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**Memorandum**

May 1, 2023

**TO:** Agency Fiscal Officers  
**FROM:** Denise Nguyen, Accounting Services Manager  
**SUBJECT:** OST Fiscal Year 2023 Closing Schedule

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The following schedule provides cutoff dates and times for fiscal year 2023 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 2023 Closing Schedule](#)).

**June 2023 (AFRS Fiscal Month 24)**

**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 6/30/2023

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 6/30/2023

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 29, 2023.

**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.**

**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](mailto:eftjv@tre.wa.gov)  
FAX to: Office of the State Treasurer  
Cash Management Division  
Attn: Cindy Doughty  
(360) 704-5155

Cutoff: Noon on 6/29/2023

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 6/23/2023 (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 6/30/2023

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, 2023.

Please email 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 6/26/2023

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## **June 2023 (AFRS Fiscal Month 24)**

### **Cash Activity**

The cash cutoff date is June 30, 2023. 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 18, 2023.

### **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 18, 2023. 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	902-8960	<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>