



Chapter 90 - State Reporting

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90.10 General State Reporting Policies

90.10.10

June 1, 2007

Purpose and scope of these policies

Chapter 90 establishes the state reporting policies and procedures governing the accumulation of accounting data for reporting purposes and the preparation of the state of Washington's *Comprehensive Annual Financial Report* (CAFR).

90.10.20

June 1, 2007

Authority for these policies

All agencies are required by RCW 43.88.110(9) to maintain accounting records and report thereon in a manner prescribed by the Budget and Accounting Act or associated regulations. Additionally, RCW 43.88.027 requires the Governor, through the Director of the Office of Financial Management (OFM), to prepare and publish within six months of the end of the fiscal year, as a matter of public record, an annual financial report that encompasses all funds and account groups of the state.

90.10.30

June 1, 2007

Applicability

This chapter is applicable to and binding on all agencies of the state of Washington, unless otherwise exempted by statute or rule. The Budget and Accounting Act (RCW 43.88.020) defines the term "agency" to mean and include "every state office, officer, each institution, whether educational, correctional or other, and every department, division, board and commission, except as otherwise provided."

Agencies may request a waiver from complying with specific requirements of this chapter. Refer to Subsection 1.10.40 for information on how to request a waiver.

90.10.40
June 1, 2007**Using the Agency Financial Reporting System (AFRS)
- roles and responsibilities**

AFRS functions as the statewide financial accounting system. The financial data collected in AFRS is used to prepare a variety of reports including analyses for state level executive management and responses to inquiries for information from parties outside OFM. Because of the importance of financial reports in the management of state operations, it is essential that the data submitted to AFRS be timely, complete, and accurate.

To this end, the following roles and responsibilities have been established:

90.10.40.a

The Office of Financial Management (OFM) is responsible to assist agencies to comply with AFRS reporting requirements.

This includes:

- Training and consulting services regarding state policies, procedures, and regulations.
- Assistance in resolving certain processing problems; and
- Notification of missing or erroneous data where possible.

90.10.40.b

Agencies are responsible for:

- Ensuring that they are in a position to respond to problems encountered with the integrity and/or transmission of agency data, especially during critical times such as AFRS month-end cut-off and during the fiscal year closing process.
- Exercising appropriate control over data security.
- Verifying the completeness, accuracy, and integrity of data submitted.
- Notifying their assigned OFM Accounting Consultant if data or other problems arise.

Agencies that use the batch interface process to submit data are responsible for:

- Ensuring that data is transmitted in a secure and reliable manner consistent with AFRS requirements. The preferred method of transmission is through the statewide communication backbone managed by the Department of Information Services (DIS).
- Coordinating with DIS on matters regarding the transmission and processing necessary to make the data available for processing by AFRS.

90.10.50
June 1, 2007

Some agencies have component unit reporting requirements

Reporting requirements prescribe two methods for reporting component units of the state in the CAFR. Depending upon a component unit's relationship with the state, it is either blended or reported discretely.

- **Blended component units** are reported as part of the primary state government just like a normal state agency. Data for blended component units is included in AFRS.
- **Discretely reported component units** are reported in a column separate from the primary state government. Component units discretely reported need to submit audited financial statements to OFM.

The OFM Accounting Consultant assigned to agencies identified as (or having) component units will work with agency personnel to provide additional information and assistance as needed to satisfy reporting requirements. If questions exist regarding component units or potential component units, contact the assigned OFM Accounting Consultant.

90.10.60

June 1, 2007

Agency prepared reports must reconcile with AFRS and the CAFR

Agencies preparing and/or publishing agency financial statements are to use data submitted to AFRS and included as part of the CAFR. Any variance between the final AFRS data and agency issued financial statements is to be reconciled and disclosed in the notes of the agency's financial statements. However, if the separately issued report uses different reporting standards, the agency is to clearly indicate in the notes to their financial statements which standards were used and how they differ from those used in the state's CAFR.

90.10.70

June 1, 2007

Agencies must comply with reporting due dates

Agencies are to adhere to the published due dates. This adherence allows the data to be consolidated by OFM and reported in accordance with statutory time frames.



90.20 Fiscal Year-End Cut-Off Procedures

90.20.05
June 1, 2007

Introduction

This section provides policies and procedures for closing a fiscal year and for the preparation of the state of Washington's Comprehensive Annual Financial Report (CAFR). The cut-off policy provides guidance for all state agencies to review their financial data and make necessary adjustments. The agency review and subsequent adjustments give the State Auditor's Office (SAO) reliable financial data on which to form an opinion and enable timely financial reporting.

The closing process is established in phases. Each phase requires completion of certain events in preparation for the next phase. For the Fiscal Year Ended June 30, 2007, the phases are as follows:

- **Phase 1** is for agencies to record revenue and expenditure/expense accruals. Phase 1 deadline is **Tuesday, July 31, 2007**. Refer to Subsections 90.20.20 through 90.20.65.
- **Phase 2** is for agencies to record adjustments necessary to correct year-end totals. Phase 2 deadline is **Wednesday, September 12, 2007**. Refer to Subsection 90.20.70. It is important that agencies complete all adjustment activity by the end of Phase 2 to facilitate the completion of the state disclosure forms which are due **Wednesday, September 19, 2007**. Refer to Section 90.40.
- **Phase 3** is for SAO to audit accounting data and recommend any necessary adjustments. State agencies are not allowed to make entries into the Agency Financial Reporting System (AFRS) during Phase 3, unless approved by the Office of Financial Management (OFM). Phase 3 deadline is **Wednesday, October 10, 2007**. Refer to Subsection 90.20.80.
- **Phase 4** is when OFM prepares the CAFR. Refer to Subsection 90.20.90.

A schedule of phase cut-off dates is published annually by OFM as part of the directive implementing these policies.

Refer to the AFRS/CAFR Closing Schedule and other year end closing resources at: <http://www.ofm.wa.gov/resources/yearend.asp>.

90.20.10

June 1, 2007

Cash cut-off date and policies

90.20.10.a

Cash cut-off is the last working (business) day in June. Cash activity occurring **after** this date is recorded in the ensuing fiscal year.

90.20.10.b

Treasury accounts

Treasury account cash receipts received by an agency **on or before June 30** are recorded in Fiscal Month 12 or 24 as “in-process” cash prior to the June monthly cut-off. If these amounts are not deposited in the State Treasury on or before the Office of State Treasurer’s (OST) fiscal year cut-off date (usually June 30), the entry by OST to treasury cash activity will be made in the ensuing period. Refer to Subsection 90.30.20 for illustrative entries.

Treasury account cash disbursements **paid on or before OST's cut-off date** are recorded as "in-process" cash prior to the June fiscal month cut-off. Refer to Subsection 90.30.50.a for illustrative entries.

90.20.10.c

Local accounts

Local account cash receipts deposited on or before June 30 are recorded with a debit to GL Code 1110 “Cash in Bank.” Local account cash receipts received on or before June 30, but not deposited until after June 30, are recorded as a debit to GL Code 1120 “Undeposited Local Cash.” Amounts recorded as GL Code 1120 are reclassified to GL Code 1110 “Cash in Bank” when deposited in the local bank account. Refer to Subsection 90.30.20 for illustrative entries.

Local account disbursements made on or before June 30 are recorded with a credit to GL Code 1110 “Cash in Bank.” Refer to Subsection 90.30.50 for illustrative entries.

90.20.10.d

Administering agencies

Administering agencies are responsible for reviewing for reasonableness the asset, liability and equity balances of the accounts that they administer. If any fund balance issues are noted, the administering agency should alert the assigned OFM Budget Analyst. All other unusual activity and/or balances noted should be brought to the attention of the administering agency’s OFM Accounting Consultant. Refer to Subsection 80.10.90.

90.20.15

June 1, 2007

Prior period adjustments

Prior period adjustments are corrections of errors discovered after a fiscal year has been closed. There are two types of prior period adjustments, material and immaterial.

OFM makes the final determination as to whether a prior period adjustment is material or immaterial. To facilitate this determination, prior period adjustments that equal or exceed the roll-up fund's materiality level as computed annually and listed in Subsection 75.30.40 of this manual are to be brought to the attention of the agency's OFM Accounting Consultant. For purposes of Subsection 75.30.40, roll-up fund materiality is the lesser of (a) \$1 million or (b) the greater of the following two amounts: five percent of roll-up fund equity or one percent of roll-up fund gross activity (revenues plus expenditures/expenses).

90.20.15.a

Material Prior Period Adjustments

Material prior period adjustments are reported as adjustments to beginning fund equity. If a material prior period adjustment is required, the following source documents are prepared by the agency, and the original copies are forwarded to the OFM Accounting Consultant assigned to the agency.

1. Journal Voucher - Forward a properly completed Journal Voucher referencing the attached footnote disclosure [refer to (2) below] signed by the agency's fiscal officer indicating approval. Agencies assign the Current Document Number and leave the Reference Document Number blank.
2. Footnote Disclosure - Include a description of the nature of the adjustment, its impact on beginning balances, and the resulting effect on:
 - “Change in Net Assets” of prior periods for **proprietary and trust fund type accounts** (specifically, the under/overstatement of revenues and expenses); or
 - “Net change in fund balances” of prior periods for **governmental fund type accounts** (specifically, the under/overstatement of revenues and expenditures).

- 90.20.15.b Material prior period adjustments (except for agency fund type accounts and Subsidiary Accounts 997 and 999) are offset to GL Code 9220 “Prior Period Material Corrections (OFM Only).” Refer to Subsection 90.30.30.a for an illustrative entry.
- 90.20.15.c Material prior period adjustments to Subsidiary Accounts 997 and 999 are offset to GL Code 9910 “Current Period Clearing Account (Subsidiary Accounts Only).” Refer to Subsection 90.30.30.c for an illustrative entry.
- 90.20.15.d All material prior period adjustments (as reflected on the agency prepared Journal Voucher) are entered by OFM after approval by the OFM Statewide Accounting Manager.
- 90.20.15.e **Immaterial Prior Period Adjustments**

Immaterial prior period adjustments are reported on the financial statements as miscellaneous revenue or other revenue.

Generally, immaterial prior period adjustments (except for agency fund type accounts and Subsidiary Accounts 997 and 999) are offset by a credit to GL Code 3215 “Immaterial Adjustments to Prior Periods” with Revenue Source Code 0485 “Immaterial Prior Period Adjustments.” Refer to Subsection 90.30.30.b for an illustrative entry.

Debits to Revenue Source Code 0485 “Immaterial Prior Period Adjustments” are generally not appropriate and require the approval of the agency’s OFM Accounting Consultant.

Adjustments to clear overliquidated payables or to write down inventory balances should be recorded as expenditures against the applicable expenditure authority code. For guidance related to shortages in estimated accruals, refer to Subsection 90.20.47.

Write-offs of accounts receivable balances should be debited to the related allowance for doubtful accounts per Subsection 85.54.55. Absent an allowance account in a governmental fund type account, the adjustment should be debited to the revenue source code that was credited when the receivable was recorded. In a proprietary fund type account, if no allowance account exists, accounts receivable are written off to GL Code 6515 “Bad Debts Expense.” If the receivable originated through an offset to expenditures, then the adjustment to write down the receivable should be a reversal of the original entry. If the expenditure occurred in a prior expenditure authority period, refer to Subsection 85.40.10 for procedures relating to belated claims.

If, in the second year of a biennium, a prior period adjustment relates to a biennial expenditure authority that has not lapsed, the prior period adjustment is to be recorded to/against the applicable expenditure authority.

Immaterial prior period adjustments resulting in the receipt of cash for the recovery of an expenditure charged against a prior expenditure authority are recorded with a credit to GL Code 3210 “Cash Revenues” using Revenue Source Code 0486 “Recoveries of Prior Appropriation Expenditures.” Revenue Source Code 0486 should only be debited in very limited circumstances and **only** with prior approval of the agency’s assigned OFM Accounting Consultant.

Refer to Subsection 90.20.45 for guidance on immaterial prior period adjustments resulting from overestimating an accrual against a prior expenditure authority.

