

Dear Special District colleagues,

As December 31, 2012 rapidly approaches and we complete our first year together using the King County Oracle EBS Finance system, we want to provide you with key information to assure an accurate and timely year-end close.

The table below outlines year-end close activities and their associated deadlines. The table is divided into three groupings:

- All districts for whom King County performs Warrant Issuance services (*AP*)
- All districts who issue their own warrants that King County then reconciles (*CM*)
- All districts for whom King County is the ex officio Treasurer (*All Special Districts*)

Please review the information below and incorporate the applicable deadlines in your year-end planning.

All districts for whom King County performs Warrant Issuance services (<i>Accounts Payable</i>) (Questions?: SpecialDist.AP@KingCounty.gov or (206) 205-9000, Option #1)	
December 21, 2012 – 4:00pm	Submit all warrants that need to be canceled for 2012
December 28, 2012 – 4:00pm	Special District Voucher documents submitted during 2012, originals or scanned copies, <u>must be received</u> in Accounts Payable
Reminder Only	Review your current Authorized Signature Forms and associated resolutions. If there are no changes, you do not need to submit new ones annually. Should you need to update your authorized signatures, blank forms are available at http://www.kingcounty.gov/operations/Finance/Special_Districts.aspx

All districts who issue their own warrants that King County then reconciles (<i>Cash Management/Treasury</i>) (Questions?: Cash.Management@KingCounty.gov or (206) 205-9000, Option #2)	
December 31, 2012 – 12:00pm	Submit all warrant cancellation requests for 2012
January 7, 2013 – 4:00pm	Submit all issue warrant transaction requests for 2012

All districts for whom King County is the ex officio Treasurer (<i>All Special Districts</i>) (Questions?: GL.OracleEBS@KingCounty.gov or (206) 205-9000, Option #3)	
January 7, 2013 – 4:00pm	Submit Special District Journal Entry Forms

Thank you for your continued patience and support. We are committed to making the 2012 year-end close seamless and to continue providing you the highest level of service.

Sincerely,

Ken Guy
Director, Finance and Business Operations Division
Department of Executive Services, King County