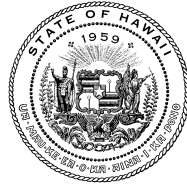


DAVID Y. IGE
GOVERNOR

SHAN TSUTSUI
LT. GOVERNOR



STATE OF HAWAII
DEPARTMENT OF TAXATION
P.O. BOX 259
HONOLULU, HAWAII 96809

MARIA E. ZIELINSKI
DIRECTOR OF TAXATION

DATE: January 14, 2015

TO: The Honorable Jill Tokuda
Chair, Senate Committee on Ways and Means

The Honorable Sylvia Luke
Chair, House Committee on Finance

FROM: Maria E. Zielinski
Director of Taxation

RE: Department of Taxation - FY 2016/FY2017 Budget Briefing Testimony

Overview

A. Provide your agency's mission statement.

The Department of Taxation's mission is to administer the tax laws for the State of Hawaii in a consistent, uniform and fair manner.

B. Discuss how current economic and fiscal conditions have affected agency operations and the ability to meet goals. Identify and discuss notable performance measures, expected outcomes, and recent results.

As we entered into Fiscal Year 2015 (FY15), based on the most recent developments in the national and global economy, and the growth of personal income and tax revenues, we expect continued positive growth in the Hawaii economy in 2015 and 2016.

For FY15, the Department of Taxation (Department) still faces staffing challenges. With Hawaii's unemployment rate at 4.4% (as of Oct 2014) and with the loss of employees through attrition, the difficulty in recruiting and retaining personnel with unique skill sets has resulted in staffing shortages in our divisions. As of November 30, 2014, our vacancy rate is 22.9%. We continue to address this challenge and hope to make significant improvements during the coming year.

Federal Funds

- C. Identify programs that have lost or are at risk of losing federal funds. Identify the source of these federal funds by federal award title and CFDA number. Discuss the impact to the public and your planned response, including efforts to supplant any federal fund reductions or the current year (FY14) and the upcoming year (FY15) with other funds.**

The Department does not have or receive any federal funds.

Budget Request

- D. Explain the approach used to develop the agency's budget and prioritize requests for additional funds.**

The Director's Office worked with the Administrative Services Office (ASO), division administrators, and staff officers to assess budgetary requirements for the upcoming fiscal years. Each division administrator and staff officer provided the director's office with their requests; the director's office and the ASO reviewed, approved and prioritized the requests. These requests were then presented to the Department of Budget and Finance, which made adjustments, before the Department's final budget submittal was approved by the Governor.

- E. Identify and discuss significant adjustments contained in the budget request submitted to the legislature. Explain and quantify how significant requests for additional funds are expected to affect outcomes.**

The most significant adjustments contained in the Department's budget request are the trade-off/transfer requests to realign the budget to reflect approved reorganizations for various programs.

Department of Taxation
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Supporting Services-Revenue Collections	Directs and coordinates departmental activities	TAX 107	
		Administrative Services		Title 14, Chapter 231, 231-3, HRS (generally)
		Rules		Title 14, Chapter 231, 231-3, HRS (generally); 231-4.5, HRS (specifically)
		Systems Administration		Title 14, Chapter 231, 231-3, HRS (generally); 231-8.5, HRS (specifically)
		Information Technology Services		Title 14, Chapter 231, 231-3, HRS (generally); 231-8.5, HRS (specifically)
		Tax Research and Planning		Title 14, Chapter 231, 231-3, HRS (generally); 231-3.4 (specifically)
		Council on Revenues		Haw. Const. Art. VII, Sec. 7; Chapter 37 Part VI, HRS (generally)
		Tax Review Commission		Haw. Const. Art. VII, Sec. 3; Chapter 232E, HRS (generally)
		Board of Reviews		Title 14, Chapter 232, HRS (generally)
2	Tax Services and Processing	Document Processing	TAX 105	Title 14, Chapter 231, 231-3, HRS (generally); 231-3, 231-8.5, 231-9.9, HRS (specifically)
		Revenue Accounting		Title 14, Chapter 231, 231-3, HRS (generally)

Department of Taxation
 Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
		Taxpayer Services		Title 14, Chapter 231, 231-3, HRS (generally)
3	Compliance	Field Audit	TAX 100	Title 14, Chapter 231, 231-3, HRS (generally)
		Office Audit		Title 14, Chapter 231, 231-3, HRS (generally)
		Collections		Title 14, Chapter 231, 231-3, HRS (generally); 231-25 through 231-70, HRS (specifically)
		District Offices		Title 14, Chapter 231, 231-3, HRS (generally); 231-10, HRS (specifically)
		Criminal Investigations		Title 14, Chapter 231, 231-3, HRS (generally); 231-4.3, 231-34 through 231-36, HRS (specifically)
		Special Enforcement		Title 14, Chapter 231, 231-3, HRS (generally); 231-81 through 231-100 (specifically)

Department of Taxation
Department-Wide Totals

Table 2

Fiscal Year 2015				
Act 122/14 Appropriation	Restriction	Emergency Appropriations	Total FY15	MOF
\$ 28,116,119.00	\$ (2,689,210.00)		\$ 25,426,909.00	A
\$ 1,058,822.00			\$ 1,058,822.00	B
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 29,174,941.00	\$ (2,689,210.00)	\$ -	\$ 26,485,731.00	Total
Fiscal Year 2016				
Act 122/14 Appropriation	Reductions	Additions	Total FY16	MOF
\$ 28,416,377.00			\$ 28,416,377.00	A
\$ 1,063,104.00			\$ 1,063,104.00	B
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 29,479,481.00	\$ -	\$ -	\$ 29,479,481.00	Total
Fiscal Year 2017				
Act 122/14 Appropriation	Reductions	Additions	Total FY17	MOF
\$ 28,710,250.00			\$ 28,710,250.00	A
\$ 1,069,097.00			\$ 1,069,097.00	B
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 29,779,347.00	\$ -	\$ -	\$ 29,779,347.00	Total

Department of Taxation
 Program ID Totals
 (Revised 1/14/15)

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 122/14 (FY15)			Governor's Submittal (FY16)				Governor's Submittal (FY17)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
TAX 100	Compliance	A	191.00	5.00	\$ 10,403,551	185.00	4.00	\$ 10,099,538	-3%	185.00	4.00	\$ 10,217,744	-2%
TAX 105	Tax Services and Processing	A	118.00	120.00	\$ 6,424,364	118.00	120.00	\$ 6,477,259	1%	118.00	120.00	\$ 6,498,821	1%
TAX 107	Supporting Services-Rev Collection	A	75.00	19.00	\$ 11,288,204	81.00	20.00	\$ 11,839,580	5%	81.00	20.00	\$ 11,993,685	6%
		B		6.00	\$ 1,058,822		6.00	\$ 1,063,104	0%		6.00	\$ 1,069,097	1%
	TOTAL		384.00	150.00	29,174,941	384.00	150.00	29,479,481	1.0%	384.00	150.00	29,779,347	2.1%

