

FISCAL YEAR-END 25 ACCOUNTING WORKSHOP

06.03.2025

Small Agency Financial Services

ASL Interpretation Provided By: Laurie Reinhardt, ASL Professionals

PAYROLL



PAYROLL SUMMARY

June 20: Donations for shared leave due

June 30: Comp time will be cashed out if not used (represented employees only)

July 1: Payroll due

- June 16-30 payroll activity
- Board/Commissioner stipends
- Commute Trip Reduction (CTR)
- Cost coding for FY26





PAYROLL CONTACT INFO

DESpayroll@des.wa.gov

360-407-2239

ACCOUNTS RECEIVABLE



ACCOUNTS RECEIVABLE SUMMARY

July 1: Checks dated July 1 or later must be separated from June dated checks, submitted on separate deposit slips and/or A45's

July 21: Deadline to submit invoicing information if DES prepares invoices for your agency

July 24: Deadline to mail internally prepared invoices and report receivable information to DES

August 15: Interagency receivables balancing due



CASH RECEIPTS / AR ACCRUAL

If a July check is payment for a June service, an accrual will be entered in FY25.

Please ensure all checks are properly filled out and signed. A missing signature can delay deposit.

If you know of a June service that will be paid for after July 1, please submit this information to DES for accrual in FY25.





AR CONTACT INFO

Shared Cashier Inbox: financecashier@des.wa.gov 360-407-2237

Brandy Leitgeb, Fiscal Analyst: brandy.leitgeb@des.wa.gov 360-407-9423

Stacey Millsap, Fiscal Analyst 5: stacey.millsap@des.wa.gov 360-407-9302

Betti Bartoldo, SAFS AR Supervisor: betty.bartoldo@des.wa.gov 360-407-9332

ACCOUNTS PAYABLE



ACCOUNTS PAYABLE SUMMARY

- **SAFS AP pays or accrues FY25 expenses**
 - **SAFS AP pays against FY25 accruals throughout FY26**
- **SAFS AP completes “Due To/Due From” balancing with other State agencies**
- **SAFS AP assists with belated claims as needed**
- **SAFS AP monitors and reconciles accrual general ledgers**
- ***...and more!***



ACCOUNTS PAYABLE KEY DATES

June 25: deadline to submit invoices that need paid before June 27
(*including petty cash replenishments*)

June 27-30: invoices will not be processed for payment

June 30: cash cut-off

June 30: goods/services must be delivered/provided

July 25: deadline to submit all FY25 invoices and TEMS requests

August 4: deadline for payment of July US Bank Statements

August 4: deadline to submit completed accrual template



WHAT AP NEEDS FROM AGENCIES

- **Send in all FY25 invoices and travel requests as far in advance of the July 25th deadline as possible**
- **If FY25 invoices are not available by July 25th, please include them on the accrual template for your agency**
- **Submit agency specific items as soon as possible**
(such as misc. corrections & year end adjustments)
- **Communication**; please help us stay informed of any agency year-end issues or questions that arise



CASH CUT OFF

State Treasurer deadline for cash transactions: **June 30**

Payments will not be processed on Friday, June 27 or Monday, June 30 due to cash cut-off

- Invoices that need to be paid by the end of June must be received in AP by **June 25**

Please note; cash cut-off will also affect how fund transfers are processed



PURCHASES

To use FY25 funds, goods and services must be received by June 30

Identify correct fiscal year on backup related to when the goods were received, or the dates service was provided

- **Goods:** must be delivered on or before June 30, plan your orders accordingly
- **Services:** based on the day or period the service was completed/provided

Note: For agency credit cards, the transaction date on the statement will not always reflect the actual date of service or delivery



INVOICES

Split A45s between years: FY25 and FY26

Deadline for FY25 payment: **July 25th**

- Send to: payments.safs@des.wa.gov

Please help us be proactive as we approach FY close:

- ☐ Track down any outstanding invoices
- ☐ Ensure new vendors are set up with OFM as soon as possible
 - **Reminder:** it may take 3-5 business days to process vendor forms
 - **Vendor forms:** <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>



TRAVEL

Split TEMS requests between years: FY25 and FY26

Deadline for FY25 payment: **July 25th**

- Send to: travel.safs@des.wa.gov

Timely Submissions: Please prepare, submit, and approve all requests in TEMS before July 25th

- **If you have any pending reimbursements, please keep us informed. They may be an expense to accrue for FY25.**
- **If you need the status of any outstanding travel requests, we can also help.**



US BANK STATEMENTS

Deadline for payment of July US Bank Statements:
August 4

Submit the entire statement on one batch

➤ ***Do not split by fiscal year***

Tip: cut off purchasing in June to ensure all goods are delivered by June 30



ACCRUALS

What is an accrual?