- 90.20.15.f Record immaterial prior period adjustments to Subsidiary Accounts 997 and 999 as current period additions and/or deletions. If an immaterial prior period adjustment to Subsidiary Account 997 involves accumulated depreciation, it should be recorded to GL Code 6591 “Depreciation Expense (General Capital Subsidiary Account only).”
- 90.20.15.g Adjustments involving beginning cash balances in agency fund type accounts are to be prepared by the administering agency on a Journal Voucher and submitted to the OFM Accounting Consultant for entry. All other prior period adjustments to agency fund type accounts are recorded as current period activity.
- 90.20.15.h OFM may make adjustments between material and immaterial adjustment classifications based upon review during preparation of the CAFR.

Enterprise Reporting (ER) report to use: CAFR/Prior Period Adjustment Activity

90.20.20

June 1, 2007

Phase 1 – Revenue accrual and deferred revenue activity

90.20.20.a

Revenue Accrual

When cash has not been received by June 30 for revenues meeting the appropriate recognition criteria, record the revenue as an accrual (revenue offset by receivable) in Fiscal Month 99 or 25. Refer to Subsection 90.20.20.b. Record the liquidation of these accruals (receivable offset by cash) in the ensuing fiscal year when the cash is received. Refer to Subsections 90.30.40.a and b for illustrative entries.

90.20.20.b

Deferred Revenue

If cash was received or a receivable recorded for a revenue which **does not** meet the revenue recognition criteria for governmental or proprietary fund type accounts as appropriate, record the revenue in GL Code 5192 “Deferred Revenues - Short-Term” or GL Code 5292 “Deferred Revenues - Long-Term” depending upon when it is expected to be realized. Refer to Subsection 85.70.40. These amounts are recognized as revenue in the future period when they meet the applicable revenue recognition criteria. Refer to Subsection 90.30.40.c for an illustrative entry.

90.20.20.c

Revenue Recognition in Governmental Fund Type Accounts

Revenues in governmental fund type accounts are recognized in the period in which they become both **available** and **objectively measurable** as follows:

In general, the following revenues are deemed measurable and available at June 30 and are accrued in the concluding fiscal year:

- Taxes imposed on exchange transactions (gross receipts and fuel taxes,) pertaining to underlying exchange transactions that occur as of June 30, are accrued as revenue in the concluding fiscal year if expected to be collected within twelve months of fiscal year end.
- Federal grant revenues are recognized according to the guidelines provided in Subsection 50.30.70. In general, federal grant revenues are recognized when the qualifying grant expenditures are made provided that the availability criteria are met.
- Generally, revenues from licenses, permits, and fees are recognized as revenue in the fiscal year in which they are collected.

- Property taxes, which are due and expected to be collected within 60 days of the fiscal year end, are accrued as revenues in the concluding fiscal year for Generally Accepted Accounting Principles (GAAP) reporting purposes.
- Private donation pledges are accrued when the eligibility requirements are met, provided that they are verifiable, unconditional, probable of collection, measurable and available.
- All other revenues are accounted for in accordance with GAAP for both budget and accounting reporting purposes.

90.20.20.d **Revenue Recognition in Proprietary and Trust Fund Type Accounts**

Revenues for proprietary and trust fund type accounts are accounted for on a full accrual basis which means that they are recognized in the period when earned.

90.20.20.e **Revenue Accrual Estimate Adjustments**

Record over and under accruals of estimated revenue from the prior fiscal year-end as adjustments to revenue in the current period; record over accruals as a decrease to revenue in the current period, and under accruals as an increase to revenue in the current period.

90.20.20.f **Treasury Deposit Income**

The fiscal year-end accrual for treasury deposit income is recorded by OST as Agency 705 Treasurer's Deposit Income in either Account 076 Treasury Income Account or Account 409 Investment Income Account.

1. **Treasury Accounts (for governmental, proprietary, and trust fund type accounts)**

Treasury deposit income for treasury accounts is reported by OST as Agency 705 activity for the concluding fiscal year. OST records the interest as payable in Account 076 by a credit to GL Code 5153 "Due to Other Funds" with the appropriate subsidiary account code. In addition, OST records the interest in the various receiving accounts in Agency 705 by debiting GL Code 1353 "Due from Other Funds" with Subsidiary Account Code 076000, and crediting GL Code 3205 "Accrued Revenues" with Revenue Source Code 0408 "Treasury Deposit Income."

2. Treasury Trust Accounts (for governmental, proprietary, and trust fund type accounts)

Treasury deposit income for treasury trust accounts is reported by OST in Agency 705. OST records the interest as payable in Account 409 by crediting GL Code 5153 “Due to Other Funds” with the appropriate subsidiary account code. In addition, OST records the activity in the various receiving accounts in Agency 705, by debiting GL Code 1353 “Due from Other Funds” with Subsidiary Account Code 409000 and crediting GL Code 3205 “Accrued Revenues” with Revenue Source Code 0408 “Treasury Deposit Income.”

3. Treasury and Treasury Trust Accounts (for agency fund type accounts)

Deposit income for agency fund type accounts is reported in either Agency 705 or the administering agency. When the activity is reported in Agency 705, OST records interest payable in Account 076 or 409 by crediting GL Code 5153 “Due to Other Funds” with the appropriate subsidiary account code. In addition, OST records the activity in the various receiving agency fund type accounts in Agency 705 by debiting a receivable and crediting a liability in the agency account.

When the activity is reported in the administering agency, OST records interest payable in Account 076 or 409 by crediting GL Code 5153 “Due to Other Funds” with the appropriate subsidiary account code. In addition, OST records the activity in the various receiving agency fund type accounts in Agency 705 by debiting a receivable and crediting a liability in the agency fund type account. OST notifies administering agencies of the various agency fund type accounts of the correct amount of deposit income after the June allocation is run, which is a day after the AFRS cut off date.

90.20.25

June 1, 2007

Phase 1 – Expenditure/expense recognition

90.20.25.a

Governmental Fund Type Accounts

Expenditures in governmental fund type accounts are recognized in the period in which the account liability is incurred; that is, the period in which the goods or services are received. Goods and services **must be received** by June 30 to be included as an expenditure of the concluding fiscal year.

90.20.25.b

Proprietary and Trust Fund Type Accounts

In proprietary and trust fund type accounts, expenses are recognized when incurred, if measurable. All goods and services received through June 30 **must be recognized** in the concluding fiscal year.

90.20.25.c

All Accounts

Record expenditures/expenses incurred in the concluding fiscal year but **paid after June 30**, as an accrual (expenditure/expense offset by payable) in Fiscal Month 99 or 25. Record liquidation of the accrual (payable offset by cash) in the ensuing fiscal year when paid. Refer to Subsection 90.30.50 for illustrative entries. If the ensuing year is the second fiscal year of a biennium and the expenditure is charged against a biennial expenditure authority code, then there is an additional entry to reverse the initial accrued expenditure and record a cash expenditure.

90.20.30

June 1, 2007

Phase 1 – Expenditure/expense accruals for single year operating expenditure authority - mid-biennium

90.20.30.a

Expenditure/Expense Accruals

Record all expenditure/expense accruals charged against single year operating expenditure authority by July 31 of the ensuing year. If the amount of the accrual is known (i.e., the invoice has been received or the amount is otherwise known), record the entry to GL Code 6505 “Accrued Expenditures/Expenses.”

90.20.30.b

Estimates

If the amount is not known, **but can be reasonably estimated**, record the estimate in GL Code 6560 “Estimated Accrued Expenditures/Expenses.” Make estimates in accordance with the state's policy for developing accounting estimates. Refer to Subsection 90.20.55.

All expenditure/expense accruals (GL Codes 6505 and 6560) made during the first fiscal year of a biennium and charged against single year operating expenditure authority will be closed to fund equity during the end of the biennium automated closing process in AFRS.

Agencies should monitor the liquidation of estimated accruals at the account/expenditure authority level. While a subsidiary worksheet is the recommended method, agencies may use any reasonable means of documenting the liquidations. Reconcile the unliquidated balances on a timely basis. Retain this subsidiary worksheet or other form of documentation for audit purposes.

90.20.30.c

Encumbrances

The balance in GL Code 6410 “Encumbrances” related to single year expenditure authority is to be **zero** at the end of the fiscal year. Goods and services ordered, but not received prior to close of business June 30, are accounted for as expenditures of the ensuing year or in the fiscal period received.

ER report to use: CAFR/Exceptions/Encumbrances - First Fiscal Year Operating (GL 6410)

90.20.35

June 1, 2007

Phase 1 – Expenditure/expense accruals for biennial expenditure authority - mid-biennium

90.20.35.a

Expenditure/Expense Accruals

Record all expenditure/expense accruals charged against biennial expenditure authority by July 31 of the ensuing year. Both actual and estimated accruals are to be recorded in GL Code 6505 “Accrued Expenditures/Expenses.” Actual accruals are based on an invoice or the amount is otherwise known.

90.20.35.b

Estimates

Estimates are made if an amount is not known, **but can be reasonably estimated**. Make estimates in accordance with the state's policy for developing accounting estimates. Refer to Subsection 90.20.55.

Reverse accrued expenditures/expenses (GL Code 6505) recorded during the first fiscal year of the biennium at the beginning of the second fiscal year of the biennium. After the reversal, payments of the accruals are to be treated the same as other expenditures/expenses of the second fiscal year.

90.20.35.c

Encumbrances

Goods and services ordered, but not received prior to June 30 of the first fiscal year of the biennium, are recorded as encumbrances in the first fiscal year by debiting GL Code 6410 “Encumbrances” with an offsetting credit to GL Code 9510 “Reserved for Encumbrances.” **For budgeted accounts, total allotment charges plus these encumbrances cannot exceed the approved spending authority (approved biennial budget).**

ER report to use: CAFR folder/Exceptions/Encumbrances - First Fiscal Year Operating (GL 6410)

Additionally, for encumbrances relating to capital appropriations, a sufficient available fund balance must exist or an appropriate budget explanation explaining the difference must be included with fiscal year-end disclosure forms as an attachment to the financial disclosure certification. Refer to Subsection 85.30.10 for further information about encumbrance accounting.

A second option for mid-biennium reporting of encumbrances related to biennial expenditure authority is to record them at a summary level by debiting GL Code 9514 “Encumbrances for Continuing Operating Expenditure Authority” with an offsetting credit to GL Code 9510 “Reserved for Encumbrances.” This entry is reversed at the beginning of the ensuing fiscal year by debiting GL Code 9510 and crediting GL Code 9514. At the time the summary level entry is reversed, the encumbrances need to be recorded in GL Code 6410 against an actual expenditure authority code. Prior to using GL Code 9514, agencies should check with their assigned OFM Accounting Consultant.

90.20.40

June 1, 2007

Phase 1 – Expenditure/expense accruals - end of biennium

90.20.40.a

Expenditure/Expense Accruals

Record all expenditure/expense accruals for the concluding fiscal year by July 31 of the ensuing year. If the amount of the accrual is known (i.e., the invoice has been received or the amount is otherwise known), record the entry to GL Code 6505 “Accrued Expenditures/Expenses.”

90.20.40.b **Estimates**

If the amount is not known, **but can be reasonably estimated**, record the estimate in GL Code 6560 “Estimated Accrued Expenditures/Expenses.” Make estimates in accordance with the state's policy for developing accounting estimates. Refer to Subsection 90.20.55. An exception to this would be for governmental fund type accounts, when a capital appropriation has been reappropriated, no estimated accrual is necessary.

All accrued expenditures/expenses (GL Codes 6505 and 6560) are closed to fund equity during the end of the biennium automated closing process in AFRS.

Agencies should monitor the liquidation of estimated accruals at the account/expenditure authority level. While a subsidiary worksheet is the recommended method, agencies may use any reasonable means of documenting the liquidations. Reconcile the unliquidated balances on a timely basis. Retain this subsidiary worksheet or other form of documentation for audit purposes.

90.20.40.c **Encumbrances - Operating Expenditure Authority**

The balances of GL Codes 6410 “Encumbrances” and 9514 “Encumbrances for Continuing Operating Expenditure Authority” are to be zero at the end of the biennium. Goods and services ordered, but not received prior to close of business June 30, are accounted for as expenditures of the ensuing year or in the fiscal period received.

