Annual Filing Handbook

Table of Contents

Introduction

This handbook provides local governments with guidance on how to file their annual reports through the State Auditor's Office's annual filing system. It includes an overview of the required schedules for the report, as well as how to navigate each module in the annual filing system.

State law (RCW 43.09.230) requires all local governments to certify and file their annual reports with our Office within 150 days after the close of each fiscal year.

What resources are available?

Are you new to BARS and annual filing? A great place to start is the BARS & Annual Report Filing FAQs on the SAO website.

We have several resources to help local governments with the annual filing process which are listed below:

- **Recorded Trainings:** all our recorded trainings can be found in the eLearning library on the Training and Workshops page of our website. Here you will find training on how to navigate the annual filing system, overview of the annual report components, and several other courses on related accounting and reporting topics.

- **Error Guide:** while filing the annual report, you may encounter errors in the annual filing system, so we developed this comprehensive error guide to help local governments better understand those errors and provide tips on how to resolve them. This can be downloaded from the BARS & Annual Report Filing FAQs page.

Annual report templates

The State Auditor's Office publishes templates for most of the annual report components. Local governments may use these templates to successfully import their data into the annual filing system. However, some local governments may prefer to import their data manually in the annual filing system instead of utilizing templates and guidance on that approach is included in this handbook. Templates can be found on the BARS Reporting Templates page of our website.

Contact us for additional assistance

If you need additional help filing your annual report, please submit a HelpDesk ticket or contact us at LGCSFeedback@sao.wa.gov.

Overview of the Annual Report Components

The following sections provide brief descriptions of each component that local governments may be required to submit with their annual report. The State Auditor's Office prescribes all the schedules and forms. Detailed instructions for preparing these forms can be found in the Reporting section of the BARS Manual, as illustrated in the image below.

For additional information on reporting requirements, please see:

- Cash Basis – BARS 4.1.5, Reporting Requirements and Filing Instructions for Cities and Counties
- Cash Basis – BARS 4.1.6, Reporting Requirements and Filing Instructions for Special Purpose Districts
- GAAP – BARS 4.1.2, BARS Reporting Requirements

Schedule 01 (Revenues and Expenditures)

The Schedule 01 reports a local government's financial activity for the reporting year, including beginning balances, revenues, expenditures, and ending balances for all reportable funds and activities. These are reported using BARS accounts to identify the specific type of activity. The Schedule 01 is required for ALL local governments.

There are pre-formatted Schedule 01 templates for all special purpose governments and can be downloaded on the [BARS Reporting Templates](#) page. There are no Schedule 01 templates for general purpose governments (cities/towns/counties) because of the wide variety of activities these government types can provide. Special purpose governments should ensure they download the correct Schedule 01 template based on their government type and basis of accounting.

Additional guidance on the preparation and format of the Schedule 01 can be found in the Schedule 01 instructions in the [GAAP](#) and [cash basis](#) BARS manuals.

Tips for New Filers

If you are a report preparer who is new to the annual filing process, here are some tips about the correct uses of various BARS accounts:

- BARS accounts beginning with "308" are used to report a government's beginning balances.
- BARS accounts beginning with "31-39" are used to report revenues and other increases. Revenues are based on the source of where the proceeds came from.
- BARS accounts beginning with "51-59" are used to report expenditures and other deceases. Expenditures are based on the government function that the payment supports.
- BARS accounts beginning with "508" are used to report a government's ending balances.

For additional guidance on the basic structure of BARS codes, including the different categories, see the Account Structure section in the [GAAP](#) and [cash basis](#) BARS manuals.

In addition to the BARS manual guidance, there is also a recorded training, "Building Blocks of BARS Codes" that can be found on the [Training and Workshops](#) page.

Schedule 09 (Liabilities)

The Schedule 09 reports information about a local government's liabilities. Local governments must include this schedule as supplementary information with any audited financial statements. The schedule should include current and noncurrent liabilities and report short-term liabilities even if they are both incurred and fully redeemed during the reporting period.

Examples of liabilities reported on the Schedule 09 include loans, bonds, leases, other postemployment benefits (OPEB), pension, compensated absences, etc. This schedule is not required if a local government truly does not have any liabilities to report.

Find and download the Schedule 09 template on the [BARS Reporting Templates](#) page. The Schedule 09 requires ID numbers that identify what type of liability is being reported. These ID numbers are prescribed in the Schedule 09 section of the [cash-basis](#) and [GAAP](#) BARS manuals.

For additional guidance, see the Schedule 09 instructions in the [cash-basis](#) and [GAAP](#) BARS manuals.

Schedule 15 (State Financial Assistance)

The Schedule 15 reports expenditures from grants received directly or indirectly from state agencies. Expenditures from state-shared revenues and entitlements are ***excluded*** from this schedule. List together all expenditures from grants received from the same state agency. Any payments that local governments receive as a fee for services DO NOT need to be included on this schedule.

> **CAUTION:** It is important to confirm that any state grants received did not come from a federal agency. Some federal awards are received from a pass-through entity such as a state agency. In that case, the expenditures should be reported on Schedule 16 (Federal Awards).

Find and download the Schedule 15 template on the BARS Reporting Templates page.

For additional guidance, see the Schedule 15 instructions in the cash basis and GAAP BARS manuals.

Schedule 16 (Federal Awards)

The Schedule 16 (also referred to as the "SEFA") reports expenditures of federal awards that were received directly from a federal agency and indirectly (pass-through) from a state agency, local government or other nongovernmental entity.

Local governments filing the Schedule 16 must also submit the Notes to the Schedule of Expenditures of Federal Awards. These notes are a separate document that is attached separately within the annual filing system.

> Due to its complex reporting requirements, we recommend reviewing the Schedule 16 instructions in the cash-basis and GAAP BARS manuals.

Find and download template for the Schedule 16 on the BARS Reporting Templates page.

IMPORTANT: there is no template for the Notes to the SEFA and must be copied from the Schedule 16 instructions in the BARS manuals (section 4.14.5.260).

Schedule 22 Assessment Questionnaire

The Schedule 22 is required for local governments that typically receive less than $300,000 in annual revenue. However, it is also required for specific government types regardless of their annual revenue, such as fire districts, conservation districts, etc. For a complete list of governments types and additional guidance on this schedule, see the Schedule 22 instructions in the cash-basis and GAAP BARS manuals.

The purpose of this schedule is to compile information about a government's operations, and it requires local government to attach documentation that is necessary for audit. There is NO template for this schedule because it is completed through the annual filing system, which includes the attachments.

Refer to the "Navigating the Annual Filing System" section of this handbook for instructions on how to complete this schedule in the filing system.

If a local government does not have the technology or capability to attach the required documentation for the Schedule 22, please email LGCSfeedback@sao.wa.gov for assistance.

Schedule 21 (Risk Management)

The Schedule 21 is required for all local governments. This schedule reports information on how a government responds to risks/payments in the following categories: liability, property, health and welfare, unemployment compensation, etc.

All local governments are required to answer the 5 questions related to the government's risk management within the annual filing system. The responses to these questions will determine if the full Schedule 21 form is required or not. If required, the completed form is attached in the filing system.

The template for the complete form can be found on the BARS Reporting Templates page.

