



DUANE A. DAVIDSON
State Treasurer

State of Washington
Office of the State Treasurer

Memorandum

May 20, 2020

TO: Agency Fiscal Officers
FROM: Denise Nguyen, Accounting Services Manager
SUBJECT: OST Fiscal Year 2020 Closing Schedule

The following schedule provides cutoff dates and times for fiscal year 2020 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 2020 Closing Schedule](#)).

June 2020 (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 6/30/2020

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

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

Email to: WarrantInquiry@tre.wa.gov

Cutoff: 9 a.m. on 6/30/2020

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 29, 2020.

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

Agencies keep original Warrants and Affidavit of Lost or Destroyed Warrant for safe keeping until further notice.

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: Noon on 6/29/2020

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 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 6/22/2020 (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

Or FAX to: Office of the State Treasurer
Accounting Division
Attn: Schemnday Hansen
(360) 586-1985
FAX when unusual circumstances occur and with OST's approval

Cutoff: 3 p.m. on 6/30/2020

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, 2020.

Please email or fax only one document to avoid duplicate entries.

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

Mail to: Office of the State Treasurer
Accounting Division
P. O. Box 40209
Olympia, WA 98504-0209
Mail Stop: 40209

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

Cutoff: 3 p.m. on 6/24/2020

June 2020 (AFRS Fiscal Month 12)

Cash Activity

The cash cutoff date is June 30, 2020. Cash activity occurring after June 30th 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, 2020.

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, 2020. 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	Kristy Sartain	902-8909	A8@tre.wa.gov
Warrants and Warrant Registers	Warrant Desk	902-8994	WarrantInquiry@tre.wa.gov
Warrant Cancellations	Donelle Lotton	902-8986	Donelle.Lotton@tre.wa.gov
Electronic Fund Transfers	Cindy Doughty	902-8908	EFTJV@tre.wa.gov
Health Care Authority	Margee Thompson	725-1831	Margee.Thompson@hca.wa.gov
Interfund/Interagency Journal Vouchers	Schennday Hansen	902-8957	TransferJV@tre.wa.gov
Distributions to Local Governments, Universities and Colleges	Nancy Morris	902-8961	Revenue.Distribution@tre.wa.gov
Bank Fees	Cindy Doughty	902-8908	Cindy.Doughty@tre.wa.gov
Certificate of Participation (COP), 0100 Bond Retirement & Interest	Shelly Sweeney	902-9005	Shelly.Sweeney@tre.wa.gov