchase price. Discounts that are related to underwriters' fees are handled consistent with other issue costs. COI are generally included in the proceeds and paid separately by OST. OST provides agencies with a statement detailing this information. These costs, less OIP (if applicable), are factored into the All In Costs (AIC) rate displayed on OST's repayment schedule. The agency is to include the financing costs as part of the cost of the asset that is capitalized and depreciated.

85.85.45.a.(1)

To record the COP liability, original issue discount, underwriter's discount, and the expense of the costs of issuance (paid by OST). When the COP is sold by OST, it becomes an obligation of the agency even if the cash proceeds have not yet been received by the agency. The time period between the COP sale date and closing date is generally two weeks or less.

Operating Account:

	Dr.	Cr.
Due from Other Agency – OST (1354)	10,000	
Capital Asset Acquisitions by Lease-Purchase	125	
Agreements or Certificates of Participation (6514)		
Subobject PC – Other Debt Costs (<i>UD + COI</i>)		
Other Financing Sources (3221) Revenue		10
Source Code (0863) Original Issue Premium (<i>OIP</i>)*		
Other Financing Sources (3221) Revenue		10,115
Source Code (0807) Certificates of Participation (<i>Par</i>)		

* If the COP had an OID instead of an OIP Revenue Source Code 0862 “Original Issue Discount” would be debited.

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Amount to be Provided for Retirement of Long-Term Obligations (1820)	10,115	
Certificates of Participation Payable (5173)		2,000
Certificates of Participation Payable (5273)		8,115

85.85.45.a.(2) To record the agency’s purchase of equipment, the subsequent reimbursement with COP proceeds from OST, and the capitalization of the equipment in Account 997. The purchase of the equipment and the reimbursement from OST may be several months apart.

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object J – Capital Outlays*	10,000	
Cash in Bank (1110) or In-Process (71XX)*		10,000
Capital Asset Acquisitions by Lease-Purchase	10,000	
Agreements or Certificates of Participation (6514)		
Subobject JC – Furnishings and Equipment		
Cash Expenditures/Expenses (6510) Object J – Capital Outlays*		10,000
Cash in Bank (1110) or In Process (71XX)*	10,000	
Due from Other Agency – OST (1354)		10,000

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Furnishings and Equipment (2410)	10,115	
Investment in General Capital Assets (9850)		10,115

*If OST pays the vendor directly for the equipment, then the agency would not record the cash receipt or the cash disbursement entries (since there is no reimbursement to the agency). However, the agency would still record the capital acquisition in GL 6514 Subobject JC with the credit offset in GL Code 1354 "Due from Other Agency – OST."

Note: If a COP has been authorized and equipment costs are incurred in one fiscal year but the COP is not issued until the subsequent year, agencies should debit a receivable, such as GL Code 1352 "Due from Other Governments," and credit expenditures to GL Code 6510 in the year the equipment costs are initially incurred. When the COP is issued in the subsequent year, the agency should credit the GL Code 1352 and debit cash when the COP proceeds are received, along with a debit to GL Code 6514 Subobject JC with the offsetting credit to GL Code 3221 Revenue Source Code 0807.

85.85.45.a.(3) To record the first year COP debt service payment (principal and interest).

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PD - Principal COP Lease/Purchase Agreements	2,000	
Cash Expenditures/Expenses (6510) Subobject PE - Interest COP Lease/Purchase Agreements	600	
Cash in Bank (1110) or In-Process (71XX)		2,600

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Certificates of Participation (5173)	2,000	
Amount to be Provided for Retirement of Long- Term Obligations (1820)		2,000

85.85.45.a.(4) At fiscal year-end for reporting purposes, to reclassify as short-term that portion of principal due within the next fiscal year. At fiscal year-end, the amount in GL Code 5173 should agree with the next year's principal payment on the agency's COP amortization schedule.

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Certificates of Participation Payable (5273)	2,200	
Certificates of Participation Payable (5173)		2,200

85.85.45.b

PROPRIETARY FUND TYPE ACCOUNTS (AGENCY ENTRIES)

The following example is used to illustrate entries for **equipment certificates of participation (COP)** in a **budgeted proprietary** fund type account. Refer to Subsection 85.72.40.c.

An agency operating in a proprietary fund type account purchases a piece of equipment for \$10,000, and finances it with a COP.

Details of the COP issue are:

- Par amount of \$10,115,
- Original issue premium (OIP) of \$10,
- Underwriter's discount (UD) of \$50, and
- Costs of issuance (COI) of \$75.

Details of the COP debt service are:

- 1st year \$2,000 principal, \$600 interest, and
- 2nd year \$2,200 principal.

Note: The actual par value of the COP is slightly higher than the proceeds required by the agency to cover issue costs, such as costs of issuance (COI) and original issue discount (OID). OID results when the par of the COP is more than the purchase price. Original issue premium (OIP) results when the par of the COP is less than the purchase price. Discounts that are related to underwriters' fees are handled consistent with other issue costs. COI are generally included in the proceeds and paid separately by OST. OST provides agencies with a statement detailing this information. These costs, less OIP (if applicable), are factored into the

All In Costs (AIC) rate displayed on OST's repayment schedule. The agency is to include the financing costs as part of the cost of the asset that is capitalized and depreciated.

In proprietary fund type accounts, if COP issue costs, such as COI and OID, are deemed immaterial, they may be expensed through GL Code 6510 "Cash Expenditures/Expenses" Subobject PC "Other Debt Costs."

If they are deemed material, they should be deferred in GL Codes 1911 “Unamortized Discounts on Certificates of Participation” or 1921 “Unamortized Certificates of Participation Issue Costs” as applicable and amortized over the life of the COP. If OIP is deemed material, it too should be deferred in GL Code 5920 “Unamortized Premiums on Certificates of Participation.”

All of these entries are made in the agency’s **Operating Account**:

85.85.45.b.(1)

To record the agency’s purchase of equipment; the COP liability; the subsequent receipt of COP proceeds from OST; the elimination of the budgeted disbursement; and the capitalization of the equipment. When the COP is sold by OST, it becomes an obligation (liability) of the agency, even if the cash proceeds have not yet been received by the agency. The time period between the COP sale date and closing date is generally two weeks or less.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject JC Furnishings and Equipment	10,000	
Cash in Bank (1110) or In-Process (71XX)		10,000
Due from Other Agency – OST (1354)	10,000	
Cash Expenditures/Expenses (6510) Subobject PC - Other Debt Costs (<i>UD + COI – OIP</i>)*	115	
Certificates of Participation Payable (5173)		2,000
Certificates of Participation Payable (5273)		8,115

*If the COP had an OID instead of an OIP, the OID amount would be added to the UD and COI.

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX)	10,000	
Due from Other Agency – OST (1354)		10,000
Furnishings and Equipment (2410)	10,115	
Expense Adjustment/Eliminations (GAAP) (6525) Subobject JC - Furnishings and Equipment		10,000
Expense Adjustment/Elimination (6525) Subobject PC – Other Debt Costs (<i>UD + COI – OIP</i>)		115

85.85.45.b.(2)	To record the first year COP debt service payment (principal and interest) and the elimination of the budgeted principal expenditure.		
		Dr.	Cr.
	Cash Expenditures/Expenses (6510) Subobject PE – Interest COP Lease/Purchase Agreements	600	
	Cash Expenditures/Expenses (6510) Subobject PD – Principal COP Lease/Purchase Agreements	2,000	
	Cash in Bank (1110) or In-Process (71XX)		2,600
		Dr.	Cr.
	Certificates of Participation Payable (5173)	2,000	
	Expense Adjustment/Eliminations (GAAP) (6525) Subobject PD –Principal COP Lease/Purchase Agreements		2,000
85.85.45.b.(3)	At fiscal year-end for reporting purposes, to reclassify as short-term that portion of principal due within the next fiscal year. At fiscal year-end, the amount in GL Code 5173 should agree with the next year’s principal payment on the agency’s COP amortization schedule.		
		Dr.	Cr.
	Certificates of Participation Payable (5273)	2,200	
	Certificates of Participation Payable (5173)		2,200

85.85.45.c

OFFICE OF THE STATE TREASURER (AGENCY 010) ENTRIES

Using the same example as in Subsection 85.85.45 above, an agency purchases a piece of equipment for \$10,000, and finances it with a COP.

