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EMPLOYEES' RETIREMENT SYSTEM
HAWAII PUBLIC EMPLOYEES HEALTH FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

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

June 19, 2002

FINANCE MEMORANDUM

MEMO NO. 02-06

TO: All Department Heads

FROM: Stanley Shiraki
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. It is expected the Council will schedule its next meeting for the first week of September 2002. 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).

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 May 2002 report. If your department receives or anticipates receipt of revenues for which an estimate form has not been provided, please fill out a blank form with the appropriate data. Please update FY 02 estimates to reflect the actual amounts for the fiscal year.

Please comply with the procedures listed in Attachment B and only submit Program Revenue Details forms (original and one copy) with CHANGES to the B&F, Budget, Program Planning and Management Division (BPPMD) on or before August 5, 2002. If there are NO CHANGES, please return or FAX (586-1873) the attached sample transmittal (Attachment C) as soon as possible, but no later than August 5, 2002, to BPPMD.

Because the revenues reported during this period will impact FB 2004-05 budget preparation, 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 this department's BPPMD, at 586-1530.

Attachments

**STATE OF HAWAII
GENERAL FUND
MULTI-YEAR REVENUES FROM SOURCES OTHER THAN TAXES
FISCAL YEARS 2001 - 2008
(in thousands of dollars)**

<u>Source</u>	<u>Actual FY 2001</u>	<u>Estimated FY 2002</u>	<u>Estimated FY 2003</u>	<u>Estimated FY 2004</u>	<u>Estimated FY 2005</u>	<u>Estimated FY 2006</u>	<u>Estimated FY 2007</u>	<u>Estimated FY 2008</u>
Licenses & Permits	955	1,014	915	915	915	915	915	915
Revenues from Use of Money and Property	75,432	53,586	47,209	52,362	53,025	53,405	54,451	55,860
Federal Grants	4,024	4,182	4,193	4,193	4,193	4,193	4,193	4,193
Revenues from Other Agencies	1,643	1,018	1,018	1,018	1,018	1,018	1,018	1,018
Charges for Current Services	118,290	182,360	119,817	120,964	120,542	120,259	120,954	121,594
Fines, Forfeits & Penalties	107	48	45	295	295	295	295	295
Repayment of Loans & Advances	23,241	22,562	24,415	18,231	18,562	17,365	17,691	16,365
Other Non-Revenue Receipts	48,569	77,729	69,357	66,284	64,484	62,439	61,184	61,184
Subtotal	272,261	342,500	266,969	264,263	263,034	259,889	260,701	261,424
Judiciary	27,211	27,683	28,107	28,329	28,543	28,760	28,982	29,213
Total	299,473	370,182	295,075	292,592	291,577	288,649	289,683	290,637

