May 20, 2016

FINANCE MEMORANDUM

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 FY2016), will be due June 24 (Friday) by 3:00pm at B&F Treasury (Room 104), for all deposits made prior to that date.
  Note: we will accept TDRs between June 27-30 for deposits made on those days, but want to minimize the number of TDRs coming in on the last few days of the fiscal year.

- FAMIS “as of 6/30/16” TDRs, will be due July 5 (Tuesday) by 3:00pm at B&F Treasury (Room 104) in order for us to meet the Comptroller Memo 2016-07 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, attach confirmation report to TDR if provided, or indicate expected date of receipt in Remarks area of TDR.
- Collections ideally should be deposited into state’s bank account daily, but within one week of receipt (per 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 (upper left) on the .pdf form.
• Print of the correct side of the special paper.
• Type contact person name/number in the Remarks area.
• Submit TDRs in envelopes, addressed to “B&F-TREASURY” (not FAD).
• Do not attach excess papers to the TDR (only attach deposit ticket or ACH confirmation).
• Do not tape the deposit tickets to a separate sheet of paper, we need to remove them.
• If deposit ticket is Not an Original, MUST attach a certification signed by the authorized TDR signer “I certify this copy of original deposit ticket is not a duplicate deposit.”

Should you have any questions, please have your staff contact Cora Marquez, Treasury Cashier at corazon.c.marquez@hawaii.gov 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