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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

November 28, 2000

FINANCE MEMORANDUM MEMO NO. 00-28

TO: All Department Heads

FROM: Neal Miyahira
Director of Finance

SUBJECT: Ceded Lands Payments to Office of Hawaiian Affairs

It has come to my attention that some departments are having difficulties meeting the requirement that moneys should be transferred to Office of Hawaiian Affairs (OHA) within ten days after the end of the quarter in which the money was received, as specified in the Director of Finance's July 20, 1999 memorandum relating to Ceded Lands Payments to OHA. It is important that this deadline be met because OHA has indicated that delays in receipt of ceded land revenues may have an adverse financial impact on OHA should liquidation of investments become necessary to cover the shortfall. On November 21, 2000, a meeting was held with your staff to discuss this matter. It appears that the requirements of this memo can be reasonably implemented.

Effective with the quarter ending December 31, 2000, transfer procedures are revised as follows (revisions are in bold-face type):

1. Moneys should be transferred by journal voucher to OHA, Account No. T-2000-901-Z1, within ten days after the end of the quarter in which the revenue is received. **In order to allow the Department of Accounting and General Services (DAGS) sufficient time to process the journal vouchers by the tenth day of the month, journal vouchers should be received by DAGS by the fourth day of the month. If actual amounts for the quarter are not available in time to meet the deadline, estimated amounts should be used and an adjustment to reflect actual amounts made with the following quarter's transfer.**

2. Transaction codes 802 for OHA and 801 for your department should be used.

3. Under the "Explanation" section of the journal voucher, note that the transfer is "to record transfer of revenues to the Office of Hawaiian Affairs per Section 10-13.5, HRS."

4. A copy of each journal voucher should be sent to OHA.

5. The attached transmittal format is to be used by each department to report quarterly transfers to the Department of Budget and Finance (B&F). Attach copies of all journal vouchers from all department programs. Reports should be submitted no later than 15 days after the end of each quarter. **Although a departmentally certified journal voucher may be sent for advance notification, please ensure that B&F is sent a fully executed copy of each journal voucher**.

Please take the necessary action to ensure that ceded land revenues are correctly transferred to OHA on a timely basis. Thank you for you attention to this matter.

Attachment

c: Mr. Randall Ogata

Attachment

TRANSMITTAL

DATE: _____

TO: Mr. James Nakamura, Administrator
Budget, Program Planning and Management Division
Department of Budget and Finance

FROM: _____

SUBJECT: Ceded Land Revenue Payments to Office of Hawaiian Affairs

( ) No Ceded Land revenues were received by this department during the quarter ended _____.

( ) A total of _____ journal vouchers are attached showing transfers of $_____ to Office of Hawaiian Affairs for the quarter ended _____.

If there are questions, please call _____

at _____.