



**DUANE A. DAVIDSON**  
State Treasurer

**State of Washington**  
Office of the Treasurer

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**Memorandum**

May 15, 2017

**TO:** Agency Fiscal Officers  
**FROM:** Megan Dietz, Accounting Services Manager  
**SUBJECT:** OST Fiscal Year 2017 Closing Schedule

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The following schedule provides cutoff dates and times for fiscal year 2017 treasury activity. The due date is defined as the date received by the Office of the State Treasurer (OST) unless otherwise specified. This schedule is also accessible through our website (<http://www.tre.wa.gov/documents/ClosingFY17.pdf>).

**June 2017 (AFRS Fiscal Month 24)**

**Cash Receipts Journal Summary – A8s and Deposit Slips**

Deliver to: Office of the State Treasurer or FAX to: Office of the State Treasurer  
Cash Management Division Cash Management Division  
Capitol Court Building, Suite 257 Attn: Toni Howdeshell  
1110 Capitol Way S (360) 704-5107  
Olympia, WA

or

Mail to: Office of the State Treasurer  
Cash Management Division  
Mail Stop: 40209

or

E-mail to: A8@tre.wa.gov

or

TMS: Direct agency entry

Cutoff: 3 p.m. on 6/30/2017

Note: Please mail, fax, deliver, or enter only one document to avoid duplicate entries.

**Warrants and Warrant Registers – A1s**

Deliver Warrant Registers to: Office of the State Treasurer  
Warrant Services Unit  
Capitol Court Building, Suite 307  
1110 Capitol Way S  
Olympia, WA

Cutoff: 2 p.m. on 6/30/2017

Note: For those agencies utilizing AFRS, the transaction must be entered and released in AFRS by the AFRS cutoff on June 29, 2017, in order to be included in fiscal year 2017 business.

## **Warrant Cancellation Journal Vouchers – A7s and Warrant or Affidavit of Lost or Destroyed Warrant**

Deliver to:	Office of the State Treasurer Warrant Services Unit Capitol Court Building, Suite 307 1110 Capitol Way S Olympia, WA	or	Mail to:	Office of the State Treasurer Warrant Services Unit P.O. Box 40207 Olympia, WA 98504-0207  Mail Stop: 40207
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Cutoff: 9 a.m. on 6/30/2017

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 29, 2017.

**The Warrant or a copy of the Affidavit of Lost or Destroyed Warrant must be attached to the JV.**

## **Electronic Fund Transfer (EFT) Journal Vouchers – A7s**

Deliver to:	Office of the State Treasurer Cash Management Division Capitol Court Building, Suite 257 1110 Capitol Way S Olympia, WA	or	FAX to:	Office of the State Treasurer Cash Management Division Attn: Cindy Doughty (360) 704-5155
		or	Mail to:	Office of the State Treasurer Cash Management Division Attn: Cindy Doughty Mail Stop: 40209
Cutoff:	Noon on 6/29/2017			

Note: Please mail, fax, or deliver only one document to avoid duplicate entries. Agencies may also send their requests via email to: [eftjv@tre.wa.gov](mailto:eftjv@tre.wa.gov). You will receive an email confirmation response from OST when the EFT JV is received in the [eftjv@tre.wa.gov](mailto:eftjv@tre.wa.gov) mailbox.

## **Health Care Authority Journal Vouchers – A7s**

Mail to:	Health Care Authority P.O. Box 42691 Olympia, WA 98504-2691  Mail Stop: 42691	or	Deliver to:	Health Care Authority 626 8 <sup>th</sup> Ave SE Olympia, WA
Cutoff:	Noon on 6/23/2017 (HCA due date)			

## Interfund/Interagency Journal Vouchers – A7s

Excludes the above referenced transfers to HCA.

Includes all other transfers between treasury and treasury trust accounts, operating transfers, equity transfers, interagency reimbursements, etc.

