FINANCE MEMORANDUM

TO: All Department Heads

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

SUBJECT: Update of Revenue Estimates

July 9, 2020

The Department of Budget and Finance compiles and reports the State’s revenues to the Council on Revenues (Council) as required by Section 37-111, HRS. The Council submits its report on projections of tax and non-tax revenues to the Governor and the Legislature for their use in making budget decisions. In anticipation of the Council’s next meeting, we are requesting an update of your department’s revenue projections.

Because of the continuing impact that the COVID-19 pandemic has had on our State, it is important that your revenue estimates be reviewed and updated. The revenue projections reported during this period will impact the Governor’s FY 21 Budget Execution Policies. It is imperative that all revenues are identified and reported accurately.

All departments are required to use the online system to prepare their updates. If you have new personnel who need access to e-Rev, please send an e-mail message to donovan.y.chun@hawaii.gov with the full names of new users of the system.

If your department receives or anticipates receipt of revenues, please add the new revenues through the online system. If your department has revenue sources that have terminated, termination should be notated in e-Rev and estimate forms should be submitted to the Budget, Program Planning and Management Division (BPPMD) for deletion from e-Rev.

To maintain alignment of the revenue reporting system with the Federal Awards Management System, departments are requested to review and update federal fund revenue worksheets in e-Rev as may be necessary. This includes using the correct means of financing (MOF) classifications of N and P (MOF N includes all major
recurring federal awards and MOF P includes all other federal awards), and inputting
the information into e-Rev by parent account (if assigned to only one specific grant
award) or sub-account assigned to an individual grant award, as appropriate. In
cases where the parent account is for more than one grant award, departments
should transition their data currently reported at the parent account level to the
sub-account level. Federal awards which will be transitioned to sub-account level
reporting and new federal fund awards not in e-Rev as of June 30, 2015, will need
new revenue worksheets with the appropriate source of funds, appropriation symbol,
description and revenue estimates.

Revenue estimates should be reported on a cash basis in the year that they are
received or are expected to be received. For competitive grants that are (usually)
non-recurring, revenue projections should be limited to the life of the grant. For
recurring grants, estimates should be made for the out-years as well. In addition,
please review your estimates to ensure that they are realistic.

Also, please remember that the amounts for the last four out-years (i.e., FYs 24-27)
should be rounded to the nearest thousand. For example, revenues of $2,800,000
should be input as $2,800 for FYs 24, 25, 26 and 27 in e-Rev.

To confirm your department's status for this reporting period, please return the
attached sample transmittal (Attachment B) as soon as possible, but no later than
Friday, July 31, 2020, to BPPMD. After this date, e-Rev will be inaccessible until the
next update period in order for BPPMD to prepare reports for the Council.

We appreciate your continued cooperation in updating your estimates in a timely
manner. If there are any questions, please have your staff contact Mr. Neal Miyahira,
Administrator of BPPMD, at 586-1530.

Attachment
ATTACHMENT B
(Due to BPPMD by July 31, 2020)

TRANSMITTAL

DATE _______________________

TO: Mr. Neal Miyahira, Administrator
    Budget, Program Planning and Management Division
    Department of Budget and Finance

FROM: __________________________________________
___________________________________________
___________________________________________

SUBJECT: REVENUE ESTIMATES

( ) No changes are required
( ) Changes were made using e-Rev
( ) Changes are attached (e.g., sheets to be deleted, etc.)

If there are questions, please call ____________________________

at _______________________.
