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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

January 7, 2004

FINANCE MEMORANDUM

MEMO NO. 04-02

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 has scheduled a meeting for March 10, 2004. 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 December 2003 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 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 February 11, 2004. 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 February 11, 2004, to BPPMD.

Because the revenues reported during this period will impact FB 2004-05 supplemental budget legislative deliberations, 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

**STATE OF HAWAII
GENERAL FUND
MULTI-YEAR REVENUES FROM SOURCES OTHER THAN TAXES
FISCAL YEARS 2003 - 2010
(in thousands of dollars)**

<u>Source</u>	<u>Actual 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>	<u>Estimated FY 2009</u>	<u>Estimated FY 2010</u>
Licenses & Permits	1,206	953	962	962	962	962	962	962
Revenues from Use of Money and Property	61,143	55,741	57,046	56,902	56,421	56,047	55,770	55,707
Federal Grants	6,669	53,155	3,155	3,155	3,155	3,155	3,155	3,155
Revenues from Other Agencies	3,787	1,403	1,403	1,403	1,402	1,402	1,402	1,402
Charges for Current Services	149,636	145,992	155,328	158,033	161,835	167,471	171,381	175,243
Fines, Forfeits & Penalties	74	699	697	695	695	695	695	695
Repayment of Loans & Advances	20,166	25,062	22,145	26,954	28,681	27,961	27,435	20,994
Other Non-Revenue Receipts	341,447	129,439	110,604	125,459	136,918	143,746	145,364	145,471
Subtotal	584,127	412,443	351,340	373,564	390,069	401,439	406,164	403,629
Judiciary	30,310	28,687	29,135	29,747	30,335	30,927	31,527	32,145
Total	614,437	441,130	380,475	403,310	420,404	432,366	437,691	435,774

Prepared by: Department of Budget & Finance

December 22, 2003

**STATE OF HAWAII
SPECIAL REVENUE FUND
MULTI-YEAR TAX REVENUES
FISCAL YEARS 2003 - 2010
(in thousands of dollars)**

Sources	Actual FY 2003	Estimated FY 2004	Estimated FY 2005	Estimated FY 2006	Estimated FY 2007	Estimated FY 2007	Estimated FY 2009	Estimated FY 2010
Transfer of Gen. Excise Tax	8,570	8,500	1,350	-	-	-	-	-
Transfer of Tobacco Tax	1,024	1,040	1,047	1,047	1,047	1,047	1,047	1,047
Liquid Fuel:								
Highway	75,733	74,558	75,342	76,126	76,910	77,694	78,477	79,263
Aviation	2,973	3,389	3,423	3,457	3,491	3,526	3,526	3,526
Small Boats	1,441	1,300	1,300	1,300	1,300	1,300	1,300	1,300
Subtotal	80,147	79,247	80,065	80,883	81,701	82,520	83,303	84,089
Transfer of Transient Accom Tax	92,852	93,292	93,812	97,304	101,015	104,886	108,892	113,096
Motor Vehicle Weight Tax	27,222	26,164	26,783	27,401	28,020	28,639	29,257	29,876
Vehicle Registration Fee Tax	19,037	18,425	18,680	18,936	19,191	19,446	19,702	19,957
Vehicle Surcharge:								
Rental /Tour	39,472	38,402	38,913	39,425	39,937	28,042	29,454	29,966
Environmental Response Tax	1,562	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Unemployment Comp Tax	134,698	147,000	147,000	147,000	147,000	147,000	147,000	147,000
Employment & Training	765	800	800	800	800	800	800	800
Election Campaign Contrib T.F.	29	260	260	260	260	260	260	260
Transfer of Banks & Fin. Corp Tax	1,500	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer of Conveyance Tax	5,909	7,000	5,372	5,772	5,772	5,772	5,772	5,772
Transfer of Tax on Ins. Premiums	1,096	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Total	413,883	425,029	418,982	423,728	429,643	424,212	430,387	436,763

