Memorandum

May 14, 2018

TO: Agency Fiscal Officers

FROM: Denise Nguyen, Accounting Services Manager

SUBJECT: OST Fiscal Year 2018 Closing Schedule

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
Cash Management Division
106 11th Avenue SW
First Floor, Suite 1200
Olympia, WA

or
FAX to: Office of the State Treasurer
Cash Management Division
Attn: Toni Howdeshell
(360) 704-5107

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 11th 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 Warrant Services Unit
106 11th Avenue SW P.O. Box 40207
First Floor, Suite 1200 Olympia, WA 98504-0207
Olympia, WA

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 Cash Management Division
106 11th Avenue SW Attn: Cindy Doughty
First Floor, Suite 1200 (360) 704-5155
Olympia, WA or Mail to: Office of the State Treasurer
 or Attn: Cindy Doughty
Cash Management Division Mail Stop: 40209
Cash Management Division
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. 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 or Deliver to: Health Care Authority
P.O. Box 42691 626 8th Ave SE
Olympia, WA 98504-2691 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 11th 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 11th 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

June 2018 (AFRS Fiscal Month 12)

Cash Activity

The cash cutoff date is June 29, 2018. Cash activity occurring after June 29th 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.

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

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