90.20.40.d **Encumbrances - Capital Expenditure Appropriations**

At biennium-end, encumbrances for capital appropriations that are **reappropriated** in the new biennium are closed to GL Code 9513 “Encumbrances for Reappropriated Capital Appropriations” in the concluding biennium, **provided a sufficient available fund balance exists**. These amounts are offset by GL Code 9510 “Reserved for Encumbrances.” The entry to close GL Code 6410 “Encumbrances” is reversed at the beginning of the ensuing biennium with the encumbrance charged to the reappropriated appropriation. Refer to Subsection 90.30.60.c for an illustrative entry.

90.20.45

June 1, 2007

Phase 1 – Unliquidated estimated accrued expenditures/expenses

Unliquidated estimated accrued expenditures/expenses from a prior expenditure authority period are liquidated using GL Code 3215 “Immaterial Adjustments to Prior Periods” with Revenue Source Code 0486 “Recoveries of Prior Appropriation Expenditures.” The adjustment is made when it is expected that no further payments will be made, normally within 12 months of the end of a biennium, but no later than two years following the accrual. Refer to Subsection 90.30.50.d for an illustrative entry.

90.20.47

June 1, 2007

Phase 1 – Shortages in estimated accruals

Shortages in estimated accrued expenditures/expenses are to be treated as **belated claims** of the prior expenditure authority period. Belated claims are obligations for goods and services which were received on or before June 30 but were not accrued in the concluding expenditure authority period. Refer to Subsection 85.40.10 for procedures relating to belated claims.

90.20.50

June 1, 2007

Phase 1 – Interagency accruals

90.20.50.a

Interagency receivables/payables are required to be in balance at fiscal year-end. Agency cooperation is essential to balance interagency receivables and payables at the statewide level. Agencies are to contact the other agencies involved to resolve any differences. If disagreements exist, the OFM Accounting Consultant assigned to each agency should be contacted to resolve the issues.

In establishing interagency receivables/payables, the accrual should be recorded as of the date goods and services are delivered. Refer to Subsection 90.20.25.

A reasonable estimated billing, in lieu of an actual amount, is an acceptable basis for recording the receivable/payable. However, payment should be made after receipt of the actual bill, not on an estimated billing.

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State Reporting

The type of interagency payment used to liquidate an interagency accrual depends on the cash type of the accounts involved. Payments between treasury and treasury trust accounts are to be made using the most cost effective means available. Refer to Section 85.36. Except as noted below, the accrual is deemed liquidated on the date the cash is credited to the receiving agency. If the payment is made by warrant or local fund check, the date recorded on the payment document is considered the date of liquidation.

Interagency billings for services rendered as of June 30 are to be sent out by vendor agencies no later than July 16. If a vendor agency cannot produce actual billings by July 16, the agency is to send out estimated billings by July 16 and follow up with the actual bill as soon as practical. Estimated billings are to be clearly marked as estimates. The State Board for Community and Technical Colleges has until July 23 to send billings due to summer school considerations.

Actual billings received by customer agencies are to be accrued in GL Code 6505 "Accrued Expenditures/Expenses" by July 31 in the concluding fiscal year, using Fiscal Month 99 or 25.

For a **biennial expenditure authority** at mid-biennium, expenditures related to estimated billings received by customer agencies are accrued in GL Code 6505 "Accrued Expenditures/Expenses" by July 31 in the concluding fiscal year using Fiscal Month 99.

At the **end of an expenditure authority period**, expenditures related to estimated billings received by customer agencies are accrued in GL Code 6560 "Estimated Accrued Expenditures/Expenses" by July 31 in the concluding fiscal year using Fiscal Month 99 or 25.

Disputed billings are treated as estimates whether based upon actual invoices or not. Disputed billings are to be paid when resolved.

Refer to the table of interagency payment methods and effective dates on OFM's website at <http://www.ofm.wa.gov/resources/yearend.asp>.

ER reports to use: CAFR folder/Interagency & Interfund/Interagency payables and Interagency receivables

90.20.50.b

The following payables **should not** be recorded as interagency receivable/payables:

1. Amounts due to the Department of Revenue for taxes are recorded as GL Code 5158 “Due to Department of Revenue - Sales and Use Tax,”
2. Amounts due to the Department of Labor and Industries for workers' compensation are recorded as GL Code 5187 “Industrial Insurance and Medical Aid Deductions Payable,”
3. Amounts due to OST under Certificate of Participation program are recorded in GL Code 5173 “Certificates of Participation Payable,” for the short-term portion, or GL Code 5273 “Certificates of Participation Payable,” for the long-term portion,
4. Department of Retirement Systems (DRS) withholdings for retiree medical insurance premiums due to Health Care Authority (HCA) are recorded by DRS as GL Code 5152 “Due to Other Governments” and by HCA as GL Code 1352 “Due from Other Governments,”
5. Amounts due to the Department of Retirement Systems (DRS) as a result of special billings for retirement contributions are recorded as GL Code 5152 “Due to Other Governments,”
6. Amounts due to or from state Agriculture Commodity Commissions are recorded as GL Code 5152 “Due to Other Governments” or GL Code 1352 “Due from Other Governments,” and,
7. Amounts due to or from the following discrete component units are recorded as GL Code 5159 “Due to Primary Government” or GL Code 1359 “Due from Component Units,” as follows:

<u>Component Unit</u>	<u>Agency Code</u>
Washington Economic Development Finance Authority	1060
Washington State Housing Finance Commission	1480
Washington Higher Education Facilities Authority	3460
Washington Health Care Facilities Authority	5990
Washington Public Stadium Authority	7270

90.20.50.c State agencies, including the State Board for Community and Technical Colleges (SBCTC) and the Community and Technical Colleges (CTCs), are to record amounts due to, or from, SBCTC, CTCs and the Colleges' Center for Information Services, as follows:

<u>If due to or from entity is:</u>	<u>Use subsidiary code:</u>
CTCs (Agencies 6050 to 6960)	6990xx *
SBCTC (Agency 3520)	699000
Colleges' Center for Information Services(Agency 6990)	699099

*(where xx is the second and third numbers of the 4 digit agency code for the specific community or technical college)

90.20.55

June 1, 2007

Phase 1 – Accounting estimates

90.20.55.a An accounting estimate is an approximation of an expenditure/expense, revenue, or other financial statement element. Accounting estimates are included in the state's accounting records because of the following:

1. The measurement of some amounts or the valuation of some financial statement element may be uncertain, pending the outcome of future events.
2. Relevant data concerning events that have already occurred cannot be accumulated on a timely, cost-effective basis.

90.20.55.b Agencies are responsible for making the accounting estimates to be included in their accounting records. Estimates are based on subjective as well as objective factors. These decisions are normally based on knowledge and experience of past and current events, assumptions about conditions expected to exist, and courses of action expected to be taken.

90.20.55.c

Agencies are responsible for establishing a process for preparing accounting estimates. The process normally consists of the following:

1. Identifying situations for which accounting estimates are required.
2. Identifying the relevant factors that may affect the accounting estimate.
3. Accumulating relevant, sufficient, and reliable data on which to base the estimate.
4. Developing assumptions that represent management's judgment of the most likely circumstances and events with respect to the relevant factors.
5. Determining the estimated amount based on the assumptions and other relevant factors.

Once an agency has determined the accounting estimate amount, they must record the accounting estimate in accordance with state accounting policies.

ER report to use: CAFR/Estimated Accrued Expenditures/Expenses (GL 6560) Review

90.20.60
June 1, 2007

Phase 1 – Interfund accruals

Interfund receivables and payables, GL Codes 1353 and 5153, 1653 and 5253, 1355 and 5155, and 1350 and 5150, are required to be in balance at the agency level at fiscal year end.

Interfund accruals should be established when goods and/or services are delivered. When payment of an interfund payable is made by Interfund Transaction (IFT) or Journal Voucher (JV), the accrual is considered liquidated on the date that the cash is credited to the receiving fund. If payment is made by warrant or local check, the date recorded on the payment document is considered the date of liquidation.

Refer to the table of interfund transfer methods and effective dates on OFM's Administrative and Accounting Resources web page at:
<http://www.ofm.wa.gov/resources/yearend.asp>.

ER reports to use: CAFR/Interagency & Interfund/Interfund Receivables/Payables; CAFR/Interagency & Interfund /Pooled Cash and Investments Due to/Due from Other Funds (GL 1355 and 5155)

90.20.65

June 1, 2007

Phase 1 – Agency fund type accounts

Agency fund type accounts are custodial in nature and do not report operations or fund balance. At fiscal year-end, these accounts only report assets and liabilities **existing as of June 30**.

90.20.70

June 1, 2007

Phase 2 – Adjustment activity

90.20.70.a

Phase 2 is the final opportunity for state agencies to enter adjustments for the concluding fiscal year before the data is provided to the SAO for final audit and released as the unaudited fiscal year activity. Agencies are to review reports to ensure that assets and liabilities are properly and completely stated, and that revenues and expenditures/expenses are accurately reflected and recorded in the proper period using the correct coding. Any entries processed after Phase 2 will not be reflected in the statewide budgeting reports until after release of the CAFR and the final audited data.

90.20.70.b

Journal Vouchers are used for adjusting entries posted during Phase 2 for Fiscal Month 99 or 25. Journal Vouchers are to be identified as to the biennium and fiscal month to which they pertain. Examples of types of activities to perform and adjustments to make are as follows:

1. **Amortization of a Gain/Loss on Bond Refunding – Proprietary Fund Type Accounts.** In proprietary fund type accounts only, amortize gain/loss on bond refunding recorded in GL Code 5268 “Deferred Gain/Loss on Bond Refunding.” Record the amortization in GL Code 6512 “Amortization Expense” using Subobject PF “Amortization of Gain/Loss on Bond Refunding.”
2. **Capital Asset/Accumulated Depreciation Reconciliation.** Reconcile the balances in GL Code Series 2XXX “Capital Assets” in AFRS with the balances for capital assets with a unit cost of \$5,000 or more in the Capital Asset Management System (CAMS) or other authorized capital asset subsidiary system. An adjusting entry is required when the subsidiary system and AFRS are out of balance. **Separately record additions, deletions, and adjustments to capital assets and accumulated depreciation occurring during the year. Adjusting entries to capital assets and accumulated depreciation are not to be netted.** Subsection 85.60.60 contains the procedures for adjusting capital assets.

3. **Certificates of Participation (COP) Payable Review.** Review and adjust GL Codes 5173 and 5273 “Certificates of Participation Payable” to ensure that year-end balances are correct and agree with balances maintained by OST. **Transactions to record increases to the COP liability accounts are to be recorded separately from decreases, not netted.** In short-term GL Code 5173 record the COP amount payable in the next fiscal year.

For governmental fund type accounts, ensure that the amount of all new Certificates of Participation (COPs) recorded in Subsidiary Account 999 agrees to amounts reported in the governmental fund type accounts in GL Code 3221 “Other Financing Sources” and Revenue Source Code 0807 “Certificates of Participation.” Refer to Subsections 85.85.45 to 85.85.50.

ER report to use: CAFR/Exceptions/COPs and Capital Leases – Governmental Accounts

4. **Deferred Revenue Review.** Review deferred revenues recorded in governmental fund type accounts (GLs 5192 and 5292). Revenues are to be deferred when one of the two following criteria is met: 1) revenues are not yet earned, and 2) cash is not available. Refer to Subsection 85.70.40.

ER reports to use: CAFR/Agency Trial Balance or CAFR/General Ledger Account Analysis Flexible

5. **Depreciation Adjustment.** Record depreciation using the procedures contained in Subsection 85.60.40.

ER report to use: CAFR/Depreciation Expense and Increase in Allowance for Depreciation Review

6. **Expenditures within Appropriations Review.** Review expenditures to ensure that appropriations haven’t been overspent.

ER report to use: CAFR/Budget Exceptions/Appropriations Overspent

7. **Fund Balance Reserves Review.** Review fund balance reserves and corresponding asset balances to ensure they are in balance at the agency/account level.

