

NEIL ABERCROMBIE  
GOVERNOR



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EMPLOYEES' RETIREMENT SYSTEM  
HAWAII EMPLOYER UNION HEALTH BENEFITS TRUST FUND  
OFFICE OF THE PUBLIC DEFENDER  
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF ECONOMIC RECOVERY  
AND REINVESTMENT (ARRA)

May 1, 2013

FINANCE MEMORANDUM

MEMO NO. 13-03

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 28 (last business day of FY2013), will be due **June 21 (Friday) by 3:00pm at B&F Treasury (Room 104)**
- FAMIS "*as of 6/30/13*" TDR's, will be due **July 3 (Wednesday) by 3:00pm at B&F Treasury (Room 104)** in order for us to meet the Comptroller Memo 2013-07 deadline for TDRs.

Following are reminders which will expedite availability of your funds:

- 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's bank account.
- If you do not require the 4<sup>th</sup> 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.
- When printing electronic form, use the "Print" button on the form (upper left) and the correct side of the special paper.

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.

c: Bureau of Conveyances