



Memorandum

May 15, 2024

TO: Agency Fiscal Officers
FROM: Cayenne Chonette, Assistant Accounting Services Manager
SUBJECT: OST Fiscal Year 2024 Closing Schedule

The following schedule provides cutoff dates and times for fiscal year 2024 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 ([OST Fiscal Year 2024 Closing Schedule](#)).

June 2024 (AFRS Fiscal Month 12)

Cash Receipts Journal Summary – A8s and Deposit Slips

E-mail to: A8@tre.wa.gov
Or TMS: Direct agency entry
Or FAX to: Office of the State Treasurer
Cash Management Division
Attn: Kristy Sartain
(360) 704-5107
Cutoff: 3 p.m. on 6/28/2024

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



Warrant Cancellation Journal Vouchers – A7s

Email to: WarrantInquiry@tre.wa.gov

Cutoff: 9 a.m. on 6/28/2024

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 27, 2024.

JV's are to be emailed to WarrantInquiry@tre.wa.gov by cutoff and no longer delivered to OST at this time.

Original warrant(s) and affidavit are to be maintained by the agency in accordance with records retention policies.

Electronic Fund Transfer (EFT) Journal Vouchers – A7s

Email to: eftjv@tre.wa.gov

FAX to: Office of the State Treasurer
Cash Management Division
Attn: Cindy Doughty
(360) 704-5155

Cutoff: 3pm on 6/27/2024

Note: Please email or fax only one document to avoid duplicate entries. 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 – A7s

Mail to:
Health Care Authority
P.O. Box 42691
Olympia, WA 98504-2691
Mail Stop: 42691

Or Email to: HCAPEBBAR@hca.wa.gov

Cutoff: Noon on 6/21/2024 (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.

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

Cutoff: 3 p.m. on 6/28/2024

Note: For IAPs (Inter-Agency Payments) and IFTs (Inter-Fund Transfers), the transaction must be posted in AFRS by the AFRS cutoff on June 27, 2024.

Please email one document to avoid duplicate entries.

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

E-mail to: Revenue.Distribution@tre.wa.gov

Cutoff: 3 p.m. on 6/24/2024

June 2024 (AFRS Fiscal Month 12)

Cash Activity

The cash cutoff date is June 06/28/2024. Cash activity occurring after June 28th 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 16, 2024.

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 16, 2024. The OST COP report with fiscal year activity and year-end balances 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	Cash Management	902-8913	A8@tre.wa.gov
Warrants and Warrant Registers	Warrant Desk	902-8994	WarrantInquiry@tre.wa.gov
Warrant Cancellations	Warrant Desk	902-8994	WarrantInquiry@tre.wa.gov
Electronic Fund Transfers	Cash Management	902-8913	EFTJV@tre.wa.gov
Health Care Authority	Lisa Kolle	725-1831	HCAPEBBAR@hca.wa.gov
Interfund/Interagency Journal Vouchers	Jered Wieburg	902-8960	TransferJV@tre.wa.gov
Distributions to Local Governments, Universities and Colleges	Nancy Morris	902-8961	Revenue.Distribution@tre.wa.gov
Bank Fees	Cash Management	902-8913	EFTJV@tre.wa.gov
Certificate of Participation (COP), 0100 Bond Retirement & Interest	Stephanie Richardson	902-9005	stephanie.richardson@tre.wa.gov