



Newsletter

JUNE 2021

EDITION 2

WFOA Newsletter is published quarterly for members and friends of the Washington Finance Officers Association.

WFOA OFFICERS 2020 - 2021

DALE HOUGH, President
Lacey Fire District 3
360-528-2310
dhough@laceyfire.com

JACK BROYLES, President-Elect
Woodinville Water District
425-487-4106
jbroyles@woodinvillewater.com

DAN LEGARD, Vice President
City of Kennewick
509-585-4477
dan.legard@ci.kennewick.wa.us

STACIE TELLERS, Treasurer
State Auditor's Office
360-725-5557
tellerss@sao.wa.gov

FORREST SMITH, Secretary
Yakima County Dept. of Corrections
509-574-1316
forrest.smith@co.yakima.wa.us

CRAIG WARNER, Past President
Yakima County
509-574-1313
craig.warner@co.yakima.wa.us

PRESIDENT'S MESSAGE



Dale Hough

Good morning WFOA!

I don't know about you, but I finally am seeing light at the end of this tunnel we have called Covid 19, and it's not a train coming toward me! Vaccines are rolling out and getting into arms, masks and social distancing is working. It has been a difficult, frustrating, emotional and costly (in so many ways) time in our world.

Our public health, first responders, medical community, retail workers and so many more have done a stellar job in keeping all of us grumpy kids in order and taken care of. I believe that we have only a few more months to go until we can go back to whatever our next new healthy normal will be. Thank you for doing your part to keep yourself, your family and your staff and our citizens safe!

WFOA has not been idle during these past few months. I am happy and excited to highlight that we have at least four NEW internship agreements with local governments. Remember that WFOA provides up to \$5,000 to help offset the costs of bringing in a student intern to your organization. Contact Board member Camille Tabor if you are interested.

I've been working with California Society for Municipal Finance Officers to figure out a way so that our members who take advantage of their webinars can also get CPE. This has been a sticking point in the program, but I feel we will be able to solve the riddle of the CPE soon! I hope to have more information to report by our conference in September. In the meantime, always, be on the lookout for free (no CPE) webinars provided by CSMFO via our [WFOA Non-Conference Training](#) page.

Speaking of conferences, as you know, we have chosen to remain virtual in 2021 and have planned an exceptional multi-day – multi week conference. I hope that we can get back to live in 2023 and based on loosening of restriction, it looks like we will. HOORAY! The Board is always looking forward several years for conferences and have locked in the conference venue in Tacoma for 2022 and Spokane for 2023. Remember to leverage the WFOA Scholarship programs for conferences – we want you to participate!

I had the pleasure of attending both the Oregon and California annual conferences this year. Both conferences were virtual and provided many superb sessions. WFOA was one of the first of the finance officers associations to offer a virtual conference in 2020. It was nice to see how each took our basic platform and further enhanced it, just as we are doing this year! We really appreciate the relationships and support from our neighboring government finance officer organizations in California and Alaska. We are looking forward to rekindling the spirit with Alaska and the Washington Public Treasurers Associations soon.

Our Board met (virtually) in April and covered many exciting topics including reviewing our WFOA 2020 audit, digging into our basis of accounting, reviewing and updating the WFOA policy manual and our fiscal policies to name a few. We also spent time reviewing all things educational including the upcoming conference sessions and our variety of non-conference offerings. In addition to the usual important classes offered, this year we added Excel training to our menu. Feedback has been wonderful! Look for it to be a regular session. During the Board meeting, we were honored to have both our new State Treasurer and second term State Auditor spend some time with us. It was a pleasure to get to know Treasurer Mike

(Continued on next page)

**WFOA BOARD MEMBERS
& COMMITTEE CHAIRS**

SANDI ROBERTS
2020 Conference Chair
253-798-3722
Sandi.Roberts@piercescountywa.gov

MICHELLE HUGHES
2021 Conference Chair
509-625-6320
mhughes@spokaneccity.org

NICOLE MUEGGE
2022 Conference Chair

360-786-5144
nicole.muegge@co.thurston.wa.us

CAMILLE TABOR
Professional Development &
Sustainability Committee Chair
360-282-3965
CTabor@snofire7.org

BETH WRIGHT
Education Co-Chair
425-888-7632
bwright@northbendwa.gov

DEBBIE BOOHER
Education Co-Chair
360-394-9720
Dboohier@cityofpoulsbo.com

BRET BRODERSEN
Professional Rules and Operational
Standards Chair
360-623-8283
bbrodersen@cityofcentralia.com

MICKIE COOPER
Member Communications/
Scholarship Chair
425-334-8588
mickie.cooper@lkssd.org

KELLY COLLINS
State Auditor Rep.
360-902-0091
collinsk@sao.wa.gov

STACI ASHE
State Treasurer Rep
360-902-9017
staci.ashe@tre.wa.gov

ERIC LOWELL
MRSC Rep.
206-625-0916 Ext. 105
ELowell@mrsc.org

President's Message...