For additional guidance, see the Schedule 21 instructions in the cash-basis and GAAP BARS manuals.

Notes to the Financial Statements (Cash Basis)

Local governments that receive more than $3 million in annual revenue and/or receive a financial statement audit are required to submit notes to the financial statements in the annual report. Some local governments may have external authorities that require notes to be completed and, in that case, should submit them with the annual report.

Notes to the financial statements communicate information necessary for a fair presentation of a government's financial position and results of its operations that are not readily apparent from, or cannot be included in, the financial statements themselves.

Local governments should only include note disclosures that apply to them and do not include any disclosures that do not apply to avoid negative disclosures.

IMPORTANT: there is NO template for the notes to financial statements. We recommend reviewing the instructions on preparing these notes in the cash-basis BARS manual. The report preparer should

review each note disclosure to determine if it applies, and if so, copy and paste the disclosure into a Microsoft Word document.

Financial Statements/Notes/RSI (GAAP)

As part of their annual reports, all GAAP governments must submit the management discussion and analysis (MD&A), financial statements, notes to the financial statements, and required supplementary information (RSI). These can be attached individually or compiled into a single attachment within the annual filing system.

We recommend reviewing the GAAP reporting requirements in the GAAP BARS manual.

Schedule 06 (Bank Reconciliation)

This schedule is required for all cash basis cities/towns and counties. It does _not_ apply to special purpose districts.

The purpose of the Schedule 06 is to summarize the government's bank reconciliations. This demonstrates the accuracy and completeness of the Schedule 01 and the city or county's controls over accounting records. It is also used to collect information on bank accounts, cash flows, and certain reconciling items.

The template for the Schedule 06 can be found on the BARS Reporting Templates page.

For additional guidance, see the Schedule 06 instructions in the cash basis BARS manuals.

Schedule 17 (Public Works – Cities and Counties)

This schedule is only applicable to cities and counties.

Cities
The purpose of the Schedule 17 is to document compliance with limitations on public works projects performed by public employees as described in RCW 35.22.620(2)(4). For cities, this schedule must be completed within the annual filing system.

Counties
There are two parts to the Schedule 17 for counties.

Part 1 applies to counties that establish purchasing departments and use public employees to perform public works projects (RCW 36.32.240(1) and RCW 36.32.235). There is a template for part 1, which can be found on the BARS Reporting Templates page.

Part 2 applies to counties which by resolution established a county purchasing department (RCW 36.32.240(1) and RCW 36.32.235(8). Part 2 must be completed within the annual filing system.

For additional guidance, see the Schedule 17 instructions in the [cash basis](#) and [GAAP](#) BARS manuals.

Schedule 20 (Rural Counties)

This schedule is only required for specific rural counties as defined in RCW 82.14.370.

The purpose of this schedule is to summarize use of the sales and use tax revenue collected by specific rural counties as authorized by RCW 82.14.370 and demonstrate compliance that the money is being used for the correct purposes. This tax is restricted to financing public facilities serving economic development purposes in rural counties and finance personnel in economic development offices.

The template for the Schedule 20 can be found on the [BARS Reporting Templates](#) page.

For additional guidance, see the Schedule 20 instructions in the [cash basis](#) and [GAAP](#) BARS manuals.

Navigating the Annual Filing System

This section is a step-by-step guide to importing the annual report components within the different modules of the annual filing system.

Getting Started

To access the annual filing system, visit our Online Services portal. Local governments are required to login with their Secure Access Washington (SAW) user credentials. Once on the Online Services page, click "LOGIN WITH SAW," as illustrated in the image to the right. This will redirect report preparers to the SAW login site. Enter your user credentials and complete the multifactor authentication process.
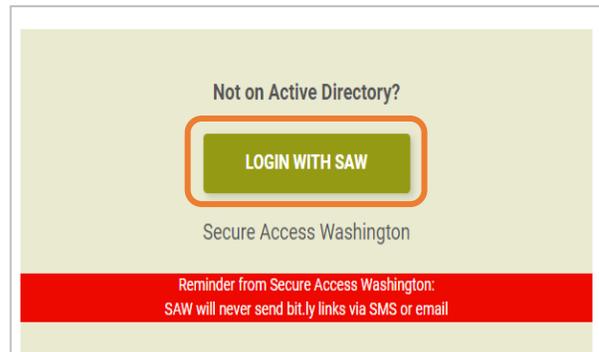
For help with the login process, email LGCSfeedback@sao.wa.gov. We can provide additional instructions on setting up accounts, as well as help ensure the person preparing your government's report has correct filing access.

Annual Report Homepage

After successfully logging in through SAW, users will automatically be redirected back the Online Services portal. From there, click on the "Annual Report Filing" tab and select "Annual Reports." This is the annual report homepage that lists the current and prior year annual reports for the government's account is associated with going back to fiscal year 2021.

Each annual report has a dashboard with details such as the government's basis of accounting, dates the report was created and submitted, and the name of who submitted the report.

The images below highlight and explain some of the features of this dashboard.

Submitted Annual Reports

Click "unlock" to open the report for edits. Doing this will change the icon to "Edit."

Status of the report - "complete" indicates the report was successfully submitted, "published," indicates the data has been published to the Financial Intelligence Tool (FIT).

This indicates the annual report was filed by the submission deadline.

In-Progress Annual Reports

2023 Adams County   Edit ✏️

Basis of Acct.: Cash Basis

Created: 12-11-2023

3/12

Pending
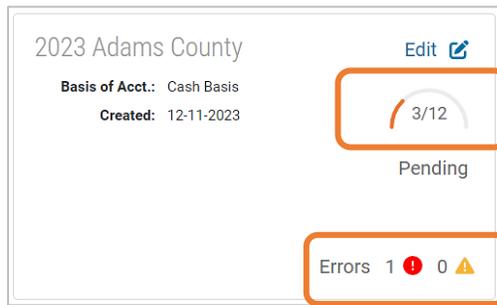
Errors 1 ⛔ 0 ⚠️

This gauge shows the number of tasks completed out of the total number of tasks required to complete the annual report.

This shows the number of required and warning errors identified throughout the report. A detailed list of these can also be found on the "submit report" module.

Creating a New Annual Report

To create a new annual report, click the "CREATE ANNUAL REPORT" button in the top right corner of the page, as illustrated in the image to the right.

CREATE ANNUAL REPORT 📄

As illustrated in the image below, the government name associated with your account will automatically populate in the field for "GOVERNMENT." If the person preparing the report files reports for multiple governments, ensure the correct government name is selected from the dropdown menu. The year will default to the most current filing year. Confirm it is accurate then click the "CREATE NEW ANNUAL REPORT" button.