Prepared by: Department of Budget & Finance

May 29, 2002

**STATE OF HAWAII
SPECIAL REVENUE FUND
MULTI-YEAR TAX REVENUES
FISCAL YEARS 2001 - 2008
(in thousands of dollars)**

Sources	Actual FY 2001	Estimated FY 2002	Estimated FY 2003	Estimated FY 2004	Estimated FY 2005	Estimated FY 2006	Estimated FY 2007	Estimated FY 2008
Transfer of Gen. Excise Tax	15,453	9,000	10,700	8,200	1,500	0	0	0
Transfer of Tobacco Tax	0	1,024	1,024	1,024	1,024	1,024	1,024	1,024
Liquid Fuel:								
Highway	72,147	70,727	70,956	73,860	74,541	75,223	75,905	76,587
Aviation	3,818	3,429	3,463	3,497	3,532	3,568	3,603	3,603
Small Boats	<u>1,374</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
Subtotal	77,339	75,456	75,719	78,657	79,373	80,091	80,808	81,490
Transfer of Transient Accom Tax	67,145	58,962	67,731	71,673	75,418	79,345	83,508	87,855
Motor Vehicle Weight Tax	24,388	23,412	22,476	25,742	26,280	26,818	27,357	27,805
Vehicle Registration Fee Tax	17,609	16,905	16,229	18,126	18,347	18,568	18,789	19,010
Vehicle Surcharge:								
Rental /Tour	38,633	34,522	36,319	38,445	38,968	39,492	40,017	42,950
Environmental Response Tax	1,827	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Unemployment Comp Tax	138,288	147,000	147,000	147,000	147,000	147,000	147,000	147,000
Employment & Training	3,497	1,815	908	0	0	0	0	0
Election Campaign Contrib T.F.	455	260	260	260	260	260	260	260
Transfer of Banks & Fin. Corp Tax	2,500	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer of Conveyance Tax	3,888	5,173	5,372	5,372	5,372	5,372	5,372	5,372
Transfer of Tax on Ins. Premiums	<u>333</u>	<u>333</u>	<u>340</u>	<u>350</u>	<u>350</u>	<u>350</u>	<u>350</u>	<u>350</u>
Total	<u>375,903</u>	<u>368,662</u>	<u>377,178</u>	<u>390,449</u>	<u>396,192</u>	<u>402,120</u>	<u>408,285</u>	<u>417,006</u>

Prepared by: Department of Budget & Finance

May 29, 2002

STATE OF HAWAII
SPECIAL REVENUE FUND - SPECIAL FUNDS
MULTI-YEAR REVENUES FROM SOURCES OTHER THAN TAXES
FISCAL YEARS 2001 - 2008
(in thousands of dollars)

Sources	Estimated <u>FY 2001</u>	Estimated <u>FY 2002</u>	Estimated <u>FY 2003</u>	Estimated <u>FY 2004</u>	Estimated <u>FY 2005</u>	Estimated <u>FY 2006</u>	Estimated <u>FY 2007</u>	Estimated <u>FY 2008</u>
Licenses & Permits	12,051	10,949	11,099	11,572	11,430	11,897	11,752	11,828
Revenues from Use of Money and Property	179,138	146,776	146,548	146,637	142,869	138,192	138,549	137,328
Federal	168,874	192,971	201,863	186,539	198,940	168,794	169,328	169,861
Other Agencies	21,766	28,725	24,942	20,973	20,973	20,973	20,973	20,973
Charges for Current Services:								
Utils & Other Enterprises	360,879	241,501	313,258	319,298	325,919	333,609	338,449	341,762
Others	394,750	417,294	425,525	422,582	428,920	429,572	434,395	433,514
Fines, Forfeits & Penalties	2,113	2,170	2,030	2,091	2,145	2,202	2,260	2,317
Non-Revenue Receipts	126,014	178,308	137,521	66,436	66,518	66,513	66,513	66,513
Judiciary	5,334	4,654	4,435	4,215	4,188	4,196	4,204	4,212
Office of Hawaiian Affairs	<u>134</u>	<u>130</u>	<u>130</u>	<u>130</u>	<u>130</u>	<u>130</u>	<u>130</u>	<u>130</u>
Total	<u>1,271,052</u>	<u>1,223,477</u>	<u>1,267,351</u>	<u>1,180,475</u>	<u>1,202,032</u>	<u>1,176,078</u>	<u>1,186,553</u>	<u>1,188,438</u>

STATE OF HAWAII

SPECIAL REVENUE FUND - OTHER THAN SPECIAL FUNDS
 Multi-Year Revenues from Sources Other than Taxes
 Fiscal Years 2001 - 2008
 (in thousands of dollars)