Details of the COP issue are:

- Par amount of \$10,115,
- Original issue premium (OIP) of \$10,
- Underwriter’s discount (UD) of \$50, and
- Costs of issuance (COI) of \$75.

Details of the COP debt service are:

- 1st year \$2,000 principal, \$600 interest, and
- 2nd year \$2,200 principal.

Note: The actual par value of the COP is slightly higher than the proceeds required by the agency to cover issue costs, such as the original issue discount (OID), the underwriter's discount (UD), and costs of issuance (COI). The COI is included in the proceeds but not the OID or the UD. While agency entries differ if the equipment is acquired by a governmental or proprietary fund type account, the OST entries are the same.

85.85.45.c.(1) To record the closing of the COP sale with the underwriter.

**Certificates of Participation and Other Financing – State
(Account 739):**

	Dr.	Cr.
Receipts-In-Process (7110) (<i>Par + OIP - UD</i>)	10,075	
Cash Revenues (3210) Revenue Source Code (0499) Other Revenues (<i>COI</i>)		75
Due to Other Agency (5154)		10,000

85.85.45.c.(2) To distribute the COP proceeds to the state agency and pay the costs of issuance.

**Certificates of Participation and Other Financing – State
(Account 739):**

	Dr.	Cr.
Due to Other Agency (5154)	10,000	
In-Process (71XX)		10,000
Accrued Expenditures/Expenses (6505) with appropriate subobject (<i>COI</i>)	75	
Accounts Payable (5111) (<i>COI</i>)		75
Cash Expenditures/Expenses (6510) (appropriate subobject) (<i>COI</i>)	75	
Accrued Expenditures/Expenses (6505) with appropriate subobject (<i>COI</i>)		75
Accounts Payable (5111) (<i>COI</i>)	75	
In-Process (71XX) (<i>COI</i>)		75

85.85.45.c.(3) To record the receipt of the first debt service payment from an agency.

**Certificates of Participation and Other Financing – State
(Account 739):**

	Dr.	Cr.
In-Process (71XX)	2,600	
Due to Fiscal Agents (5130) (<i>principal and interest</i>)		2,600

Note: OST temporarily invests the payments received from agencies for 30 days until the debt service payment is due to the fiscal agent. This activity is recorded by transferring In-Process (71XX) in and out of the Local Government Investment Pool (1206).

85.85.45.c.(4) To record payment to the fiscal agent.

**Certificates of Participation and Other Financing – State
(Account 739):**

	Dr.	Cr.
Due to Fiscal Agents (5130)	2,600	
In-Process (71XX)		2,600

85.85.50

January 1, 2011

Real Estate Certificates of Participation

85.85.50.a

GOVERNMENTAL FUND TYPE ACCOUNTS (AGENCY ENTRIES)

The following example is used to illustrate entries for **real estate certificates of participation (COP)** in a **governmental** fund type account. Refer to Subsection 85.72.40.d.

An agency operating in a governmental fund type account obtains proper legislative approval for construction of a new state office building and applies to the Office of the State Treasurer (OST) for COP financing. OST sells a COP. Proceeds of the COP are used to pay for construction costs and interest incurred during the construction period.

Details of the COP issue are:

- Par amount of \$73.6 million,
- Original issue premium (OIP) of \$.7 million,
- Underwriter's discount (UD) of \$.2 million,
- Costs of issuance (COI) of \$.1 million,
- COP proceeds for construction \$60 million,
- COP proceeds for interest costs \$14 million, and
- Net COP proceeds held by OST for the agency \$74 million (\$60 million for construction costs and \$14 million for construction period interest).

Note: Original issue discount (OID) results when the par of the COP is more than the purchase price. An OIP results when the par of the COP is less than the purchase price. Discounts that are related to underwriters' fees are handled consistent with other issue costs. COI are generally included in the proceeds and paid separately. OST receives cash proceeds for the COI, but not for the UD and the OID.

Details of the first year:

- \$10 million is expended on construction,
- Debt service is \$4 million, interest only, and
- Unspent construction funds earn \$.8 million in interest revenue.

Unspent proceeds are held by OST and invested in the Local Government Investment Pool (LGIP) or with a trustee.

Note: Construction period interest is not capitalized in governmental fund type accounts.

85.85.50.a.(1)

To record the liability for the real estate COP, and the original issue premium, underwriter's discount, and the expense of the costs of issuance (paid by OST). When the COP is sold by OST, it becomes an obligation (liability) of the agency, even if the cash proceeds have not yet been received by the agency. The time period between the COP sale date and the closing date is generally two weeks or less.

Construction Account:

	Dr.	Cr.
Due from Other Agency-OST (1354)	74 mil	
Capital Asset Acquisitions by Lease-Purchase	.3 mil	
Agreements or Certificates of Participation (6514)		
Subobject PC – Other Debt Costs (<i>UD + COI</i>)		
Other Financing Sources (3221) Revenue		73.6 mil
Source Code (0807) Certificates of Participation (<i>Par</i>)		
Other Financing Sources (3221) Revenue		.7 mil
Source Code (0863) Original Issue Premium		

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Amount to be Provided for Retirement of Long-Term Obligations (1820)	73.6 mil	
Certificates of Participation Payable (5273)		73.6 mil

Note: Because interest only is due during the construction period, the entire obligation is initially coded long-term.

85.85.50.a.(2) To record construction expenditures and reimbursement from OST.

Construction Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object J – Capital Outlays	10 mil	
Cash in Bank (1110) or In-Process (71XX)		10 mil
Capital Asset Acquisitions by Lease -Purchase Agreements or Certificates of Participation (6514) Subobject JF -Buildings	10 mil	
Cash Expenditures/Expenses (6510) Object J – Capital Outlays		10 mil
Cash in Bank (1110) or In-Process (71XX)	10 mil	
Due from Other Agency-OST (1354)		10 mil

Note: If a COP has been authorized and construction project costs are incurred in one fiscal year but the COP is not issued until the subsequent year, agencies should debit a receivable, such as GL Code 1352 Due from Other Governments, and credit expenditures to GL Code 6510 in the year the project costs are initially incurred. When the COP is issued in the subsequent year, the agency should credit the GL Code 1352 and establish the GL Code 1354 from the OST.

85.85.50.a.(3) To record first year interest-only debt service payment. This payment is made by OST from the COP proceeds held by OST to cover interest expense during the construction period.

Construction Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PE – Interest COP Lease-Purchase Agreements	4 mil	
Due from Other Agency-OST (1354)		4 mil

85.85.50.a.(4) To recognize interest earned on unspent COP proceeds held by OST and reported to the agency monthly.

Construction Account:

	Dr.	Cr.
Due from Other Agency-OST (1354)	.8 mil	
Cash Revenues (3210) Revenue Source Code (0401) Investment Income		.8 mil

- 85.85.50.a.(5) To record an adjusting entry for construction in progress. At a minimum, this entry should be made at fiscal year-end. Construction in progress is equal to the sum of construction expenditures (\$10 million) and COI and UD (\$.3 million) less OIP (\$.7 million).

General Capital Assets Subsidiary Account (Account 997):

	Dr.	Cr.
Construction in Progress (2510)	9.6 mil	
Investment in General Capital Assets (9850)		9.6 mil

- 85.85.50.a.(6) At fiscal year-end for reporting purposes, to reclassify as short-term that portion of principal due within the next fiscal year. At fiscal year-end (based on the assumptions in 85.85.50.a.(7)), the amount in GL Code 5173 Certificates of Participation Payable should agree with the next year's principal payment on the agency's COP amortization schedule.

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Certificates of Participation Payable (5273)	2 mil	
Certificates of Participation Payable (5173)		2 mil

- 85.85.50.a.(7) In a subsequent period, assume that a debt service payment is scheduled:
- Principal \$2 million,
 - Interest expense \$3.5 million, and
 - Total COP debt service payment \$5.5 million.

Payment components:

- \$2 million is paid by OST from the remaining COP proceeds held by OST to cover interest incurred during the construction period,
- \$1.1 million is paid by OST from interest earned on COP proceeds held by OST during the construction period,
- \$2.4 million is paid in cash by the agency to OST, and
- OST makes the full COP debt service payment of \$5.5 million to the fiscal agent.

