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EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION

September 8, 2005

FINANCE MEMORANDUM

MEMO NO. 05-11

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Update of Revenue Estimates

The Department of Budget and Finance (B&F) compiles and reports the State's revenues to the Council on Revenues (Council) as required by Section 37-111, HRS. The Council will be meeting in early December 2005. 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. A copy of the Council's latest revenue estimate report, which includes your department's revised quarterly projections, is attached for your reference (Attachment A).

The Budget, Program Planning and Management Division (BPPMD) has successfully completed initial testing of a web-based online revenue update system, eRev, developed by the Department of Accounting and General Services, Information and Communication Services Division. **All departments will be required to use the online system to prepare their updates.** If you would like to learn how to use the system, or to request a user manual, please send an e-mail message to ralph.e.schultz@hawaii.gov or shirl.e.fujihara@hawaii.gov with the full names of all intended users of the system.

Attached for your review and update are copies of revenue estimate forms that reflect your department's estimates that were submitted to the Council for its September 2005 report. If your department receives or anticipates receipt of revenues for which an estimate form has not been provided, please add the new revenues through the online system.

If there are **NO CHANGES**, please return or FAX (586-1873) the attached sample transmittal (Attachment B) as soon as possible, but no later than November 1, 2005, to BPPMD.

Because the revenues reported during this period will impact the Legislature's deliberations on the supplemental FY 07 budget, it is imperative that all revenues are identified and reported accurately. 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.

Attachments

ATTACHMENT B
(Due to BPPMD by November 1, 2005)

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 eRev
- Changes are attached

If there are questions, please call _____

at _____.