Create Annual Report   ✕

* Field is required

GOVERNMENT   Adams County   ✕ ▼

YEAR   2023   *

CANCEL   **CREATE NEW ANNUAL REPORT** 📄
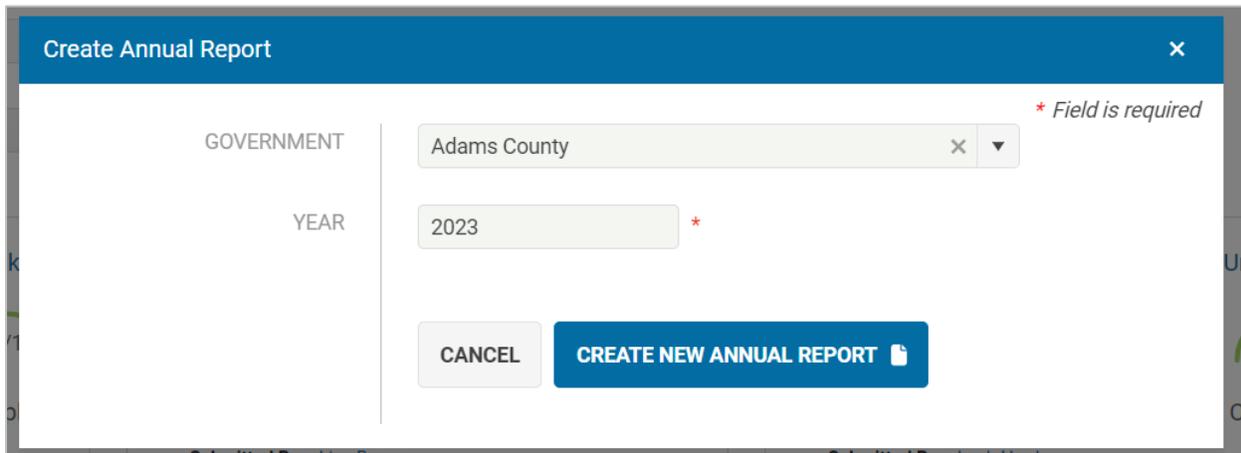
Navigation Tips and New Help Features

As illustrated in the image below, there are different modules that are used to navigate through the different components of the annual report. Each component is categorized into the module that best correlates with the activity being reported. For example, the module titled "Revenues & Expenditures" is where the Schedule 01 is completed.
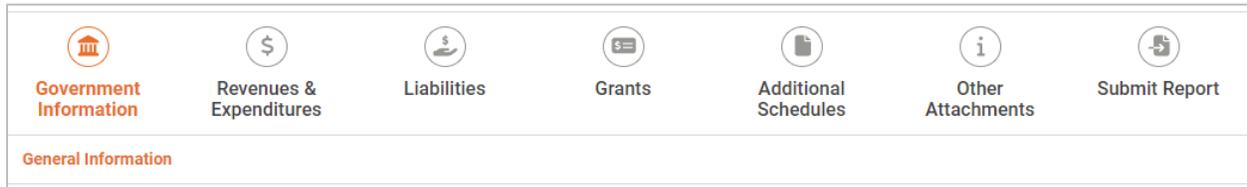
Report preparers have several ways to receive help directly within the annual filing system. As illustrated in the image below, there is a "HELP?" button next to the task gauge in the top right corner of the page. Clicking the "HELP?" button will give report preparers the following three options:

- **Chat Support**: LiveChat is available during peak filing times (March through May). The chat icon is located in the bottom-right of the webpage and also includes a virtual chat assistant to help locate commonly used resources.

- **Submit a HelpDesk Ticket**: we provide a direct link to our HelpDesk where governments can submit technical questions related to accounting and reporting.

- **Contact Us**: This feature allows governments to submit a question related to the annual report, and the question will be sent to our annual report inbox that is monitored by the filing specialists. Responses from the specialists will be sent to the email associated with the account for who asked the question.
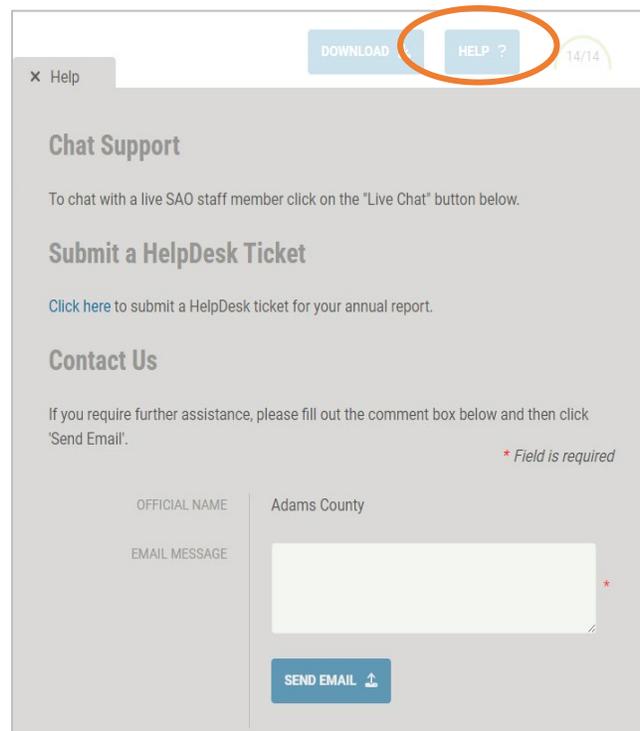
Government Information Module

The Government Information module provides information on the reporting government. If any of this information is incorrect, click the "REQUEST FOR UPDATES TO GOVERNMENT INFORMATION" button.

As illustrated in the images below, a popup window will display to input the updated information. After clicking the "SEND EMAIL" button, the update will go to the staff from the State Auditor's Office who maintain the database.

There is one question in this module that asks the government if it has financial activity to report during the reporting period. As illustrated in the image to the right, the default answer is "Yes" because it is uncommon for a government to truly have no activity. No activity means the government did not receive any revenue or have any expenditures during the reporting period. An information icon is provided for additional guidance.

Revenues & Expenditures Module

As illustrated in the image below, the Revenues & Expenditures module is where report preparers will complete all components related to the Schedule 01.

IMPORTANT: remember the Schedule 01 is required for ALL local governments.
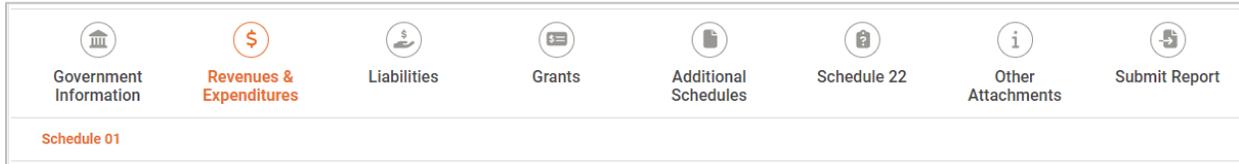
Schedule 01 – Import

Once in the Revenues & Expenditures module, a popup window will prompt users to upload the completed Schedule 01 Excel file, as illustrated in the image below. This popup window will open automatically when the module is selected, and it will appear until the Schedule 01 data is uploaded.

If report preparers are not ready to upload the schedule, simply close the popup window. If report preparers have not completed the Schedule 01 at this point, there is a link provided to the BARS Reporting Templates page to find and download the template based on their government type and basis of accounting.

