

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting  
Part 300 - 500: Expenditures

Page 501.01

SECTION 501: GENERAL DESCRIPTION OF EXPENDITURES

1. Purpose. The purposes of accounting for expenditures in the central accounting system are to maintain a properly classified record of all expenditures by departmental appropriation accounts and to provide financial information from these records.
2. Scope.
  - (a) The expenditure procedures described in this and the following sections cover some of the various types of expenditures which require special attention, how expenditures are processed as claims by the departments and agencies for payment by DAGS, and how these expenditures claims are recorded and reported.
  - (b) The expenditure sections do not cover the preparation and processing of State warrants (checks) for the payment of approved claims and the related controls on warrants, which are covered in the following Part 600, "Disbursements", of this Manual.
3. Responsibilities.
  - (a) Departments and Agencies. Departments and agencies are responsible for timely submission of claims for payment of expenditures, maintaining appropriate and accurate records for these expenditures, and properly reporting these expenditures, as required.
  - (b) State Comptroller. The responsibilities of the Comptroller in accounting for expenditures are described mostly in Chapter 40 of the Hawaii Revised Statutes (HRS). These responsibilities relating to expenditures include:
    - (1) Pre-auditing expenditure claims.
    - (2) Recording expenditure claims in the State's central accounting records.
    - (3) Reporting all expenditures to departments and agencies in accordance with the State's central accounting system, preparing supporting data for the State's Annual Financial Report, and preparing and reporting other expenditure data, as required.