

Instructions for Completing the GASB 96 Annual Reporting Submission Workbook

I. Background

Under Governmental Accounting Standards Board (GASB) Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs), a government is required to recognize a subscription liability and an intangible asset representing the government's right to use the SBITA asset.

GASB 96 defines a SBITA as a contract that conveys control of the right to use another party's (a SBITA vendor's) IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

Since there are specific criteria under GASB 96 that must first be evaluated before a contract's information is entered into the workbook, the SCO strongly encourages departments to gain an understanding of the GASB 96 accounting and reporting requirements for SBITAs.

For further guidance, we strongly encourage departments to use the "GASB 96 SBITA Implementation - Part I GASB 96 Overview" and "GASB 96 SBITA Implementation - Part II Business Process" documents published on the SCO website: https://sco.ca.gov/sard_gasb_96_reporting_instructions.html before completing this annual submission workbook. Also, utilize the [GASB 96 Accounting Decision Tree](#) document to determine the correct treatment for each SBITA contract.

II. Annual Reporting Submission Workbook

Departments must complete the Annual Reporting Submission Workbook for all qualified SBITAs. Refer to the instructions below to complete each worksheet.

NOTE: Submit only one Annual Reporting Submission Workbook for each Business Unit, combining all Fund ##### Journal Entries, Department Note Disclosure, SBITA Liabilities, and Check Figures worksheets into one workbook.

A. SBITA Worksheets

1. Version Changes – *Informative*

This is an informative summary of the changes between versions of the Annual Reporting Submission Workbook. Refer to the "Required Action" column to identify necessary changes in preparation. No input is required on this tab.

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2. Fund ##### Journal Entries - *Compile and submit one copy for each fund.*

This worksheet is used to summarize all qualified SBITA contracts for one fund. Fill out all yellow cells, using the directions below. Rename the tab, replacing “#####” with the 4-digit fund number.

- a. **Fiscal Year** – select the reporting fiscal year from the drop-down menu.
- b. **Organization Name** – type the organization name.
- c. **Organization Code (Business Unit)** – type the 4-digit organization code.
- d. **Fund Number** – type the 4-digit fund number.
- e. **Fund Type** – select if the fund is “governmental”, “proprietary – internal service fund”, or “proprietary – enterprise fund” from the drop-down menu.
- f. **Entry #0** – In columns M and N, summarize the totals from Entry #0 on all SBITA templates and SBITA modifications templates for this fund for non-FI\$Cal departments or enter the beginning balances of the reporting year's right-to-use SBITA asset and SBITA liability reported in FI\$Cal. In columns P and Q, enter the beginning balance that SCO GAAP received from the prior year's submissions. Ensure the entry balances. Find the SCO GAAP Beginning Balances published on the SCO Website:
https://sco.ca.gov/sard_gasb_96_reporting_instructions.html

NOTE: The amount entered for the right-to-use SBITA - amortizable (Acct 0480) must match the “Beginning Balance” column of the Report 18 – Statement of Changes in Capital Assets Group of Accounts. Report any difference on the Report 18 Differential.

- g. **Entry #1** – Record new SBITA contracts for *governmental funds* only in accordance with fund-based accounting.
- h. **Entry #2** – Record new SBITA contracts for *proprietary funds* and reverse the fund-based entry in Entry #1 above, if any. The amount entered for the right-to-use SBITA- amortizable (Acct 0480) must match the “Additions” column of the Report 18 – Statement of Changes in Capital Assets Group of Accounts.
- i. **Entry #3** – Record the amortization of the SBITA asset for the year.
- j. **Entry #4** – Reclassify information technology subscription expenditure/expense to debt service principal and interest accounts.
- k. **Entry #5** – Record the reduction of the SBITA contracts liability for total current year principal payments.
- l. **Entry #6** – Reclassify the principal amount due in the next fiscal year to the current liability.
- m. **Entry #7** – Write off the SBITA asset and accumulated amortization at the end of the subscription term.
- n. **Entry #8** – Record any early termination of the SBITA contract or SBITA modifications to decrease the RTU SBITA asset or record the RTU SBITA asset transfer to another fund.
- o. **Entry #9** – Record SBITA modifications to increase in the RTU SBITA asset or record the RTU SBITA asset transfer from another fund.