- Setting aside FY25 money for invoices that have not been received or paid

Why is it important?

- If not accrued in FY25, will need to pay out of FY26 budget
 - Belated Claim process to pay out of FY26
 - Even if money was left in FY25, that money is lost if not accrued or paid in time



ACCRUAL DEADLINES

Who	What	When
SAFS AP	Send template to agencies	July 21 – 25
Agencies	Verify template and make necessary changes	July 21 – Aug 1
Agencies	Send all FY25 invoices available for payment Send completed template back to SAFS AP	July 25 August 4
SAFS AP	Review and upload templates Send notification to agencies once upload complete	August 5 – 15

Send all accrual correspondence to:

APquestions.safs@des.wa.gov



ACCRUAL TEMPLATE

Complete the form with as much info as possible, to the extent known or applicable to your agency

- Coding, vendor name, amount, invoice #, etc.

Mark **Yes** if an estimated amount, **No** if not

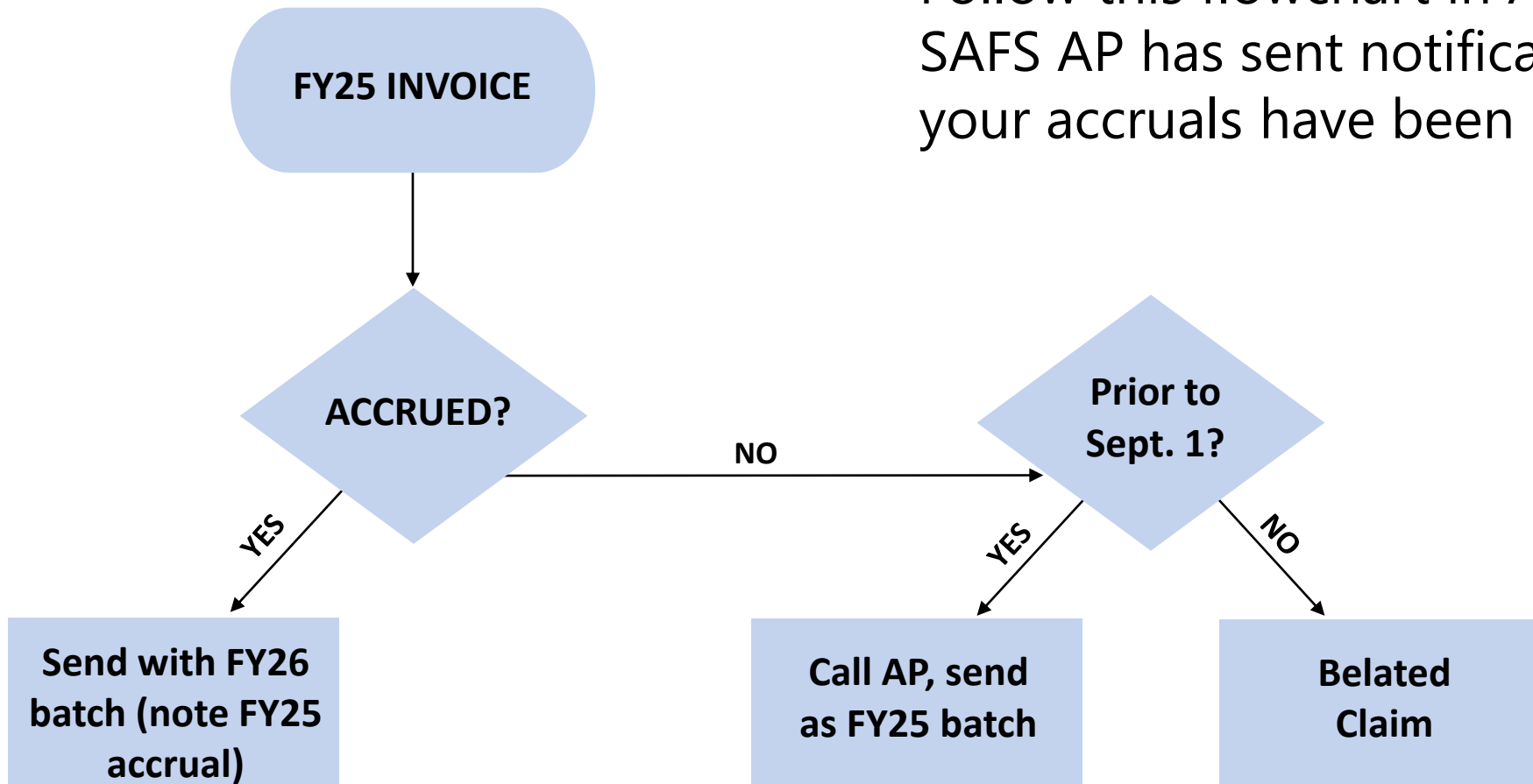
Include a reason for accrual: (i.e. not invoiced yet, waiting on vendor #, etc.)