Once the Schedule 01 is ready for upload, click the "SELECT SCHEDULE 01 FILE" button and choose the correct Excel file to upload. If you prefer to input the Schedule 01 data manually, close the popup window and continue to the next section of this handbook. If you opt to use the template, skip to the "Schedule 01 – Data Validation" section of this handbook.
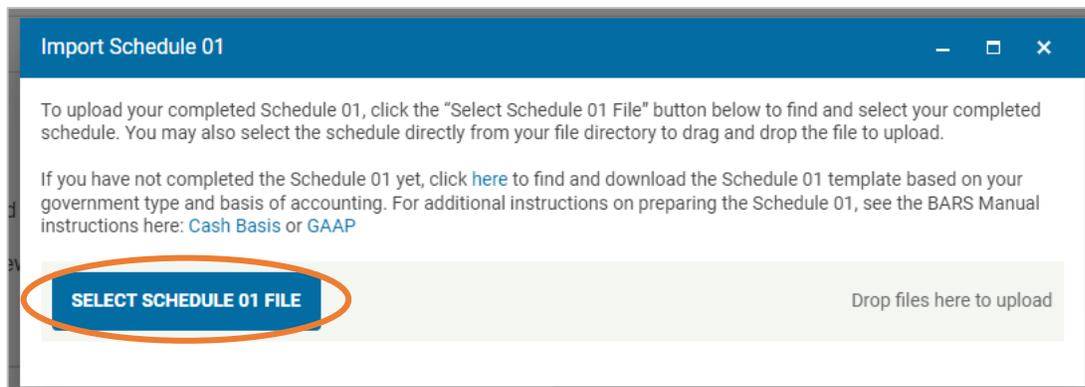
Tips for uploading

- Must be in Excel and have the following column headers (row 1)
  - Column A: MCAG (this column can be left blank but cannot be deleted for format requirements)
  - Column B: Fund # (this pre-filled if using the template)
  - Column C: Fund Name (this is pre-filled if using the template)
  - Column D: BARS Account (this is pre-filled if using the template)
  - Column E: BARS Account Title (this is pre-filled if using the template)
  - Column F: Amount (input the amount, it will round to the nearest dollar once uploaded. If there is no amount, input $0 or delete the row)
- Columns A-E must be formatted as "text" (pre-formatted if using the template)
- Column F must be formatted as "number" (pre-formatted if using the template)

Manual Import Option

To add the Schedule 01 data one line item at a time, click the "ADD LINE ITEM +" button for each line item. As illustrated in the images below, clicking the "ADD LINE ITEM +" button will open a popup window to input the line-item information, which includes the account, fund, fund name and amount.

CAUTION: Manually importing the Schedule 01 data can be time-consuming if report preparers enter multiple lines of data. We recommend exporting a copy of the Schedule 01 after manually entering the data, so the government has a copy of its records.

Schedule 01 – Data Validation

Once the Schedule 01 data is imported, all line items will be displayed in the data validation box, which allows the report preparer to review the data and triage any errors the filing system has identified.

As illustrated in the image below, the "Errors" column will display the red and yellow error icons for any line items with required or warning errors.

Click the error icons to see what the specific errors are and use the "Edit" or "Delete" buttons in the next column to make any manual adjustments.

Below the data validation box, there is a summary that displays the total number of line items, required errors and warning errors. There is also an option to export all validation errors into one Excel spreadsheet.

For assistance understanding and resolving errors, see the "Error Guide" found on the BARS & Annual Report Filing FAQs page.

Schedule 01 – Identify & Correct Errors

When triaging errors, we recommend using the grey headers found to the right of the data validation box, as illustrated in the image below. These headers will display line item errors, general errors and any variances that need to be corrected. Each header has an information icon with guidance for understanding and correcting errors.
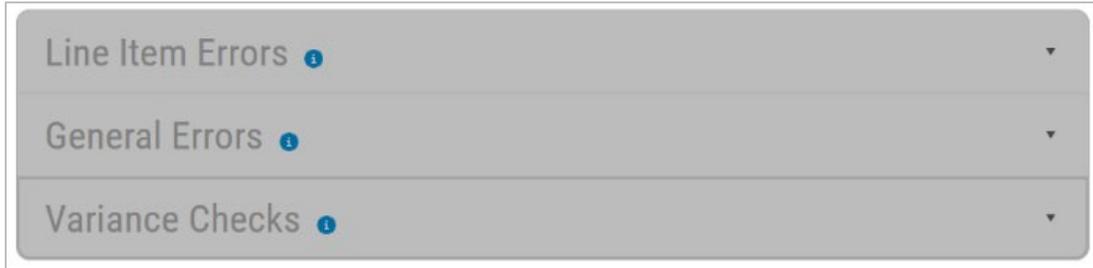
Line Item Errors

The first header, "Line Item Errors," will display all required and warning errors that are associated with specific line items within the Schedule 01.

There are toggle buttons to filter each error, and the filter results will be displayed in the data validation box. When finished reviewing the results, click the toggle button again to turn it off, which will display all Schedule 01 data again.

For example, if there are line items with the error for an invalid object code, click the toggle button for that error under "Line Item Errors." After that, only the line items with that specific error will display in the data validation box, as illustrated in the images below.

General Errors

The second header, "General Errors," will display errors that affect the Schedule 01 as a whole and are not associated with specific line items. Since these errors are not associated with individual line items, no toggle buttons are available.

For example, if there is an error because a fund has multiple names, that error will be displayed under "General Errors," as illustrated in the image below.

Variance Checks

For cash-basis governments, there are two variance checks for the Schedule 01, specifically for ending and beginning checks of the different fund balances. For GAAP governments, there is a third variance check for the balance sheet accounts.

1) **Fund Balance – Ending Check**: This variance check identifies funds reported on the Schedule 01 that do not balance within $1,000. To submit the report, each reported fund must balance within $1,000. Any variances greater than $1,000 will result in a required error.

   To see more information about this variance check, click the "Fund Balance – Ending Check" report link. This will open the detailed variance check report, as illustrated in the image below.
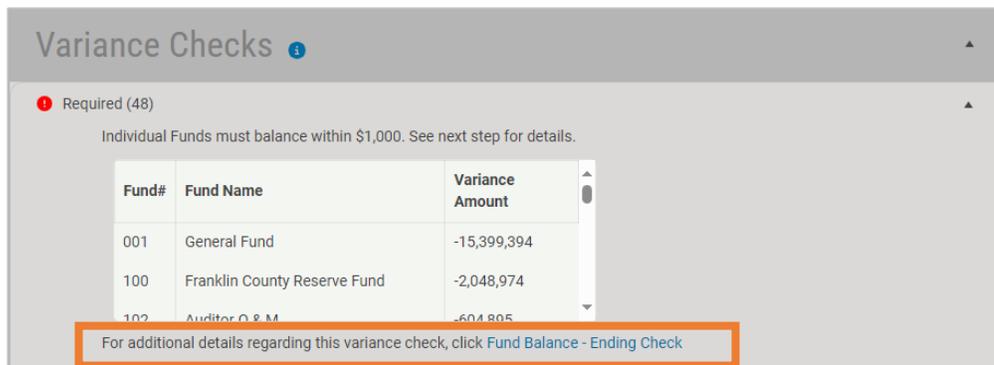
2) **Fund Balance – Beginning Check**: This variance check compares the current year beginning balances to the prior year ending balances for all reported funds. Any variances greater than $1,000 will result in a warning error.

To see more information about this variance check, click the "Fund Balance – Beginning Check" report link, which will open the detailed variance check report, as illustrated in the image below.