<u>Source</u>	<u>Estimated FY 2001</u>	<u>Estimated FY 2002</u>	<u>Estimated FY 2003</u>	<u>Estimated FY 2004</u>	<u>Estimated FY 2005</u>	<u>Estimated FY 2006</u>	<u>Estimated FY 2007</u>	<u>Estimated FY 2008</u>
Licenses & Permits	424	420	420	420	420	420	420	420
Revenues from Use of Money and Property	71,247	63,268	60,147	59,259	59,868	59,745	59,672	59,678
Federal	1,088,959	1,239,266	1,248,798	1,256,732	1,264,524	1,276,427	1,289,634	1,289,634
Other Agencies	13,619	6,876	6,838	6,938	6,988	7,238	7,488	7,738
Charges for Current Services	185,570	75,299	75,100	76,327	71,920	70,825	70,622	70,808
Fines, Forfeits & Penalties	1,304	1,195	1,199	1,190	1,204	1,195	1,195	1,195
Non-Revenue Receipts	554,781	581,467	663,154	730,939	817,952	781,711	796,804	811,312
Office of Hawaiian Affairs	<u>26,718</u>	<u>12,500</u>	<u>12,500</u>	<u>12,500</u>	<u>12,500</u>	<u>12,500</u>	<u>12,500</u>	<u>12,500</u>
TOTAL	<u>1,942,622</u>	<u>1,980,291</u>	<u>2,068,156</u>	<u>2,144,305</u>	<u>2,235,376</u>	<u>2,210,061</u>	<u>2,238,335</u>	<u>2,253,285</u>

Prepared by: Dept. of Budget & Finance

May 29, 2002

ATTACHMENT B

UPDATE OF REVENUE ESTIMATES

1. Make all changes in RED INK to facilitate the keypunching phase of the reporting cycle.
2. Briefly explain all changes (increases and decreases). Please print the name of a reference person and a phone number for follow-up questions.
3. **Provide actual/preliminary actual revenues for FY 02**, estimates for FYs 2003-09 and explain how the estimates were determined.
4. For accounts with "S" type appropriations, e.g., appropriation symbol = S2003nnnX, identify whether the account is a Special Fund or a Revolving or Other Fund.
5. For Special Funds that have been repealed, **DO NOT DELETE** the revenue record. Place zeroes in the revenue amounts of the appropriate fiscal periods instead of deleting the record and annotate on the form the fund has been repealed.
6. Please ensure all transfers from non-general funds to the general fund are included on revenue worksheets. For repealed special funded programs that are transferred to the general fund, fill out a worksheet that reflects the projected revenues in the general fund. On a separate form, provide an estimate of the ending balance that will be transferred upon termination of the special fund using source code 1992.
7. For "pass-through" transactions. If your agency is the lead agency and funds are transferred via DAGS' 804/805 transaction codes, report total funds received before pass-through occurs. Receiving agencies need not report these revenues. All other transfers that are not recorded via 804/805 transactions must be reported by the receiving agency.
8. Include all previously unreported revenue sources on appropriate new forms. Tax revenues, federal grants, and other than federal grants should be reported on forms for Revenue Type "X," "Y," and "Z," respectively. Please do not submit new estimates on prior year blank forms. The year codes are no longer valid.
9. Use only valid DAGS source codes. Where source codes or appropriation symbols are pending, e.g., new programs, complete a blank revenue form for these programs and report the applicable projected revenues, leaving the unknown codes/symbols blank, and noting the information is pending. When a new source code is assigned, submit the authorization from DAGS along with the revenue sheet.

10. To ensure the correct matching of revenue estimates and collection data on the MBP454-B Report (FAMIS system), the estimate data will be posted to the parent account if both parent and program accounts are reported for a revenue source.
11. Where worksheets are centrally collected from programs for submission to the Department of Budget and Finance (B&F), please send whatever you have before the deadline instead of waiting for "stragglers." Please indicate whether more worksheets will be forthcoming or not.
12. Submit worksheets (**original and one copy**) with **CHANGES ONLY** to B&F, Budget, Program Planning and Management Division (BPPMD), through the Director of Finance, on or before the stated deadline.
13. If there are **NO CHANGES**, please return or FAX the attached sample transmittal on or before the stated deadline to the B&F, BPPMD (FAX number - 586-1873).

ATTACHMENT C

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 ARE ATTACHED

If there are questions, please call _____

at _____.

DEPARTMENTAL ATTACHMENTS ARE AVAILABLE UPON REQUEST.