BENJAMIN J. CAYETANO
GOVERNOR

Mary Alice Evans
Comptroller

Dean H. Seki
Acting Deputy Comptroller

**STATE OF HAWAII**
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

OCT 28 2002

**COMPTROLLER'S MEMORANDUM NO. 2002-35**

TO: Heads of Departments

ATTN: Administrative and Fiscal Officers

FROM: Mary Alice Evans
State Comptroller

SUBJECT: Establishment of New Operating Appropriation Account or Fund

Act 178, Session Laws of Hawaii 2002, added three new sections to Chapter 37, Part III of the Hawaii Revised Statutes. One of the sections, "*Criteria for the establishment and continuance of administratively established accounts and funds,*" requires expending departments or agencies to submit reports to the legislature of newly established operating accounts or funds.

The new section states that:

> *"Any department or agency that administratively establishes any new account or fund shall, within thirty working days of its establishment, transmit a report to the legislature. The report to the legislature shall include:*
> *(1) The justification for the establishment of the account or fund; and*
> *(2) The sources of revenue for the fund.*
>
> *Each department or agency shall, at least twenty days prior to the convening of each regular* session, *submit a report to the legislature. The report shall include:*
> *(1) A list of all administratively established accounts or funds; and*
> *(2) All revenues, expenditures, encumbrances, and ending balances of each account or fund."*

Departments and agencies are therefore responsible for the reporting requirements of Act 178 for all newly established operating accounts and funds from July 1, 2002. As a matter of convenience, a list of these new accounts and funds established through September 30, 2002 is being sent to the following departments for reporting to the legislature:

Department of Agriculture
Department of Business, Economic Development and Tourism
Department of Land and Natural Resources
Department of Transportation
Department of Education
Department of Judiciary
Department of Public Safety

Since these reports are required to be submitted by law, departments and agencies must also comply with the provisions of Act 231, Session Laws of Hawaii 2001.

Should your staff have any questions, please have them contact Wayne Horie of our Accounting Division at 586-0600.

**STATE OF HAWAII**
**DAGS - ACCOUNTING DIVISION-UARB**
**LIST OF ADMINISTRATIVELY ESTABLISHED APPROPRIATIONS**
**AS OF SEPTEMBER 30, 2002**

| APPN SYMBOL F | YR | APP | D | APPROPRIATION TITLE | JUSTIFICATON |
|---|---|---|---|---|---|
| S | 03 | 227 | D | Alien Species Action Plan (ASAP) | Federal Grant |
| S | 03 | 241 | D | Security Services (TSA) at Hilo International Airport | Federal Grant |
| S | 03 | 242 | D | Security Services (TSA) at Honolulu International Airport | Federal Grant |
| S | 03 | 243 | D | Security Services (TSA) at Kahului Airport | Federal Grant |
| S | 03 | 244 | D | Security Services (TSA) at Kona International Airport | Federal Grant |
| S | 03 | 245 | D | Security Services (TSA) at Molokai Airport | Federal Grant |
| S | 03 | 246 | D | Security Services (TSA) at Lanai Airport | Federal Grant |
| S | 03 | 247 | D | Security Services (TSA) at Lihue Airport | Federal Grant |