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NOTE: Before completing a SBITA modification template, review the instructions for remeasurement and modifications to ensure that the modification is required, necessary, AND significant. The SBITA modification template should only be used when certain conditions are met. The annual change in incremental borrowing rate published by SCO does NOT qualify (on its own) as a justification for remeasurement.

Gather all contract output worksheets from the GASB 96 SBITA template and separate by fund. Aggregate the totals for each fund's entries to complete this workbook. Ensure all entries are balanced.

3. Department Note Disclosure - *Compile and submit only one copy, it encompasses all funds.*

This worksheet summarizes the note disclosures from all qualified SBITA contracts for the entire department/organization. The worksheet is split into three sections – Governmental Funds, Proprietary – Internal Service Funds, and Proprietary – Enterprise Funds. Fill out all yellow cells, using the directions below.

- a. **Principal Payments** – summarize the future principal payments from all SBITA contracts. Ensure that principal payments are entered into the correct table - Governmental, Proprietary ISF, or Proprietary EF.
- b. **Interest Payments** – summarize the future interest payments from all SBITA contracts. Ensure that interest payments are entered into the correct table - Governmental, Proprietary ISF, or Proprietary EF.
- c. **Questions in Column D** – consolidate the answers for all SBITA contracts and enter your answer accordingly based on the fund type (Governmental, Proprietary ISF, or Proprietary EF).

4. SBITA Liabilities - *Compile and submit only one copy, it encompasses all funds.*

This worksheet summarizes the changes in SBITA liability during the fiscal year ended, as required for disclosure in the State's ACFR. The table is split between Governmental Funds, Proprietary ISF, and Proprietary EF. If your department only has one fund with SBITA contracts (and thus only one copy of the worksheet "Fund ##### Journal Entries"), the yellow cells will automatically populate.

If your department has multiple funds with SBITA contracts (and thus multiple copies of worksheet "Fund ##### Journal Entries"), manually update the yellow cells by taking the sum of "Acct 0674 – Right-To-Use SBITA Liability" for each journal entry presented. Enter all numbers, including deductions, as positive values.

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5. Check Figures - *Compile and submit only one copy, it encompasses all funds.*

The purpose of this worksheet is to ensure that all information presented is accurate by confirming through tic and tie the balances before submitting to the SCO. If your department only has one fund with SBITA contracts (and thus only one copy of worksheet “Fund ##### Journal Entries”) the yellow cells will automatically populate. Ensure that all ‘variances’ are zero or make adjustments as needed.

If your department has multiple funds with SBITA contracts (and thus multiple copies of worksheet “Fund ##### Journal Entries”, manually update the yellow cells to total “Acct 0674 – Right-To-Use SBITA Liability” for each journal entry indicated. Be sure to separate the sums based on Governmental Funds, Proprietary ISF, and Proprietary EF. Ensure that all ‘variances’ are zero or make adjustments as needed.

III. Closing

Now that you’ve completed the GASB 96 Annual Reporting Submission Workbook and ensured that there are no variances in the check figures tab, use the information to verify or complete Report 18 for the right-to-use SBITA asset. Worksheet “Fund ##### Journal Entries” indicates, in red, the amounts that should be included on Report 18 as beginning balance, additions and deductions. If Report 18 needs to be updated after completing the GASB 96 Annual Reporting Submission Workbook or if changes were made to the right-to-use SBITA on Report 18 after initial submission to SCO (as part of capital assets), resubmit Report 18 with updated amounts for the right-to-use SBITA along with the GASB 96 Annual Reporting Submission Workbook.