ER report to use: CAFR/Exceptions/Fund Balance Improper Reservations

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State Reporting

The balances in the following sets of GL Codes are to net to zero:

Governmental Fund Type Accounts Only:

1130	Petty Cash, and
9556	Reserved for Petty Cash

ER report to use: CAFR/Exceptions/Petty Cash/Reserve for Governmental Accounts

1210	Investments,
1215	Investments under Reverse Repurchase Agreement,
1220	Unamortized Premiums on Investments,
1230	Unamortized Discounts on Investments, and
9557	Reserved for Investments

ER report to use: CAFR/Exceptions/Investment/Reserve for Governmental Accounts

1410	Consumable Inventories, and
9540	Reserved for Consumable Inventories

ER report to use: CAFR/Exceptions/Consumable Inventory for Governmental Accounts

All Accounts - Biennial Expenditure Authority - Mid-Biennium:

6410	Encumbrances, or
9514	Encumbrances for Continuing Operating Expenditure Authority, and
9510	Reserved for Encumbrances

ER report to use: CAFR/Exceptions/Encumbrances by Account and Program

All Accounts - Capital Appropriations at End of Biennium:

9513	Encumbrances for Reappropriated Appropriations, and
9510	Reserved for Encumbrances

Exception situations:

In governmental fund type accounts, donated commodities, such as immunization supplies, are recorded in GL Code 1415 "Donated Inventories" and are offset by GL Code 5192 "Deferred Revenues." (Refer to Subsection 85.56.40 Accounting for Donations of Consumable Inventories.)

In governmental fund type accounts, GL Codes 9570 “Reserved for Other Receivables” and the long-term 16XX “Receivables” are to agree, with two exceptions:

- GL Code 9560 “Reserved for Student Loans Receivable” is to agree to the net of the student loan portions of GL Code 1614 “Loans Receivable,” and GL Code 1644 “Allowance for Uncollectible Loans Receivable,” and
- There is to be no reserve if the receivable is offset by long term deferred revenue GL Code 5292 or another long term liability GL Codes 52XX.

ER report to use: CAFR/Exceptions/Long-Term Receivables/Payable for Governmental Accounts

8. **General Ledger Balance Review.** Administering agencies are to review cash and in-process accounts, GL Code Series 4XXX and 7XXX, for the accounts that they administer. Administering agencies are also to make a review of their accounts' asset, liability, and equity balances for reasonableness. If adjustments are required, administering agencies are to contact the other agencies involved. Agencies contacted are to make the requested adjustments in AFRS, or if necessary, have the agency's assigned OFM Accounting Consultant assist with making the adjustment in AFRS. Refer to Subsection 80.10.90.

AFRS reports to use: daily in process report, daily error report

ER reports to use:

Agencies:

CAFR/Agency Trial Balance

CAFR/Exceptions/Clearing Accounts Review (GL 9910 & 9920)

CAFR/Exceptions/General Ledger Accounts with No Activity

CAFR/Exceptions/Questionable Balance – Assets

CAFR/Exceptions/Questionable Balance – Liabilities

Administering Agencies:

Above reports plus Administering Agency/Administering Agency Trial Balance

9. **Interagency Reimbursements (Object S) Elimination.**

Budgeted Proprietary Fund Type Accounts:

Normally, payments received by proprietary fund type accounts for goods and services are recorded as revenue with appropriate revenue source codes. (Refer to Subsection 90.30.70.b for an illustrative entry.) However, in the case of budgeted proprietary fund type accounts, interagency reimbursements are recorded for budgetary purposes as credits to expense using Object S. These cases require additional entries to record revenue and to eliminate expenditure reductions for GAAP reporting. Record revenue by crediting GL Code 3225 “Revenue Adjustments/Eliminations (GAAP)” with appropriate revenue source codes. Record the expenditure recovery elimination by debiting GL Code 6525 “Expense Adjustments/Eliminations (GAAP),” with appropriate subobjects within Object S. The GAAP adjustment accounts, GL Codes 3225 and 6525, are not recognized for budgetary reporting. For GAAP reporting purposes, interagency reimbursements are reflected as revenues since the two expense accounts, GL Codes 6510 and 6525, offset each other. Refer to Subsection 85.90.60.b for further information and to Subsection 90.30.70.a for illustrative entries.

ER report to use: CAFR/Exceptions/Expense Elimination for Proprietary Accounts

Other Accounts:

Record Object S “Interagency Reimbursements” received by accounts other than budgeted proprietary fund type accounts as normal reimbursements of expenditures by crediting GL Code 6510 “Cash Expenditures/Expenses” using Object S with appropriate subobjects. Refer to Subsection 90.30.70.c for an illustrative entry.

ER report to use: CAFR/Exceptions/Object S Debit Exceptions

10. **Interagency and Intra-agency Reimbursements (Unidentified Subjects SZ & TZ).** Allocated balances in Interagency and Intra-agency Reimbursements - Unidentified (Subjects SZ and TZ) to the appropriate subobject level under Objects S and T.

ER report to use: CAFR/Exceptions/Objects SZ and TZ Not Redistributed

11. **Inventory Adjustments.** If the inventory balances (GL Code Series 14XX) in AFRS do not agree with the physical count at June 30, an adjusting entry is necessary to reflect the proper balances. Section 85.56 lists the procedures to make inventory adjustments.

ER reports to use: CAFR/Agency Trial Balance or CAFR/General Ledger Account Analysis Flexible

12. **Investment Review.** Review investments (GL Code Series 12XX) for compliance with the investment valuation policies presented in Section 85.52. Generally, non-participating interest earning investments (e.g., non-negotiable certificates of deposit with redemption terms that do not consider market rates) are to be recorded at cost; all other short-term investments are to be recorded at amortized cost; and non-current investments are to be recorded at fair value.

13. **Leave Payable Adjustments.** Review and adjust leave payables as necessary to ensure correct year-end balances in compliance with Governmental Accounting Standards Board (GASB) Statements 16 and 34. Transactions to record increases and decreases are to be recorded separately, not netted. Refer to Subsections 85.72.50 through 85.72.65.

- GL Codes 5125 and 5225 Accrued Vacation Leave Payable
- GL Codes 5127 and 5227 Accrued Sick Leave Payable
- GL Codes 5128 and 5228 Accrued Compensatory Time Payable

Note: Vacation leave payable is to include both the dollar value of the vacation leave due employees *and* the employer's share of the associated payroll related payments; e.g., pension and Social Security and Medicare taxes.

A liability for sick leave is to be accrued for the estimated amount that will be paid to employees as sick leave buy-out upon retirement. No liability is accrued for the estimated dollar value of allowed time off. The sick leave accrual is to include the dollar value of the estimated amount that will be paid in cash and the employer's share of the associated payroll related payments; e.g., Social Security and Medicare taxes (pension is not paid on sick leave buy-out).

Compensatory time payable is to include both the dollar value of the compensatory time due employees and the employer's share of the associated payroll related payments; e.g., pension and Social Security and Medicare taxes.

Additionally, review shared leave activity to ensure that it is recorded in both the accounting and payroll systems in such a way as to allow for statewide reporting of shared leave activity. Refer to Subsection 85.34.20 for procedures for making accounting entries.

ER reports to use: CAFR/Agency Trial Balance or CAFR/General Ledger Account Analysis Flexible

14. **Long-Term Obligations.** Record “Long-Term Obligations” for governmental fund type accounts (GL Code Series 52XX) in Account 999 “General Long-Term Obligations Subsidiary Account.” In proprietary and trust fund type accounts, long-term obligations are recorded directly in the accounts. For all long-term obligations, ensure that the amount due in the next year is recorded in the short-term GL Code (51XX). Refer to Subsection 85.72.10.

Transactions to record increases to individual liability accounts are to be recorded separately from decreases, not netted.

For governmental fund type accounts, ensure that the amount of all new Capital Leases recorded in the Subsidiary Account 999, agree to amounts reported in the governmental fund type accounts in GL Code 3221 “Other Financing Sources” with Revenue Source Code 0809 “Capital Lease Acquisitions.” Refer to Subsection 85.72.30.b.

ER report to use: CAFR/Exceptions/COPs and Capital Leases – Governmental Accounts

15. **Object T Adjustments.** Total Object T “Intra-Agency Reimbursements” are to be reviewed to ensure they are in balance (net to zero) at the subobject level for all accounts within the following GL Codes:

- 6505 Accrued Expenditures/Expenses
- 6510 Cash Expenditures/Expenses
- 6560 Estimated Accrued Expenditures/Expenses

Budgeted Proprietary Fund Type Accounts:

In the case of budgeted proprietary fund type accounts, intra-agency reimbursements are recorded as a credit to expense using Object T. Therefore, an adjustment is required to record revenue by crediting GL Code 3225 “Revenue Adjustments/Eliminations (GAAP)” with an appropriate revenue source code and debiting GL Code 6525 “Expense Adjustments/Eliminations (GAAP)” Object T. Only in the case of GL Code 6525 transfers is there no corresponding Object T offset.

Refer to Subsection 85.90.60.a for further information and to Subsection 90.30.80.a for illustrative entries.

ER report to use: CAFR/Exceptions/Object T for Proprietary Accounts

Other Accounts:

Record Object T “Intra-Agency Reimbursements” received by accounts other than budgeted proprietary fund type accounts as reduction of expenditures. Refer to Subsection 90.30.80.c for an illustrative entry.

ER report to use: CAFR/Exceptions/Object T Elimination

16. **Prior Period Adjustments Review.** Review Prior Period Adjustments to ensure that they are in compliance with Subsection 90.30.30.

ER report to use: CAFR/Prior Period Adjustment Activity

17. **Private/Local Revenue/Expenditure Balancing.** Private/Local revenues and expenditures should balance at the account level for budgeted accounts, expenditure authority types 7 and 9 and Revenue Source Codes series 05XX.

ER report to use: CAFR/Exceptions/Private/Local Revenue/Expenditures

18. **Receivable Adjustments.** Report receivables as the net amount expected to be collected. An adjusting entry to the related GL Code Series 134X “Allowance for Uncollectible Receivables” accounts may be required to properly reflect the net estimated realizable value of the receivables. Subsection 85.54.55 describes the procedures to be followed in making the adjustments.

19. **Revenue Source 09XX Reclassification.** Reclassify Revenue Source Codes 09XX to the appropriate asset, liability, revenue, or expenditure/expense account.

ER report to use: CAFR/Exceptions/Major Source 09 (Non-Revenues) to be Redistributed

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State Reporting

20. **Revenue Source Code Elimination in Proprietary Fund Type Accounts.** In proprietary fund type accounts only, eliminate the following Revenue Source Codes adjusting them through GL Code 3225 “Revenue Adjustments/Eliminations (GAAP)” to the appropriate liability account.

0611 - Bond Transfers In
0612 - Bond Transfers Out
0860 - Bonds Issued
0863 - Original Issue premium (Discount)
0864 - Taxable Bonds Issued
0865 - Note Proceeds

21. **Transfer Balancing.** Transfers (Revenue Source Codes 0484 and 06XX, and Object M) are to be in balance (i.e., net to zero) at the agency level.

ER report to use: CAFR/Transfers

22. **Travel Advances Outstanding.** Reclassify all outstanding travel advances currently recorded as Object G “Travel” expenditures, if any, to GL Code 1383 “Travel Advances.” This entry should be reversed in the ensuing period.

23. **Suspense Account (Account 01P) Review.** All GL Codes in Account 01P should have a zero balance at fiscal year end.

ER report to use: CAFR/Agency Trial Balance

90.20.70.c

Disclosure Form information should be accurately recorded in AFRS. Phase 2 ends on September 12, 2007. State Disclosure Forms must be completed by September 19, 2007. Refer to Section 90.40. All state agencies should review the information in AFRS that is to be reported on these forms and make necessary adjustments to AFRS **prior** to the end of Phase 2.

90.20.80

June 1, 2007

Phase 3 – Office of the State Auditor adjustment activity

90.20.80.a

State agencies are not allowed to make entries into AFRS during Phase 3, unless approved by OFM.

During Phase 3, SAO will have the opportunity to recommend any **material** adjustments to agencies' balances. Agencies are to review the recommended adjustments from SAO. Agencies are to indicate their agreement or disagreement with the adjustment on the journal voucher document.

