JAMES L. McINTIRE
State Treasurer

State of Washington
Office of the Treasurer

Memorandum

May 18, 2015

TO: Agency Fiscal Officers

FROM: Darrel Jensen

SUBJECT: OST Fiscal Year 2015 Closing Schedule

The following schedule provides cutoff dates and times for fiscal year 2015 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/ClosingFY15.pdf).

June 2015 (AFRS Fiscal Month 24)

Cash Receipts Journal Summary – A8's and Deposit Slips

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: Treena Piepgras (360) 704-5107
		or	Mail to:	Office of the State Treasurer Cash Management Division Mail Stop: 40202
		or	E-mail to:	A8@tre.wa.gov
		or	TM$:	Direct agency entry
Cutoff:	3 p.m. on 6/30/2015			

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

Warrants and Warrant Registers – A1's

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 6/30/2015

Note: For those agencies utilizing AFRS, the transaction must be entered and released in AFRS by the AFRS cutoff on June 29, 2015, in order to be included in fiscal year 2015 business.

Warrant Cancellation Journal Vouchers – A7's 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

Cutoff: 9 a.m. on 6/30/2015

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 29, 2015.
The Warrant or Affidavit of Lost or Destroyed Warrant must be attached to the JV's.

Electronic Fund Transfer (EFT) Journal Vouchers – A7's

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: 40202

Cutoff: Noon on 6/29/2015

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. You will receive an email confirmation response from OST when the EFT JV is received in the eftjv@tre.wa.gov mailbox.

Health Care Authority Journal Vouchers – A7's

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

Cutoff: Noon on 6/23/2015 (HCA due date)

Interfund/Interagency Journal Vouchers – A7's

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: Brenda Taylor (360) 586-6890
Cutoff:	3 p.m. on 6/30/2015		FAX when unusual circumstances occur and with OST's approval	

Note: For IAP's (Inter-Agency Payments) and IFT's (Inter-Fund Transfers), the transaction must be posted in AFRS by the AFRS cutoff on June 29, 2015.

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:	Megan.Dietz@tre.wa.gov James.Porter@tre.wa.gov
Cutoff:	3 p.m. on 6/24/2015			

June 2015 (AFRS Fiscal Month 24)

Cash Activity

The cash cutoff date is June 30, 2015. 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 2 cutoff for posting interagency payables for the accounting-related charges is September 4, 2015.

Certificates of Participation (COP)

Agencies with Certificates of Participation (COP) complete the COP disclosure form by Phase 1B close on August 21, 2015. Agencies are required to reconcile COP fiscal year activity and year-end balances to OST's records. The OST COP fiscal year activity and year-end balances information will be provided to agencies during Phase 1.

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

Questions pertaining to:	Contact	Telephone	E-Mail
Cash Receipts	Treena Piepgras	902-8907	A8@tre.wa.gov
Warrants and Warrant Registers	Warrant Desk	902-8994	WarrantInquiry@tre.wa.gov
Warrant Cancellations	Toni Howdeshell	902-8986	Toni.Howdeshell@tre.wa.gov
Electronic Fund Transfers	Cindy Doughty	902-8908	EFTJV@tre.wa.gov
Health Care Authority	Ha Huynh	725-9801	Ha.Huynh@hca.wa.gov
Interfund/Interagency Journal Vouchers	Brenda Taylor	902-8957	TransferJV@tre.wa.gov
Distributions to Local Governments, Universities and Colleges	Megan Dietz	902-8961	Megan.Dietz@tre.wa.gov
Bank Fees	Cindy Doughty	902-8908	Cindy.Doughty@tre.wa.gov
Certificates of Participation (COP), 0100 Bond Retirement & Interest	Shelly Sweeney	902-9005	Shelly.Sweeney@tre.wa.gov