

SECTION 210: GENERAL DESCRIPTION

1. Purpose. The purpose of accounting for receipts in the central accounting system is to maintain a properly classified record of all estimates of receipts and of all actual realizations, and to provide financial information from the records maintained.
2. Scope. The receipt procedures described in this and the following sections cover relevant portions of both the State's budgetary process and the central accounting system. Generally, this budgetary control function is provided for the purpose of keeping expenditures within the limitations of available resources.

The two areas of primary concern are:

- (a) Estimating receipts.
 - (b) Budgetary accounting system for receipts.
3. Responsibilities. The responsibilities of budgeting and accounting for receipts are described in Chapters 37 and 40 of the HAWAII REVISED STATUTES (HRS). The organizations having these responsibilities are:
 - (a) Department of Budget and Finance.
 - (1) Section 37-67 describes the Director of Finance's overall responsibility in the preparation of the State budget, which includes estimating revenues. The specific responsibility for receipts estimates in the budget is described in Sec. 37-71(d)(7).
 - (2) Section 40-40 describes the responsibility of the Director of Finance for monies deposited into the State Treasury by departments and agencies.
 - (b) DAGS Accounting Division.

The responsibilities of the Comptroller are described mostly in Chapter 40 of the HRS. These responsibilities relating to receipts include:

- (1) Recording of estimates and collections.
- (2) Reporting on estimates and collections.
- (3) Auditing of departmental accounting and internal control systems.

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(c) Departments and Agencies.

- (1) Section 37-68 describes responsibilities of departments and agencies for the preparation of budget estimates.
- (2) Section 40-40 describes the procedures for departments and agencies depositing monies into the State Treasury.