90.20.80.b

All audit adjustments are recorded on a Journal Voucher form, assigned a current document number by the audited agency, indicating the applicable biennium and fiscal month, and signed by the audited agency's fiscal officer indicating agreement or disagreement. **Agencies are to cooperate with and assist the auditor, to ensure the audit adjustment Journal Voucher is complete and accurately prepared.**

90.20.80.c

To facilitate the audit adjustment phase, promptly notify the agency's OFM Accounting Consultant of any adjustments requested by SAO.

90.20.80.d

Submit SAO audit adjustments to OFM by the Phase 3 cut-off. SAO audit adjustments are to be reviewed by the OFM Accounting Consultant. If appropriate, OFM will post the recommended adjustments to agencies' balances in AFRS and notify the agencies concerned.

90.20.90

June 1, 2007

Phase 4 – Office of Financial Management CAFR preparation

- 90.20.90.a OFM will prepare the state of Washington CAFR after the Phase 3 cut-off for the concluding fiscal year. During this process, it may be necessary to make certain corrections to the data for financial statement presentation purposes. If adjustments are needed, agencies will be consulted and will receive copies of journal vouchers for adjustments made to agency records by OFM.
- 90.20.90.b The audited AFRS data at the close of the fiscal year will be used by the state for all subsequent fiscal year reports. This includes budgetary control reporting and preparation of biennial budget requests.
- 90.20.90.c Agencies preparing and/or publishing agency financial statements are to use the final audited AFRS data. Refer to Subsection 90.10.60.



90.30 Fiscal Year-End Cut-Off - Illustrative Entries

90.30.10

June 1, 2007

These entries are for illustrative purposes

The following entries illustrate the recording of year-end financial transactions. 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 (OST) to clear the In-Process GL Codes, as illustrated below.

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

This OST entry would be reversed for In-Process debit amounts.

90.30.20

June 1, 2007

Cash revenues

90.30.20.a

To record cash revenues earned and received during the fiscal year (between July 1 and June 30) and deposited in the State Treasury (for treasury accounts) or a local bank account (for local accounts) by June 30. Refer to Subsection 90.20.10.

	Dr.	Cr.
Cash in Bank (1110) or Receipts In-Process (7110) or Journal Vouchers In-Process (7140)	xxx	
Cash Revenues (3210) (with appropriate revenue source code)		xxx

90.30.20.b

To record cash revenues earned and **received by June 30** and recorded by the AFRS June cut-off, but not deposited/receipted in the State Treasury (for treasury accounts) or a local bank account (for local accounts) by June 30.

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State Reporting

Operating Agency - Concluding Fiscal Year:	Dr.	
Undeposited Local Cash (1120) or	xxx	
Receipts In-Process (7110) or		
Journal Vouchers In-Process (7140)		
Cash Revenues (3210) (with appropriate revenue source code)		xxx
Office of the State Treasurer - Ensuing Fiscal Year - For Treasury Accounts:	Dr.	Cr.
Current Treasury Cash Activity (OST Only) (4310)	xxx	
Receipts In-Process (7110) or		xxx
Journal Vouchers In-Process (7140)		
Operating Agency - Ensuing Fiscal Year - For Local Accounts:	Dr.	Cr.
Cash in Bank (1110)	xxx	
Undeposited Local Cash (1120)		xxx

90.30.30

June 1, 2007

Prior period adjustments

90.30.30.a

To record **material** prior period adjustments to beginning real account balances (equity). **These entries have the effect of adjusting beginning fund balance/equity. Submit these entries to the OFM Accounting Consultant assigned to the agency for approval and entry. Full footnote disclosure must accompany these adjustments.** Refer to Subsection 90.20.15.

Office of Financial Management:	Dr.	
GL Account to be Adjusted (XXXX)	xxx	
Prior Period Material Corrections (OFM Only) (9220)		xxx

90.30.30.b

To record **immaterial** prior period adjustments.

	Dr.	
GL Account to be Adjusted (XXXX)	xxx	
Immaterial Adjustments to Prior Periods (3215)		xxx
Revenue Source Code (0485) Immaterial Prior Period Adjustments		

90.30.30.c To record material prior period adjustments to the Subsidiary Accounts, debit and credit adjustments are offset to GL Code 9910 “Current Period Clearing Account (Subsidiary Accounts Only).” **Note: The balance in GL Code 9910 should be zero.** For purposes of this example, assume that an agency discovers that \$5.0 million of equipment with associated allowance for depreciation of \$4.4 million, remains in the Capital Assets Subsidiary Account (Account 997) long after the equipment has become obsolete and effectively retired.

Office of Financial Management:	Dr.	Cr.
Allowance for Depreciation (2420)	4.4M	
Current Period Clearing Account (Subsidiary Accounts Only) (9910)	.6M	
Furnishings, Equipment and Software (2410)		5.0M
Investment in Capital Assets (98XX)	.6M	
Current Period Clearing Account (Subsidiary Accounts Only) (9910)		.6M

90.30.40

June 1, 2007

Accrued revenues

90.30.40.a To record revenues earned but not received by June 30. Refer to Subsection 90.20.20.

	Dr.	Cr.
Appropriate Receivable Account (13XX)	xxx	
Accrued Revenues (3205) (with appropriate revenue source code)		xxx

90.30.40.b To record receipt of accrued revenues in the **ensuing fiscal year** and deposit in the State Treasury (for treasury accounts) or a local bank account (for local accounts).

	Dr.	Cr.
Cash in Bank (1110) or Receipts in-Process (7110) or Journal Vouchers In-Process (7140)	xxx	
Appropriate Receivable Account (13XX)		xxx

Note: For revenue accrued at the end of the first fiscal year of the biennium, this entry is accompanied by a reversal of the accrued revenue-debit GL Code 3205, credit GL Code 3210.

90.30.40.c To record a receivable for revenues which meets the asset recognition criteria but does not meet the revenue recognition criteria and is not expected to be collected until after the concluding fiscal year. Refer to Subsection 90.20.20.a.

	Dr.	Cr.
Appropriate Receivable Account (13XX) or (16XX)	xxx	
Deferred Revenues (5192) or (5292)		xxx

90.30.50

June 1, 2007

Vendor payment transactions

Refer to Subsection 85.36.20 for information on payment methods available to state agencies.

90.30.50.a To record cash expenditures/expenses for goods and services received and paid for during the fiscal year (prior to June 30). Refer to Subsection 90.20.10.

	Dr.	Cr.
Cash Expenditures/Expenses (6510) (with appropriate subobject)	xxx	
Cash in Bank (1110) or Warrants In-Process/EFT Payments In-Process (7120) or Journal Vouchers In-Process (7140)		xxx

90.30.50.b To record the accrual of actual expenditures/expenses for goods and services received but not paid for by June 30. Refer to Subsections 90.20.25 through 90.20.40.

	Dr.	Cr.
Accrued Expenditures/Expenses (6505) (appropriate subobject)	xxx	
Appropriate Payable Account (51XX)		xxx

90.30.50.c To record payment of accrued expenditures/expenses in the **ensuing fiscal year**. **Note:** This entry is system generated in AFRS agencies when using payment-producing transaction codes.

	Dr.	Cr.
Appropriate Payable Account (51XX)	xxx	
Cash in Bank (1110) or		xxx
Warrants In-Process/EFT Payments In-Process (7120)) or		
Journal Vouchers In-Process (7140)		

Note: For expenditures charged to a biennial expenditure authority accrued at the end of the first fiscal year of the biennium, this entry is accompanied by a reversal of the accrued expenditure - debit GL Code 6510, credit GL Code 6505.

90.30.50.d To record the accrual of **estimated** expenditures/expenses for goods and services received but not paid for by June 30. Usually the invoice has not been received by July 31. **Estimated** expenditures/expenses may also be items for which you anticipate an invoice amount based upon expenditure trend information, such as regular quarterly invoices. The final entry in this example shows how to reverse an unliquidated estimated accrual that is not expected to be liquidated. Refer to Subsection 90.20.45. (For continuing expenditure authority, estimated accruals are recorded in GL Code 6505.) Refer to Subsections 90.20.30 through 90.20.40 and 90.20.55.

	Dr.	Cr.
Concluding Fiscal Year at Expenditure Authority		
End:		
Estimated Accrued Expenditures/Expenses (6560) (appropriate subobject)	xxx	
Appropriate Payable Account (51XX)		xxx

	Dr.	Cr.
Ensuing Fiscal Year:		
Appropriate Payable Account (51XX)	xxx	
Cash in Bank (1110) or		xxx
Warrants In-Process/EFT Payments In-Process (7120)		

Appropriate Payable Account (51XX)	xxx	
Immaterial Adjustments to Prior Periods (3215)		xxx
Revenue Source Code (0486) Recoveries of Prior Appropriation Expenditures		

90.30.60

June 1, 2007

Encumbrance transactions

90.30.60.a	To record encumbrances for budgeted accounts during the fiscal year. Refer to Subsections 90.20.25 through 90.20.40.	Dr.	Cr.
	Encumbrances (6410)	xxx	
	Reserved for Encumbrances (9510)		xxx
90.30.60.b	To record liquidations of encumbrances for budgeted accounts when paid or accrued.	Dr.	Cr.
	Reserved for Encumbrances (9510)	xxx	
	Encumbrances (6410)		xxx
90.30.60.c	To record the end-of-biennium capital appropriation encumbrances for projects that have been reappropriated in the ensuing biennium. Refer to Subsection 90.20.40.c.		
	Concluding Fiscal Year at Biennium End:	Dr.	Cr.
	Encumbrances for Reappropriated Capital Appropriations (9513)	xxx	
	Encumbrances (6410)		xxx
	Ensuing Fiscal Year:	Dr.	Cr.
	Encumbrances (6410)	xxx	
	Encumbrances for Reappropriated Capital Appropriations (9513)		xxx

90.30.70

June 1, 2007

Interagency reimbursements (Object S)

90.30.70.a

To record an interagency reimbursement received by a **budgeted proprietary fund type account** for salaries and benefits during the fiscal year. Refer to Subsection 90.20.70.b, item 10.

	Dr.	Cr.
Cash in Bank (1110) or Receipts In-Process (7110) or Journal Vouchers In-Process (7140)	xxx	
Cash Expenditures/Expenses (6510) Subobject SA (Salaries)		xxx
Cash Expenditures/Expenses (6510) Subobject SB (Benefits)		xxx
Expense Adjustments/Eliminations (GAAP) (6525) Subobject SA (Salaries)	xxx	
Expense Adjustments/Eliminations (GAAP) (6525) Subobject SB (Benefits)	xxx	
Revenue Adjustments/Eliminations (GAAP) (3225) Revenue Source Code (0420) Charges for Services		xxx

90.30.70.b

To record an interagency reimbursement received by a **non-budgeted proprietary fund type account** during the fiscal year.

	Dr.	Cr.
Cash in Bank (1110) or Receipts In-Process (7110) or Journal Vouchers In-Process (7140)	xxx	
Cash Revenues (3210)		xxx
Revenue Source Code (0420) Charges for Services		

90.30.70.c

To record an interagency reimbursement received by accounts **other than proprietary fund type accounts** for salaries and benefits during the fiscal year.

	Dr.	Cr.
Cash in Bank (1110) or Receipts In-Process (7110) or Journal Vouchers In-Process (7140)	xxx	
Cash Expenditures/Expenses (6510) Subobject SA (Salaries)		xxx
Cash Expenditures/Expenses (6510) Subobject SB (Benefits)		xxx

90.30.80

June 1, 2007

Intra-agency reimbursements (Object T)

90.30.80.a

To record an intra-agency reimbursement received by a **budgeted proprietary fund type account** for salaries and benefits during the fiscal year. Refer to Subsection 90.20.70.b, item 16.

	Dr.	Cr.
Cash in Bank (1110) or Receipts In-Process (7110) or Journal Vouchers In-Process (7140)	xxx	
Cash Expenditures/Expenses (6510) Subobject TA (Salaries)		xxx
Cash Expenditures/Expenses (6510) Subobject TB (Benefits)		xxx
Expense Adjustments/Eliminations (GAAP) (6525) Subobject TA (Salaries)	xxx	
Expense Adjustments/Eliminations (GAAP) (6525) Subobject TB (Benefits)	xxx	
Revenue Adjustments/Eliminations (GAAP) (3225) Revenue Source Code (0420) Charges for Services		xxx

90.30.80.b

To record an intra-agency reimbursement received by a **non-budgeted proprietary fund type account** during the fiscal year.

