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

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

May 20, 2016

FINANCE MEMORANDUM

MEMO NO. 16-10

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 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 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](mailto:corazon.c.marquez@hawaii.gov) or Judy Dang, Funds Custody Manager, at [judy.a.dang@hawaii.gov](mailto: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