Department of Taxation
Budget Decisions

Table 4

Proj ID	Sub-Org	Description of Request	MOF	Initial Department Request FY16			Initial Department Request FY17			Budget & Finance Recommendation FY16			Budget & Finance Recommendation FY17			Governor's Decision FY16			Governor's Decision FY17			
				Pos (P)	Pos (T)	\$\$\$	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
TRADE-OFF/TRANSFER REQUESTS:																						
TAX 100	CP	Transfer Out Funding & 6 Positions from Compliance to Director's Office	A	(5.00)	(1.00)	\$ (393,264)	A	(5.00)	(1.00)	\$ (395,316)	(5.00)	(1.00)	\$ (393,264)	(5.00)	(1.00)	\$ (395,316)	(5.00)	(1.00)	\$ (393,264)	(5.00)	(1.00)	\$ (395,316)
TAX 107	AA	Transfer In Funding & 6 Positions from Compliance to Director's Office	A	5.00	1.00	\$ 393,264	A	5.00	1.00	\$ 395,316	5.00	1.00	\$ 393,264	5.00	1.00	\$ 395,316	5.00	1.00	\$ 393,264	5.00	1.00	\$ 395,316
TAX 100	CO	Transfer Out Funding & 6 Positions from Compliance to Director's Office	A	-	-	\$ (19,800)	A	-	-	\$ (19,800)	-	-	\$ (19,800)	-	-	\$ (19,800)	-	-	\$ (19,800)	-	-	\$ (19,800)
TAX 107	AA	Transfer In Funding from Compliance to Director's Office	A	-	-	\$ 19,800	A	-	-	\$ 19,800	-	-	\$ 19,800	-	-	\$ 19,800	-	-	\$ 19,800	-	-	\$ 19,800
TAX 100	EO	Transfer Out Funding from Collection to Administrative Services Office	A	(1.00)	-	\$ (26,700)	A	(1.00)	-	\$ (26,700)	(1.00)	-	\$ (26,700)	(1.00)	-	\$ (26,700)	(1.00)	-	\$ (26,700)	(1.00)	-	\$ (26,700)
TAX 107	AA	Transfer In Funding & Position from Collection to Administrative Services Office	A	1.00	-	\$ 26,700	A	1.00	-	\$ 26,700	1.00	-	\$ 26,700	1.00	-	\$ 26,700	1.00	-	\$ 26,700	1.00	-	\$ 26,700
TAX 107	AC	Transfer Out Funding & Position from ITSO to Personnel Office	A	(1.00)	-	\$ (54,300)	A	(1.00)	-	\$ (56,202)	(1.00)	-	\$ (54,300)	(1.00)	-	\$ (56,202)	(1.00)	-	\$ (54,300)	(1.00)	-	\$ (56,202)
TAX 107	AA	Transfer In Funding & Position from ITSO to Personnel Office	A	1.00	-	\$ 54,300	A	1.00	-	\$ 56,202	1.00	-	\$ 54,300	1.00	-	\$ 56,202	1.00	-	\$ 54,300	1.00	-	\$ 56,202
TAX 107	AA	Transfer Out Funding & 2 Positions from Sys Admin to Tax Research & Planning	A	(2.00)	-	\$ (96,456)	A	(2.00)	-	\$ (99,828)	(2.00)	-	\$ (96,456)	(2.00)	-	\$ (99,828)	(2.00)	-	\$ (96,456)	(2.00)	-	\$ (99,828)
TAX 107	AD	Transfer In Funding & 2 Positions from Sys Admin to Tax Research & Planning	A	2.00	-	\$ 96,456	A	2.00	-	\$ 99,828	2.00	-	\$ 96,456	2.00	-	\$ 99,828	2.00	-	\$ 96,456	2.00	-	\$ 99,828
TAX 100	CO	Transfer Out Funding & Position from Office Audit to Collection	A	(1.00)	-	\$ (35,112)	A	(1.00)	-	\$ (35,112)	(1.00)	-	\$ (35,112)	(1.00)	-	\$ (35,112)	(1.00)	-	\$ (35,112)	(1.00)	-	\$ (35,112)
TAX 100	EO	Transfer In Funding & Position from Office Audit to Collection	A	1.00	-	\$ 35,112	A	1.00	-	\$ 35,112	1.00	-	\$ 35,112	1.00	-	\$ 35,112	1.00	-	\$ 35,112	1.00	-	\$ 35,112
TAX 100	CP	Transfer Out Funding & Position from Field Audit to Collection	A	(1.00)	-	\$ (32,460)	A	(1.00)	-	\$ (32,460)	(1.00)	-	\$ (32,460)	(1.00)	-	\$ (32,460)	(1.00)	-	\$ (32,460)	(1.00)	-	\$ (32,460)
TAX 100	EO	Transfer In Funding & Position from Field Audit to Collection	A	1.00	-	\$ 32,460	A	1.00	-	\$ 32,460	1.00	-	\$ 32,460	1.00	-	\$ 32,460	1.00	-	\$ 32,460	1.00	-	\$ 32,460
TAX 100	EO	Transfer Out Funding & Position from Collection to Office Audit	A	(1.00)	-	\$ (35,112)	A	(1.00)	-	\$ (35,112)	(1.00)	-	\$ (35,112)	(1.00)	-	\$ (35,112)	(1.00)	-	\$ (35,112)	(1.00)	-	\$ (35,112)
TAX 100	CO	Transfer In Funding & Position from Collection to Office Audit	A	1.00	-	\$ 35,112	A	1.00	-	\$ 35,112	1.00	-	\$ 35,112	1.00	-	\$ 35,112	1.00	-	\$ 35,112	1.00	-	\$ 35,112
ADDITIONAL RESOURCES FOR CURRENT PROGRAMS:																						
TAX 100	CH	Additional Six-Month Funding for A Position in Hawaii District Office	A	-	-	\$ 17,556	A	-	-	\$ 17,556												
TAX 100	CK	Additional Six-Month Funding for A Position in Kauai District Office	A	-	-	\$ 18,990	A	-	-	\$ 18,990												
TAX 107	AA	Additional Six-Month Funding for A Position in Rules Office	A	-	-	\$ 75,000	A	-	-	\$ 75,000												
TAX 107	AA	Addition of Positions and Funding for Rules Office	A	-	2.00	\$ 300,000	A	-	2.00	\$ 300,000												
TAX 107	AA	Addition of Positions and Funding for System Administration Office	A	8.00	-	\$ 238,754	A	8.00	-	\$ 417,052												
TAX 105	BA	Conversion of One (1) Position from Temporary to Permanent	A	1.00	(1.00)	\$ -	A	1.00	(1.00)	\$ -												
TAX 105	BC	Conversion of Three (3) Positions from Temporary to Permanent	A	3.00	(3.00)	\$ -	A	3.00	(3.00)	\$ -												
TAX 107	AA	Additional Funding for Training for Criminal Investigations Section	A	-	-	\$ 103,000	A	-	-	\$ 7,000												
TAX 100	CK	Addition of Positions and Funding for Kauai District Office	A	2.00	-	\$ 58,756	A	2.00	-	\$ 82,828												
TAX 100	CH	Addition of Positions and Funding for Hawaii District Office	A	1.00	-	\$ 24,535	A	2.00	-	\$ 61,317												
TAX 100	EO	Addition of Positions and Funding for Collection Branch	A	7.00	-	\$ 122,892	A	7.00	-	\$ 245,784												
TAX 100	CO	Addition of Position and Funding for Office Audit Branch	A	1.00	-	\$ 22,842	A	1.00	-	\$ 42,684												
TAX 100	CP	Addition of Positions and Funding for Field Audit Branch	A	12.00	-	\$ 403,422	A	12.00	-	\$ 690,252												
TAX 100	CK	Additional Funding for Remodeling & Improvements for Kauai District Office	A	-	-	\$ 13,000	A	-	-	\$ -												
TAX 100	CH	Additional Funding for Remodeling & Vehicle Replacement for Hawaii District Office	A	-	-	\$ 45,758	A	-	-	\$ -												
		Total		35.00	(2.00)	\$ 1,444,505		36.00	(2.00)	\$ 1,958,463												