3) **Balance Sheet Equation Check – GAAP ONLY**: This variance check compares the balance sheet accounts (810-870 BARS codes) to the total ending fund balance/net position for each fund reported on the Schedule 01.

To see more information about this variance check, click the "Balance Sheet Equation Check" report link, which will open the detailed variance check report, as illustrated in the image below.

Operating BARS Codes (GAAP Enterprise Funds Only)

There is a step in the Revenues & Expenditures module that applies only to GAAP enterprise funds. As illustrated in the images below, this step requires the report preparer to identify what amounts from the Schedule 01 are considered operating or non-operating based on the government's financial statements.

The step will list BARS codes that either have not been identified as operating or nonoperating in the BARS Manual. The report preparer will see the amounts reported to these BARS codes in the "Amount" column. The report preparer will be required to input the amounts in the fields in the applicable columns for operating and non-operating. The sum of the two fields must equal what is in the "Amount" column.

As illustrated in the image below, this step also includes a summary at the bottom that displays the system calculation for total operating revenues and operating expenses based on the amounts reported above and the BARS codes used on the Schedule 01. This will also calculate the operating income/loss. These totals should match the government's financial statements. Click the blue information icon to view and export the detailed report.

Liabilities Module

The Liabilities module is where governments will complete Schedule 09, as illustrated in the image below.

IMPORTANT: Remember every local government is required to select the Liabilities module and review the Schedule 09 instructions step.
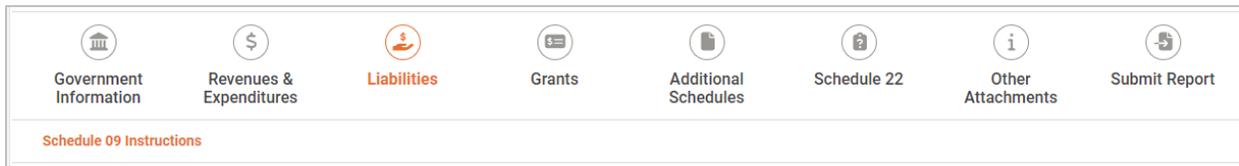
Schedule 09 Instructions Step

As illustrated in the image below, the first question in the Scheule 09 Instructions step asks if the government has any liabilities to report for the fiscal year.

If "Yes" is selected, a second step will populate along with a popup window allowing you to choose how to import the Schedule 09 data.

If "No" is selected, no additional steps will populate, and the preparer can continue with the report.
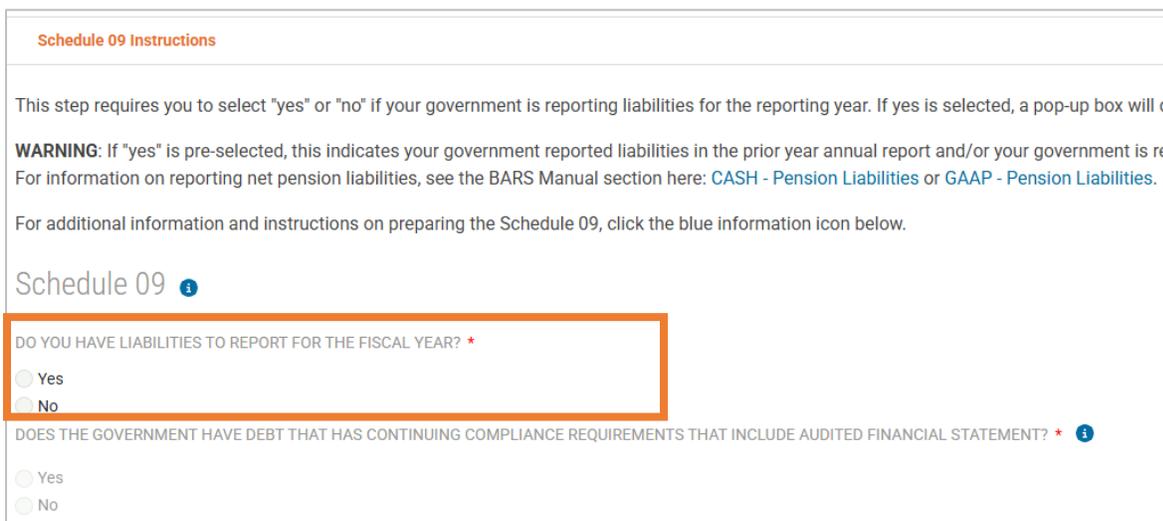
IMPORTANT: If "Yes" is preselected, this indicates a government has reported liabilities in the prior year annual report and/or the government is required to report its net pension liabilities. The filing system will not allow the preparer to select "No" in this case.

For information on reporting net pension liabilities, see the BARS Manual section here: Cash-basis –
Pension Liabilities or GAAP – Pension Liabilities.

The second question in the Schedule 09 Instructions step asks if the government has debt that has
continuing compliance requirements that include audited financial statements. **This question only
applies if the government selected "yes" to the first question for reporting liabilities.** Utilize the
information icon next to this question for additional guidance.

Schedule 09 – Import

After proceeding to the next step for the Schedule 09, a popup window will open that allows the report
preparer to choose how to import the Schedule 09 data, as illustrated in the image below. If you are
not ready to complete this component, close the popup window to continue with the report.

There is a link to the templates page so the report preparer can find and download the Schedule 09
template. If you have a completed template ready to upload, click the "SELECT SCHEDULE 09 FILE"
button and select the file to upload. There is also the option to add the data manually. Selecting this
option will automatically open the window to manually add line items, as illustrated in the image
below. This is where the report preparer will enter each line item for Schedule 09.

We recommend manually entering the data because it is more efficient for report preparers to select from the dropdown options rather than type in each ID number, beginning and ending balances, etc. If using the manual entry option, we recommend exporting a copy of the completed Schedule 09 for the government's records.


Schedule 09 – Data Validation

Once the Schedule 09 data is imported, all line items will be displayed in the data validation box, as illustrated in the image below. This then allows the preparer to review the data and triage any errors that the filing system has identified.

Below the data validation box, there is a summary that displays the total number of line items, required errors and warning errors. Within the data validation box, there are options to edit or delete each line item. If there are errors associated with any of the line items, the error icons will be displayed in the "Errors" column.

Schedule 09 – General Errors

As illustrated in the image below, there are some general errors a government may receive which correspond to the variances identified in the "Variance Checks". A warning error will result if the government has variances in any of the variance check validations.
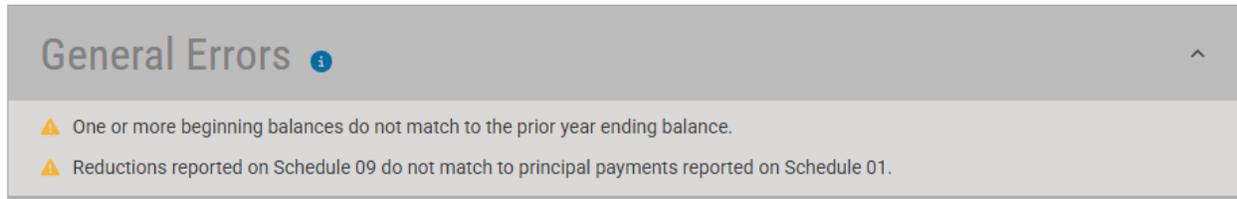
Schedule 09 – Variance Checks

As illustrated in the image below, there are three variance checks for the debt reported on the Schedule 09: principal payments, beginning outstanding balances, and proceeds. The "Variance Checks" heading includes a blue information icon that provides descriptions of each variance check report. For more information about each variance check, click the report names to open the report. The report will open in a popup window that explains the factors that go into each variance check.

