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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

May 24, 2010

FINANCE MEMORANDUM

MEMO NO. 10-07

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Preparation of Treasury Deposit Receipts

In order to facilitate the processing of Treasury Deposit Receipts (TDR, SAFORM B-13) in a timely manner, we are requesting your cooperation to follow the following guidelines which will allow the Department to increase its efficiency in processing the TDRs.

- Combine deposits/deposit slips onto one TDR as much as possible; you could even do one TDR a day for ALL deposits to the same fund.
- For ACH or other electronic receipt of funds, TDR forms need to be at Treasury prior to the receipt of funds, with expected date of receipt indicated on the TDR.
- TDRs are required to be prepared as soon as possible or within one week of receipt/deposit of funds into the state treasury bank account.
- 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.
- For the end of fiscal year, please have TDR's submitted to Treasury as early as possible, preferably by June 21, 2010 instead of waiting until the last week of June.

In general, priority for processing will be given to TDRs for Tax and Unemployment deposits, large dollar amounts, and Federal funds. If you require priority processing for other specific TDRs, send an email to the Treasury Cashier, Beverlyn Ching at beverlyn.m.ching@hawaii.gov, along with a cc: to Judy Dang at judy.a.dang@hawaii.gov.

Should you have any questions, please have your staff contact Mr. Scott Kami, Administrator, Financial Administration Division at 586-1612. Thank you for your cooperation in this matter.

Treasury/Memo-All Depts TDR Prep.1