



Cash Management Business Continuity

Business Disruption

An event that seriously disrupts operations, services, mission-critical information or personnel

Examples

- Natural Disaster
- Pandemic
- Power Failure
- Furlough/Budget Impasse
- Hardware/Software Failure
- Data Breach
- Communication System Failure
 - phone, internet, email, transmission
- Inclement Weather
- Building Access Denial

Cash Mgmt

Essential Functions

- Issue Warrants
 - Requires Print Services & WaTech
- Redeem Warrants
- Electronic Disbursements
 - ACH and Wire Transfer Requests
- ACH File Origination
- Cash Receipts Accounting
- Account Reconciliation

Warrants

- Warrants issued by agency requires WaTech
 - Transmission of files
 - Out of state printing
 - DES and WaTech invite agencies to test
- AFRS Warrants/Vendor Payments
 - Contact Vendor HelpDesk for additional information
- Payroll Warrants
 - Contact WaTech Service Center for additional information
- Pick-up locations and times
 - OST Website <http://www.tre.wa.gov/>
 - Warrant Hotline 360.902.8994
 - Cash Management Hotline 360.902.8913

Electronic Disbursements

- Signed EFTJV Required
 - OST validates against signature on file
- Plan for:
 - No email or fax
 - No access to your building
 - Transportation disruptions
- Know your authorized signers
 - Update regularly
- Know bank account information
- Consider templates on secure jump drives

Authorized Signers

- Memo containing names and sample signatures
- Signed by senior management or agency rep w/expenditure authority
- <http://www.tre.wa.gov/cashManagement/eftInstructions.shtml>

ACH File Origination

- File Delivery on secure jump drive
- Valid Effective Date
- Transmittal Register Required
 - Dollar Amounts, Record Counts
 - File Effective Date
 - Signed
- Consider Separation of Duties
- Information on File Delivery Locations
 - OST Website: <http://www.tre.wa.gov/>
 - Cash Management Hotline: 360.902.8913
 - Warrant Hotline: 360.902-8994

Secure File Delivery

- Data must be encrypted during transport
- OST will supply a dedicated flash drive upon request
- GPG encryption – OST supplies Public Key
- Contact: Paul Felix paul.felix@tre.wa.gov
360.902.8926

ACH Returns & Corrections

- Agency pick-up
- Flash drive w/GPG
- Subject to file availability and OST resources
- Catch up files if needed

Accounting for ACH Files

- ACH Origination and Returns/Corrections
- Disbursements
 - Signed EFTJV must accompany ACH file
- Collections
 - A8 on or before Effective Date
- Paper or Doc80

Physical Deposits

- '24-hour rule' RCW 43.01.050
 - Next banking day
- Deliver to nearest branch
- Deposit Slip Copy
 - Email, fax, hand deliver
- Secure at Agency
 - Safe or locked cabinet

Scanned Deposits RDC & ICL

- Emergency Deposit Supplies
 - Deposit Tickets
 - Endorsement Stamps
 - Tamper-resistant polybags
- Supply Orders
 - Order form: <http://www.tre.wa.gov/cashManagement/index.shtml>
 - Email to: Recon@tre.wa.gov

Electronic Deposits

Notification of ACH & Wire Transfers

- During Business Disruption
 - Email or fax if possible
- After Business Disruption
 - Access Reports in TM\$
 - Email for deposits to concentration account

Cash Receipts (A8s)

- Must be received same-day as deposit
 - Fax, email, hand deliver
- Suspense A8s
 - One A8 per deposit
 - Numbering Convention
 - Agency number + sequence number
 - i.e. 47700001, 47700002, 47700003
 - JV out of 01P

Cash Mgmt Contacts

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BC Contacts

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<http://www.tre.wa.gov/>
- Warrant Hotline: 360.902.8994
- Cash Management Hotline:
360.902.8913
- OST General Information:
360.902.8900

Questions

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