Deliver to:	Office of the State Treasurer Accounting Division Capitol Court Building, Suite 257 1110 Capitol Way S Olympia, WA	or	Mail to:	Office of the State Treasurer Accounting Division P. O. Box 40209 Olympia, WA 98504-0209
				Mail Stop: 40209
		or	E-mail to:	TransferJV@tre.wa.gov
		or	FAX to:	Office of the State Treasurer Accounting Division Attn: Katie Davis (360) 586-6890
Cutoff:	3 p.m. on 6/30/2017		FAX when unusual circumstances occur and with OST's approval	

Note: For IAPs (Inter-Agency Payments) and IFTs (Inter-Fund Transfers), the transaction must be posted in AFRS by the AFRS cutoff on June 29, 2017.

Please mail, fax, or deliver only one document to avoid duplicate entries.

### Distributions to Local Governments, Universities, and Colleges through OST's Distribution System

Deliver to:	Office of the State Treasurer Accounting Division Capitol Court Building, Suite 260 1110 Capitol Way S Olympia, WA	or	Mail to:	Office of the State Treasurer Accounting Division P. O. Box 40209 Olympia, WA 98504-0209
				Mail Stop: 40209
		or	E-mail to:	Donna.Harrington@tre.wa.gov James.Porter@tre.wa.gov
Cutoff:	3 p.m. on 6/26/2017			

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## June 2017 (AFRS Fiscal Month 24)

### Cash Activity

The cash cutoff date is June 30, 2017. Cash activity occurring after June 30 is recorded in the ensuing fiscal year, per the Office of Financial Management's State Administrative and Accounting Manual (Subsection 90.20.10). (<http://www.ofm.wa.gov/policy/90.20.htm>)

## Bank Fees

For agencies in which OST payment of bank fees is applicable, the fees will be booked as interagency receivables/payables. Prior approval by OST is required before OST will pay the fees. End of year/biennium closing procedures require interagency receivables/payables to agree between agencies. Agencies are responsible for posting their side of the transaction in AFRS. Please be advised that the AFRS phase 1B cutoff for posting interagency payables for the accounting-related charges is August 18, 2017.

## Certificate of Participation (COP)

Agencies are required to reconcile COP fiscal year activity and year-end balances to OST's records. Agencies complete the "Certificates of Participation Disclosure – Agencies" disclosure form by Phase 1B close on August 18, 2017. The OST COP report with fiscal year activity and year-end balances will be provided to agencies during Phase 1.

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**If you have any questions, please contact one of the people listed below:**

<b>Questions pertaining to:</b>	<b>Contact</b>	<b>Telephone</b>	<b>E-Mail</b>
Cash Receipts	Toni Howdeshell	902-8907	<a href="mailto:A8@tre.wa.gov">A8@tre.wa.gov</a>
Warrants and Warrant Registers	Warrant Desk	902-8994	<a href="mailto:WarrantInquiry@tre.wa.gov">WarrantInquiry@tre.wa.gov</a>
Warrant Cancellations	Donelle Lotton	902-8986	<a href="mailto:Donelle.Lotton@tre.wa.gov">Donelle.Lotton@tre.wa.gov</a>
Electronic Fund Transfers	Cindy Doughty	902-8908	<a href="mailto:EFTJV@tre.wa.gov">EFTJV@tre.wa.gov</a>
Health Care Authority	Margee Thompson	725-1831	<a href="mailto:Margee.Thompson@hca.wa.gov">Margee.Thompson@hca.wa.gov</a>
Interfund/Interagency Journal Vouchers	Katie Davis	902-8957	<a href="mailto:TransferJV@tre.wa.gov">TransferJV@tre.wa.gov</a>
Distributions to Local Governments, Universities and Colleges	Donna Harrington	902-8961	<a href="mailto:Donna.Harrington@tre.wa.gov">Donna.Harrington@tre.wa.gov</a>
Bank Fees	Cindy Doughty	902-8908	<a href="mailto:Cindy.Doughty@tre.wa.gov">Cindy.Doughty@tre.wa.gov</a>
Certificate of Participation (COP), 0100 Bond Retirement & Interest	Shelly Sweeney	902-9005	<a href="mailto:Shelly.Sweeney@tre.wa.gov">Shelly.Sweeney@tre.wa.gov</a>