1) **Debt – Principal Payments Check**: This variance check compares the debt principal payments reported on the Schedule 01 (BARS codes using object code 70) to the reductions reported on the Schedule 09. These amounts should match, so any variances here should be evaluated prior to submission.

   Note: certain ID numbers are excluded from this check, such as pension, OPEB, compensated absences, etc.

2) **Debt – Beginning Outstanding Check**: This variance check compares the current year beginning balances to the prior year ending balances reported on the Schedule 09. There are limited circumstances when a variance would be acceptable here.

3) **Debt – Proceeds Check**: This variance check compares the debt proceeds reported on the Schedule 01 (BARS codes 391 & 393) to the additions reported on the Schedule 09. There are limited circumstances when a variance would be acceptable here.

Note: certain ID numbers are excluded from this check such as pension, OPEB, compensated absences, etc.

Awards Module

The Awards module is where governments will complete their Schedule 15, Schedule 16, and the Notes to Schedule 16, as illustrated in the image below.

IMPORTANT: Remember every local government will be required to select this module and review the Award Instructions step.
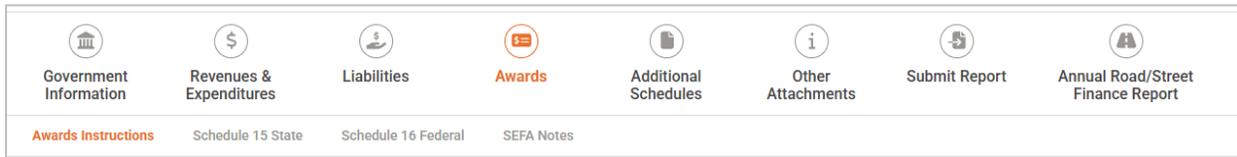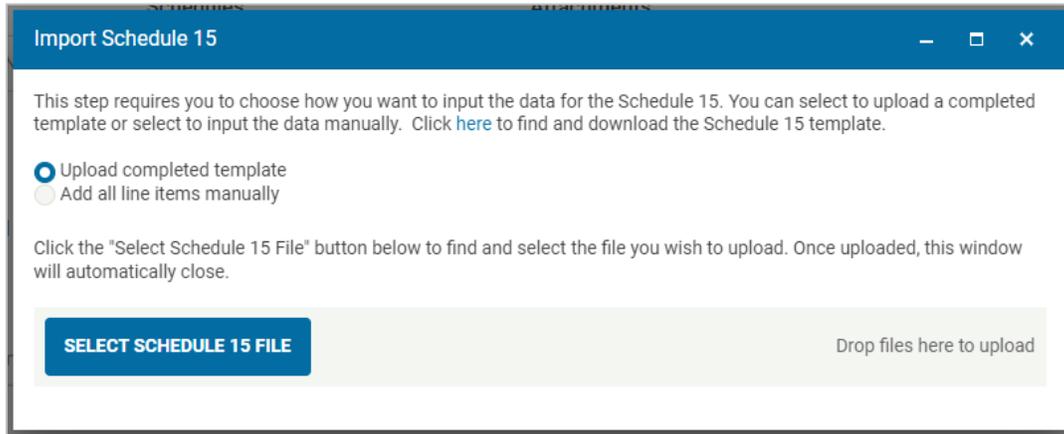

Awards Instructions Step

The Awards Instructions step requires report preparers to select "Yes" or "No" if they are reporting the Schedule 15 and Schedule 16, as illustrated in the image below. Even if a government does not have any expenditures of state or federal awards to report, it is still required to answer these questions in the Awards module.
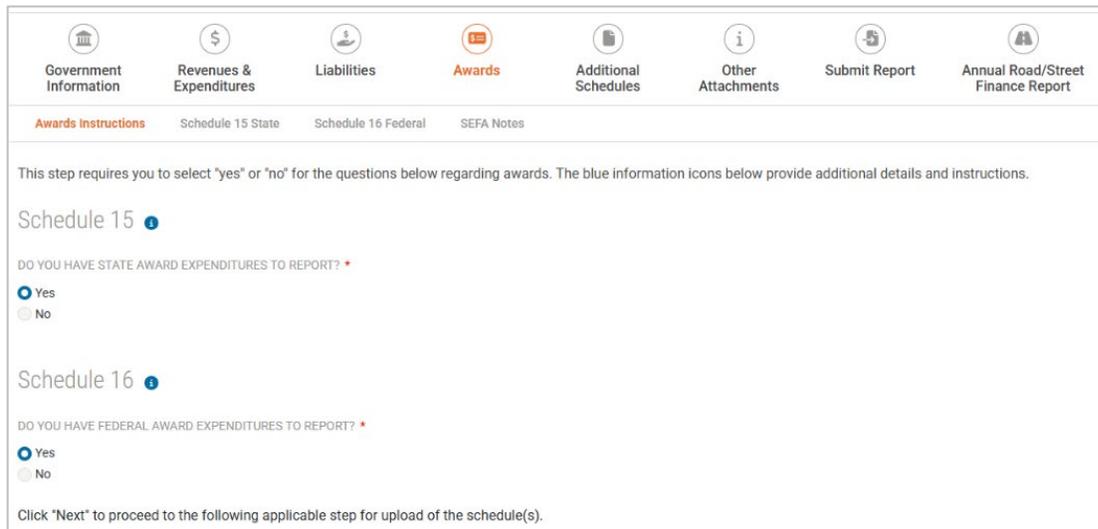
Selecting "Yes" will populate the corresponding step for that schedule. If needed, there is an information icon for both schedules with more guidance on what information is collected. To complete the schedules, click "Next" or click on the step title for the corresponding schedule.

Schedule 15 (State) – Import

After proceeding to the Schedule 15 step, a popup window will automatically open that allows the report preparer to choose how to input the Schedule 15 data, as illustrated in the image below. If you are not ready to complete this component, close the popup window to continue with the report.

If needed, there is a link to the templates page to find and download the Schedule 15 template. If you have a completed template that is ready to upload, click the "SELECT SCHEDULE 15 FILE" button and select the file to upload.

Report preparers also have the choice to add the data manually. Selecting that option will automatically open the window to manually add line items, as illustrated in the image below. This is where the report preparer will enter each line item for Schedule 15.