Refer to Subsection 85.85.50.c.(6).

Construction Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PD - Principal COP Lease-Purchase Agreements	2 mil	
Cash Expenditures/Expenses (6510) Subobject PE - Interest COP Lease-Purchase Agreements	3.5 mil	
Cash in Bank (1110) or In-Process (71XX)		2.4 mil
Due from Other Agency-OST (1354)		3.1 mil

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Certificates of Participation Payable (5173)	2 mil	
Amount to be Provided for Retirement of Long-Term Obligations (1820)		2 mil

85.85.50.b

PROPRIETARY FUND TYPE ACCOUNTS (AGENCY ENTRIES)

The following example is used to illustrate entries for **real estate** certificates of participation (COP) in a **budgeted proprietary** fund type account. Refer to Subsection 85.72.40.c.

An agency operating in a budgeted proprietary fund type account obtains proper legislative approval for construction of a new state office building and applies to the Office of the State Treasurer (OST) for COP financing. OST sells a COP. Proceeds of the COP are used for to pay for construction costs and interest incurred during the construction period.

Details of the issue are:

- Par amount of \$73.6 million,
- Original issue premium (OIP) of \$.7 million,
- Underwriter's discount (UD) of \$.2 million,
- Costs of issuance (COI) of \$.1 million,
- COP proceeds for construction \$60 million,
- COP proceeds for interest costs \$14 million, and
- Net COP proceeds held by OST for the agency \$74 million (\$60 million for construction costs and \$14 million for construction period interest.

Note: Original issue discount (OID) results when the par of the COP is more than the purchase price. An OIP results when the par of the COP is less than the purchase price. Discounts that are related to underwriters' fees are handled consistent with other issue costs. COI are generally included in the proceeds and paid separately. OST receives cash proceeds for the COI, but not for the UD and the OID.

Details of the first year:

- \$10 million is expended on construction,
- Debt service is \$4 million, interest only, and
- Unspent COP proceeds earn \$.8 million in interest revenue.

This example assumes that net construction period interest is material and is therefore capitalized, and that the OID, UD and COI are immaterial, and therefore expensed. If the OIP, OID, UD and/or COI are deemed material, they should be deferred and amortized over the life of the COP.

Unspent proceeds are held by OST and invested in the Local Government Investment Pool (LGIP) or with a trustee.

Note: Construction period interest is not capitalized in internal service funds.

85.85.50.b.(1)

To record the liability for the real estate COP, and the original issue premium, underwriter's discount, and the expense of the costs of issuance (paid by OST). When the COP is sold by OST, it becomes an obligation (liability) of the agency, even if the cash proceeds have not yet been received by the agency. The time period between the COP sale date and the closing date is generally two weeks or less.

Agency Operating/Construction Account:

	Dr.	Cr.
Due from Other Agency-OST (1354)	74 mil	
Cash Expenditures/Expenses (6510)		.4 mil
Subobject PC – Other Debt Costs (<i>UD + COI</i> – <i>OIP</i>)*		
Certificates of Participation Payable (5273) (<i>Par</i>)		73.6 mil

*If the COP had an OID instead of an OIP, the OID amount would be added to the UD and COI.

Note: Because interest only is due during the construction period, the entire obligation is initially coded long-term.

- 85.85.50.b.(2) To record construction expenditures, reimbursement by OST, and elimination of budgeted expenditures.

Agency Operating/Construction Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Object J - Capital Outlays	10 mil	
Cash in Bank (1110) or In-Process (71XX)		10 mil
Cash in Bank (1110) or In-Process (71XX)	10 mil	
Due from Other Agency-OST (1354)		10 mil
Construction in Progress (2510)	9.6 mil	
Expense Adjustment/Elimination (6525) Subobject	.4 mil	
PC – Other Debt Costs (<i>UD + COI - OIP</i>)		
Expense Adjustment/Elimination (6525)		10 mil
Object J – Capital Outlays		

- 85.85.50.b.(3) To record interest earned on unspent COP proceeds held by OST and reported to the agency monthly.

Agency Operating/Construction Account:

	Dr.	Cr.
Due from Other Agency-OST (1354)	.8 mil	
Construction in Progress (2510)		.8 mil

- 85.85.50.b.(4) To record first year interest expense only debt service payment – this payment is made by OST from the proceeds held by OST to cover interest expense during the construction period.

Agency Operating/Construction Account:

	Dr.	Cr.
Construction in Progress (2510)	4 mil	
Due from Other Agency-OST (1354)		4 mil

Once the COP proceeds held by OST to cover interest expense during the construction period are expended, the interest payments will be paid by the agency to OST.

Additionally, once construction is completed the interest payment is no longer capitalized. The interest payment is charged to interest expense in GL Code 6510 Cash Expenditures, Subobject PE - Interest COP Lease-Purchase Agreements. Refer to Subsection 85.85.50.b(5).

- 85.85.50.b.(5) At fiscal year-end for reporting purposes, to reclassify as short-term that portion of principal due within the next fiscal year. At fiscal year-end (based on the assumptions in 85.85.50.b.(6)), the amount in GL Code 5173 should agree with the next year's principal payment on the agency's COP amortization schedule.

Agency Operating/Construction Account:

	Dr.	Cr.
Certificates of Participation Payable (5273)	2 mil	
Certificates of Participation Payable (5173)		2 mil

- 85.85.50.b.(6) In a subsequent period, assume that a debt service payment is scheduled:

- Principal \$2 million,
- Interest expense \$3.5 million, and
- Total COP debt service payment \$5.5 million.

Payment components:

- \$2 million is paid by OST from the remaining COP proceeds held by OST to cover interest incurred during the construction period,
- \$1.1 million is paid by OST from interest earned on the COP proceeds held by OST during the construction period,
- \$2.4 million is paid in cash by the agency to OST,
- OST makes the full COP debt service payment of \$5.5 million to the fiscal agent.

Refer to Subsection 85.85.50.c.(6).

Agency Operating/Construction Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510) Subobject PD – Principal COP Lease-Purchase Agreements	2 mil	
Cash Expenditures/Expenses (6510) Subobject PE - Interest COP Lease-Purchase Agreements	3.5 mil	
Cash in Bank (1110) or In-Process (71XX)		2.4 mil
Due from Other Agency – OST (1354)		3.1 mil
Certificates of Participation Payable (5173) Principal Expense Adjustments/Elimination (6525) Subobject PD- Principal COP Lease-Purchase Agreements	2 mil	2 mil

85.85.50.c

OFFICE OF THE STATE TREASURER (AGENCY 010) ENTRIES

Using the same example as in Subsection 85.85.50 a and b above, an agency obtains proper legislative approval for the construction of a new state office building and applies to the Office of the State Treasurer (OST) for COP financing. OST sells a COP. Proceeds of the COP are used to pay for construction costs and interest incurred during the construction period.

Details of the issue are:

- Par amount of \$73.6 million,
- Original issue premium (OIP) of \$.7 million,
- Underwriter's discount (UD) of \$.2 million,
- Costs of issuance (COI) of \$.1 million,
- COP proceeds for construction \$60 million, and
- COP proceeds for interest costs \$14 million.

Note: Original issue discount (OID) results when the par of the COP is more than the purchase price. OIP results when the par of the COP is less than the purchase price. Discounts that are related to underwriters' fees are handled consistent with other issue costs. COI are generally included in the proceeds and paid separately. OST receives cash proceeds for the COI, but not for the UD and the OID.

Details of the first year:

- \$10 million is expended on construction,
- Debt service is \$4 million, interest expense only, and
- Unspent COP proceeds earn \$.8 million in interest revenue.