Department of Taxation
FY15 Restrictions

Table 7

Prog ID	Sub-Org	MOF	Budgeted by		Difference	Percent Difference	Impact
			Dept	Restriction	Between Budgeted & Restricted		
TAX 100	EO	A	2,298,960	\$ -	\$ 2,298,960	100.00%	
TAX 100	CO	A	2,669,869	\$ 984,374	\$ 1,685,495	63.13%	Please see Note 1 below.
TAX 100	CP	A	2,281,836	\$ -	\$ 2,281,836	100.00%	
TAX 100	CH	A	1,242,066	\$ -	\$ 1,242,066	100.00%	
TAX 100	CM	A	1,126,878	\$ -	\$ 1,126,878	100.00%	
TAX 100	CK	A	783,942	\$ -	\$ 783,942	100.00%	
TAX 105	BA	A	3,553,430	\$ 612,356	\$ 2,941,074	82.77%	Please see Note 2 below.
TAX 105	BB	A	296,160	\$ -	\$ 296,160	100.00%	
TAX 105	BC	A	2,574,774	\$ -	\$ 2,574,774	100.00%	
TAX 107	AA	A	9,274,314	\$ 1,092,480	\$ 8,181,834	88.22%	Please see Note 3 below.
TAX 107	AC	A	1,629,446	\$ -	\$ 1,629,446	100.00%	
TAX 107	AD	A	384,444	\$ -	\$ 384,444	100.00%	
TAX 107	AA	B	1,058,822	\$ -	\$ 1,058,822	100.00%	
			29,174,941	2,689,210	26,485,731		
Notes:							
1.	<p>Based on the Department of Taxation's FY 2014 Annual Report, the total dollars assessed by the Office Audit Branch and Field Audit Branch were \$35.5 million and \$63.5 million respectively in FY 2014. Collections of delinquent taxes totaled \$225.5 million for FY 2014. Any budget reductions will have a significant impact to Compliance Division which is already operating under extremely frugal conditions, and will impact their efforts to bring in these revenues.</p> <p>The Compliance Division generates the tax revenues that fund virtually all State programs and agencies. Any budget cuts to the Compliance Division will have a ripple effect to all programs and agencies. This can be correlated to detriment to the Compliance Division.</p>						
2.	<p>The Program's objective is to process all tax documents received in the most efficient and expeditious manner possible; maintain accurate accounting records for all tax programs; and promote voluntary compliance through the timely delivery of information, forms and responses to inquiries. Any budget reductions will negatively impact the Program's ability to effectively meet its objectives, delay revenue collections, and affect the quality of the services provided to the public. More specifically, as the budget adjustments will affect the hiring and/or duration of our tax season 89-day staff who assist in the processing of tax returns and payments and in providing customer service to the public, tax refunds and processing of tax payments would be delayed, and services to the public would be negatively impacted.</p>						
3.	<p>The Program's objective is to enhance the Department's effectiveness and efficiency in implementing tax programs for formulating policies, allocating resources and providing direction to operations. Any budget reductions will present challenges for the Program to meet its objective as these reductions may require the elimination of certain services.</p> <p>To meet the restriction target, the Program will have to reduce expenses on all operating and office supplies, training, travel, and etc. Moreover, the Program will have to eliminate certain services that are related to the Tax System Modernization (TSM) Project, such as TSM Hardware and Software Maintenance, Project Management, Fraud Prevention Technology, and etc. This could damage the TSM development and prolong the development process, and the result will be unable to keep the TSM in good working order and lead to increased cost in later years as the damage needs to be repaired.</p>						

Department of Taxation
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
NONE						

