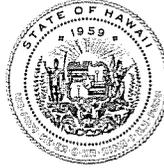


NEIL ABERCROMBIE
GOVERNOR



KALBERT K. YOUNG
DIRECTOR

LUIS P. SALAVERIA
DEPUTY DIRECTOR

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

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 FEDERAL AWARDS MANAGEMENT

April 29, 2014

FINANCE MEMORANDUM

MEMO NO. 14-06

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 30 (last business day of FY2014), will be due **June 23 (Monday) by 3:00pm at B&F Treasury (Room 104)**
- FAMIS "*as of 6/30/14*" TDR's, will be due **July 2 (Wednesday) by 3:00pm at B&F Treasury (Room 104)** in order for us to meet the Comptroller Memo 2014-10 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 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.
- When printing the 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 or Judy Dang, Funds Custody Manager at judy.a.dang@hawaii.gov. Thank you for your cooperation in this matter.

c: Bureau of Conveyances