The entries for OST are as follows:

All entries are made to Account 739 (Certificates of Participation and Other Financing Account - State):

85
Accounting Procedures

85.85.50

85.85.50.c.(1)	To record the closing of the COP sale with the underwriter, and investment of the proceeds in the LGIP. OST receives cash for the construction proceeds, the interest expense due during construction, and the costs of issuance.		
		Dr.	Cr.
	Receipts-In-Process (7110) (<i>Par + OIP – UD</i>)	74.1 mil	
	Due to Other Agency (5154)		74 mil
	Cash Revenue (3210) Revenue Source Code (0499) Other Revenues (<i>COI</i>)		.1 mil
	Investments with Local Government Investment Pool (1206) or Cash and Investments with Escrow Agents and Trustees (1140)	74 mil	
	In-Process (71XX)		74 mil
85.85.50.c.(2)	To record payment of costs of issuance.		
		Dr.	Cr.
	Cash Expenditures/Expenses (6510) with the appropriate Subobject	.1 mil	
	In-Process (71XX)		.1 mil
85.85.50.c.(3)	To record withdrawal from the LGIP (or trustee), and payment to the agency for construction costs incurred.		
		Dr.	Cr.
	Receipts-In-Process (7110)	10 mil	
	Investments with Local Government Investment Pool (1206) or Cash and Investments with Escrow Agents and Trustees (1140)		10 mil
	Due to Other Agency (5154)	10 mil	
	In-Process (71XX)		10 mil
85.85.50.c.(4)	To record interest earnings of \$.8 million on unspent COP proceeds.		
		Dr.	Cr.
	Investments with LGIP (1206)	.8 mil	
	Due to Other Agency (5154)		.8 mil

85.85.50.c.(5) To record the first debt service payment made to the fiscal agent by the OST on behalf of the agency. This first payment is made from the amount held by OST to cover interest expense during the construction period.

	Dr.	Cr.
In-Process (71XX)	4 mil	
Investments with Local Government Investment Pool (1206) or Cash and Investments with Escrow Agents and Trustees (1140)		4 mil
Due to Other Agency (5154)	4 mil	
Due to Fiscal Agent (5130)		4 mil
Due to Fiscal Agent (5130)	4 mil	
In-Process (71XX)		4 mil

85.85.50.c.(6) To record debt service in a subsequent period. OST receives a cash payment from an agency of \$2.4 million and uses the remaining COP proceeds held to cover interest expense during the construction period of \$2 million and the accumulated interest earned on the COP proceeds held on deposit of \$1.1 to pay the total debt service of \$5.5 million.

	Dr.	Cr.
In-Process (71XX)	2.4 mil	
Due to Fiscal Agent (5130)		2.4 mil
In-Process (71XX)	3.1 mil	
Investments with LGIP (1206)		3.1 mil
Due to Other Agency (5154)	3.1 mil	
Due to Fiscal Agent (5130)		3.1 mil
Due to Fiscal Agent (5130)	5.5 mil	
In-Process (71XX)		5.5 mil

85.85.52

January 1, 2011

Real Estate Certificates of Participation refunding

85.85.52.a

GOVERNMENTAL FUND TYPE ACCOUNTS (AGENCY ENTRIES)

The following example is used to illustrate entries for a **refunding of a real estate certificate of participation (COP)** in a **governmental** fund type account. Refer to Section 85.72.40.f. (Assume that all costs of originally issuing the old COP were immaterial.)

Details of the old (refunded) COP are:

- Principal balance \$250,000, and
- Interest due \$1,400

Details of the new (refunding) COP are:

- Principal balance \$239,000,
- Original issue premium (OIP) \$15,000,
- Underwriter's discount (UD) \$1,600, and
- Costs of issuance (COI) \$1,000.

85.85.52.a.(1)

To record the liability for the new (refunding) COP, the original issue premium, underwriter's discount, and the expense of the costs of issuance (paid by OST), and the payment to the escrow agent bank. When the new COP is sold by OST, it becomes an obligation of the agency. An amount equal to the principal balance of the old (refunded) COP plus the interest due is sent to the escrow agent bank to refund the old COPs. When the old COP is refunded, it is no longer an obligation of the agency and it is removed from Account 999.

Operating Account:

	Dr.	Cr.
Cash Revenue (3210) Revenue Source Code (0852)	2,600	
Underwriter's Discount/Costs of Issuance – Refunding COPs		
Cash Revenue (3210) Revenue Source Code (0850)	251,400	
Payments to Refunded COP Escrow Agents (par of old COPs + interest due on the old COPs)		
Cash Revenue (3210) Revenue Source Code (0854) Proceeds of Refunding COPs		239,000
Cash Revenue (3210) Revenue Source Code (0853) Original Issue Premium – Refunding COPs*		15,000

85
Accounting Procedures

*If the COP had an OID instead of an OIP, Revenue Source Code 0851
“Original Issue Discount – Refunding COPs” would be debited.

General Long-Term Obligations Subsidiary Account (Account 999):

	Dr.	Cr.
Certificates of Participation (5173/5273)	250,000	
Amount to be Provided for Retirement of Long-Term Obligations (1820)		250,000
 Amount to be Provided for Retirement of Long- Term Obligations (1820)	 239,000	
Certificates of Participation (5173/5273)		239,000

85.85.52.b

PROPRIETARY FUND TYPE ACCOUNTS (AGENCY ENTRIES)

The following example is used to illustrate entries for a **refunding of a real estate certificate of participation** (COP) in a **proprietary** fund type account. Refer to Section 85.72.40.f.

Details of the old (refunded) COP issue are:

- Principal balance \$300,000 (5 years remaining),
- Unamortized costs of issuance (COI) \$20,000, and
- Book value \$280,000 (\$300,000 -20,000)

Details of the new (refunding) COP are:

- Principal balance \$250,000 (10 years),
- Original issue premium (OIP) \$10,000,
- Underwriter’s discount (UD) \$2,600,
- Costs of issuance (COI) \$2,400, and
- Total reacquisition price \$255,000 (\$250,000 +10,000 -2,600 – 2,400)

- 85.85.52.b.(1) To record the new (refunding) COP, the removal of the old (refunded) COP, and the deferred gain on the COP refunding.

Operating/Construction Account:

	Dr.	Cr.
COP (old) Payable (5173/5273)	300,000	
Unamortized COP Issue Costs (<i>UD</i> + <i>COI</i>) (1921)	5,000	
Unamortized COP Issue Costs (1921) – old COP		20,000
COP (new) payable (5173/5273)		250,000
Unamortized Premiums on COPs sold (5920)		10,000
Deferred Gain/Loss on COP Refunding (5266)		25,000

- 85.85.52.b.(2) To record the annual amortization of the Deferred Gain on the COP Refunding on a straight-line basis over 5 years (the remaining life of the old COP).

	Dr.	Cr.
Deferred Gain/Loss on COP Refunding (5266)	5,000	
Expense Adjustments/Eliminations (GAAP) (6525) Subobject PE – Interest COP Lease-Purchase Agreements		5,000

- 85.85.52.b.(3) To record the annual amortization of deferred costs of issuance (*UD* + *COI*) and original issue premium (*OIP*) on a straight-line basis over 10 years (the life of the new COP).

	Dr.	Cr.
Amortization Expense (6512) Subobject WB	500	
Unamortized COP Issue Costs (<i>UD</i> & <i>COI</i>) (1921)		500
Unamortized Premiums on COPs sold (5920)	1,000	
Amortization Expense (6512) Subobject WB		1,000

85.85.55

July 1, 2003

Vendor payment advances

To record vendor payment advance transactions. Refer to Subsection 85.74.10.

85.85.55.a

Initial Advance

85.85.55.a.(1)

To record the issuance of a vendor payment advance to the State Board for Community and Technical Colleges (SBCTC) or an individual college.

General Fund (Account 001):

	Dr.	Cr.
Due from Other Funds - Advances (1350) (with appropriate subsidiary)	xxx	
In-Process (71XX)		xxx

85.85.55.a.(2)

To record the deposit of the vendor payment advance by the SBCTC or an individual college.

Institutions of Higher Education - Agency Account (Account 840):

	Dr.	Cr.
Cash in Bank (1110)	xxx	
Due to Other Funds - Advances (5150) (with appropriate subsidiary)		xxx

85.85.55.b

Payment for Goods and Services and the Expenditure Recognition

85.85.55.b.(1)

To record the payment to a vendor by the SBCTC or an individual college with the advance.

Institutions of Higher Education - Agency Account (Account 840):

	Dr.	Cr.
Due from Other Funds - Advances (1350) (with appropriate subsidiary)	xxx	
Cash in Bank (1110)		xxx

85.85.55.b.(2)

To charge the General Fund for disbursements made from the vendor payment advance.

