


OREGON ACCOUNTING MANUAL

 STATEWIDE POLICY	NUMBER	SUPERSEDES
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Division Chief Financial Office	REFERENCE/AUTHORITY	
Policy Owner Statewide Accounting and Reporting Services	ORS 293.590 NCGA Statement No. 1 NGCA Interpretation No. 6 GASB Statement No. 13 GASB Statement No. 54	
SUBJECT Accounting and financial reporting - Commitments	APPROVED SIGNATURE	
	<i>George Naughton, Chief Financial Officer</i> Signature on file	

PURPOSE

This policy provides guidance on accounting and financial reporting for commitments, including applicable disclosure requirements.

APPLICABILITY

This policy applies to all state agencies included in the State's annual financial statements, except for those agencies specifically exempted by [OAM 01.05.00](#).

FORMS/EXHIBITS/INSTRUCTIONS

None.

DEFINITIONS

Commitment: An existing arrangement to enter into future transactions or events; it represents an obligation not expected to be fully paid from current financial resources. Entering into a contract does not result in immediate recognition of a liability. Until performance under the contract has occurred, the contract represents a commitment. Examples include:

- Long-term construction contracts.
- Long-term contractual obligations with suppliers for the future purchase of goods or services at specified prices or quantities.
- Long-term contracts for personal services, equipment purchases, and systems development.
- Other long-term arrangements such as grants, loans.

Encumbrance: A formal commitment of resources to purchase goods or services within the current biennium.

Click here for [definitions](#).

EXCLUSIONS AND SPECIAL SITUATIONS

None.

POLICY

101. Agency management is responsible for the proper accounting and reporting of **commitments**.
102. Agencies must disclose significant **commitments** by completing the appropriate forms included in the year-end General Disclosures package. Agencies that prepare audited financial statements must disclose their own commitments in the notes to the financial statements.
103. Agencies should consider the **encumbrance** accounting criteria established in [OAM 20.20.00](#) to determine if a long-term contract or other arrangement is more appropriately recorded as an encumbrance or disclosed as a **commitment**. Agencies must be careful to report the obligation only once. If the long-term contract or other arrangement is recorded as an encumbrance, do not also disclose it as a commitment.

PROCEDURES

Construction Commitments

104. If your agency signs a long-term construction contract or issues a construction-related purchase order that covers an extended period and represents a significant dollar amount, and the obligation is unencumbered at the end of the reporting period, disclose the following information at year-end:
 - a. A description of the **commitment**.
 - b. The dollar amount and basic terms of the commitment, including the amount spent to date and the amount remaining under the commitment.
 - c. The funding source expected to liquidate the commitment (general funds, federal funds, lottery funds, or other funds).

Other Commitments

105. If your agency has significant loans, grant agreements, equipment purchase contracts, personal service contracts, or systems development contracts that are outstanding and unencumbered at the end of the reporting period, disclose the following information at year-end:
 - a. A description of the **commitment**.
 - b. The dollar amount remaining under the agreement or contract.
 - c. The funding source expected to liquidate the commitment.