We recommend manually entering the data because it is more efficient – report preparers simply type in the state agency name or BARS code within the grantor dropdown menu rather than finding that information and typing it into a template.
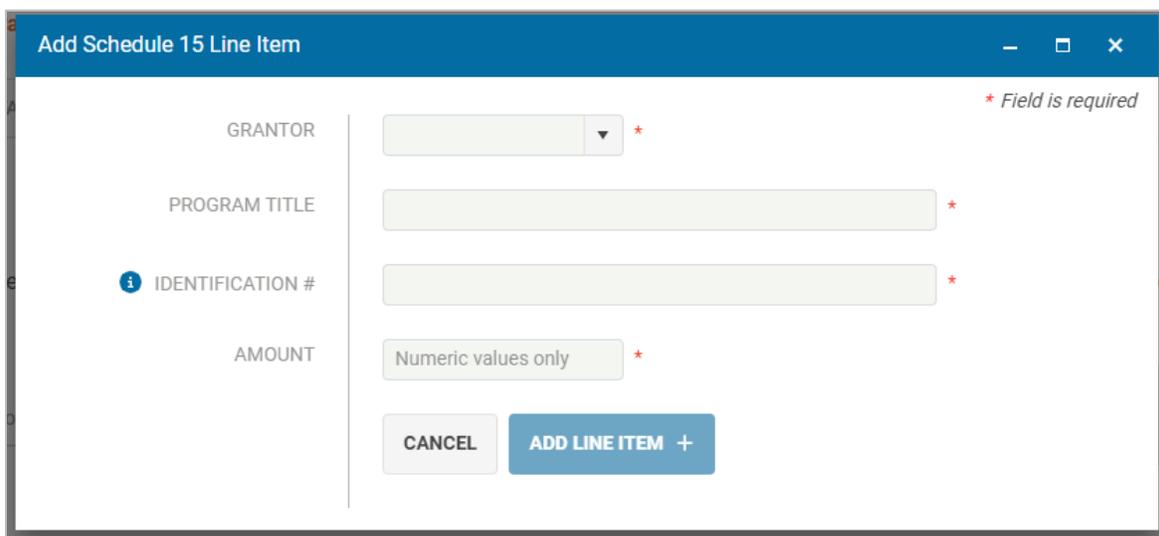
Schedule 15 (State) – Data Validation

Once the Schedule 15 data is imported, all line items will be displayed in the data validation box, as illustrated in the image below. This allows the report preparer to review the data and triage any errors that the filing system has identified.

Within the data validation box, there are options to edit or delete each line item. If there are errors associated with any of the line items, the error icons will be display in the "Errors" column.

	Line # ↑	Grantor	Program Title	Identificaton #	Amount	Errors	
+	1	State Grant from Department of Health	EMS Trauma	1234	$2,500		Edit ✏️ Delete ✕
+	2	State Grant from Transportation Improvement Board (TIB)	Test	N/A	$1,200		Edit ✏️ Delete ✕
+	3		Test	5678	$3,400	1 ❗ 0 ⚠️	Edit ✏️ Delete ✕

These errors will also be displayed to the right of the validation box under the grey header, "Line Item Errors," as illustrated in the image below. There are toggle buttons to filter each error, and the filter results will be displayed in the data validation box. For example, if there are line items with the error for invalid grantor, click the toggle button for that error and only the line items with that specific error will display in the data validation box.

Line Item Errors ⓘ

| OFF ❗ Required (1) | |
| ON The grantor you entered does not match a grantor in our list. (1) | |

Once you have finished reviewing the results, click the toggle button again to turn it off, which will display all Schedule 15 data again.
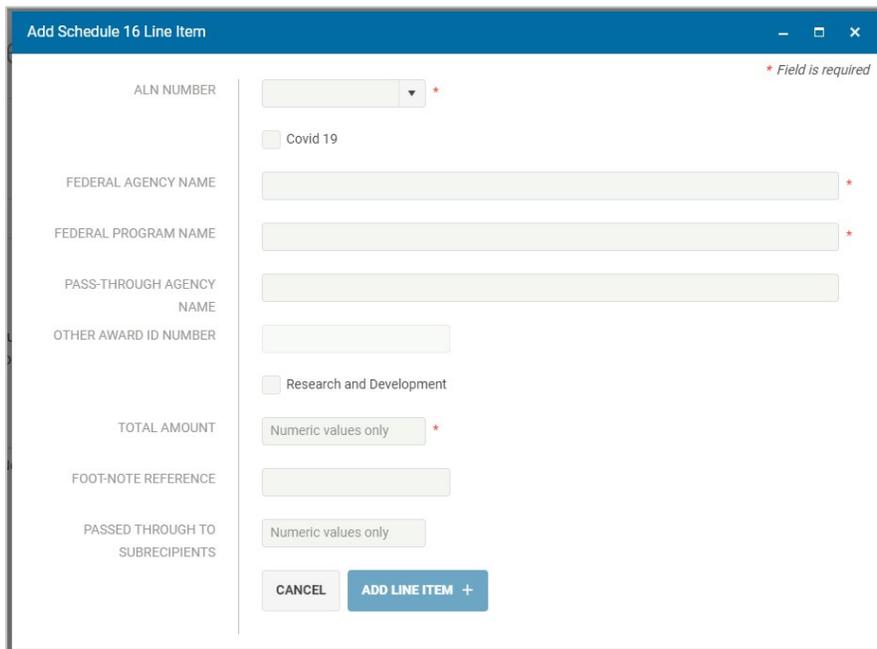
Schedule 16 SEFA (Federal) – Import

After proceeding to the Schedule 16 step, a popup window will automatically open that allows report preparers to choose how they want to input the Schedule 16 data, as illustrated in image below. If you are not ready to complete this component, close the popup window to continue with the report. If needed, there is a link to the templates page to find and download the Schedule 16 template. If you have a completed template that is ready to upload, click the "SELECT SCHEDULE 16 FILE" button and select the file to upload.

Report preparers also have the option to add the data manually. Selecting that option will automatically open the window to manually add line items. This is where report preparers will enter each line item for Schedule 16.

We recommend manually entering the data – it is more efficient because the federal agency and program name will automatically populate based on the Assistance Listing Number (ALN).

Schedule 16 SEFA (Federal) – Data Validation

Once the Schedule 16 data is imported, all line items will be displayed in the data validation box, as illustrated in the image below. This allows report preparers to review the data and triage any errors that the filing system has identified.

Within the data validation box, there are options to edit or delete each line item. If there are errors associated with any of the line items, the error icons will be displayed in the "Errors" column.

	Line # ↑	ALN #	COVID 19	Program Title	Total	Errors	
+	1	97.067	No	Homeland Security Grant Program	$18,547		Edit ☑ Delete ✕
+	2	93.959	Yes	COVID 19 - Block Grants for Prevention and Treatment of Substance Abuse	$59,479		Edit ☑ Delete ✕
+	3	21.027	Yes	COVID 19 - CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS	$94,559	1 ❗ 0 ⚠	Edit ☑ Delete ✕

These errors will also be displayed to the right of the validation box under the grey header, "Line Item Errors," as illustrated in the image below. There are toggle buttons to filter each error, and the filter results will be displayed in the data validation box.

For example, if there are line items with the error for missing the other award ID number for pass-through awards, click the toggle button for that error and only the line items with that specific error will display in the data validation box.


Once you have finished reviewing the results, click the toggle button again to turn it off, which will display all Schedule 16 data again.

Schedule 16 (SEFA) Notes

The Notes to the Schedule of Expenditures of Federal Awards (SEFA) is a separate, required attachment that goes with the Schedule 16. Attaching the notes is a separate step, as illustrated in the image below.

