April 26, 2013

COMPTROLLER’S MEMORANDUM NO. 2013-09

TO: Heads of Departments and Agencies

ATTN: Administrative or Fiscal Office

FROM: Dean H. Seki, Comptroller

SUBJECT: Closing of Inactive Appropriation Accounts

This memorandum, effective immediately, replaces Special Distribution Memorandum No. 1985-16, Return of Lapsed Funds.

In an effort to eliminate appropriation accounts that are no longer active, departments are requested to review prior year appropriation accounts and clear out any balances that are no longer required. Many old appropriation accounts contain encumbrances that should be cancelled or cash balances that should either be returned or brought forward to the current account. Section 40-89, HRS requires all unrequired cash balances in prior year appropriation accounts be transferred to the current fiscal year account.

If the appropriation account does not have sufficient expenditure ceiling to return the funds to another department, fund or the entity that initially provided the funds, departments are permitted to use the Journal Voucher (JV), SAFORM A-27, to record the necessary expenditure ceiling. The entries for the appropriation and allotment (when necessary), and the return of funds must be shown on the JV and fully described in the Explanation area. The appropriation and allotment entries used on the JV for this purpose do not represent budgetary control transactions, but rather accounting transactions needed to process the necessary transactions. Please refer to the attached sample JV.

If you or your staff have any questions concerning this memorandum, please contact our Funds Control Accountants at 586-0641 or 586-0639.

Attachment
DAGS – ASO

DAGS – Pre-Audit Branch

DAGS – UARB

Department of the Attorney General

Department of Business, Economic Development and Tourism

Department of Defense

Governor’s Office

Department of Education. 
Hawaii State Public Library System

Department of Hawaiian Home Lands

Department of Human Resource Development

Judiciary

Department of Land & Natural Resources

Legislative Reference Bureau

Ombudsman’s Office

State Ethics Commission

Department of Transportation

The Senate

Department of Education - Hawaii State Public Library System – Business Office

DAGS – Comptroller’s Secretary

DAGS – Systems Accounting Branch

Department of Agriculture

Department of Budget & Finance

Department of Commerce & Consumer Affairs

Department of Education

Hawaii Health Systems Corporation

c/o Leahi Hospital

Office of Hawaiian Affairs

Department of Health

Department of Human Services

Department of Labor & Industrial Relations

Legislative Auditor

Lt. Governor’s Office

Department of Public Safety

Department of Taxation

University of Hawaii

The House of Representatives

+ Counties