(Continued from previous page)

Pellicciotti and learn about the State Treasurer's priorities. State Auditor Pat McCarthy also updated the Board about the activities at the SAO. We appreciate the partnerships created with both offices. In fact, did you know that Staci Ashe (WST) and Kelly Collins (SAO) represent the two offices as members of our Board of Directors?

I appreciate your service to our citizens and the flexibility and endurance you all have shown during the pandemic. As President of the organization, my desire is to ensure that we are providing services and educational opportunities that are meaningful to you. I believe we are, but I am always interested in trying to do a little more, so, let me know...what else can we do for you?

4 Cities Receive Internship Grants

By SANDY LANGDON

Professional Development & Sustainability Committee

In April the Professional Development and Sustainability Committee met to review applications for the WFOA 2021 Internship Program. The Committee was pleased to award grants to City of Chehalis, City of Des Moines, City of Kirkland and City of Ridgefield.

Grants are still available. It is never too early to start thinking about your internship opportunity. Budget work has begun, and wouldn't it be nice to have an extra pair of hands to assist, or what about inventory, fixed assets, or accounts receivable? A WFOA Intern can be very helpful – North Central Educational Service District recently hired its intern to fill a position after his internship. The application process for the fall WFOA Internship Program is open. The program's goal is to encourage college students toward a career path in government finance, and to promote the understanding that careers in government finance can be very diverse, stable, and rewarding, and to encourage students to explore a career in government finance.

Each of the internships has a \$5,000 allotment per entity. The internship is managed through the entity and is paid to the student(s) in the form of wages and/or benefits. The internship program is designed to introduce the student to the financial operations of a governmental entity. One person from the entity will act as a mentor to work closely with the student(s) and assist in developing their knowledge and enriching their work experience. The program encourages the student to experience activities such as general cash receipting, accounts receivable, accounts payable, budgeting and financial reporting.

Members are encouraged to give consideration to their need for an intern and submit their interest along with potential internship projects to the committee chair. A committee will then review the applications and award the internship. Successful entities will be asked to establish an agreement with WFOA to accept the funds for reimbursement of the paid internship. A simple one-page application form is available on our website.

For more information please visit the [WFOA website](#) or email us at wfoaorg@gmail.com.

2022 Local Conference Committee

Are you looking to get more involved with WFOA? The 2022 Local Conference Committee is excited for the opportunity to plan what we hope to be a live, face-to-face, conference in Tacoma. We want you to help us make this one of the best conferences ever. We have opportunities available to help plan the welcome reception, wellness event, and banquet. We would love to have you help us plan to welcome everyone back together in person. What a great way to contribute to the organization. If interested in serving on the 2022 Local Conference Committee, contact Nicole Muegge at nicole.muegge@co.thurston.wa.us.

THANK YOU TO OUR 2021 CONFERENCE GOLD LEVEL SPONSORSKeyBanc Capital Markets 

Professional Rules and Operational Standards Update



By **BRET BRODERSEN**

Professional Rules and Operational Standards Chair

A WC is in the process of recruiting a city staff member to serve on the Office of the State Treasurer's (OST) [LOCAL Program Advisory Group](#).

The LOCAL Program Advisory Group advises OST on matters related to the operations and administration of the LOCAL Program. The Advisory Group was originally established in 2002, became inactive in 2011, and was recently re-established. Members are appointed to three-year terms, and the group meets twice per year.

Many cities and other local governments use the LOCAL Program to fund equipment and/or real estate projects, including property acquisition and construction of new facilities. Examples of equipment and real estate funded through the LOCAL Program include commercial vehicles (buses, fire trucks), vehicles, real estate buildings and land, energy updates and HVAC systems, communication systems and office equipment, and portable buildings. Participants in the program enter into a financing contract with OST, and OST then pools the various contracts across all LOCAL participants and packages them as a security called Certificate of Participation (similar to municipal bonds). This financing system allows participants to take advantage of the state's program rating of Moody's Aa1, low fees and expenses, technical assistance, and access to the tax-exempt bond market.

For more information on the LOCAL program, visit OST's [instruction and forms page](#). For those members who are interested in being a representative from AWC, please complete the [AWC interest form](#). To have your name considered for appointment to this important Treasurers Office Advisory Group.

