



---

# SUPERINTENDENT OF PUBLIC INSTRUCTION

---

*Chris Reykdal* Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

---

April 2, 2019

## School District and Educational Service District

### F-196 Readiness Agreement

The following represents a series of activities and actions that the district must take prior to October 31, 2019, to confirm that you are prepared to submit a file in the new F-196 system prior to it moving to production on September 1, 2020. Districts must submit a signed Agreement to [chartofaccounts@k12.wa.us](mailto:chartofaccounts@k12.wa.us) no later than **May 1, 2019**.

- Subscribe to updates to and continuously review materials posted on the EHB 2242 Accounting Changes webpage (<http://k12.wa.us/safs/EHB2242Changes.asp>).
- Establish a mechanism for tracking sub-fund expenditures during the 2018–19 school year. Sub-fund expenditure detail will not be reported to OSPI until the 2019–20 school year.
- A member of your district shall attend a minimum of one (1) in-person training or virtual training on the new account code structure prior to **June 30, 2019**.
- Review the 2019–20 School District Accounting Manual upon its release in spring of 2019.
- Engage your software vendor to make them aware of the scope of change to confirm readiness for a September 2020 production date.
- Submit a test file into the new system while adhering to the minimum standards prescribed by OSPI, verify the results, and send appropriate feedback to OSPI **in the fall, 2019**.

I hereby acknowledge receipt of the Readiness Agreement and understand that completion of the tasks are intended to provide an easier transition as the new F-196 system goes live September 1, 2020, and that it is my organization's responsibility to complete the tasks.

By signing below, I certify that the F-196 Readiness Agreement tasks above will be completed on behalf of my organization prior to **October 31, 2019**.

---

*Signature and Title*

---

*Agency*

---

*Date*

Please direct questions regarding this agreement, system implementation, timing, or changes in accounting codes and standards to [chartofaccounts@k12.wa.us](mailto:chartofaccounts@k12.wa.us)  
We will respond to your inquiry as soon as possible.