If needed, there is a link to the Notes to the SEFA, along with a link to view the BARS example. Once the Notes to the SEFA are completed, click the "SELECT FILES" button and select the file to attach. The file can be attached as a Microsoft Word document, Excel workbook, or PDF.
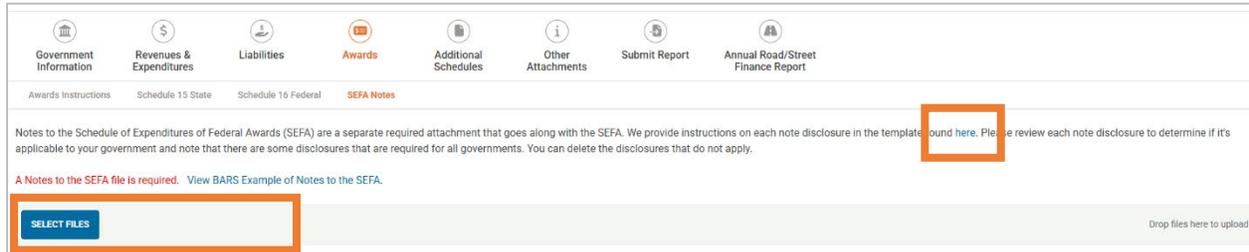
Additional Schedules Module

The Additional Schedules module is where report preparers complete additional schedules which will vary depending on basis of accounting and government type. For example, cities/towns will see additional schedules that special purpose districts will not.
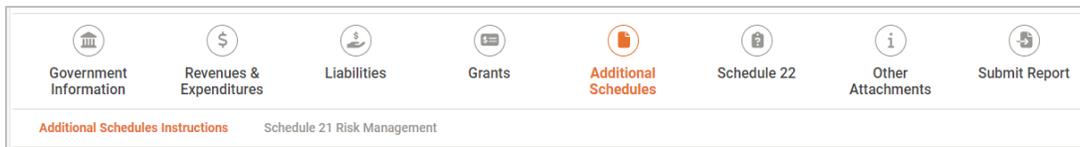
Additional Schedules Instructions

The Additional Schedules Instructions is the first step of the module.

IMPORTANT: GAAP governments will not have an instructions step, They will be directed to the Financial/Notes/RSI step.

For cash basis governments, this step requires report preparers to select "Yes" or "No" if they'll be submitting Notes to the Financial Statements, as illustrated in the image below.

Reminder: the notes to the financial statements is required for governments who receive more than $3 million in annual revenue and/or receive a financial statement audit.

For cities and counties, you'll see an additional question on this step regarding the Schedule 17, select "Yes" or "No" if that component applies to the government.

Notes to the Financial Statements (Cash Basis Only)

This step requires cash-basis governments to attach their Notes to the Financial Statements. To attach the completed notes, click the "SELECT FILES" button and select the correct file(s) to upload, as illustrated in the image below.

If needed, multiple files can be attached at this step. Any incorrect file attachments can be removed by clicking the "X" button.

Financial/Notes/RSI (GAAP Only)

This step requires GAAP-basis governments to attach their financial package, which includes the financial statements, notes and RSI. To attach the files, click the "SELECT FILES" button and select the correct file(s) to upload, as illustrated in the image below.

If needed, multiple files can be attached on this step. Any incorrect file attachments can be removed by clicking the "X" button.

Schedule 21 Risk Management

All local governments are required to answer the questions listed on the Schedule 21 Risk Management step in the Additional Schedules module, as illustrated in the image below.

Report preparers' responses to these questions will determine whether their governments are required to complete the full Schedule 21.

Once all questions have been answered, report preparers will see either a message stating the Schedule 21 is not applicable or a box to attach the completed Schedule 21 form, which indicates it is applicable, as illustrated in the images below.

HOW DO YOU PARTICIPATE IN THE WASHINGTON PAID FAMILY & MEDICAL LEAVE PROGRAM? *

○ "Voluntary Plan" for one or both program benefits, with accumulated resources (i.e. self-insurance program)
○ "Voluntary Plan" for one or both program benefits, but with no accumulated resources (i.e. risk assumption)
● Pay premiums to the State's program for both benefits
○ Purchase private insurance
○ Not Applicable – No Employees

Based on your responses above, the Schedule 21 is not applicable.

Schedule 22 Module

The Schedule 22 is a questionnaire for auditors to gain information that is required to conduct a government's next audit, as illustrated in the image below.
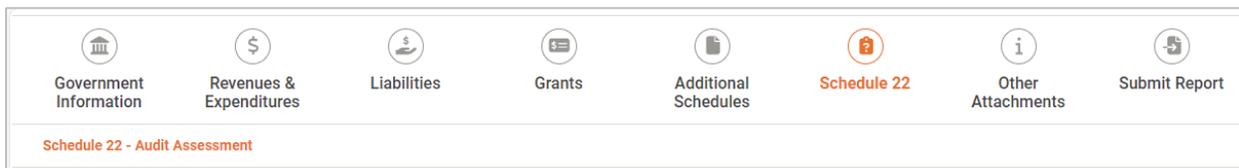
All questions are categorized based on the type of operation to which they are related. Each category has a header that allows report preparers to expand or collapse that category, as illustrated in the image below. Each header also identifies how many pending responses there are within that category of questions. As preparers answer questions, the number of pending responses will decrease until they have answered all the questions.

A new feature for the Schedule 22 gives report preparers the ability to import responses from their government's prior year annual report. However, the annual filing system will only import prior year responses for specific questions; it will not import all responses. If report preparers use this feature, it is important to review the imported responses to ensure they are still accurate. If needed, report preparers can update the responses that were imported from the prior year.

To use this feature, click the "IMPORT PRIOR YEAR RESPONSES" button, as illustrated in the image below.

Schedule 22 – Helpful Tips

Each question in the Schedule 22 has a blue information icon that gives report preparers more guidance about what type of information we are intending to collect with that specific question, as illustrated in the images below.

Other Attachments Module

The Other Attachments module does not include any annual report components, as illustrated in the image below. This module gives governments the opportunity to attach any additional documentation they want their auditors to see that has not already been completed in a previous module. Report preparers who do not have anything else to attach may continue with the report.

Submit Report Module

This last module is where report preparers submit their government's annual report. At this stage, any missing components, unanswered questions, etc. will be highlighted in the final validation check, as illustrated in the image below. Clicking the "Fix Errors" button will take report preparers to that component to fix the issue.

Once all final validations are completed, report preparers will have the option to generate their electronic signature. The electronic signature consists of the report preparer's name and email address used to login to the filing system. Multiple people can sign the report if needed, but they will each need to login through their own account and click the "SIGN ANNUAL REPORT" button, as illustrated in the image below.

After generating the electronic signature, the filing system will populate the button that will allow preparers to officially submit the report, as illustrated in the image below.

After filing the report, preparers will see a message stating it was submitted successfully, as illustrated in the image below. An email notification will be sent confirming the submission of the report.

> **CAUTION:** if report preparers do not see the message below in the filing system and/or do not receive an email notification, please return to the annual report to confirm you successfully clicked both the "SIGN ANNUAL REPORT" and "SUBMIT ANNUAL REPORT" buttons.