Expenditures Exceeding Appropriation Ceilings in FY14 and FY15

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
NONE									

Department of Taxation
 Intradepartmental Transfers in FY14 and FY15

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
NONE										

COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. Format: XXX###
C	Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number that appears in the federal award document.
D	CFDA No.	The number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Only applies to grants and loans. A list of CFDA codes can be searched at: https://www.cfda.gov/index?s=program&tab=list&mode=list Format: ##.###.
E	Award Description	Award title and description with purpose of funding action.
F	Awarding Federal Agency	Name of the federal agency that awarded and administers the award on behalf of the funding agency. Select from drow-down menu. See agency list below.
G	Award Amount	For Grants: The total amount of the award. For Loans: The total amount of the loan obligated by the Federal Agency; the face value of the loan. For Contracts: The total amount obligated by the Federal Agency.
H	Award Amount Allocated to the Program ID in Column B	Enter the portion of the total award amount allocated to this Program ID. For example, if a federal award in the amount of \$500 is allocated to only AGR100, the "Award Amount" and the "Award Amount Allocated to the Pgm ID in Column B" would both be \$500. However, if the \$500 will be allocated to AGR100, AGR200 and AGR300, in the amounts of \$100, \$250 and \$150, respectively, the "Award Amount" would be the \$500 for all three program IDs but the "Award Amount Allocated to the Pgm ID in Column B" would be \$100 for AGR100, \$250 for AGR200 and \$150 for AGR300.
I	State Appropriation Symbol	The account number established in FAMIS. The appropriation account is a combination of 4 fields: Fund Type, Fiscal Year, Appropriation Account Number, and Dept. Code. If an award has appropriation symbols for multiple fiscal years, enter the symbol for the first fiscal year. Format: X-YY-###-X
J	State Fund Match (If Any)	The amount of state funds necessary to match the award.
K	Contact Name	Name of the individual at the program level responsible for performance of the award.
L	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
M	Contact Email	Email of the individual at the program level responsible for performance of the award.
	LEGEND:	
	State Expending Agency	
A (AGR)	Department of Agriculture	
B (BED)	Department of Business, Economic Dev & Tourism	
C (LNR)	Department of Land and Natural Resources	
D (TRN)	Department of Transportation	
E (EDN)	Department of Education	
F (UOH)	University of Hawaii	

G (DEF)	Department of Defense	
H (HTH)	Department of Health	
I (HHL)	Department of Hawaiian Home Lands	
J (JUD)	Judiciary	
K (HMS)	Department of Human Services	
L (LBR)	Department of Labor and Industrial Relations	
M (AGS)	Department of Accounting and General Services	
N (ATG)	Department of Attorney General	
O (BUF)	Department of Budget and Finance	
P (HRD)	Department of Human Resources Development	
Q (GOV)	Office of the Governor	
R (CCA)	Department of Commerce and Consumer Affairs	
S (LTG)	Office of the Lieutenant Governor	
T (TAX)	Department of Taxation	
V1 (PSD)	Department of Public Safety	
Z1 (OHA)	Office of Hawaiian Affairs	
	Federal Agency	
	Dept.of Agriculture	
	Dept. of Commerce	
	Dept. of Defense	
	Dept. of Education	
	Dept. of Energy	
	Dept. of Health and Human Services	
	Dept. of Homeland Security	
	Dept. of Housing and Urban Development	
	Dept. of Justice	
	Dept. of Labor	
	Dept. of State	
	Dept. of the Interior	
	Dept. of the Treasury	
	Dept. of Transportation	
	Dept. of Veterans Affairs	
	Corporation for National & Community Svc	
	Environmental Protection Agency	
	General Services Administration	
	NASA	
	National Science Foundation	
	Nuclear Regulatory Commission	
	Office of Personnel Management	
	Small Business Administration	
	Social Security Administration	
	U.S. Agency for International Development	

Department of Taxation
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY15</u>	<u>Estimated FY15</u>	<u>Estimated FY15</u>	<u>Estimated FY15</u>	<u>Estimated FY15</u>	<u>Balance in Excess of Program Needs</u>
				<u>Unencumbered Cash Balance</u>	<u>Revenues</u>	<u>Expenditures and Encumbrances</u>	<u>Net Transfers</u>	<u>Ending Unencumbered Cash Balance</u>	
Cigarette Tax Stamp Administrative Special Fund	To provide funding to administer and operate the cigarette tax stamp program	Act 270, SLH 2001	B	\$ 534,391	\$ 252,000	\$ 252,000	\$ -	\$ 534,391	\$ -
Tax Administration Special Fund	To offset costs associated with administering sections 235-110.9 and 235-110.91, to fund operations of the Special Enforcement	HRS §235-20.5	B	\$ 612,248	\$ 1,000,000	\$ 500,000	\$ (500,000)	\$ 612,248	\$ -

