

NEIL ABERCROMBIE  
GOVERNOR



KALBERT K. YOUNG  
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**STATE OF HAWAII**  
**DEPARTMENT OF BUDGET AND FINANCE**

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ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF ECONOMIC RECOVERY  
AND REINVESTMENT (ARRA)

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

September 29, 2011

FINANCE MEMORANDUM

MEMO NO. 11-17

TO: All Department Heads

FROM: Kalbert K. Young  
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 submits its report on projections of tax and non-tax revenues to the Governor and the Legislature for their use in making budget decisions. In anticipation of the Council's next meeting, we are requesting an update of your department's revenue projections.

Since September 2005, e-Rev has been successfully used by the Budget, Program Planning and Management Division (BPPMD). All departments are required to use the online system to prepare their updates. If you have new personnel who need access to e-Rev, please send an e-mail message to [terri.l.ohta@hawaii.gov](mailto:terri.l.ohta@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 2011 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 your department has revenue sources that have terminated, estimate forms should be submitted to BPPMD for deletion in e-Rev. Your department should evaluate federal fund revenue estimates to ensure that they are realistic.

Also, please remind users to round the last four out years (i.e., FYs 15-18) to the nearest thousandth. For example, revenues of \$2,800,000 should be input as \$2,800 for FYs 15, 16, 17, and 18 in e-Rev.

To confirm your department's status for this reporting period, please return the attached sample transmittal (Attachment B) as soon as possible, but no later than Friday, November 18, 2011, to BPPMD. After this date, e-Rev will be inaccessible until the next update period in order for BPPMD to prepare reports for the Council.

Because the revenues reported during this period will impact the Legislature's deliberations on the FY 13 supplemental 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 18, 2011)

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 e-Rev
- Changes are attached (e.g., sheets to be deleted, etc.)

If there are questions, please call

\_\_\_\_\_

at \_\_\_\_\_.