General Fund (Account 001):

	Dr.	Cr.
Accrued Expenditures/Expenses (6505)	xxx	
Due to Other Funds – Advances (5150) (with appropriate subsidiary)		xxx

85
Accounting Procedures

85.85.55

85.85.55.c	Reimbursement of Advance Account		
85.85.55.c.(1)	To record the reimbursement of the vendor payment advance.		
	General Fund (Account 001):		
		Dr.	Cr.
	Due to Other Funds – Advances (5150)	xxx	
	Accrued Expenditures/Expenses (6505)		xxx
	Cash Expenditures/Expenses (6510)	xxx	
	In-Process (71XX)		xxx
85.85.55.c.(2)	To record the deposit of reimbursement received by an individual college.		
	Institutions of Higher Education – Agency Account (Account 840):		
		Dr.	Cr.
	Cash in Bank (1110)	xxx	
	Due from Other Funds – Advances (1350)		xxx
85.85.55.d	Close of Advance Account and Return Outstanding Balance – Early in New Biennium		
85.85.55.d.(1)	To close the vendor payment advance at the close of the biennium. Example assumes June expenditures against the advance were less the initial advance.		
	Institutions of Higher Education – Agency Account (Account 840):		
		Dr.	Cr.
	Due to Other Funds – Advances (5150)	xxx*	
	Due from Other Funds – Advances (1350)		xxx*
	Due to Other Funds – Advances (1350)	xxx	
	Cash in Bank (1110)		xxx
	*Amount of the initial advance.		
85.85.55.d.(2)	To record the transmittal to the Office of the State Treasurer of the outstanding cash balance in the vendor payment advance.		
	General Fund (Account 001):		
		Dr.	Cr.
	Receipts In-Process (7110)	xxx	
	Due from Other Funds – Advances (1350)		xxx

85.85.60

July 1, 2001

Retention of payments

To record entries related to payments on public works contracts including retained percentages. Refer to Subsection 85.74.20.

85.85.60.a

Payment to Contractor

To record the amount paid to the contractor on a progress billing from an appropriated account.

	Dr.	Cr.
Cash Expenditures/Expenses (6510)	xxx	
In-Process (71XX)		xxx

85.85.60.b

Retained in State Account

To record the amount retained by the state, in a suspense account, from an appropriated account progress billing.

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510)	xxx	
In-Process (71XX)		xxx

Suspense Account (Account 01P):

	Dr.	Cr.
In-Process (71XX)	xxx	
Retained Percentages Payable (5116)		xxx

85.85.60.c

Retained in Escrow or Interest Bearing Account

To record the amount of retained percentages placed in escrow or in an interest bearing account for an appropriated account.

Operating Account:

	Dr.	Cr.
Cash Expenditures/Expenses (6510)	xxx	
In-Process (71XX)		xxx

Cash and Investments with Escrow Agents and Trustees (1140)	xxx	
Retained Percentages Payable (5116)		xxx

85.85.60.d

Payment of Amounts Retained in State Account

To record the payment of amounts retained by the state in a suspense account from an appropriated account.

Suspense Account (Account 01P):

	Dr.	Cr.
Retained Percentages Payable (5116)	xxx	
In-Process (71XX)		xxx

85.85.60.e

Payment of Amounts Retained in Escrow or an Interest Bearing Account

To record the payment of amounts retained in escrow or in an interest bearing account.

Operating Account:

	Dr.	Cr.
Retained Percentages Payable (5116)	xxx	
Cash and Investments with Escrow Agents and Trustees (1140)		xxx

85.85.65

July 1, 2001

Claims and judgments

This illustrative entry of a claims liability displays the accrual of a dispute with the federal government over questioned program costs when it is probable that the state will be required to refund federal revenue. Refer to Subsection 85.74.40.

Note: The second entry is made to reverse activity previously coded as federal, which is now supported by state funds.

	Dr.	Cr.
Cash Revenues (3210) Federal Source Code (03XX)	xxx	
Claims and Judgments Payable (5113)		xxx
Cash Expenditures/Expenses (6510) Subobject (XX) (using a state appropriation)	xxx	
Cash Expenditures/Expenses (6510) Subobject (XX) (using a federal appropriation)		xxx

85.85.70

June 1, 2011

Nonspendable fund balance

To record an increase in nonspendable petty cash corresponding to an increase in petty cash so as to indicate that amounts used for petty cash do not represent available spendable resources. Refer to Subsection 85.80.10.

Note: To record a decrease, the entry below is reversed.

	Dr.	Cr.
Appropriate fund equity GL code (9XXX)	xxx	
Nonspendable Petty Cash (9122)		xxx



85.90

Interfund/Interagency Activities

85.90.10

July 1, 2008

Interfund/interagency activities

There are two major categories of interfund/interagency activities: reciprocal and nonreciprocal.

Reciprocal interfund/interagency activity is the internal counterpart to exchange and exchange-like transactions. It includes interfund loans (refer to Subsection 85.90.20), and interfund services provided and used (refer to Subsection 85.90.30).

Nonreciprocal interfund/interagency activity is nonexchange in nature. It includes interfund transfers (refer to Subsection 85.90.50), and reimbursements (refer to Subsection 85.90.60).

For information on paying interfund/interagency billings, refer to Subsection 85.36.20.

85.90.20

July 1, 2001

Interfund loans

Interfund loans are reciprocal in nature. They are amounts provided with a requirement for repayment within a reasonable time. Interfund loans are reported as interfund receivables ("due from") in lending funds and interfund payables ("due to") in borrowing funds. Loans due within one year should be classified as short-term and loans due beyond a year should be classified as long-term. Refer to Subsection 85.54.30.

85.90.30

July 1, 2008

Interfund/interagency services provided and used

Interfund/interagency services provided and used are also reciprocal in nature. They were previously termed "quasi-external transactions." Interfund/interagency services provided and used are transactions within the state that are similar to and reported as though they had occurred with organizations external to the state. Interfund/interagency services provided and used are to be accounted for consistently by the accounts involved.

At the end of each fiscal period, any unpaid or unsettled amounts are reported as either interagency or interfund receivables and payables. Refer to Subsection 85.95.40 for illustrative entries.

To record interfund/interagency services provided and used, the paying agency records an expenditure/expense using an appropriate object of expenditure. The receiving agency records revenue using either Revenue Source Code 0420 "Charges for Services," 0450 "Sales of Goods and Supplies - Proprietary Funds," or another appropriate revenue source code. Interfund/interagency services provided and used are budgeted and accounted for in this manner.

The following are examples of interfund/interagency services provided and used:

- Internal service fund billings for goods or services, such as mail services from Dept. of General Administration and legal services provided by the Office of the Attorney General. Refer to Subsection 85.90.40.
- Routine employer contributions from operating accounts to a pension trust fund.
- Routine service charges for inspection, engineering, utilities, or similar services provided by one account/agency to another.

85.90.40
 July 1, 2010

Payment procedures for selected central services agency charges

85.90.40.a

The following are selected central services agencies which require the use of unique object codes by the paying agency. A listing of services provided is as follows:

- **Office of the Secretary of State** - Archives, records storage, and microfilm services.
- **Office of the State Auditor** - Auditing services.
- **Office of the Attorney General** - Legal services.
- **Office of Financial Management** - Statewide Financial Systems, Small Agency Client Services, and Risk Management.

- **Office of Administrative Hearings** - Administrative hearings examiner services.
- **Department of Personnel** - Personnel services for classified employees and Human Resource Management System (HRMS).
- **Office of Minority and Women's Business Enterprises (OMWBE)** - Certification of minority business enterprises, socially and economically disadvantaged business enterprises, and women's business enterprises statewide.
- **Department of General Administration** - Office space, janitorial services, utilities, buildings and grounds maintenance, campus delivery and mail service, parking, motor pool, and procurement.
- **Department of Information Services** - Computer and telecommunication services.

