



STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
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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 FEDERAL AWARDS MANAGEMENT (OFAM)

May 12, 2015

FINANCE MEMORANDUM

MEMO NO. 15-06

TO: All Department Heads

FROM: Wesley K. Machida
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 FY2015), will be due **June 22 (Monday) by 3:00pm at B&F Treasury (Room 104)**, for deposits made prior to that date.
Note: we will accept TDRs between June 23-30, but only for deposits made on those days, in order to minimize the number of TDRs coming in on the last days.
- FAMIS "*as of 6/30/15*" TDR's, will be due **July 2 (Thursday) by 3:00pm at B&F Treasury (Room 104)** in order for us to meet the Comptroller Memo 2015-08 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.
- Collections should be deposited into state's bank account daily ideally, but within one week of receipt (HRS 40-32) with related TDR submitted to Treasury.
- 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
Tax Dept. Accounting Office
Tax Dept. District Offices