



**DUANE A. DAVIDSON**  
State Treasurer

**State of Washington**  
Office of the Treasurer

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## Memorandum

May 14, 2018

**TO:** Agency Fiscal Officers  
**FROM:** Denise Nguyen, Accounting Services Manager  
**SUBJECT:** OST Fiscal Year 2018 Closing Schedule

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The following schedule provides cutoff dates and times for fiscal year 2018 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 (<https://www.tre.wa.gov/wp-content/uploads/ClosingFY18.pdf>).

### June 2018 (AFRS Fiscal Month 12)

#### 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  
106 11<sup>th</sup> Avenue SW      Attn: Toni Howdeshell  
First Floor, Suite 1200      (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 6/29/2018

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  
106 11<sup>th</sup> Avenue SW  
First Floor, Suite 1200  
Olympia, WA

Cutoff: 2 p.m. on 6/29/2018

Note: For those agencies utilizing AFRS, the transaction must be entered and released in AFRS by the AFRS cutoff on June 28, 2018, in order to be included in fiscal year 2018 business.

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

Deliver to: Office of the State Treasurer                      or                      Mail to: Office of the State Treasurer  
Warrant Services Unit  
106 11<sup>th</sup> Avenue SW  
First Floor, Suite 1200  
Olympia, WA  
  
P.O. Box 40207  
Olympia, WA 98504-0207  
  
Mail Stop: 40207

Cutoff: 9 a.m. on 6/29/2018

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 28, 2018.  
**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                      or                      FAX to: Office of the State Treasurer  
Cash Management Division  
106 11<sup>th</sup> Avenue SW  
First Floor, Suite 1200  
Olympia, WA  
  
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 6/28/2018

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                      or                      Deliver to: Health Care Authority  
P.O. Box 42691  
Olympia, WA 98504-2691  
  
626 8<sup>th</sup> Ave SE  
Olympia, WA  
  
Mail Stop: 42691

Cutoff: Noon on 6/22/2018 (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 106 11 <sup>th</sup> Avenue SW First Floor, Suite 1200 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) 586-1985
Cutoff:	3 p.m. on 6/29/2018			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 28, 2018.

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 106 11 <sup>th</sup> Avenue SW First Floor, Suite 1200 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:	Nancy.Morris@tre.wa.gov Rachel.Wolfe@tre.wa.gov
Cutoff:	3 p.m. on 6/25/2018			

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## **June 2018 (AFRS Fiscal Month 12)**

### **Cash Activity**

The cash cutoff date is June 29, 2018. Cash activity occurring after June 29<sup>th</sup> 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 17, 2018.

## 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 17, 2018. 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	Nancy Morris	902-8961	<a href="mailto:Nancy.Morris@tre.wa.gov">Nancy.Morris@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>