



STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

May 1, 2012

FINANCE MEMORANDUM

MEMO NO. 12-04

TO: All Department Heads

FROM: Kalbert K. Young
Director of Finance

SUBJECT: Treasury Deposit Receipts for FYE

In order to facilitate the processing of Treasury Deposit Receipts (TDR, SAFORM B-13) for the June 30 fiscal year-end, the following deadlines will be in place:

- B&F to stamp and process by June 29 (last business day of FY2012), will be due **June 22 (Friday) by 3:00pm at B&F Treasury (Room 104)**
- FAMIS "*as of 6/30/12*" TDR's, will be due **July 5 (Thursday) by 3:00pm at B&F Treasury (Room 104)** in order for us to meet the Comptroller Memo 2012-07 deadlines for TDRs.

Due to reduced staffing, it is critical that agencies submit TDR's as early as possible this year in order to allow sufficient time for processing.

Below are some reminders:

- Combine deposits/deposit slips onto one TDR as much as possible; you could even do one TDR a day for ALL deposits to the same fund.
- For ACH/electronic receipt of funds, where possible TDR forms need to be at Treasury prior to the receipt of funds, with expected date of receipt indicated on the TDR.
- TDRs are required to be prepared as soon as possible, but within one week of receipt/deposit of funds into the state treasury bank account.
- If you do not require the 4th copy (Department follow-up copy) stamped, do not send it.
- Keep all copies of the same TDR together; do not separate the copies.
- Minimize use of staples, as we have to remove them to process.

Should you have any questions, please have your staff contact Mr. Scott Kami, Administrator, Financial Administration Division, at 586-1612. Thank you for your cooperation in this matter.