

OUTREACH

Cash Management Newsletter

December 2008

Office of the State
Treasurer
350 Winter St. NE
Suite 100
Salem, OR 97301-3896

www.ost.state.or.us

Darren Q. Bond
Director of Finance
(503) 378-4633

Judy Whaley-Fultz
Asst. Director of
Cash Management
(503) 378-2885

Edie Kessel
Cash Management
Analyst
(503) 373-1897

BANKING TEAM

Brady Coy
Banking Manager
(503) 378-2457

Kim Buckout
(503) 378-2409

Natalya Cudahey
(503) 373-1195

Nikki Main
(503) 378-2462

Debbe Myers
(503) 378-5043

Katie Roth
(503) 373-1944

Fax (503) 373-1179

RELATIONSHIP MANAGEMENT TEAM

Sharon Prentice
Manager, Relationship
Management Services
(503) 373-7312

Rhonda Bachmann
(503) 378-8256

Fax (503) 373-150

INTEREST RATES

The average annualized yield for November was 2.4267%. The rates for November were as follows:

November 1 st – 13 th	2.50%
November 14 th – 25 th	2.40%
November 26 th – 30 th	2.30%

STOP PAYMENT FUNCTIONALITY NOW AVAILABLE

Office of the State Treasurer now has the ability to place stop payments on checks written by state agencies on Treasury (formally suspense) accounts. Agencies may find this useful when state checks are lost or not received by the original payee, or there is some other reason why a payment made via check should be stopped. The stop payment is placed through our check clearing bank and lasts 24 months from the date it is requested. There is a charge of \$7.00 per stop payment request that will be assessed as part of your monthly Treasury banking fees. Agencies can request a stop payment by completing a Stop Payment Request form (C-27) found on our website via the link below. The form should be completed electronically, to ensure legibility, then printed and faxed to Treasury using the fax number on the form.

<http://www.ost.state.or.us/divisions/finance/cashmanagement/affidavit/C-27%20URGENT%20Stop%20Payment%20Request.doc>

Feel free to contact Nikki Main or Brady Coy with any questions you may have concerning this new service.

SIGNATURE AUTHORIZATION FORMS

OST policy requires that a new signature authorization form be submitted for **every** Treasury (formally suspense) account annually each January. OST sent out a letter to all agency Finance Directors reminding them of this requirement earlier this month. The Signature Authorization Form can also be found on our website at: <http://www.ost.state.or.us/divisions/finance/cashmanagement/affidavit/C-2%20Signature%20Authorization.doc>

Failure to submit updated signature authorization forms by January 31, 2009 could result in revocation of Treasury account disbursement authority.

If you have any questions, please contact Heidi Rawe at (503) 378-4552 or email at Heidi.rawe@ost.state.or.us

Continued on Page 2

UPCOMING HOLIDAYS

Due to the Christmas holiday, the State Treasurer's Office, Fed wire service, and Oregon banks will be closed Thursday, December 25th. Customer statements and files will not be produced for December 25th, due to the closures. In addition, ACH files sent to the Treasurer's office after the deadline on Wednesday, December 24th, will be sent to the bank on Friday, December 26th, and must have an effective date of December 29th, or later.

Due to the New Year's holiday, the State Treasurer's Office, Fed wire service, and Oregon banks will be closed Thursday, January 1st. Customer statements and files will not be produced for January 1st, due to the closures. In addition, ACH files sent to the Treasurer's Office after the deadline on Wednesday, December 31st, will be sent to the bank on Friday, January 2nd, and must have an effective date of January 5th, or later.

HOLIDAY CALENDAR FOR 2009

Date	Holiday	State	US Bank	Federal Reserve	Comment
January 1 st , 2009	New Year's Day	Closed	Closed	Closed	
January 19 th , 2009	Martin Luther King Jr. Day	Closed	Closed	Closed	
February 16 th , 2009	Presidents Day	Closed	Closed	Closed	
May 25 th , 2009	Memorial Day	Closed	Closed	Closed	
July 3 rd , 2009	Independence Day*	Closed	Open	Open	State Closed Bank/Fed Open
September 7 th , 2009	Labor Day	Closed	Closed	Closed	
October 12 th , 2009	Columbus Day**	Open	Closed	Closed	State Open Bank/Fed closed
November 11 th , 2009	Veterans Day	Closed	Open	Open	
November 26 th , 2009	Thanksgiving Day	Closed	Closed	Closed	
December 25 th , 2009	Christmas Day	Closed	Closed	Closed	

* On Friday July 3rd, 2009, the Federal Reserve and US Bank will be open; but the State of Oregon will be closed. Because of this, Treasury will be posting all files received from the banks, running end-of-day cycles, and making available all post and redeemed check files to our customers on July 3rd. July 3rd is also a good banking date for ACH settlement purposes. ACH files sent to Treasury after the deadline on Thursday, July 2nd, will be sent to the bank on Monday, July 6th, and must have an effective date of July 7th, or later. Incoming ACH and ACH returned items will be processed and distributed to agencies as normal on Friday, July 3rd.

** On Monday, October 12th, 2009, the Federal Reserve and US Bank will be closed; but the State of Oregon will be open. Due to the closures, Treasury will not be processing incoming or outgoing ACH transactions on October 12th; and October 12th cannot be used as an effective date for ACH settlement.

The State Treasurer's Office is always interested in hearing feedback from our customers regarding ways we can improve the service we provide. Please send any comments or suggestions you may have regarding this newsletter to brady.t.coy@state.or.us or fax to (503) 373-1179.