85.90.40.b

The following object codes and payment schedules are to be used by the paying agency for transactions with selected central services agencies:

CENTRAL SERVICES AGENCY			PAYING AGENCY	
AGENCY NO. AND NAME	ACCOUNT	REVENUE SOURCE CODE	OBJECT CODE	BILLING/PAYMENT SCHEDULE
(085) Office of the Secretary of State				
	006	0420	EW	July, October, January, and April. (Quarterly in advance.)
• Archives and Records Management				
	006	0428	EW	Monthly actuals billed after month end.
• Microfilm Services				
(095) Office of the State Auditor	483	0420	ET	Monthly actual time and expenses billed after month end for accountability and whistleblower audits. CAFR and statewide single audits billed quarterly for actual time and expense.
(100) Office of the Attorney General	405	0420	EM	Monthly estimates billed at beginning of month; monthly actuals billed by end of the following month.

CENTRAL SERVICES AGENCY			PAYING AGENCY	
AGENCY NO. AND NAME	ACCOUNT	REVENUE SOURCE CODE	OBJECT CODE	BILLING/PAYMENT SCHEDULE
(105) Office of Financial Management <ul style="list-style-type: none"> Statewide Financial Systems Small Agency Client Services Risk Management Administration Self Insurance Liability Premiums 	419 001 546 547	0420 Expense Reimbursed 0420 0496	EL ER EP EP	Enterprise system fee billed monthly; other actual charges billed after month end. Billed quarterly in advance. Annual invoice at beginning of fiscal year. Annual invoice at beginning of fiscal year.
(110) Office of Administrative Hearings	484	0420	EV	Some agencies are billed July, October, January, and April. (Quarterly estimates billed in advance, adjusted to actual the following quarter.) Other agencies are billed monthly.
(111) Department of Personnel <ul style="list-style-type: none"> State agencies other than Higher Education HRMS Higher Education agencies only 	415 419 455	0420 0420 0420	EN EL EN	Annual basis, second quarter of each fiscal year. Adjusted to actuals in the following year's billing. Monthly actuals billed after month end. July, October, January and April. (Quarterly billings in advance.)
(147) OMWBE	453	0420	EX	Annual basis, September.
(150) Dept. of General Administration <ul style="list-style-type: none"> Motor Pool Consolidated Mail Services 	422 422	0420 0420	GN EK	Monthly actuals billed after month end. Outgoing mail monthly actuals billed after month end; Incoming/Campus mail billed according to agencies' agreements.

85
Accounting Procedures

85.90.40

CENTRAL SERVICES AGENCY			PAYING AGENCY	
AGENCY NO. AND NAME	ACCOUNT	REVENUE SOURCE CODE	OBJECT CODE	BILLING/PAYMENT SCHEDULE
(150) Dept. of General Administration (cont'd)				
• Parking Services	045	0402	EK	Prepaid, and billed monthly, quarterly and annually.
• Property Management	422	0402	ED	Rent billed monthly at month end.
• Facilities & Services (Seat of Government)	422	0420	EK	Quarterly billings in advance.
• Capital Facilities (Maintenance) and Property Development	422	0420	EK	Billed monthly following services performed.
• Office of State Procurement (Purchasing administration fee - PAF)	422	0420	EK	Varies by agency.
• Engineering & Architectural Services	057	N/A	JK	Varies by agency.
• Facilities Engineering Services	422	0420	EK	Invoiced upon completion of service.
• Federal and State Surplus	422	0420	JA/JC	Invoiced upon purchase.
(155) Dept. of Information Services				
• Computer Services	419	0420	EL	Monthly actuals billed after month end.
• Telecommunication Services	419	0420	EB	Monthly actuals billed after month end.

- 85.90.40.c Unless otherwise provided above, central service agencies are to present invoices for payment to receiving agencies within 15 calendar days after the end of each billing period. However, at fiscal year-end, all bills (actual and estimates) are to be invoiced per the current fiscal year closing calendar in Subsection 90.20.05.
- 85.90.40.d When problems arise with the collection of interagency receivables, the following steps are to be taken:
1. The interagency receivables/payables personnel are to contact each other to resolve the problems.
 2. If (1) fails, the accounting chiefs are to contact each other to find a resolution.
 3. If (2) fails, the agencies are to contact their assigned OFM Accounting Consultants.

85.90.50

July 1, 2008

Transfers

- 85.90.50.a Transfers are nonreciprocal in nature. Transfers of equity, formerly known as residual equity transfers, are non-recurring, non-routine transfers of equity between accounts. Two examples of equity transfers are contributions to or return of contributions from proprietary fund type accounts and transfer of residual equity balances from discontinued accounts.

Transfers of equity are generally infrequent. The key to identifying equity transfers is their non-recurring or non-routine nature. If transactions are recurring or routine, particularly if they involve a subsidy relationship, they are reported as operating transfers. Refer to Subsection 85.90.50.b.

Equity transfers are recorded in governmental fund type accounts using Revenue Source Codes 0678 "Equity Transfers In" or 0679 "Equity Transfers Out." Equity transfers in proprietary fund type accounts are recorded to Revenue Source Code 0820 "Capital Contributions." Refer to Subsection 85.95.20 for illustrative entries.

All equity transfers are to be in balance at the agency level, except for the following:

- Transfers to/from subsidiary accounts, and
- Transfers between state agencies.

85.90.50.b

Operating transfers include the following:

- Transfers from accounts required by statute to collect resources to accounts legally authorized to expend them,
- Transfers of resources designated for debt service from the accounts collecting the receipts to the debt service accounts that will make the debt service payments,
- Transfers of unrestricted revenues collected in the General Fund to finance various programs accounted for in other accounts in accordance with budgetary authorization,
- Operating and equity transfers as required by law, and
- Transfers of profits from certain enterprise activities (Liquor and Lottery) to other accounts as required by law.

Operating transfers are recorded as expenditures using Object M or as revenues using the 06XX revenue source codes. Refer to Section 75.80 for a listing and description of all transfer revenue source codes. Refer to Subsection 85.95.30 for illustrative entries.

Operating transfers net to zero at the agency level.

85.90.50.c

Special budgeted allocations generally give agencies additional spending authority, but no additional cash is provided for federal, private/local or dedicated operating accounts. Two examples of these budgeted, noncash allocations are the Salary and Insurance Contribution Increase Allocation and the Special Retirement Contribution Increase Allocation. An expenditure transfer is required for the General Fund – State account allocation. Two transfer transactions – one for the expenditure transfer and one for the revenue transfer – out of the operating account and into the allocation account are required for the federal, private/local and dedicated operating account allocations. Refer to Subsection 85.95.35 for an illustrative entry.

85.90.50.d

In governmental fund type accounts, transfers are reported as other financing uses in the funds making the transfers and as other financing sources in the funds receiving the transfers. In proprietary funds, transfers are reported in a separate section below nonoperating revenues and expenses.

In instances where transfers are appropriated as expenditures, GAAP and budgetary accounting treatments will differ. For budgetary reporting, appropriated operating transfers are considered "expenditures," while for GAAP reporting purposes, as noted above, they are considered other financing uses.

85.90.60

July 1, 2009

Reimbursements (Objects S & T)

Reimbursements are recorded when one agency and/or account initially charges an expenditure/expense that is subsequently charged to another. Generally, the reimbursement is recorded as an expenditure/expense in the reimbursing account and as a reduction of a corresponding expenditure/expense in the reimbursed account. Accounting for reimbursements in this manner results in the expenditure/expense being reported only once and in the proper account. Reimbursements are to be appropriately documented and approved.

Reimbursement reporting is to be used only in circumstances as described above. It is not to be used for interfund loans, interfund transfers, or other interfund activities. Additionally, payments received by proprietary funds for goods and services are normally recorded as revenue with appropriate revenue source codes rather than as reimbursements.

As described below, reimbursements are coded with Object S or Object T. The subobject coding should reflect the object of expenditure being offset with the reimbursement, except Subobject JA "Noncapitalized Assets" and Subobject JB "Noncapitalized Software" which are coded to Subobjects SE and TE. Although Subobjects SZ and TZ "Unidentified" are available for use, it is preferable that an agency allocates charges to the appropriate subobject of expenditure within Objects S and T on a monthly basis.