Treasury Releases Interim Final Rule to Implement the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act.

The U.S. Department of Treasury on May 10, 2021 issued the Interim Final Rules for the Coronavirus State and Local Fiscal Recovery Funds created in the American Rescue Plan Act signed by President Biden on March 10, 2021.

Guidance issued by US Treasury can be found at this link: [Coronavirus State and Local Fiscal Recovery Funds | U.S. Department of the Treasury](#).

The Interim Final Rule can be found at [Interim Final Rule](#) (151 pages). U.S. Treasury Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions updated as of May 10, 2021 are available at [Frequently Asked Questions](#).

As this guidance is interim governments will want to monitor for final guidance to be issued. Be sure to document guidance used with date/time designation for audit purposes. Watch for additional information be sent out from authoritative sources as funds begin to be distributed.

American Rescue Plan Act (ARPA) Website Resources:

[Association of Washington Cities](#): American Rescue Plan Act & Cities

[National League of Cities](#): COVID-19 Pandemic Response & Relief - National League of Cities

[Government Finance Officers Association](#): American Rescue Plan Spending: Recommended Guiding Principles

THANK YOU TO OUR 2021 CONFERENCE SILVER LEVEL SPONSORS



Calling All Active WFOA Members!!!



By **CRAIG WARNER**
Past President

Now is your chance to be considered for a position on the WFOA Board of Directors or a committee of the Washington State Auditor or Treasurer's Office!

The WFOA Nomination Committee (President, Past-President, and President-Elect) are soliciting candidates for open positions on the WFOA Board and the following committees:

- Local Government Advisory Committee (LGAC) of the Washington State Auditor's Office
- Local Government Investment Pool (LGIP) of the Washington State Treasurer's Office

The Nomination Committee will take prior service to WFOA into consideration when making the selections.

For over 60 years, WFOA members have continued the tradition of promoting leadership, education and communication to the government finance officer in the State of Washington. This organization is one that has shown to be exceptional in all that it does and is respected by employers, our vendors, GFOA and many others across the nation. It is an honor to be a member of this highly esteemed organization and an even bigger privilege to be a Board member.

Being a Board member is demanding, rewarding, fun, and an exciting way to contribute to the organization. We meet quarterly at various locations across the state. The time commitment depends upon the Board position tasks and assignments and can be significant. If you are or know someone who is interested in serving on the Board, please email me at craig.warner@co.yakima.wa.us by June 30.

WFOA Financial Statements Are Available Online



By **STACIE TELLERS**
WFOA Treasurer

It is my pleasure to provide you the financial reports of the Association. Northwest CPA Group PLLC (NWCPA) performed an audit and issued its opinion on the financial statements of the Association for the year ending December 31, 2019. NWCPA issued an Unqualified Opinion on the report. The report was accepted and approved by the Board at its April 22-23, 2021, meeting. To review the 2019 report, as well as previous year's reports, visit our [WFOA website](#).

On behalf of the WFOA Board of Directors, I thank everyone who contributed to the success of the Association in the last year. It was a tough year due to the pandemic. WFOA persevered due to your support and contributions including attendance at our very first virtual conference and new webinar offerings. We look forward to your continued support and hope to see you at the September 2021 Virtual Conference.

THANK YOU TO OUR 2021 CONFERENCE BRONZE LEVEL SPONSORS



Single Audit Alert: Updated Guidance for Due Dates and Items Reported on SEFA

From the State Auditor's Office

In July, [we told you](#) about changes to the single audit due dates and information required to be reported on the Schedule of Expenditures of Federal Awards (SEFA). Additional guidance was published in the [2020 Compliance Supplement Addendum](#) on Dec. 22, 2020, and in [Memorandum M-21-20](#) on March 19, 2021, by the U.S. Office of Management and Budget. As you read through the entire Addendum and M-21-20, here are some key items for your attention:

Single audit due dates

The Addendum contained a 3-month single audit due date extension for certain entities having a year-end in 2020 and that received COVID-19 funding.

M-21-20 contained different extension guidance that affects all entities that had not filed their single audits with the Federal Audit Clearinghouse as of March 19, 2021. This additional guidance allowed a six-month extension and applies to all entities, not to only those receiving COVID-19 funding.

