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STATE OF HAWAIʻI | KA MOKUʻĀINA O HAWAIʻI
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | KA ʻOIHANA LOIHELU A LAWELAWE LAULĀ
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

June 26, 2026

SPECIAL DISTRIBUTION MEMORANDUM NO. 2026-02

TO: Heads of Departments and Agencies

Administrative and Fiscal Offices

FROM: Meoh-Leng Silliman, Acting Comptroller

SUBJECT: Financial Information for the State's 2026 Annual Financial Report – Due Dates:

- COMPENSATED ABSENCES schedule – **September 4, 2026**
- ALL SCHEDULES **except** Compensated Absences and Vouchers Payable – **September 10, 2026**
- VOUCHERS PAYABLE schedule – **October 5, 2026**

In accordance with Section 40-4, Hawaii Revised Statutes, we are requesting financial information to assist in the preparation of the State of Hawaii's Annual Comprehensive Financial Report for the year ending June 30, 2026.

The following financial information, if applicable, is requested:

1. Cash held outside the State Treasury and the amount covered by federal deposit insurance or by collateral.
2. Investments held outside the State Treasury.
3. Inventories - consumable office supplies.
4. Prepaid expenses.
5. Construction projects in progress.
6. Impaired assets.

7. Liabilities:
   a) Vouchers Payable: For vendor invoices not paid as of June 30, 2026 for goods received or services rendered prior to July 1, 2026. A listing of transactions should include the transaction code, fund, appropriation account, object code, amount, vendor name, invoice number, invoice date, comptroller voucher number, department voucher number, and processing date for invoices paid between July 1, 2026 and the response date. The information should be summarized by fund and provide subtotals for encumbered and unencumbered payments for General Fund only.

   b) Accrued Payroll: For wages and salaries including overtime earned as of June 30, 2026 but paid after June 30, 2026. Information should include regular salaries paid on July 20, 2026 for "after-the-fact" employees. "After-the-fact" are salaried employees hired after June 30, 1998 not belonging to bargaining units 5 and 7 as well as temporary and part-time employees. The information should be summarized by fund with subtotals provided for encumbered and unencumbered payments.

   c) Other Accrued Liabilities: List should include a brief description of the nature of each liability.

8. Revenue Bonds Payable: Amount outstanding as of June 30, 2026 and debt service requirements to maturity. Debt service requirements should be reflected separately for principal and interest for each of the next five fiscal years and in aggregate of five fiscal years thereafter.

9. Financed Purchases (Prior to GASB 87 Implementation, it was called Future Minimum Lease Commitments for Capital Leases) as of June 30, 2026.

10. Service concession arrangements.

11. Leases and Subscription-Based Information Technology Arrangements. GASB 87-Leases and GASB 96-SBITA workbooks used in the determination for recognizing Lease or SBITA must be submitted in excel file documents on or before **September 10, 2026**. Annual reports from FinQuery should be generated and filed by each department for historical purposes and should be made available to auditors upon request.

12. Compensated Absences: Instructions and Excel template have been updated for FY26. Please use the FY26 Excel template for the calculations of compensation absence liabilities and submit the excel file on or before **September 4, 2026**.

Refer to https://ags.hawaii.gov/accounting/ for Excel templates and further instructions. Please submit your responses on the dates stated in the subject. Completed templates, FinQuery reports, and Lease and SBITA workbooks should be e-mailed to danice.woo@hawaii.gov.

Information on accounts, notes and loans receivable, and investments, will be requested separately.

If you have any questions, please contact Ladea M. Nash, Accounting System Administrator, at 586-0600 or e-mail at ladea.m.nash@hawaii.gov.