Request for Fiscal Year-End Expense Accrual																		
Name:		Instructions: Complete form with as much information as possible. Include any applicable supporting documentation (copies of invoices, contracts, quotes, etc.)								Email completed list to: APquestions.safs@des.wa.gov by August 4, 2025. Please include your agency number and the word "Accrual" in the email subject line. Call 360-407-8183 with questions.								
Phone:																		
Agency:																		
Vendor Name	Reason for Accrual	Estimated? Y/N	SWV Number	SWV Suffix	Master Index	Sub Objec	Sub-Sub Object	Amount	Invoice Number	Invoice Date	Account/Contract Number	Fund	Approp. Index	Program Index	Org. Index	Project	Sub Proj	Proj Phase



ACCRUAL FLOWCHART

Follow this flowchart in August after SAFS AP has sent notification that your accruals have been uploaded.



BELATED CLAIMS

When an unexpected invoice comes up after *both* payment and accrual cut-offs:

- Please communicate with SAFS AP and your Financial Consultant
- We will determine and confirm if OFM approval is needed to pay old year expenses with new year funds





AP CONTACT INFO

Apquestions.safs@des.wa.gov: accrual correspondence

Payments.safs@des.wa.gov: payment batches and invoices

Travel.safs@des.wa.gov: travel receipts/approvals, TEMS admin

360-407-8183: shared line for all AP or Travel related questions

SAFS BUDGET



CAPITAL ASSETS OVERVIEW

Requirements for Capital Assets

- Capital Asset Management System (CAMS) or Facilities Portfolio Management Tool (FPMT).
- Capitalization criteria is outlined in SAAM Chapter 30.

Accounting for Capital Assets

- Agency Responsibilities
- SAFS Responsibilities

Small and Attractive Assets Inventories



CAPITAL ASSETS

Per SAAM 85.60.10, Any tangible or intangible assets held and used in state operations, which have a service life of more than one-year.

Capitalization criteria as outlined in SAAM Chapter 30:

- \$10,000 or more in value for a tangible asset.
- Buildings, building improvements, improvements other than buildings, and leasehold improvements with a cost of \$100,000 or greater.
- Lease assets with total payments over the lease term of \$500,000 or greater
- Subscription-based information technology arrangements with total payments over the subscription term plus capitalizable implementation costs of \$1,000,000 or greater.
- \$1,000,000 or more in value for an intangible asset.



ACCOUNTING FOR CAPITAL ASSETS

Capital assets must be recorded in Capital Asset Management System (CAMS) or the Facilities Portfolio Management Tool (FPMT).

What we need from you:

- By June 30 – Perform a physical inventory of items.
- By July 24 – Inform SAFS Financial Consultant of any added items during the period or any items that were disposed of.

What you can expect from us:

- By June 6 – A current list of your agency's capital assets.
- By July 31 – Input changes into CAMS to ensure proper reconciliation of General Ledgers for year end and disclosure reporting.



SMALL & ATTRACTIVE ASSETS

Agencies must keep an inventory of Small and Attractive Assets, either in CAMS or an in-house system.

- Generally, consist of portable electronic equipment that has a high risk of loss
- Do not include items that meet the state's capitalization criteria

Examples include:

- Laptops, tablets, and smart phones over \$300
- Cameras, video cameras, projectors, TVs, and desktop computers over \$1,000





BUDGET CONTACT INFO

DESdISAFSBudgetTeam@des.wa.gov

ACCOUNTING QUESTIONS?