	Dr.	Cr.
Cash in Bank (1110) or Receipts In-Process (7110) or Journal Vouchers In-Process (7140)	xxx	
Cash Revenues (3210) Revenue Source Code (0420) Charges for Services		xxx

90.30.80.c

To record an intra-agency reimbursement received by accounts **other than proprietary fund type accounts** for salaries and benefits during the fiscal year.

	Dr.	Cr.
Cash in Bank (1110) or Receipts In-Process (7110) or Journal Vouchers In-Process (7140)	xxx	
Cash Expenditures/Expenses (6510) Subobject TA (Salaries)		xxx
Cash Expenditures/Expenses (6510) Subobject TB (Benefits)		xxx



90.40 State Disclosure Forms

90.40.10

June 1, 2007

Introduction to state disclosure forms and lead sheet

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

The state Disclosure Forms application is an electronic way of capturing detail data for various aspects of an agency's activities. Access the State Disclosure Forms application at <http://www.ofm.wa.gov/systems/default.asp>.

All forms, except the Financial Disclosure Certification, are electronically submitted to the Office of Financial Management, Accounting Division. The **original** signed Financial Disclosure Certification including attachments, as necessary, is to be mailed to the following address by September 19, 2007:

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

Due Dates	Reporting Items
September 12, 2007	Phase 2 Close
September 19, 2007	State and Federal Disclosure Forms and State Financial Disclosure Certification are due
December 7, 2007	Federal Assistance Certification is due

In order to accurately complete the disclosure forms by the due date, agencies should review the information in the state's Agency Financial Reporting System (AFRS) that is to be reported on the disclosure forms and make necessary adjustments in AFRS prior to the end of Phase 2. Early completion is encouraged.

General Instructions

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

Each agency is **required** to complete three state disclosure forms: Liabilities by Major Class, Miscellaneous, and the Financial Disclosure Certification. The remainder of the disclosure forms may or may not apply to your agency. If there is AFRS data pre-filled in a disclosure form your agency is required to complete the form. Specify on the lead sheet if a form is completed or not applicable for your agency.

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

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

To complete the state disclosure forms, access the Disclosure Form application at <http://www.ofm.wa.gov/systems/default.asp>. Use an authorized User ID and password, and select the “State Forms” tab.

In addition to entering financial information into the Disclosure Forms application, each agency is to submit to OFM an original signed copy of the Financial Disclosure Certification form as well as any required attachments by September 19, 2007.

State Disclosure Form Lead Sheet

Agency Code: _____ Agency Title: _____

90.40.10 State Disclosure Form Lead Sheet

State Disclosure Forms	SAAM	Required	Completed
Bond Debt by Major Class – Summary of Activity Disclosure	90.40.55		Yes / N/A
Bond Debt Refunding Activity Disclosure	90.40.55		Yes / N/A
Bonds Payable General Disclosure	90.40.55		Yes / N/A
Capital Assets - Summary of Activity Disclosure	90.40.38		Yes / N/A
Cash and Investments General Disclosure	90.40.20		Yes / N/A
Cash on Hand and in Bank Disclosure	90.40.20		Yes / N/A
Certificates of Deposit (Non-negotiable) Disclosure	90.40.20		Yes / N/A
Certificates of Participation Disclosure – OST	90.40.45		Yes / N/A
Deferred Revenues Disclosure	90.40.50		Yes / N/A
Financial Disclosure Certification	90.40.95	Required	Yes
Inventory Disclosure	90.40.35		Yes / N/A
Lease Disclosure	90.40.45		Yes / N/A
Liabilities by Major Class – Summary of Activity Disclosure	90.40.45	Required	Yes
Long-Term Construction Commitments Disclosure	90.40.40		Yes / N/A
Miscellaneous Disclosure	90.40.75	Required	Yes
Noncash Activity Disclosure	90.40.65		Yes / N/A
Pension Disclosure – Courts	90.40.70		Yes / N/A
Pension Disclosure – DRS	90.40.70		Yes / N/A
Pension Disclosure – Higher Education	90.40.70		Yes / N/A
Pension Disclosure – WSCTC	90.40.70		Yes / N/A
Taxes Receivable Disclosure	90.40.30		Yes / N/A
Transfer Disclosure	90.40.60		Yes / N/A

90.40.20

June 1, 2007

Cash and Investments Disclosure**General Instructions****Local and Treasury Accounts**

Agencies with **balances** at June 30 in the following GL Codes are to complete the Cash and Investments Disclosure Forms as applicable:

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

Treasury and Treasury Trust Accounts

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

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

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

Cash and Investments Disclosure - continued

There are three cash and investment disclosure forms:

90.40.20.a **Cash and Investments General Disclosure (90.40.20.A)**

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

90.40.20.b **Cash on Hand and in Bank Disclosure (90.40.20.B)**

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

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

Book and bank balances will normally be different except for accounts with very little activity due to outstanding warrants and/or deposits in transit.

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

This form is to be completed if an agency has non-negotiable certificates of deposit reported in GL Codes 1140 "Cash and Investments with Escrow Agents and Trustees", 1150 "Cash with Fiscal Agents", 1205 "Temporary/Pooled Cash Investments", 1209 "Short-Term Portion of Long-Term Investments", or 1210 "Investments".

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

Cash and Investments General Disclosure

Agency Code: _____ Agency Title: _____

90.40.20.A Cash and Investments General Disclosure

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

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

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

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

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

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

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

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

_____ \$ _____

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

Cash and Investments General Disclosure - continued

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

No _____ Yes _____ If yes, provide the following information:

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

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

No _____ Yes _____ If yes, provide the following information:

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

Cash and Investments General Disclosure - concluded

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

No _____ Yes _____ If yes, provide the following information:

- a. Legal and contractual authorization for use of derivatives and any significant violations of these provisions;
- b. The nature of the derivatives used, held, or written during the fiscal year and the reasons for entering into them; and
- c. The amount of credit risk, market risk, and legal risk related to derivative transactions to the extent that these risks are above and beyond the risks that are otherwise apparent in agency disclosures of investment activities and balances.

Cash on Hand and in Bank Disclosure

Agency Code: _____ Agency Title: _____

90.40.20.B Cash on Hand and in Bank Disclosure (by GL Code)

Account Code & Title	GL Code & Title	Cash on Hand	FDIC Insured	PDPC Collateralized	Uninsured Uncollateralized	Total on Hand and in Bank	AFRS Amount	Difference (Must be zero)

Certificates of Deposit (Non-negotiable) Disclosure

Agency Code: _____ Agency Title: _____

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

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

90.40.30

June 1, 2007

Taxes Receivable Disclosure

General Instructions

All agencies with taxes receivable as of fiscal year-end are to complete the Taxes Receivable Disclosure Form (90.40.30.A). The balances in the following GL Codes are to be presented by account and by type.

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

The type of taxes receivable include the following:

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

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

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

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State Reporting

Taxes Receivable Disclosure

Agency Code: _____ Agency Title: _____

90.40.30.A Taxes Receivable Disclosure

Account Code & Title	GL Code & Title	Tax Type	Amount

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

Reconciliation

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

90.40.35

June 1, 2007

Inventory Disclosure

General Instructions

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

Refer also to Subsections 35.10.40 and 35.10.45.

Donated consumable inventories are recorded at fair market value. Other than as noted above, agencies are to select the applicable valuation method for inventories on hand.

A general description of these methods are:

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

All agencies with balances in Inventory GL Codes are to complete the Inventory Disclosure Form (90.40.35.A) for all accounts at fiscal year-end regardless of the value.

Inventory Disclosure (90.40.35.A) requires disclosing inventory balances by account. Identify the method used to value each type of inventory.

Inventory Disclosure

Agency Code: _____ Agency Title: _____

90.40.35.A Inventory Disclosure

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

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

Reconciliation

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

90.40.38

June 1, 2007

Capital Assets - Summary of Activity Disclosure

General Instructions

All agencies with capital assets (GL Code series 2XXX) are to complete the Capital Assets - Summary of Activity Disclosure Form (90.40.38.A). The debit and credit amounts shown on the general ledger trial balance report may not reflect true additions and/or deletions due to certain transactions and adjustments that inflate true activity. An example of inflated activity would be when an erroneous transaction is not backed out using a reverse code with the original transaction code.

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

This disclosure form allows agencies to report the true capital asset activity (additions and deletions). If applicable, agencies are encouraged to correct AFRS to reflect the true activity during the fiscal year.

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

Capital Assets - Summary of Activity Disclosure

Agency Code: _____ Agency Title: _____

90.40.38.A Capital Assets - Summary of Activity Disclosure

Normally, increases in assets will be debit amounts and should be entered as positive numbers.

Normally, decreases in assets will be credit amounts and should be entered as negative numbers.

Account Code & Title	GL Code & Title	Beginning Balance from AFRS	DR Additions	CR Deletions	Calculated Ending Balance	Ending Balance from AFRS	Difference (Must be zero)	Comment
Example: 419 - Data Processing Revolving Account	2410 - Furnishing, Equipment and Software	500,000	5,000	(15,000)	490,000	490,000	0	

90.40.40
June 1, 2007

Long-Term Construction Commitments Disclosure

General Instructions

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

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

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

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

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

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State Reporting**

Long-Term Construction Commitments Disclosure

Agency Code: _____ Agency Title: _____

90.40.40.A Long-Term Construction Commitments Disclosure

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

Reconciliation

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

90.40.45

June 1, 2007

Leases, Liabilities by Major Class – Summary of Activity, and Certificates of Participation (COPs) Disclosure

General Instructions

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

90.40.45.a

Lease Disclosure (90.40.45.A)

This form collects information about operating and capital leases.

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

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

Agencies are to report the following:

1. Operating Leases (state agency is lessee)

Agencies disclose the total operating lease payments for rental expense/expenditures paid to **external** entities (not state agencies) that were charged to subobject ED for the fiscal year ended June 30. Do not include payments to the Department of General Administration for state-owned property, or payments to other state agencies for operating leases between state agencies.

**Leases, Liabilities by Major Class – Summary of Activity,
and Certificates of Participation (COPs) Disclosure** - continued**2. Total Future Minimum Operating and Capital Lease Payments
(state agency is lessee)**

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

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

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

3. Capital Leases (state agency is lessee)

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

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

4. Future Operating and Capital Lease Receipts (state agency is lessor)

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

**Leases, Liabilities by Major Class – Summary of Activity,
and Certificates of Participation (COPs) Disclosure** - continued

90.40.45.b **Liabilities by Major Class – Summary of Activity Disclosure
(90.40.45.B)**

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

Liability -Major Class	General Ledger Codes
Certificates of participation	5173, 5273, 1911, 1921
Compensated absences	5125, 5127, 5128, 5225, 5227, 5228
Claims and judgments payable	5113, 5118, 5119, 5149, 5213, 5285, 5286
Installment purchase contracts	5171, 5271
Leases	5172, 5272
Lottery prizes annuities payable	5114, 5226
Tuition benefits payable	5184, 5284
Other obligations	5193, 5199, 5247, 5293, 5297, 5299
Unfunded pension obligations	5281

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

**Leases, Liabilities by Major Class – Summary of Activity,
and Certificates of Participation (COPs) Disclosure** - concluded

- For **Capital Leases** (GL Codes 5172/5272) recorded in the General Long-Term Obligations Subsidiary Account (Account 999), **new issues** (increases) are to agree to amounts reported in governmental fund-type accounts in Revenue Source Code 0809 “Capital Lease Acquisitions.”
- For **GL Code 1911** Unamortized Discounts on COPs and **GL Code 1921** Unamortized COP Issue Costs, the balance is normally a debit amount, increases are normally debits, and decreases are normally credits. Enter increases in the Increase column, as positive amounts. Enter decreases in the Decrease column, as negative amounts.

90.40.45.c

Certificates of Participation (COPs) Disclosure (90.40.45.C)

This form is completed by OST. OST reports debt service requirements to maturity for Certificates of Participation (COPs) as well as related arbitrage rebate requirements, if any.