December 22, 2003

Prepared by: Department of Budget & Finance

STATE OF HAWAII
SPECIAL REVENUE FUND - SPECIAL FUNDS
MULTI-YEAR REVENUES FROM SOURCES OTHER THAN TAXES
FISCAL YEARS 2003 - 2010
(in thousands of dollars)

Sources	<u>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>	<u>Estimated FY 2009</u>	<u>Estimated FY 2010</u>
Licenses & Permits	13,822	12,713	12,875	12,616	12,646	12,821	13,130	13,276
Revenues from Use of Money and Property	151,213	160,467	157,967	152,723	156,822	153,544	154,692	154,684
Federal	212,614	240,932	259,563	210,632	210,845	211,187	211,530	211,530
Other Agencies	21,363	21,077	21,074	21,074	21,074	29,214	29,214	29,214
Charges for Current Services:								
Utils & Other Enterprises	312,965	286,775	286,509	304,025	309,509	315,902	319,962	320,010
Others	461,380	465,258	472,684	479,818	479,755	482,674	483,368	483,456
Fines, Forfeits & Penalties	2,820	1,978	1,993	2,039	2,084	2,130	2,227	2,223
Non-Revenue Receipts	267,174	174,483	149,475	149,471	149,471	153,602	153,602	153,602
Judiciary	5,483	5,383	5,096	4,933	4,966	4,491	4,516	4,541
Office of Hawaiian Affairs	<u>79</u>	<u>81</u>	<u>81</u>	<u>81</u>	<u>81</u>	<u>81</u>	<u>81</u>	<u>81</u>
Total	<u>1,440,912</u>	<u>1,369,148</u>	<u>1,367,317</u>	<u>1,337,412</u>	<u>1,347,253</u>	<u>1,365,646</u>	<u>1,372,322</u>	<u>1,372,617</u>

Prepared by: Department of Budget & Finance

December 22, 2003

STATE OF HAWAII
SPECIAL REVENUE FUND - OTHER THAN SPECIAL FUNDS
Multi-Year Revenues from Sources Other than Taxes
Fiscal Years 2003 - 2010
(in thousands of dollars)

<u>Source</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>	<u>Estimated FY 2009</u>	<u>Estimated FY 2010</u>
Licenses & Permits	440	425	425	425	425	425	425	425
Revenues from Use of Money and Property	58,008	54,400	53,607	52,393	52,204	52,504	52,435	52,340
Federal	1,372,671	1,449,877	1,462,424	1,454,885	1,488,800	1,528,861	1,572,562	1,573,842
Other Agencies	11,803	10,957	10,434	10,434	10,454	10,454	10,454	10,454
Charges for Current Services	103,017	110,939	129,287	97,314	76,580	76,894	76,776	76,636
Fines, Forfeits & Penalties	1,000	1,041	1,218	1,209	1,209	1,209	1,209	1,209
Non-Revenue Receipts	566,452	683,149	762,571	765,322	786,961	781,565	803,768	804,180
Office of Hawaiian Affairs	<u>54,035</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
TOTAL	<u>2,167,426</u>	<u>2,322,788</u>	<u>2,431,966</u>	<u>2,393,982</u>	<u>2,428,633</u>	<u>2,463,912</u>	<u>2,529,629</u>	<u>2,531,086</u>

Prepared by: Dept. of Budget & Finance

December 22, 2003

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 revenues for FY 03, estimates for FYs 2004-10 and explain how the estimates were determined. If appropriate, please review year-to-date collections and ensure estimates are still valid.
4. For accounts with "S" type appropriations, e.g., appropriation symbol = S2004nnnX, 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 zeros 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 the Department of Accounting and General Services' (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. Forms are available for download at:
<http://www.state.hi.us/budget/bppmforms.htm#revenueestimate>

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: report the applicable projected revenues, use the closest codes/symbols, and note that the actual information is pending. When a new source code/appropriation symbol is assigned, revise the revenue sheet as necessary.
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.