




STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

October 30, 2018

FINANCE MEMORANDUM

MEMO NO. 18-21

TO: All Department Heads

FROM: Laurel A. Johnston, Director of Finance 

SUBJECT: Priority Processing of Treasury Deposit Receipts (TDR) for "Major Assistance Programs" Identified in the Annual Treasury-State CMIA Agreement

This memorandum provides further guidance for State of Hawaii departments regarding the processing of a TDR (Form B-13) when funds are being drawn down for a federal program that is identified as a "Major Assistance Program" in the annual Treasury-State CMIA Agreement (TSA) between the State and the U.S. Treasury, Bureau of Fiscal Services (BFS). The annual Treasury-State CMIA Agreement is posted each calendar year on <http://federalawards.hawaii.gov> under the State Guidance section. The awards that are designated as a "Major Assistance Program" are listed in Section 4.2.

The following actions should be taken to expedite the processing of a TDR for a federal program that is identified as a "Major Assistance Program"

1. The Department submitting the TDR to B&F (State Treasury) should stamp in red at the top of the TDR "CMIA".
 - a) The date entered in the date field on the top right side of the TDR should be the expected date of receipt of the funds at the bank.
2. B&F (State Treasury) will review the TDR then transmit to DAGS (UARB) by the next work day.
 - a) B&F (State Treasury) shall update the date in the date field on the top right of the TDR if necessary. The date entered by the Department will be over written if different from the actual date funds are received at the bank.
3. DAGS (UARB) will record the funds on-line to the Appropriation Account on the same day that the TDR is received from B&F (State Treasury).
 - a) DAGS (UARB) will enter the date that is shown at the top right of the TDR as the "document date" in FAMIS.

Should you have any questions, please contact Mr. Mark K. Anderson, Administrator of the Office of Federal Awards Management at (808) 586-3035 or at mark.k.anderson@hawaii.gov.

c: Financial Admin Division-Treasury Management Branch, B&F
Audrey Hidano, Acting Accounting System Administrator, DAGS