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

Lease Disclosure

Agency Code: _____ Agency Title: _____

90.40.45.A Lease Disclosure

Account: _____

1. **Operating Leases (state agency is lessee):** For all operating leases where the rental term is one year or longer, report the total lease expense/expenditures paid to **external** entities (not state agencies) that was charged to subobject ED, for the fiscal year ended June 30. **Do not** include payments to the Department of General Administration for state-owned property, or payments to other state agencies for operating leases between state agencies.

Minimum lease payments _____

Contingent lease payments _____

Total Operating Lease Expense \$

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

Fiscal Year	Operating Leases	Capital Leases
2008		
2009		
2010		
2011		
2012		
2013 – 2017		
2018 – 2022		
2023 – 2027		
2028 – 2031		
2033 – 2037		
Total Future Minimum Payments		

Less: Executory and Interest Costs ()

Net Present Value of Future Minimum Lease Payments
\$

Lease Disclosure – concluded

Reconciliation of Capital Leases to AFRS:

GL Code 5172 ST Lease-Purchase Agreements Payable	\$ _____
GL Code 5272 LT Lease-Purchase Agreements Payable	_____
Total GL Codes 5172/5272 Amount	<u>\$ _____</u>
Variance between Net Present Value of Future Minimum Lease Payments for Capital Leases and AFRS GL Codes 5172/5272:	\$ _____

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

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

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

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

Fiscal Year	Noncancellable Operating Leases	Capital Leases
2008		
2009		
2010		
2011		
2012		
2013 – 2017		
2018 – 2022		
2023 – 2027		
2028 – 2031		
2033 – 2037		
Total Future Minimum Receipts		

Liabilities by Major Class – Summary of Activity Disclosure

Agency Code: _____ Agency Title: _____

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

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

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

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

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

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

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

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

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

Fiscal Year	Equipment Principal	Equipment Interest	Real Estate Principal	Real Estate Interest
2008				
2009				
2010				
2011				
2012				
2013-2017				
2018-2022				
2023-2027				
2028-2032				
2033-2037				
Totals:				

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

No _____ Yes _____

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

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

a. A **general description of the transaction**, including date new COP was issued, amount of new COP issued, average interest rate of new COP issued, amount of COP refunded, and average interest rate of COP refunded.

b. The **difference between the cash flows** required to service the old COP and the cash flows required to service the new COP and complete the refunding.
\$ _____

c. Amount of the **economic gain or loss** resulting from the transaction.
\$ _____

90.40.50

June 1, 2007

Deferred Revenues Disclosure

General Instructions

All agencies with balances in GL Codes 5192 and 5292 “Deferred Revenues,” and GL Code 5195 “Deferred Expenditure Recoveries - Short Term” as of fiscal year-end must complete the Deferred Revenues Disclosure Form (90.40.50.A). Balances are to be categorized by account and type of revenue deferred (i.e., property taxes, timber sales, charges for services, etc.).

For amounts over \$200,000 complete the deferred revenue recognition criteria section.

In governmental fund type accounts, deferred revenue is recorded when one of two criteria is met: 1) revenues not yet earned, and/or 2) cash not available. In proprietary fund type accounts, deferred revenue is recognized only for revenues not yet earned. Refer to Subsection 85.70.40.

Report deferred revenue recognition criteria in the following categories:

1. Revenue not yet earned:
 - Advance payments
 - Prepayments made pursuant to agreements
 - Federal loan program advances
 - Insurance premiums billed in advance
 - Prepaid tuition and fees (summer school)
 - Other revenue not yet earned

2. Cash not available (governmental fund type accounts only):
 - Receivables that won't be collected in the next 12 months
 - Contracts for future harvest of timber
 - Other cash not available

**90
State Reporting**

Deferred Revenues Disclosure

Agency Code: _____ Agency Title: _____

90.40.50.A Deferred Revenues Disclosure

Account Code & Title	GL Code & Title	Type of Deferred Revenue	Description if Miscellaneous/ Other	Amount	Recognition Criteria (Required for amounts over \$200,000)

Reconciliation

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

90.40.55

June 1, 2007

Bond Debt Disclosure

General Instructions

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

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

90.40.55.a

Bonds Payable General Disclosure (90.40.55.A)

This form contains **general questions** concerning arbitrage rebate requirements and variable interest rate debt.

90.40.55.b

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

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

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

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

Bond Debt Disclosure - continued

Table 1 - Bond Debt GLCodes Reconciliation to AFRS

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

Debt Class	General Ledger Codes
General obligation bonds	5161, 5261
GO zero coupon bonds-principal	5164, 5264
Revenue bonds	5162, 5262
Other bonds payable	5169, 5269

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

Table 2 - Debt Service Requirements

Agencies should disclose their upcoming debt service by fiscal year based on the information in their bond amortization schedules. The amount reported as principal in Fiscal Year 2008 should agree to the short term general ledger codes 5161, 5162, 5163, 5164, or 5169.

Bond Debt Disclosure – continued

Table 3 – Reconciliations

These reconciliations identify potential discrepancies between Tables 1 & 2 and the bond debt general ledger codes in AFRS.

- A. Compares the total ending principal in Table 1 to the principal total in table 2.
- B. Compares the short term general ledger codes to the Fiscal Year 2008 principal reported in Table 2.

Table 4 - Bonds Outstanding – Type and Interest Rate

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

Table 5 - Bonds Authorized but Unissued

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

Table 6 - Other Bond Related GL Codes Reconciliation to AFRS

GL Title	GL code
Deferred amounts for issuance discounts (original issue discount)	1910
Unamortized bond issue costs (costs of issuance)	1920
Accreted interest-GO zero coupon bonds	5212
Deferred amounts on refunding	5268
Unamortized premiums on bonds sold	5910

Complete the table to disclose activity related to bond premiums and discounts, issue costs, accreted interest payable, and gain/loss on refundings (GL codes 1910, 1920, 5212, 5268, 5910) as of June 30.

Bond Debt Disclosure – concluded

90.40.55.c

Bond Debt Refunding Activity Disclosure (90.40.55.C)

This form collects required disclosure information on **bond debt refunding** activities. The state is required to disclose bond debt-refunding activity for bond debt refunded in the current year and for bond debt refunded in prior years that remains outstanding.

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

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

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

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

Bonds Payable General Disclosure

Agency Code: _____ Agency Title: _____

90.40.55.A Bonds Payable General Disclosure

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

No _____ Yes _____

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

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

No _____ Yes _____

If yes, provide the following information:

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

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

\$ _____

Bond Debt by Major Class – Summary of Activity Disclosure

Agency Code: _____ Agency Title: _____

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

- Complete the following table to disclose **all bond debt activity** General Obligation Bonds (including both General Obligation and Zero-Coupon), Other Bonds Payable, and Revenue Bonds (GL codes 5161/5261, 5162/5262, 5163/5263, 5164/5264, 5169/5269) , by account, for the fiscal year ended June 30.

Table 1 - Bond Debt GL's Reconciliation to AFRS

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

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

2. Complete the following table based on information in your bond amortization schedules to disclose **total debt service requirements** to maturity for General Obligation Bonds (including both General Obligation and Zero-Coupon), Other Bonds Payable, and Revenue Bonds as of June 30.

Table 2 - Bond Debt Service Schedule

Fiscal Year	General Obligation and Other Bonds Payable Principal	General Obligation and Other Bonds Payable Interest	Revenue Bonds Principal	Revenue Bonds Interest
2008				
2009				
2010				
2011				
2012				
2013 – 2017				
2018 - 2022				
2023 - 2027				
2028 - 2032				
2033 - 2037				
Total				

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

3. Table 3 reconciles Tables 1 and Table 2. It also verifies that the amount reported as short-term in Table 2 agrees to the short-term GL's in AFRS.

Table 3 - Reconciliations

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

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

If there is a difference, provide an explanation.

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

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

If there is a difference, provide an explanation.

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

4. Complete the following table to disclose the **types** of bonds and the **range of bond interest rates** for all bond issues outstanding at June 30.

Table 4 – Bonds Outstanding – Type and Interest Rate

Account	Type of Bond	Low Interest Rate	High Interest Rate

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

Table 5 – Bonds Authorized but Unissued

Account	Purpose	Type of Bond	Authorized but Unissued at June 30

6. Complete the following table to disclose activity during the FY related to bond premiums and discounts, issue costs, accreted interest payable, and gain/loss on refundings (GL's 1910, 1920, 5212, 5268, 5910) as of June 30.

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

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

Bond Debt Refunding Activity Disclosure

Agency Code: _____ Agency Title: _____

90.40.55.C Bond Debt Refunding Activity Disclosure

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

A. Agencies other than OST:

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

Did your agency refund outstanding bonds during this fiscal year?

No _____ Yes _____

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

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

For example:

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

2. The state is required to disclose any amount of debt defeased in substance, but still outstanding, as of the end of each fiscal year. If your agency has performed your own bond debt refundings, disclose this amount at June 30. \$_____

Bond Debt Refunding Activity Disclosure - concluded

B. OST (Bond Retirement and Interest Agency, Agency 0100):

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

Did your agency refund outstanding bonds during this fiscal year?

No _____ Yes _____

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

- a. A **general description of the transaction**, including date new debt was issued, amount of new debt issued, type of bonds issued, average interest rate of new debt issued, amount of debt refunded, type of debt refunded, and average interest rate of debt refunded.
 - b. The **difference between the cash flows** required to service the old debt and the cash flows required to service the new debt and complete the refunding.
 - c. Amount of the **economic gain or loss** resulting from the transaction.
2. The state is required to disclose any amount of debt defeased in substance, but still outstanding, as of the end of each fiscal year. For OST General Obligation bond debt refundings, disclose this amount at June 30. \$ _____

90.40.60

June 1, 2007

Transfer Disclosure

General Instructions

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

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

Transfers to be reported on the disclosure form include Revenue Source Codes 0613 – 0699 and 0484, **excluding** sources 0623, 0677, 0683, and 0690. Also include GL Code 65XX Object M.

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

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

Example:

Agency Code: 0123 Agency Title: Any Agency

90.40.60.A Transfer Disclosure

Paying Account Code & Title	Receiving Account Code & Title	Amount	Description of Transfer (for amounts over \$20 million)	Comments
001 General Fund	760 Health Services Account	\$150,000,000	ESSB 5180, Chapter 309, Section 927, Laws of 1999	
001 General Fund	03B Asbestos Account	6,000,000		
	Total:	156,000,000		

Transfers Disclosure

Agency Code: _____ Agency Title: _____

90.40.60.A Transfer Disclosure

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

Reconciliation:

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

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

90.40.65

June 1, 2007

Noncash Activity Disclosure**General Instructions**

All agencies are to report information about noncash investing, capital and financing transactions in proprietary fund type accounts. The state is required to disclose this information as part of the Statement of Cash Flows. Agencies that have Enterprise and/or Internal Service funds need to disclose information about investing, capital, and financing activities that do not result in cash receipts or payments during the fiscal year ended June 30.

Examples of items to be reported on the form include:

- contributions and write-offs of capital assets;
- refunding bond activity;
- noncash certificate of participation or lease activities;
- adjustments to the fair value of investments; and
- noncash equity adjustments.

Noncash adjustments to current assets and liabilities, such as depreciation, accounts receivables, inventories, and annual and sick leave payables should **not** be disclosed.

Below is an example of entries included in a completed Noncash Activity Disclosure Form (90.40.65.A).

Example:

Agency Code: 123 Agency Title: Any Agency

90.40.65.A Noncash Activity Disclosure

Account Code & Title	Debit GL Code & Title	Credit GL Code & Title	Amount	Description of Activity
006 Archives & Records Mgt Account	2210 – Buildings	5271 - Installment-Purchase Contracts Payable	\$1,100,000	Issued installment contract for purchase of building
01V State Convention & Trade Center Account	2110 - Land	3220- Noncash Revenues	101,250	Donation of land, Revenue Source Code 0820 Capital Contribution

Noncash Activity Disclosure

Agency Code: _____ Agency Title: _____

90.40.65.A Noncash Activity Disclosure

Account Code & Title	Debit GL Code & Title	Credit GL Code & Title	Amount	Description of Activity

Note: An Account/GL Code may have one or more noncash activities.