Affected yearends and new due dates include:

Fiscal Year Ended	Original 9-month Due Date	Extended Due Date -Addendum (if filed before 3/19/2021)	Extended Due Date - M-21-20 (if unfiled at 3/19/2021)
Jan. 31, 2020	Oct. 31, 2020	Jan. 31, 2021*	April 30, 2021
Feb. 29, 2020	Nov. 30, 2020	Feb. 28, 2021*	May 31, 2021
March 31, 2020	Dec. 31, 2020	March 31, 2021*	June 30, 2021
April 30, 2020	Jan. 31, 2021		July 31, 2021
May 31, 2020	Feb. 28, 2021		August 31, 2021
June 30, 2020	March 31, 2021		September 30, 2021
July 31, 2020	April 30, 2021		October 31, 2021
Aug. 31, 2020	May 31, 2021		November 30, 2021
Sept. 30, 2020	June 30, 2021		December 31, 2021
October 31, 2020	July 31, 2021		January 31, 2022
November 30, 2020	August 31, 2021		February 28, 2022
December 31, 2020	September 30, 2021		March 31, 2022
January 31, 2021	October 31, 2021		April 30, 2022
February 28, 2021	November 30, 2021		May 31, 2022
March 31, 2021	December 31, 2021		June 30, 2022
April 30, 2021	January 31, 2022		July 31, 2022
May 31, 2021	February 28, 2022		August 31, 2022
June 30, 2021	March 31, 2022		September 30, 2022

(Continued on next page)

Single Audit Alert...

(Continued from previous page)

* If a single audit report for this yearend was not filed with the Federal Audit Clearinghouse as of March 19, 2021, the extended due date would be in the next column. If the single audit report was filed before this date, then the extended due date in this column would apply if the entity received COVID-19 funding.

Note: If the due date falls on a weekend or federal holiday, it changes to the next business day.

No application or approval is needed in either case to use the applicable extension. Entities that take advantage of the extension period must document the reasons for doing so, which does not jeopardize their future qualification for “low risk” status under 2 CFR §200.520.

Remember, the guidance in the addendum and M-21-20 only affects one of the criteria for determining the actual audit submission due date. Under federal law (2 CFR §200.512), the entity’s due date for an audit submission is the earlier of 1) 30 calendar days after receipt of the audit report, or 2) nine months after the end of the audit period (plus extension).

Schedule of expenditures of federal awards (SEFA)

Additional SEFA guidance was also issued in the addendum for:

- Provider Relief Program (CFDA 93.498) (PRF) –
 - o This program, including lost revenue, will be first reported on the SEFA for years ending on or after Dec. 31, 2020. No amounts related to this program are to be reported on the SEFA for fiscal years ending prior to that date.
 - o For fiscal years ending Dec. 31, 2020, and in 2021 on or before June 29, 2021, the footnotes to the SEFA will contain a disclosure stating that the amount reported (including lost revenue) is based on the Dec. 31, 2020, PRF report to the U.S. Department of Health and Human Services.
- Donated personal protective equipment (PPE) – Some entities received donations of PPE from federal or pass-through agencies for use in their COVID-19 response activities, without an indication of its value.
 - o Receiving entities should assign a value to the PPE based on its fair market value and report it in a footnote to the SEFA. The value would not be reported with federal program expenditures on the SEFA and may be marked “unaudited.”
 - o The value of the PPE is not counted toward the federal single audit threshold, nor will it be included in the process of selecting federal programs for the single audit.
- Education Stabilization Fund under the CARES Act (CFDA 84.425) –
 - o This funding was subdivided into programs as indicated by letters (84.425A – 84.425P) and some further grouped by those covered by the Education Stabilization Fund and by the Higher Education Emergency Relief Fund.
 - o The SEFA should list the expenditure amounts by individual program, including the letter (e.g. 84.425C, 84.425D, 84.425E, 84.425F), and include a total for the entire program (84.425).
 - o The program as a whole will be considered in the process of selecting federal programs for the single audit.

Further, we’ve learned that COVID-19 vaccines distributed to entities are not considered federal financial assistance because they remain federal property until administered to an individual. Therefore, amounts related to vaccines do not need to be included on the SEFA or in the footnotes.

Finally, State Auditor Pat McCarthy has encouraged entities to “[Document, Document, Document](#)” as it relates to expenditures of COVID-19 awards. The addendum directs auditors to consider the awarding agency guidance existing at the time of the expenditure when determining compliance with applicable requirements. Some guidance has changed over time. Therefore, it will be especially important for that documentation to demonstrate how the expenditure met the requirement at the time.

The Office of the Washington State Auditor understands all of us in government are working in extraordinary circumstances. We will continue to monitor the situation and keep you apprised of any further developments. Please also remember, we are here to help governments across Washington. Contact your [audit team](#) or submit a [help desk](#) question on the SAO website.

WASHINGTON FINANCE OFFICERS ASSOCIATION MISSION STATEMENT

“To promote excellence in governmental finance through leadership, education and communication for the public benefit.”