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**Memorandum**

May 26, 2022

**TO:** Agency Fiscal Officers  
**FROM:** Denise Nguyen, Accounting Services Manager  
**SUBJECT:** OST Fiscal Year 2022 Closing Schedule

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The following schedule provides cutoff dates and times for fiscal year 2022 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 2022 Closing Schedule](#)).

**June 2022 (AFRS Fiscal Month 12)**

**Cash Receipts Journal Summary – A8s and Deposit Slips**

E-mail to: [A8@tre.wa.gov](mailto: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 6/30/2022

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](mailto:WarrantInquiry@tre.wa.gov)

Cutoff: 9 a.m. on 6/30/2022

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 29, 2022.

**JV's are to be emailed to [WarrantInquiry@tre.wa.gov](mailto: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](mailto:eftjv@tre.wa.gov)  
FAX to: Office of the State Treasurer  
Cash Management Division  
Attn: Cindy Doughty  
(360) 704-5155

Cutoff: Noon on 6/29/2022

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](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 626 8<sup>th</sup> Ave SE  
Olympia, WA 98504-2691 Olympia, WA  
Mail Stop: 42691

Cutoff: Noon on 6/23/2022 (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](mailto:TransferJV@tre.wa.gov)

Cutoff: 3 p.m. on 6/30/2022

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, 2022.

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](mailto:Revenue.Distribution@tre.wa.gov)

Cutoff: 3 p.m. on 6/24/2022

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## **June 2022 (AFRS Fiscal Month 12)**

### **Cash Activity**

The cash cutoff date is June 30, 2022. Cash activity occurring after June 30<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 19, 2022.

### **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 19, 2022. 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   | Kristy Sartain       | 902-8909         | <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   | Warrant Desk         | 902-8994         | <a href="mailto:WarrantInquiry@tre.wa.gov">WarrantInquiry@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                              | Jered Wieburg        | 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:Revenue.Distribution@tre.wa.gov">Revenue.Distribution@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 | Stephanie Richardson | 902-9005         | <a href="mailto:stephanie.richardson@tre.wa.gov">stephanie.richardson@tre.wa.gov</a> |