Department of Taxation
Vacancy Report as of November 30, 2014

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
TAX105	BA	07/07/09		049981	Management Analyst III	N	SR20	73	T	1.00	A	\$ 43,806.00	\$ 38,988.00	Y	Y	1		6
TAX107	AC	05/20/11		028863	Information Technology Specialist IV	N	SR22	13	P	1.00	A	\$ 47,400.00	\$ 40,548.00	Y	N			7
TAX105	BA	07/01/11		002766	Document Processing Operations Mgr	N	SR26	23	P	1.00	A	\$ 57,720.00	\$ 67,488.00	Y	N			4
TAX107	AC	09/01/11		120350	Information Technology Specialist IV	N	SR22	13	P	1.00	A	\$ 47,400.00	\$ -	Y	N			9
TAX107	AA	10/18/11		047866	Personnel Management Specialist V	N	SR24	73	P	1.00	A	\$ 57,720.00	\$ 62,388.00	Y	N			5
TAX107	AC	11/08/11		120404	Information Technology Specialist VI	N	SR26	23	P	1.00	A	\$ 57,720.00	\$ -	Y	N			10
TAX100	CP	02/01/12		021194	Auditor VI	N	SR26	23	P	1.00	A	\$ 57,720.00	\$ 75,036.00	Y	N			8
TAX105	BA	04/02/12		118448	Office Assistant III	N	SR08	03	P	1.00	A	\$ 26,706.00	\$ 26,700.00	Y	Y	1		11
TAX107	AC	05/01/12		001502	Information Technology Specialist V	N	SR24	13	P	1.00	A	\$ 53,364.00	\$ 57,708.00	Y	N			19
TAX105	BA	09/15/12		004411	Taxation Services Administrator	N	EM07	35	P	1.00	A	\$ 109,656.00	\$ 109,656.00	Y	N			2
TAX105	BB	09/15/12		001555	Accountant V	N	SR24	13	P	1.00	A	\$ 53,364.00	\$ 67,488.00	Y	N			12
TAX107	AA	09/15/12		038766	Supervising Income Tax Specialist	N	SR24	13	P	1.00	A	\$ 53,364.00	\$ 78,984.00	Y	N			17
TAX100	CO	10/26/12		120783	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 35,112.00	\$ -	Y	N			20
TAX107	AA	11/01/12		120792	Research Statistician IV	N	SR22	13	P	1.00	A	\$ 47,400.00	\$ -	Y	N			22
TAX107	AA	11/01/12		120793	Research Statistician IV	N	SR22	13	P	1.00	A	\$ 47,400.00	\$ -	Y	N			23
TAX107	AC	11/14/12		120344	Information Technology Specialist IV	N	SR22	13	P	1.00	A	\$ 47,400.00	\$ 42,132.00	Y	N			26
TAX100	CP	12/05/12		038686	Criminal Investigator	N	SRNA	73	T	1.00	A	\$ 75,960.00	\$ 64,656.00	Y	N			21
TAX107	AC	12/15/12		120348	Information Technology Specialist IV	N	SR22	13	P	1.00	A	\$ 47,400.00	\$ 38,988.00	Y	N			27
TAX107	AA	12/31/12		001561	Tax Information Specialist I	N	SR20	13	P	1.00	A	\$ 43,812.00	\$ 57,708.00	Y	N			24
TAX105	BA	01/16/13		118230	Office Assistant III	N	SR08	03	P	1.00	A	\$ 26,700.00	\$ 25,668.00	Y	N			28
TAX100	CH	01/19/13		005775	Auditor V	N	SR24	13	P	1.00	A	\$ 53,364.00	\$ 55,500.00	Y	N			18
TAX105	BA	02/01/13		118229	Office Assistant III	N	SR08	03	T	1.00	A	\$ 26,700.00	\$ 25,668.00	Y	N			29
TAX107	AA	03/18/13		120870	Administrative Appeals Officer	Y	SRNA	73	T	1.00	A	\$ 72,012.00	\$ -	Y	N			13
TAX107	AC	03/19/13		120871	Information Technology Specialist IV	N	SR22	13	P	1.00	A	\$ 47,400.00	\$ -	Y	N			36
TAX100	CO	04/01/13		120118	Tax Compliance Coordinator	N	EM03	35	P	1.00	A	\$ 70,404.00	\$ 65,088.00	Y	Y			32
TAX100	CP	04/16/13		016050	Auditor V	N	SR24	24	P	1.00	A	\$ 53,364.00	\$ 67,488.00	Y	N			35
TAX105	BC	05/01/13	12/16/2014	033460	Tax Information Technician II	N	SR15	03	P	1.00	A	\$ 36,516.00	\$ 36,516.00	Y	N			37
TAX100	CO	05/16/13		015489	Tax Clerk	N	SR12	03	P	1.00	A	\$ 31,236.00	\$ 31,212.00	Y	N			38
TAX100	CO	05/16/13		003689	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 35,112.00	\$ 35,064.00	Y	N			39
TAX100	CO	05/16/13		117463	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 35,112.00	\$ 35,064.00	Y	Y	1		40
TAX105	BA	06/01/13		003700	Tax Revenue Collection Supervisor II	N	SR17	04	P	1.00	A	\$ 37,980.00	\$ 48,048.00	Y	N			15
TAX100	CM	08/01/13	12/16/2014	001580	Tax Returns Examiner I	N	SR13	03	P	1.00	A	\$ 33,072.00	\$ 32,424.00	Y	N			41
TAX105	BC	08/01/13		118240	Tax Clerk	N	SR12	03	T	1.00	A	\$ 31,836.00	\$ 31,212.00	Y	N			42
TAX105	BC	08/01/13		118457	Tax Information Technician II	N	SR15	03	P	1.00	A	\$ 38,730.00	\$ 37,968.00	Y	N			43
TAX100	EO	09/03/13		120117	Delinquent Tax Collection Assistant II	N	SR17	03	P	1.00	A	\$ 37,980.00	\$ 37,968.00	Y	Y	5		44
TAX105	BC	10/01/13		118242	Tax Clerk	N	SR12	03	T	1.00	A	\$ 31,836.00	\$ 31,212.00	Y	N			45
TAX107	AA	10/01/13		121075	Management Analyst IV	N	SR22	73	T	1.00	A	\$ 47,400.00	\$ -	Y	N			46
TAX107	AA	10/01/13		121077	Management Analyst IV	N	SR22	73	P	1.00	A	\$ 47,400.00	\$ -	Y	N			83
TAX105	BC	10/15/13		118239	Tax Clerk	N	SR12	03	T	1.00	A	\$ 33,072.00	\$ 32,424.00	Y	N			84
TAX100	CP	10/21/13		038685	Auditor V	N	SR24	24	P	1.00	A	\$ 40,548.00	\$ 38,988.00	Y	N			47
TAX105	BA	11/01/13		001557	Cashier II	N	SR12	03	P	1.00	A	\$ 31,242.00	\$ 42,684.00	Y	N			48
TAX105	BC	11/11/13		121083	Tax Clerk	N	SR12	03	T	1.00	A	\$ 31,236.00	\$ -	Y	N			85
TAX105	BC	11/11/13		121084	Tax Clerk	N	SR12	03	T	1.00	A	\$ 31,236.00	\$ -	Y	N			86
TAX105	BC	11/11/13		121085	Tax Clerk	N	SR12	03	T	1.00	A	\$ 31,236.00	\$ -	Y	N			87
TAX105	BC	11/11/13		121086	Tax Clerk	N	SR12	03	T	1.00	A	\$ 31,236.00	\$ -	Y	N			88
TAX105	BC	11/11/13		121087	Tax Clerk	N	SR12	03	T	1.00	A	\$ 31,236.00	\$ -	Y	N			89
TAX100	CO	11/18/13		120781	Tax Returns Examiner II	N	SR15	13	P	1.00	A	\$ 35,112.00	\$ 44,412.00	Y	Y	1		49
TAX105	BA	11/18/13		118236	Office Assistant III	N	SR08	03	T	1.00	A	\$ 27,234.00	\$ 26,700.00	Y	N			81
TAX105	BA	11/18/13		026280	Tax Clerk	N	SR12	03	P	1.00	A	\$ 31,242.00	\$ 33,760.00	Y	Y	5		95
TAX107	AA	12/14/13		001508	Administrative Services Officer I	N	EM05	23	P	1.00	A	\$ 74,628.00	\$ 74,628.00	Y	N			3
TAX100	CP	12/31/13		001618	Auditor V	N	SR24	13	P	1.00	A	\$ 70,188.00	\$ 40,188.00	Y	N			55

