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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

May 6, 2024

FINANCE MEMORANDUM

MEMO NO. 24-03

TO: All Department Heads

FROM: Luis P. Salaveria /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 21 (Friday) by 3:00pm at B&F Treasury (Room 104)**, for all deposits made prior/up to that date, to be stamped and processed by June 30, 2024.
Note: we will accept TDRs between June 22-28 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 2, 2024 (Tuesday, as July 4 is a Holiday) by 3:00pm at B&F Treasury (Room 104)**, for FAMIS "*as of 6/30/24*" TDRs, in order for us to meet the Comptroller Memo 2024-12 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 upon deposit.
- 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 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 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, ensure the deposit was not already processed and MUST attach a certification signed by the authorized TDR signer “I certify this copy of original deposit ticket is not a duplicate deposit.”

Thank you for distributing this information to all of your offices who make deposits.

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.

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