Reimbursements are classified into two types:

85.90.60.a

Intra-agency reimbursements (Object T) - Intra-agency reimbursements are used to charge for services or supplies provided by one account to another and to distribute administrative overhead charges. In accounting for intra-agency reimbursement transactions, the reimbursed account other than a non-budgeted proprietary type account is to credit expenditures using Object T. The reimbursing account is to account for intra-agency materials supplied or services rendered as Object T and the appropriate subobject.

Intra-agency reimbursements are to be used to record special budgeted allocations involving Accounts 239 “Tort Defense Service Revolving Account,” 406 “Salary and Insurance Increase Revolving Account,” 426 “Digital Government Revolving Account,” and 427 “Special Account Retirement Contribution Increase Revolving Account.” Refer to Subsection 85.90.50.c.

Agencies may request a waiver from complying with specific requirements of this section. The request is to be in writing and be approved in writing by OFM before the waiver takes effect. Waivers automatically expire at the end of the fiscal biennium for which they were granted and are to be re-approved in writing to remain in force.

85.90.60.a.(1)

Accounts other than non-budgeted proprietary fund type accounts

All accounts other than non-budgeted proprietary fund type accounts are to use Object T transfers to record intra-agency transfers between said accounts. Reimbursements to accounts for expenditures/expenses initially made from it which are properly applicable to another account are to be recorded as a credit to expenditures/expenses using Object T. The reimbursing account other than a non-budgeted proprietary fund type account is to debit expenditures/expenses using Object T.

When transfers of salaries are made with Subobject TA, the FTEs are to remain with the original Object A expenditure.

The total for Object T transfers at the subobject level is to equal zero for all accounts within a fiscal year except as noted below for GL Code 6525 transfers and for non-budgeted proprietary fund type accounts. Refer to Subsection 85.95.50.a and b for illustrative entries.

Intra-agency reimbursements received by **budgeted** proprietary fund type accounts are recorded as credits to expense using Object T. Therefore, an additional entry is necessary to adjust to proper GAAP accounting. The GAAP adjustment debits GL Code 6525 “Expense Adjustments/Eliminations (GAAP),” using Object T with the appropriate subobject, and credits GL Code 3225 “Revenue Adjustments/Eliminations (GAAP)” with the appropriate revenue source code. Only in the case of GL Code 6525 transfers is there no corresponding Object T offset. Refer to Subsection 85.95.50.c for an illustrative entry.

85.90.60.a.(2) **Non-budgeted proprietary fund type accounts**

For non-budgeted proprietary fund type accounts (excluding Accounts 443 and 505 which are subject to (1) above), reimbursements are not coded as credits to expenses using Object T. They are coded directly to revenue with appropriate revenue source codes. Refer to Subsection 85.95.50.d for an illustrative entry.

85.90.60.b **Interagency reimbursements (Object S) -** All transactions between state agencies are to be properly accounted for as prescribed in Chapter 39.34 RCW.

The following procedures are to be followed in those instances where a **budgeted account** or **certain account used by higher education agencies** – Accounts 143, 145, 147, 148, 149, 443, and 505 which are included with budgeted accounts for purposes of this section – provides goods or services to another agency:

85.90.60.b.(1) In accounting for interagency reimbursement transactions, the reimbursed agency is to credit expenditures/expenses using Object S – Interagency Reimbursements. The reimbursing agency is to account for expenditures for interagency materials supplied or services rendered as though they were purchased from an outside vendor. Refer to Subsection 85.95.60.a and b of this manual for illustrative entries.

Note: In **budgeted** accounts, interagency reimbursements are **not** to be recorded as revenue or as recovery of current appropriation expenditures using Revenue Source Code 0902 “Recoveries of Current Expenditure Authority Expenditures.” Refer to Subsection 85.95.60.a and b for illustrative entries.

85.90.60.b.(2) The amounts billed to other agencies and uncollected at the end of the month and work in process costs not billed at the end of the month are to be recorded as a credit to the appropriate GL Code Series 65XX “Expenditures/Expenses” with Object S and a debit to GL Code 1354 “Due from Other Agencies.”

85.90.60.b.(3) For GAAP reporting purposes, payments to **budgeted** proprietary fund type accounts should be recorded as revenues with appropriate revenue source codes. However, as discussed above, interagency reimbursements to budgeted proprietary fund type accounts are recorded as credits to expense (Object S). Therefore, an additional entry is necessary to adjust to proper GAAP accounting.

The GAAP adjustment debits GL Code 6525 "Expense Adjustments/ Eliminations (GAAP)," using Object S with the appropriate subobject and credits GL Code 3225 "Revenue Adjustments/Eliminations (GAAP)" with the appropriate revenue source code. Refer to Subsection 85.95.60.c for an illustrative entry.

For **non-budgeted** proprietary fund type accounts (excluding Accounts 443 and 505 which are subject to (1) above), interagency reimbursements are not coded as credits to expenses (Object S). They are coded directly to revenue with appropriate revenue source codes. Refer to Subsection 85.95.60.d for an illustrative entry.

85.90.60.c

Agencies are to establish procedures to ensure timely, accurate, and cost effective payment of obligations to agencies. Refer to Subsection 85.36 for information on payment methods.

Special attention by all agencies is to be given to the following:

Due Dates - Dates for payments are established by the terms of contracts between the state agencies. If the contract is silent concerning terms or there is no written contract, the terms are net 30 days. The 30 days, or other terms, begin upon receipt of the goods or services or a properly completed invoice, **whichever is later**. Agency payments are to be made by the due date.

Combined Payments - The number of payments to an agency are to be kept to a minimum by processing the maximum number of invoices with a single payment.

Partial Payments - When agencies accept partial delivery of goods or services without reservation, prompt payment is to be made for the goods or services received upon receipt from the agency of a properly completed invoice or in accordance with contract terms covering the partial delivery.

Disputes - Prompt and proper notification to an agency of receipt of unsatisfactory goods or services or an incorrect invoice defers the due date. The due date is recalculated from the date the problem is corrected. Proper authorization is required when material changes are made.

Records - Billings are to reflect the cost of labor, material, and overhead. Records are to be maintained by the vendor agency that provides complete cost billing information and also an audit trail for post auditing. Source documentation should be made available, upon request, for review by the billed agency.

When problems arise with the collection of interagency receivables, agencies are to follow the steps in Subsection 85.90.40.d.

Vendor agencies are not to request or require advances from receiving agencies unless the advance was approved in writing by the OFM Director or authorized designee (RCW 39.34.150).

Refer to Section 90.20 for additional requirements applicable to fiscal year end cutoff.

Refer to Subsection 85.90.30 for discussion of interfund services provided and used and Subsection 85.90.50 for transfers.

85.90.70

July 1, 2001

Agency vendor payment revolving account charges

- 85.90.70.a Account 720 "Agency Vendor Payment Revolving Account" may be used by agencies (RCW 42.26), with the approval of OFM, for the payment of goods or services which are payable from monies other than those maintained in the Office of the State Treasurer.
- 85.90.70.b Use of Account 720 by agencies is to be authorized in writing by the Director of OFM or authorized designee.
- 85.90.70.c Amounts disbursed from Account 720 must be from amounts previously deposited by the agency using the account. These deposits must be from **local accounts** which are properly chargeable with the disbursement. **Amounts to cover disbursements must be deposited prior to actual disbursement.** Refer to Subsection 85.95.70 for illustrative entries.
- 85.90.70.d All amounts accruing to Account 720 as a result of the cancellation of warrants are to be re-deposited in the agency's appropriate local account.
- 85.90.70.e Only the following accounts are to be maintained in the general ledger of Account 720: GL Codes 4310 "Current Treasury Cash Activity (OST Only)," 4325 "Beginning Treasury Cash Balance - Agency Funds," 5199 "Other Liabilities," and the 71XX "In-Process" Series. Subsidiary ledgers are not required. Refer to Subsection 85.95.70 for illustrative entries.



85.95

Interfund/Interagency Activities - Illustrative Entries

85.95.10

July 1, 2001

These entries are for illustrative purposes

The situations in this section illustrate the accounting treatment of some typical interfund/interagency activities. These entries are for illustrative purposes **only** and should **not** be considered all-inclusive. Entries posted to GL Code Series 71XX "In-Process" in treasury and treasury trust accounts also require an entry from the Office of the State Treasurer as illustrated below to clear the GL In-Process codes.