90.40.70

June 1, 2007

Pension Disclosure**General Instructions**

All agencies with pensions as described below need to complete a pension disclosure form. GASB Statement 25 requires certain disclosures for retirement plans administered by Washington State. Additionally, GASB Statement 27 requires certain disclosures for those retirement plans in which the state participates as an employer. The pension disclosure form is used to accumulate the information required to prepare the note disclosures to the state's CAFR. The disclosures in the CAFR are intended to provide information that is useful in assessing:

- The stewardship of plan resources and the ongoing ability of the plan to pay pension benefits when due,
- The effect of plan operations and pension benefit commitments on the need for contributions by plan members, employers and other contributors, and
- Compliance with finance-related statutory, regulatory and contractual requirements.

Pension disclosure information is required from the following agencies:

- Department of Retirement Systems
- Administrative Office of the Courts
- Washington State Convention and Trade Center
- All Four-Year Higher Education Institutions and the State Board for Community and Technical Colleges

Pension Disclosure – continued

90.40.70.a **Pension Disclosure – Department of Retirement Systems (90.40.70.A)**

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

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

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

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

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State Reporting

Pension Disclosure – concluded

90.40.70.b **Pension Disclosure – Administrative Office of the Courts (AOC)
(90.40.70.B)**

Covered payroll is to be completed by the AOC (Agency 055) and is to include information pertaining to:

- Judicial Retirement Account (JRA) (DC)

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

90.40.70.c **Pension Disclosure – Washington State Convention and Trade Center
(90.40.70.C)**

This form is to be completed by the Washington State Convention and Trade Center (Agency 550). The information required pertains to total covered payroll (payroll for employees covered under the 401 (K) pension plan), the total pension contributions made by the state as employer, and the total pension contributions made by the members.

90.40.70.d **Pension Disclosure – Higher Education Institutions & SBCTC
(90.40.70.D)**

This form is to be completed by all four-year Higher Education Institutions and the State Board for Community and Technical Colleges. The information required pertains to Higher Education Retirement Plan participants and the Higher Education Supplemental Plan.

1. **Higher Education Retirement Plan:** The total covered payroll is to reflect amounts for Higher Education Retirement Plan participants only. This amount should not include those on “waiting” status. “Waiting” status employees are those who are eligible, but have not yet elected to join the Higher Education Retirement Plan. The member and employer contributions are to reflect amounts contributed by each into the Higher Education Retirement Plan.
2. **Higher Education Supplemental Retirement Plan:** Information for the Higher Education Supplemental Retirement Plan should be obtained from your actuarial valuations and payroll records. The Net Pension Obligation (NPO) is recorded in AFRS in Account 999 GL 5281 “Unfunded Pension Obligations.” Refer to the example of a completed form at Subsection 90.40.70.D.

Pension Disclosure – Department of Retirement Systems

Agency Code: 124 Agency Title: Department of Retirement Systems

90.40.70.A Pension Disclosure – Department of Retirement Systems

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

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State Reporting

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

Reconciliation of Contributions to AFRS Data:

Retirement Plan	Total Contributions	AFRS Total Contributions	Difference (Must be zero)
Totals:			

90
State Reporting

**Pension Disclosure –
Washington State Convention and Trade Center**

Agency Code: 550 Agency Title: WA State Convention and Trade Center

90.40.70.C Pension Disclosure – Washington State Convention and Trade Center

Retirement Plan	Covered Payroll	Employer Contributions	Member Contributions	State Contributions
401 K				

Pension Disclosure – Higher Education Institutions

Example:

Agency Code: 123 Agency Title: Any Higher Education Institution

90.40.70.D Pension Disclosure – Higher Education Institutions

This section is to be completed by all 4-year Higher Education Institutions and the State Board for Community and Technical Colleges:

Higher Education Retirement Plan	
Covered Payroll	\$173,858,328
Employer Contributions	\$14,435,716
Member Contributions	\$14,315,716
Higher Education Supplemental Retirement Plan	
Most current valuation date (mm/dd/yyyy)	06/30/04
Prior valuation date (mm/dd/yyyy)	07/01/99
Input the following information from your most current actuarial valuation:	
UAL (Unfunded Actuarial Accrued Liability)	
Amount from current valuation`	\$9,647,000
Amount from prior valuation	\$801,000
Amortization period (in years)	19.5
ARC (Annual Required Contribution)	\$1,126,000
Amortization of the UAL	\$568,000
Normal cost	\$531,000
Valuation method	Entry Age Normal cost cost method
Actuarial Assumptions	
Investment rate of return - %	6-8%
Projected salary increases - %	2-4%
Input the following information from your records:	
Payroll covered under this plan for the:	
Fiscal year of the most current valuation 6/30/04	\$271,907,000
Fiscal year of the prior valuation 7/01/99	\$206,447,000
Payments to Beneficiaries (last three fiscal years):	
2006	\$742,251
2005	\$774,124
2004	\$819,598
NPO (Net Pension Obligation) Calculation & Comparison to AFRS:	
AFRS Balance in Account 999, GL 5281, June 30 prior year	(\$735,625)
Annual Required Contribution (from above)	(\$1,126,000)
Payments to Beneficiaries – current fiscal year (from above)	\$742,251
Balance as of June 30 (calculated)	(1,119,374)
AFRS Balance in Account 999, GL 5281, June 30 current year	(1,119,374)
Difference (Must be zero)	\$ 0
Description of the supplemental plan: The Plan has a supplemental payment component which guarantees a minimum retirement benefit goal based upon a one-time calculation at each employee's retirement date.	
Comments:	

Pension Disclosure – Higher Education Institutions

Agency Code: _____ Agency Title: _____

90.40.70.D Pension Disclosure – Higher Education Institutions

This section is to be completed by all 4-year Higher Education Institutions and the State Board for Community and Technical Colleges:

Higher Education Retirement Plan	
Covered Payroll	\$ _____
Employer Contributions	\$ _____
Member Contributions	\$ _____
Higher Education Supplemental Retirement Plan	
Most current valuation date (mm/dd/yyyy)	_____
Prior valuation date (mm/dd/yyyy)	_____
Input the following information from your most current actuarial valuation:	
UAL (Unfunded Actuarial Accrued Liability)	
Amount from current valuation	\$ _____
Amount from prior valuation	\$ _____
Amortization period (in years)	_____
ARC (Annual Required Contribution)	\$ _____
Amortization of the UAL	\$ _____
Normal cost	\$ _____
Valuation method	_____
Actuarial Assumptions	
Investment rate of return - %	_____ %
Projected salary increases - %	_____ %
Input the following information from your records:	
Payroll covered under this plan for the:	
Fiscal year of the most current valuation mm/dd/yyyy	\$ _____
Fiscal year of the prior valuation mm/dd/yyyy	\$ _____
Payments to Beneficiaries (last three fiscal years):	
2006	\$ _____
2005	\$ _____
2004	\$ _____
NPO (Net Pension Obligation) Calculation & Comparison to AFRS:	
AFRS Balance in Account 999, GL 5281, June 30 prior year	\$ _____
Annual Required Contribution (from above)	\$ _____
Payments to Beneficiaries – current fiscal year (from above)	\$ _____
Balance as of June 30 (calculated)	\$ _____
AFRS Balance in Account 999, GL 5281, June 30 current year	\$ _____
Difference (Must be zero)	\$ _____
Description of the supplemental plan:	
Comments:	

90.40.75
June 1, 2007

Miscellaneous Disclosure

General Instructions

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

Certain information is required related to:

- Grants and contributions restricted for capital purposes,
- Art collections, library reserve collections and/or museum or historical collections,
- Donor restricted assets,
- Component units, segments or related organizations,
- Impaired and idle capital assets, and
- Pollution remediation

Miscellaneous Disclosure

Agency Code: _____ Agency Title: _____

90.40.75.A Miscellaneous Disclosure

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

No _____ Yes _____ If yes, provide the following information

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

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

No _____ Yes _____

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

3. Does your agency have any **donor-restricted endowments**? (Note: Donor restricted endowments are recorded in General Ledger Codes 9530 "Reserved for Permanent Funds – Nonexpendable Portion" and 9531 "Reserved for Permanent Funds – Expendable Portion.")

No _____ Yes _____ If yes, provide the following information

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

Miscellaneous Disclosure - concluded

4. If applicable, have there been any changes or additions to your **component units, segments, affiliated organizations**, or other **related organizations**, and/or have you participated in a **joint venture**?

No _____ Yes _____ If yes, provide details of the change or addition.

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

No _____ Yes _____

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

6. **Pollution Remediation.** The Governmental Accounting Standards Board (GASB) recently issued Statement No. 49 *Accounting and Financial Reporting for Pollution Remediation Obligations*. While the provisions of this statement are not effective for Washington until July 1, 2008, we need to prepare for implementation by identifying existing and potential pollution remediation obligations for which the state is responsible.

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

No _____ Yes _____

If yes, provide the following information:

- a. A general description of the facts.
- b. Contact information: name, phone number, and email address.

If you need more information to be able to answer this question contact your agency's assigned OFM Accounting Consultant.

90.40.95

June 1, 2007

Financial Disclosure Certification**General Instructions**

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

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

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

The original signed Financial Disclosure Certification including attachments, as necessary, is to be mailed to the following address by September 19, 2007:

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

Financial Disclosure Certification

Agency Code: _____ Agency Title: _____

90.40.95 Financial Disclosure Certification

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

- (1) The transactions and adjustments submitted to the Agency Financial Reporting System (AFRS) for Fiscal Year 2007 accurately and completely reflect our agency's activity and ending account balances for each of the accounts listed below, in conformity with Generally Accepted Accounting Principles (GAAP) as outlined in the *State Administrative and Accounting Manual* (SAAM) and demonstrate legal compliance, where applicable.
- (2) There are no outstanding litigations, contingencies, or unasserted claims, in our agency that will materially affect these balances; or if such conditions exist, their disclosure is attached to this certification, such as a letter from the Attorney General's Office.
- (3) We are responsible for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to this agency.
- (4) We have identified and disclosed to the auditor violations and possible violations of laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate accounts.
- (5) We are responsible for establishing and maintaining effective internal control over financial reporting. Our agency's system of internal controls complies with the prescribed requirements as contained in Chapter 20 of SAAM.
- (6) We are responsible for designing and implementing programs and controls to prevent and detect fraud. We have disclosed to the auditors known instances and allegations of fraud or suspected fraud involving management, employees and others where the fraud could have a material effect on the financial statements.
- (7) Net asset components and fund balance reserves and designations are appropriately classified, and, if applicable, approved.
- (8) Provisions for uncollectible receivables have been properly identified and recorded.
- (9) Interfund and interagency activity and balances have been appropriately classified and reported.
- (10) Deposits are properly classified in category of custodial credit risk.

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State Reporting**

Financial Disclosure Certification - concluded

- (11) Inventories have been properly identified and recorded. Provisions have been made to reduce excess or obsolete inventory, when material, to their estimated net realizable value.
- (12) Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated. The state has satisfactory title to all owned assets and there are no liens or encumbrances on such assets nor has any asset been pledged. The balances shown for capital assets in the Agency Financial Reporting System (AFRS) reflect fairly our agency's capital assets on June 30, 2007, and that these balances have been reconciled to assets \$5,000 and over in our authorized capital asset subsidiary system.
- (13) If the modified approach is used to account for eligible infrastructure assets, our agency meets the GASB-established requirements as outlined in SAAM Subsection 30.20.80.
- (14) We have completed and submitted all disclosure forms applicable to our agency's accounts and activities.
- (15) No exceptions to the above certifications have occurred subsequent to June 30, 2007, and through the date of this certification; or if such conditions exist, their disclosure is attached to this certification.
- (16) This Financial Disclosure Certification applies to all information provided to OFM by our agency during the fiscal year end closing process including e-mails, spreadsheets, etc.

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

| Account Code |
|--------------|--------------|--------------|--------------|--------------|--------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Printed Name and Title of Agency Head	Signature	Date
Printed Name and Title of Chief Financial Officer	Signature	Date