

NEIL ABERCROMBIE  
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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  
OFFICE OF ECONOMIC RECOVERY  
AND REINVESTMENT (ARRA)

March 24, 2011

FINANCE MEMORANDUM

MEMO NO. 11-09

TO: All Department Heads

FROM: Kalbert K. Young  
Director of Finance

SUBJECT: Preparation of Treasury Deposit Receipts

The Treasury branch is experiencing a severe backlog in processing of agency Treasury Deposit Receipts (TDR, SAFORM B-13) due to staffing challenges. In order to facilitate the processing of TDRs, the following will remain in effect until further notice:

- TDRs will not be processed over the counter. They may be dropped off or submitted via state messenger to be processed in order of date submitted, unless given priority processing as noted below.
- We will adhere to the receiving hours stated in the Administrative Rules and close to drop-offs at 3:00 p.m.

In addition, Director of Finance Memo No. 10-7 dated May 2010 provided the following guidelines for the submittal of 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 4<sup>th</sup> copy (Department follow-up copy) stamped, do not send it.
- Keep all copies of the same TDR together; do not separate the copies.
- Use clips instead of staples.

Please submit the TDRs in accordance with these guidelines.

In general, priority for processing will be given to TDRs for Tax and Unemployment deposits, large dollar amounts above \$300,000 and Federal funds. If you require priority processing for other specific TDRs, please email the Treasury Cashier, Beverlyn Ching at [beverlyn.m.ching@hawaii.gov](mailto:beverlyn.m.ching@hawaii.gov), along with a cc: to Judy Dang at [judy.a.dang@hawaii.gov](mailto:judy.a.dang@hawaii.gov).

We request your cooperation to follow these guidelines which will allow the Department to more efficiently process TDRs. Should you have any questions, please have your staff contact Mr. Scott Kami, Administrator, Financial Administration Division at 586-1612.