

LINDA LINGLE  
GOVERNOR



GEORGINA K. KAWAMURA  
DIRECTOR

STANLEY SHRAKI  
ACTING DEPUTY DIRECTOR

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

**STATE OF HAWAII**  
**DEPARTMENT OF BUDGET AND FINANCE**

P.O. BOX 150  
HONOLULU, HAWAII 96810-0150

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

March 17, 2004

FINANCE MEMORANDUM

MEMO NO. 04-05

**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 May 26, 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 March 2004 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 April 27, 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 April 27, 2004, to BPPMD.

Because the revenues reported during this period will impact FB 2004-05 supplemental budget execution, 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	52,542	56,432	56,258	55,738	55,329	55,015	54,914
Federal Grants	6,669	53,171	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	146,435	152,640	155,567	159,351	164,965	168,855	172,699
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	130,014	108,623	123,395	134,854	141,682	143,300	143,407
Subtotal	584,127	410,277	346,056	368,389	384,838	396,151	400,819	398,228
Judiciary	30,310	28,687	29,135	29,747	30,335	30,927	31,527	32,145
Total	614,437	438,964	375,192	398,136	415,173	427,078	432,346	430,373

Prepared by: Department of Budget & Finance

March 10, 2004

**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	2,882	2,912	2,940	2,970	3,000	3,030	3,060
Small Boats	<u>1,441</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	80,147	78,740	79,554	80,366	81,180	81,994	82,807	83,623
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	28,942	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	<u>1,096</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
<b>Total</b>	<b><u>413,883</u></b>	<b><u>424,522</u></b>	<b><u>418,471</u></b>	<b><u>423,211</u></b>	<b><u>429,122</u></b>	<b><u>423,686</u></b>	<b><u>429,891</u></b>	<b><u>436,297</u></b>

Prepared by: Department of Budget & Finance

March 10, 2004

**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	12,675	12,416	12,446	12,621	12,930	13,076
Revenues from Use of Money and Property	151,554	153,248	151,281	150,758	155,478	156,254	158,200	159,283
Federal	212,614	239,943	295,005	229,923	222,902	220,832	221,175	221,175
Other Agencies	21,363	18,965	20,889	20,889	20,889	29,029	29,029	29,029
Charges for Current Services:								
Utils & Other Enterprises	314,416	298,047	306,077	326,043	329,146	328,210	331,285	334,914
Others	461,294	466,797	474,551	481,702	481,648	484,467	485,161	485,249
Fines, Forfeits & Penalties	2,820	1,978	1,993	2,039	2,084	2,130	2,227	2,223
Non-Revenue Receipts	267,157	185,440	149,432	149,428	149,428	153,559	153,559	153,559
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>90</u>	<u>90</u>	<u>90</u>	<u>90</u>	<u>90</u>	<u>90</u>	<u>90</u>
<b>Total</b>	<b><u>1,450,602</u></b>	<b><u>1,382,603</u></b>	<b><u>1,417,089</u></b>	<b><u>1,378,220</u></b>	<b><u>1,379,077</u></b>	<b><u>1,391,683</u></b>	<b><u>1,398,172</u></b>	<b><u>1,403,139</u></b>

Prepared by: Department of Budget & Finance

March 10, 2004

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	60,276	56,397	55,595	54,326	54,270	54,562	54,485	54,400
Federal	1,407,746	1,534,004	1,516,409	1,505,822	1,552,042	1,596,166	1,644,947	1,703,770
Other Agencies	11,805	11,107	10,604	10,604	10,454	10,454	10,454	10,454
Charges for Current Services	104,269	108,050	125,977	94,191	74,819	76,859	75,194	75,054
Fines, Forfeits & Penalties	1,000	1,089	1,218	1,209	1,209	1,209	1,209	1,209
Non-Revenue Receipts	552,337	655,412	731,344	734,356	754,846	748,179	768,980	771,616
Office of Hawaiian Affairs	<u>54,035</u>	<u>12,300</u>	<u>12,300</u>	<u>12,300</u>	<u>12,300</u>	<u>12,300</u>	<u>12,300</u>	<u>12,300</u>
TOTAL	<u>2,191,908</u>	<u>2,378,784</u>	<u>2,453,872</u>	<u>2,413,233</u>	<u>2,460,365</u>	<u>2,500,154</u>	<u>2,567,994</u>	<u>2,629,228</u>

Prepared by: Dept. of Budget & Finance

March 10, 2004

## 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 revenue 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.***