	Dr.	Cr.
In-Process (71XX)	xxx	
Current Treasury Cash Activity (OST Only)		xxx
(4310)		

The entry would be reversed for In-Process debit amounts.

85.95.20

July 1, 2003

Transfers of equity

To record the transfer of a fund balance from a discontinued local account to the General Fund. For purposes of this example, assume there is cash as well as outstanding receivables and payables in the discontinued account and that the discontinued account is a governmental fund type account. Refer to Subsection 85.90.50.a.

Discontinued Account:

	Dr.	Cr.
Payables - Short-Term (51XX)	xxx	
Cash Revenue (3210) or Noncash Revenue (3220)	xxx	
Revenue Source Code (0679) Equity Transfers Out		
Cash In Bank (1110)		xxx
Receivables - Short-Term (13XX)		xxx

General Fund (001):

	Dr.	Cr.
In-Process (71XX)	xxx	
Receivables - Short-Term (13XX)	xxx	
Payables - Short-Term (51XX)		xxx
Cash Revenue (3210) or Noncash Revenue (3220) Revenue Source Code (0678) Equity Transfers In		xxx

85.95.30

July 1, 2003

Operating transfers

85.95.30.a

To record an operating transfer in. Refer to Subsection 85.90.50.b.

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX))	xxx	
Cash Revenue (3210) Revenue Source Code (0621) Operating Transfers In		xxx

85.95.30.b

To record an operating transfer out. Refer to Subsection 85.90.50.b.

	Dr.	Cr.
Cash Revenue (3210) Revenue Source Code (0622) Operating Transfers Out	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

85.95.35

July 1, 2008

Special budgeted allocation transfers

85.95.35.a

To record a special budgeted allocation transfer for an increase allocation to either the Salary and Insurance Increase Revolving Account (Account 406) or the Special Account Retirement Contribution Increase Revolving Account (Account 427). In this entry, the original disbursement was recorded as a cash expenditure to Object A or B in the agency's operating account. Refer to Subsection 85.90.50.c.

Allocation Account:

	Dr.	Cr.
Cash Expenditure (6510) Subobjects TA and/or TB	xxx	
Current Period Clearing Account (9920)		xxx
Current Period Clearing Account (9920)	xxx	
Cash Revenues (3210) Revenue Source Code (0626*)		xxx

Operating Account (other than General Fund):

	Dr.	Cr.
Current Period Clearing Account (9920)	xxx	
Cash Expenditure (6510) Subobjects TA and/or TB		xxx
Cash Revenues (3210) Revenue Source Code (0626*)	xxx	
Current Period Clearing Account (9920)		xxx

*The Revenue Source Code would be 03XX for federal or 05XX for private/local when non-state expenditure authority is involved.

Note: This is an in-house noncash journal voucher entry only. Do not send it to the Office of the State Treasurer. Entries are reversed for a negative allocation.

85.95.35.b

Special allocation accounts are not used for allocations in the General Fund. Instead, the allocation is made through an allocation expenditure authority.

General Fund:

	Dr.	Cr.
Current Period Clearing Account (9920)	xxx	
Cash Expenditure (6510 Operating Expenditure Authority) Subobjects TA and TB		xxx
Cash Expenditure (6510 Allocation Expenditure Authority) Subobjects TA and TB	xxx	
Current Period Clearing Account (9920)		xxx

85.95.40

July 1, 2008

Interfund/interagency services provided and used

85.95.40.a

To record amounts billed for goods and services delivered to another agency or account. Refer to Subsection 85.90.30.

	Dr.	Cr.
Due From Other Agencies (1354) or Due From Other Funds (1353)	xxx	
Revenue (32XX) (with appropriate revenue source code)		xxx

85.95.40.b

To record receipt of amount previously billed for goods and services delivered to another agency or account. Refer to Subsection 85.90.30.

	Dr.	Cr.
Cash in Bank (1110) or In-Process (71XX)	xxx	
Due From Other Agencies (1354) or Due From Other Funds (1353)		xxx

85.95.40.c

To record liability for goods and services rendered by another agency or account. Refer to Subsection 85.90.30.

	Dr.	Cr.
Expenditures/Expense (65XX) (with appropriate sub-object)	xxx	
Due To Other Agencies (5154) or Due To Other Funds (5153)		xxx

85.95.40.d

To record disbursement of amount previously booked as liability for goods and services rendered by another agency or account. Refer to Subsection 85.90.30.

	Dr.	Cr.
Due To Other Agencies (5154) or Due To Other Funds (5153)	xxx	
Cash in Bank (1110) or In-Process (71XX)		xxx

85.95.50

July 1, 2008

Intra-agency reimbursements (Object T)

85.95.50.a

To record amounts **received** by an account **other than a non-budgeted proprietary fund type account** from another account to reimburse for goods and services rendered on behalf of the reimbursing account. Refer to Subsection 85.90.60.a.(1).

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX)		
Expenditures/Expenses (65XX) Object T		xxx

85.95.50.b

To record amounts **paid** by one account to another account to reimburse for goods and services rendered on behalf of the reimbursing account. Refer to Subsection 85.90.60.a.(1).

	Dr.	Cr.
Expenditures/Expenses (65XX) Object T	xxx	
Cash in Bank (1110) or		xxx
In-Process (71XX)		

85.95.50.c

The additional entry needed for an Object T reimbursements **received** by a **budgeted proprietary fund type account** to meet GAAP reporting requirements. Refer to Subsection 85.90.60.a.(1).

	Dr.	Cr.
Expense Adjustment/Eliminations (GAAP) (6525)	xxx	
Object T		
Revenue Adjustments/Eliminations (GAAP)		xxx
(3225) Revenue Source Code (as appropriate)		

85.95.50.d

To record an intra-agency reimbursement **received** by a **non-budgeted proprietary fund type account**. Refer to Subsection 85.90.60.a.(2).

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX)		
Cash Revenues (3210) Revenue Source Code		xxx
(0420) Charges for Services		

85.95.60

July 1, 2008

Interagency reimbursements (Object S)

85.95.60.a

To record amounts **received** by an account **other than a non-budgeted proprietary fund type account** in one agency from another agency to reimburse for goods and services rendered on behalf of the reimbursing agency. Refer to Subsection 85.90.60.b.(1).

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX)		
Expenditures/Expenses (65XX) Object S		xxx

85.95.60.b

To record amounts **paid** by one agency to another agency to reimburse for goods and services rendered on behalf of the reimbursing agency. Refer to Subsection 85.90.60.b.(1).

	Dr.	Cr.
Expenditures/Expenses (65XX) Object E	xxx	
Cash in Bank (1110) or		xxx
In-Process (71XX)		

85.95.60.c

The additional entry needed for Object S reimbursements to a **budgeted proprietary fund type account** to meet GAAP reporting requirements. Refer to Subsection 85.90.60.b.(3).

	Dr.	Cr.
Expense Adjustments/Eliminations (GAAP) (6525)	xxx	
Object S		
Revenue Adjustments/Eliminations (GAAP)		xxx
(3225) Revenue Source Code (as appropriate)		

85.95.60.d

To record an interagency reimbursement **received** by a **non-budgeted proprietary fund type account**. Refer to Subsection 85.90.60.b.(3).

	Dr.	Cr.
Cash in Bank (1110) or	xxx	
In-Process (71XX)		
Cash Revenues (3210) Revenue Source Code		xxx
(0420) Charges for Services		

85.95.70

July 1, 2001

Agency vendor payment revolving account

85.95.70.a

To record deposits of monies in the Agency Vendor Payment Revolving Account. Refer to Subsection 85.90.70.

Operating Account:

	Dr.	Cr.
Expenditures/Expenses (65XX) (with appropriate sub-object)	xxx	
Cash in Bank (1110)		xxx

Agency Vendor Payment Revolving Account (720):

	Dr.	Cr.
Receipts In-Process (7110)	xxx	
Other Liabilities (5199)		xxx

85.95.70.b

To record disbursements from the Agency Vendor Payment Revolving Account. Refer to Subsection 85.90.70.

Agency Vendor Payment Revolving Account (720):

	Dr.	Cr.
Other Liabilities (5199)	xxx	
In-Process (71XX)		xxx

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