Department of Taxation
Vacancy Report as of November 30, 2014

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt [Y/N]	SR Level	BU Code	Perm	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority	Occupied	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
									Temp [P/T]					to Hire [Y/N]	by 89 Day Hire [Y/N]			
TAX107	AA	12/31/13		038768	Tax Information Specialist I	N	SR20	13	P	1.00	A	\$ 57,720.00	\$ 57,720.00	Y	N			71
TAX100	CO	01/02/14		121107	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 35,112.00	\$ -	Y	N			61
TAX100	CO	01/02/14		121108	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 35,112.00	\$ -	Y	N			67
TAX100	EO	01/02/14		121111	Delinquent Tax Collection Assistant I	N	SR15	03	P	1.00	A	\$ 35,112.00	\$ -	Y	Y	4		73
TAX100	CO	01/07/14		001501	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 41,862.00	\$ 41,040.00	Y	N			30
TAX105	BA	01/16/14		118234	Office Assistant III	N	SR08	03	T	1.00	A	\$ 28,314.00	\$ 27,756.00	Y	N			96
TAX100	CO	02/15/14		004418	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 34,999.00	\$ 35,064.00	Y	Y	2		74
TAX100	CO	02/18/14		003692	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 41,862.00	\$ 41,040.00	Y	N			50
TAX107	AA	03/14/14		120677	Research Statistician IV	N	SR22	13	P	1.00	A	\$ 47,400.00	\$ 47,400.00	Y	N			70
TAX100	CO	04/05/14		119351	Special Enforcement Section Investigator	Y	SRNA	73	T	1.00	A	\$ 41,604.00	\$ 41,604.00	Y	N			34
TAX100	CK	04/22/14		007050	Auditor IV	N	SR22	13	P	1.00	A	\$ 40,548.00	\$ 40,548.00	Y	N			63
TAX105	BA	05/01/14		028864	Data Entry Operator I	N	SR08	03	P	1.00	A	\$ 35,766.00	\$ 35,064.00	Y	N			76
TAX107	AC	05/01/14		120347	Information Technology Specialist IV	N	SR22	13	P	1.00	A	\$ 47,400.00	\$ 47,400.00	Y	N			78
TAX100	CP	05/16/14		117448	Auditor IV	N	SR22	13	P	1.00	A	\$ 40,548.00	\$ 40,548.00	Y	N			58
TAX105	BC	05/16/14		015455	Tax Information Technician II	N	SR15	03	P	1.00	A	\$ 49,008.00	\$ 48,048.00	Y	N			68
TAX100	CM	06/02/14		120659	Tax Clerk	N	SR12	03	P	1.00	A	\$ 31,236.00	\$ 31,212.00	Y	Y	1		79
TAX100	CO	06/07/14		119352	Special Enforcement Section Investigator	Y	SRNA	73	T	1.00	A	\$ 38,000.04	\$ 38,000.00	Y	N			54
TAX105	BA	06/07/14		028861	Data Entry Operator I	N	SR08	03	P	1.00	A	\$ 30,636.00	\$ 30,036.00	Y	N			77
TAX105	BA	06/25/14		001468	Account Clerk III	N	SR11	03	P	1.00	A	\$ 30,636.00	\$ 31,236.00	Y	N			69
TAX100	CO	07/01/14		026376	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 52,974.00	\$ 51,936.00	Y	N			14
TAX100	CP	07/01/14		118027	Criminal Investigator	Y	SRNA	73	T	1.00	A	\$ 79,008.00	\$ 79,008.00	Y	N			52
TAX105	BA	07/01/14		046224	Office Assistant III	N	SR08	03	P	1.00	A	\$ 34,434.00	\$ 33,756.00	Y	N			53
TAX107	AA	07/01/14	01/05/2015	102248	Administrative Rules Specialist	Y	SRNA	73	T	1.00	A	\$ 50,000.00	\$ 130,000.00	Y	N			75
TAX107	AA	07/01/14		015143	Income Tax Specialist V	N	SR24	13	P	1.00	A	\$ 75,960.00	\$ 75,960.00	Y	N			97
TAX100	CM	07/16/14		120658	Tax Clerk	N	SR12	03	P	1.00	A	\$ 31,236.00	\$ 32,460.00	Y	Y	1		80
TAX105	BA	07/16/14		030157	Office Assistant III	N	SR08	03	P	1.00	A	\$ 28,872.00	\$ 28,872.00	Y	N			82
TAX105	BA	07/16/14		043583	Tax Clerk	N	SR12	03	T	1.00	A	\$ 36,468.00	\$ 36,468.00	Y	N			98
TAX105	BC	08/01/14		040971	Tax Clerk	N	SR12	03	P	1.00	A	\$ 32,460.00	\$ 32,460.00	Y	N			90
TAX105	BC	08/01/14		118023	Tax Clerk	N	SR12	03	P	1.00	A	\$ 35,112.00	\$ 35,112.00	Y	N			91
TAX105	BC	08/01/14		118452	Tax Clerk	N	SR12	03	P	1.00	A	\$ 31,236.00	\$ 31,236.00	Y	N			92
TAX100	CM	08/15/14		001577	Tax Information Technician II	N	SR15	03	P	1.00	A	\$ 32,460.00	\$ 32,460.00	Y	N			72
TAX100	CP	08/30/14		011873	Secretary II	N	SR14	03	P	1.00	A	\$ 33,720.00	\$ 33,720.00	Y	N			51
TAX105	BA	08/30/14		001558	Tax Information Technician II	N	SR15	03	P	1.00	A	\$ 44,388.00	\$ 44,388.00	Y	Y	1		59
TAX107	AA	08/30/14		118524	Personnel Clerk IV	N	SR11	63	P	1.00	A	\$ 29,988.00	\$ 32,460.00	Y	Y	2		64
TAX100	EO	09/01/14		001452	Delinquent Tax Collection Assistant III	N	SR20	04	P	1.00	A	\$ 47,100.00	\$ 46,176.00	Y	N			16
TAX105	BA	09/01/14		003943	Data Entry Supervisor II	N	SR14	04	P	1.00	A	\$ 48,024.00	\$ 48,024.00	Y	N			25
TAX100	EO	09/02/14		047876	Delinquent Tax Collection Assistant I	N	SR15	03	P	1.00	A	\$ 37,980.00	\$ 37,980.00	Y	N			65
TAX100	EO	09/02/14		047877	Delinquent Tax Collection Assistant I	N	SR15	03	P	1.00	A	\$ 36,468.00	\$ 36,468.00	Y	N			66
TAX107	AA	09/13/14		104171	Deputy Director	N	SRNA	00	T	1.00	A	\$ 121,908.00	\$ 121,908.00	Y	N			1
TAX100	CK	09/16/14		047882	Delinquent Tax Collection Assistant I	N	SR15	03	P	1.00	A	\$ 36,468.00	\$ 36,468.00	Y	N			62
TAX100	CO	10/01/14		117458	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 54,012.00	\$ 54,012.00	Y	N			33
TAX107	AD	10/01/14		011442	Economist VI	N	SR26	13	P	1.00	A	\$ 85,416.00	\$ 85,416.00	Y	N			56
TAX100	CH	10/18/14		001612	Office Assistant III	N	SR08	03	P	1.00	A	\$ 26,700.00	\$ 26,700.00	Y	N			93
TAX100	CO	11/01/14		001500	Tax Returns Examiner IV	N	SR20	04	P	1.00	A	\$ 68,412.00	\$ 68,412.00	Y	N			31
TAX100	EO	11/01/14		000166	Office Assistant III	N	SR08	03	P	1.00	A	\$ 31,236.00	\$ 31,236.00	Y	N			60
TAX105	BA	11/01/14		011265	Secretary II	N	SR17	03	P	1.00	A	\$ 41,064.00	\$ 41,064.00	Y	N			94
TAX100	CO	11/03/14		001532	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 44,388.00	\$ 44,388.00	Y	N			57

