

Administrative Policy No: 19.85.03

Subject: Interagency Receivables

Contact: Office of Accounting Services
Chief, (360) 664-5716

Authorizing Source: RCW [39.34.130](#)
SAAM section [85.54.35](#) and [85.90.60.b](#)

Effective Date: September 23, 2020

Revised: New

Approved By: Original signed by Judy Fitzgerald
Assistant Secretary / Chief Financial Officer
Facilities, Finance, and Analytics Administration

Purpose

This policy establishes the timeframes for billing and resolving disputed invoices with other state agencies.

Scope

This policy applies to all Department of Social and Health Services (DSHS) programs.

Definitions

Program means the affected DSHS programs, including the division, office, or staff designated by the assistant secretary or division director as being responsible for compliance with this policy.

Policy

A. All DSHS programs must bill, record, and receipt interagency receivables timely.

1. Billings must be prepared on a regular basis and incorporate sufficient detail to adequately document the goods or services provided.
2. Source documentation must be retained and be available for review.
3. Billings must be recorded as an interagency receivable as follows:
 - a. Amounts due within twelve months must be recorded as debits to GL code 1354 – due from other agencies;

- b. Amounts that are not due within twelve months must be recorded as debits to the long term GL code 1654 – due from other agencies.
- 4. Receipt of payment must be recorded as a recovery of expenditure.
 - a. The recovery of expenditures must be recorded as object S – interagency reimbursements.

B. At fiscal year end, a full reconciliation of balances will be performed by the office of accounting services (OAS).

- 1. All balances recorded in GL1354 from the prior fiscal year will be written off as part of the GL review and reconciliation.
- 2. Interagency payables and receivables are to be in balance statewide. Any variances will be researched.

C. If an invoice is disputed, an attempt to resolve the issue must be made.

- 1. The program must attempt to resolve a dispute with the other agency.
 - a. Notification must include a description of the dispute and supporting documentation.
- 2. If the program cannot resolve the dispute, they are to notify the OAS chief.
 - a. When the program submits a dispute to OAS, they are to include the documentation of the attempted resolutions.
 - b. When disputes are referred to OAS and OAS is not able to resolve the disputed invoice, OAS chief must notify the DSHS assistant secretary or chief financial officer, the appropriate fiscal program manager, and the OFM financial consultant.
 - c. If the dispute cannot be resolved, OFM may intercede, and they may require DSHS to record an accrual or make payment for the disputed item.