



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

May 15, 2020

FINANCE MEMORANDUM

MEMO NO. 20-11

TO: All Department Directors

FROM: Craig K. Hirai /s/  
Director of Finance

SUBJECT: Fiscal Year-End Treasury Deposit Receipts Process

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:

- **June 24 (Wednesday) by 3:00pm at B&F Treasury (Room 104)**, for all deposits made prior to that date, to be stamped and processed by June 30, 2020.  
Note: we will accept TDRs between June 25-30 for deposits made in that last week of June, but want to minimize the number of TDRs coming in during the last few days of the fiscal year.
- **July 1, 2020 (Wednesday) by 3:00pm at B&F Treasury (Room 104)**, for FAMIS "*as of 6/30/20*" TDRs, in order for us to meet the Comptroller Memo 2020-08 deadline for TDRs.

Please note the following reminders which will expedite availability of your funds:

- The Date on the agency's bank Deposit Slip should be the Date that the deposit is made into the bank.
- Collections ideally should be deposited into state's bank account daily, but within one week of receipt (per HRS 40-32, Act 009/SLH2017) with related TDR submitted to Treasury.
- Combine deposits 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.
- 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 on the correct side of the special paper.

- Type a contact person name/number in the Remarks area.
- Submit TDRs in envelopes, addressed to “B&F-TREASURY” (not FAD).
- Do not attach extra 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 distributing this information to all of your offices who make deposits.

c: Bureau of Conveyances  
Tax Dept. Accounting Office  
Tax Dept. District Offices