Department of Taxation
Personnel Separations from July 1, 2013 to November 30, 2014

Table 14

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
TAX100	EO	07/01/13	047883	Delinquent Tax Collection Assistant II	N	SR17	03	P	A	1.00	\$ 37,980.00	1.00	\$ 51,936.00
TAX100	EO	07/01/13	117478	Delinquent Tax Collection Assistant III	N	SR20	04	P	A	1.00	\$ 48,024.00	1.00	\$ 58,440.00
TAX100	CP	07/16/13	117445	Auditor IV	N	SR22	13	P	A	1.00	\$ 40,548.00	1.00	\$ 47,400.00
TAX105	BC	08/01/13	118240	Tax Clerk	N	SR12	03	T	A	1.00	\$ 31,836.00	1.00	\$ 31,212.00
TAX100	EO	08/01/13	001450	Tax Clerk	N	SR12	03	P	A	1.00	\$ 32,460.00	1.00	\$ 36,468.00
TAX105	BC	08/01/13	118457	Tax Information Technician II	N	SR15	03	P	A	1.00	\$ 38,730.00	1.00	\$ 37,968.00
TAX100	CM	08/01/13	001580	Tax Returns Examiner I	N	SR13	03	P	A	1.00	\$ 33,072.00	1.00	\$ 32,424.00
TAX105	BC	08/06/13	047870	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 32,424.00
TAX100	EO	08/19/13	047881	Delinquent Tax Collection Assistant I	N	SR15	03	P	A	1.00	\$ 35,112.00	1.00	\$ 39,480.00
TAX105	BA	08/19/13	118442	Office Assistant III	N	SR08	03	P	A	1.00	\$ 27,768.00	1.00	\$ 26,700.00
TAX100	EO	09/03/13	120117	Delinquent Tax Collection Assistant I	N	SR15	03	P	A	1.00	\$ 37,980.00	1.00	\$ 37,968.00
TAX105	BA	09/03/13	049971	Tax Clerk	N	SR12	03	T	A	1.00	\$ 31,236.00	1.00	\$ 31,212.00
TAX105	BA	09/04/13	046126	Office Assistant III	N	SR08	03	P	A	1.00	\$ 32,460.00	1.00	\$ 26,700.00
TAX107	AA	10/01/13	001466	Departmental Personnel Officer II	N	EM03	35	P	A	1.00	\$ 97,620.00	1.00	\$ 79,572.00
TAX100	CP	10/01/13	011873	Secretary II	N	SR14	03	P	A	1.00	\$ 33,720.00	1.00	\$ 42,684.00
TAX105	BC	10/01/13	118242	Tax Clerk	N	SR12	03	T	A	1.00	\$ 31,836.00	1.00	\$ 31,212.00
TAX105	BC	10/15/13	118239	Tax Clerk	N	SR12	03	T	A	1.00	\$ 33,072.00	1.00	\$ 32,424.00
TAX100	CP	10/21/13	038685	Auditor V	N	SR24	13	P	A	1.00	\$ 40,548.00	1.00	\$ 38,988.00
TAX105	BA	11/01/13	001557	Cashier II	N	SR12	03	P	A	1.00	\$ 31,242.00	1.00	\$ 42,684.00
TAX105	BA	11/18/13	118236	Office Assistant III	N	SR08	03	T	A	1.00	\$ 27,234.00	1.00	\$ 26,700.00
TAX105	BA	11/18/13	001524	Office Assistant IV	N	SR10	03	P	A	1.00	\$ 37,980.00	1.00	\$ 35,064.00
TAX105	BB	11/18/13	026280	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,242.00	1.00	\$ 35,112.00
TAX100	CO	11/18/13	120781	Tax Returns Examiner II	N	SR15	03	P	A	1.00	\$ 35,112.00	1.00	\$ 44,412.00
TAX100	CM	12/01/13	038733	Secretary II	N	SR14	03	P	A	1.00	\$ 35,112.00	1.00	\$ 44,412.00
TAX107	AA	12/14/13	001508	Administrative Services Officer I	N	EM05	35	P	A	1.00	\$ 74,628.00	1.00	\$ 74,628.00
TAX100	CP	12/31/13	001618	Auditor V	N	SR24	13	P	A	1.00	\$ 70,188.00	1.00	\$ 40,188.00
TAX100	CH	12/31/13	001600	Secretary II	N	SR14	03	P	A	1.00	\$ 33,720.00	1.00	\$ 49,932.00
TAX107	AA	12/31/13	038768	Tax Information Specialist I	N	SR20	13	P	A	1.00	\$ 57,720.00	1.00	\$ 57,720.00
TAX100	EO	01/03/14	039120	Delinquent Tax Collection Assi	N	SR17	03	P	A	1.00	\$ 39,492.00	1.00	\$ 37,968.00
TAX100	CO	01/07/14	001501	Tax Returns Examiner III	N	SR17	03	P	A	1.00	\$ 41,862.00	1.00	\$ 41,040.00
TAX100	EO	01/16/14	022031	Delinquent Tax Collection Assi	N	SR17	03	P	A	1.00	\$ 37,980.00	1.00	\$ 41,040.00

Department of Taxation
Personnel Separations from July 1, 2013 to November 30, 2014

Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
TAX105	BA	01/16/14	118234	Office Assistan III	N	SR08	03	T	A	1.00	\$ 28,314.00	1.00	\$ 27,756.00
TAX107	AA	01/22/14	118504	Administrative Rules Specialist	Y	SRNA	73	T	A	1.00	\$ 43,824.00	1.00	\$ 100,000.00
TAX100	CO	02/15/14	004418	Tax Returns Examiner II	N	SR15	03	P	A	1.00	\$ 34,999.00	1.00	\$ 35,064.00
TAX100	CO	02/18/14	003692	Tax Returns Examiner III	N	SR17	03	P	A	1.00	\$ 41,862.00	1.00	\$ 41,040.00
TAX100	CH	03/03/14	001612	Office Assistant III	N	SR08	03	P	A	1.00	\$ 26,700.00	1.00	\$ 26,700.00
TAX100	CK	03/03/14	117461	Tax Returns Examiner III	N	SR17	03	P	A	1.00	\$ 37,980.00	1.00	\$ 49,932.00
TAX105	BC	04/01/14	040970	Tax Information Technician II	N	SR15	03	P	A	1.00	\$ 46,176.00	1.00	\$ 54,012.00
TAX100	CO	04/05/14	119351	Special Enforcement Section In	Y	SRNA	73	T	B	1.00	\$ 41,604.00	1.00	\$ 41,604.00
TAX100	CK	04/22/14	007050	Auditor IV	N	SR22	13	P	A	1.00	\$ 40,548.00	1.00	\$ 40,548.00
TAX105	BA	05/01/14	028864	Data Entry Operator I	N	SR08	03	P	A	1.00	\$ 35,766.00	1.00	\$ 35,064.00
TAX100	EO	05/01/14	047881	Delinquent Tax Collection Assistant I	N	SR15	03	P	A	1.00	\$ 35,112.00	1.00	\$ 37,968.00
TAX107	AC	05/01/14	120347	Information Technology Specia	N	SR22	13	P	A	1.00	\$ 47,400.00	1.00	\$ 47,400.00
TAX100	CP	05/16/14	117448	Auditor IV	N	SR22	13	P	A	1.00	\$ 40,548.00	1.00	\$ 40,548.00
TAX105	BC	05/16/14	015455	Tax Information Technician II	N	SR15	03	P	A	1.00	\$ 49,008.00	1.00	\$ 48,048.00
TAX100	CM	06/02/14	120659	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 31,212.00
TAX105	BA	06/07/14	028861	Data Entry Operator I	N	SR08	03	P	A	1.00	\$ 30,636.00	1.00	\$ 30,036.00
TAX100	CO	06/07/14	119352	Special Enforcement Section Iv	Y	SRNA	73	T	B	1.00	\$ 38,000.04	1.00	\$ 38,000.00
TAX105	BA	06/25/14	001468	Account Clerk III	N	SR11	03	P	A	1.00	\$ 30,636.00	1.00	\$ 31,236.00
TAX107	AA	07/01/14	102248	Administrative Rules Specialist	Y	SRNA	73	T	A	1.00	\$ 50,000.00	1.00	\$ 130,000.00
TAX100	CP	07/01/14	118027	Criminal Investigator	Y	SRNA	73	T	A	1.00	\$ 79,008.00	1.00	\$ 79,008.00
TAX107	AA	07/01/14	015143	Income Tax Specialist V	N	SR24	13	P	A	1.00	\$ 75,960.00	1.00	\$ 75,960.00
TAX105	BA	07/01/14	046224	Office Assistant III	N	SR08	03	P	A	1.00	\$ 34,434.00	1.00	\$ 33,756.00
TAX100	CO	07/01/14	026376	Tax Returns Examiner II	N	SR15	03	P	A	1.00	\$ 52,974.00	1.00	\$ 51,936.00
TAX105	BA	07/16/14	030157	Office Assistant III	N	SR08	03	P	A	1.00	\$ 28,872.00	1.00	\$ 28,872.00
TAX105	BA	07/16/14	046126	Office Assistant III	N	SR08	03	P	A	1.00	\$ 32,460.00	1.00	\$ 26,700.00
TAX100	CM	07/16/14	120658	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 32,460.00
TAX105	BA	07/16/14	043583	Tax Clerk	N	SR12	03	T	A	1.00	\$ 36,468.00	1.00	\$ 36,468.00
TAX105	BC	08/01/14	118452	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 31,236.00
TAX105	BC	08/01/14	040971	Tax Clerk	N	SR12	03	P	A	1.00	\$ 32,460.00	1.00	\$ 32,460.00
TAX105	BC	08/01/14	118023	Tax Clerk	N	SR12	03	P	A	1.00	\$ 35,112.00	1.00	\$ 35,112.00
TAX100	CM	08/15/14	001577	Tax Information Technician II	N	SR15	03	P	A	1.00	\$ 32,460.00	1.00	\$ 32,460.00
TAX105	BA	09/01/14	003943	Data Entry Supervisor II	N	SR14	04	P	A	1.00	\$ 48,024.00	1.00	\$ 48,024.00
TAX100	EO	09/01/14	001452	Delinquent Tax Collection Assistant III	N	SR20	04	P	A	1.00	\$ 47,100.00	1.00	\$ 46,176.00
TAX107	AA	08/30/14	118524	Personnel Clerk IV	N	SR11	63	P	A	1.00	\$ 29,988.00	1.00	\$ 32,460.00
TAX100	CP	08/30/14	011873	Secretary II	N	SR14	03	P	A	1.00	\$ 33,720.00	1.00	\$ 33,720.00

Department of Taxation
 Personnel Separations from July 1, 2013 to November 30, 2014

Table 14

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
TAX105	BA	08/30/14	001558	Tax Information Technician II	N	SR15	03	P	A	1.00	\$ 44,388.00	1.00	\$ 44,388.00
TAX100	EO	09/02/14	047876	Delinquent Tax Collection Assi	N	SR15	03	P	A	1.00	\$ 37,980.00	1.00	\$ 37,980.00
TAX100	EO	09/02/14	047877	Delinquent Tax Collection Assi	N	SR15	03	P	A	1.00	\$ 36,468.00	1.00	\$ 36,468.00
TAX107	AA	09/13/14	104171	Deputy Director	Y	SRNA	00	P	A	1.00	\$ 121,908.00	1.00	\$ 121,908.00
TAX100	CK	09/16/14	047882	Delinquent Tax Collection Assi	N	SR15	03	P	A	1.00	\$ 36,468.00	1.00	\$ 36,468.00
TAX107	AD	10/01/14	011442	Economist VI	N	SR26	13	P	A	1.00	\$ 85,416.00	1.00	\$ 85,416.00
TAX100	CO	10/01/14	117458	Tax Returns Examiner III	N	SR17	03	P	A	1.00	\$ 54,012.00	1.00	\$ 54,012.00
TAX100	CH	10/18/14	001612	Office Assistant III	N	SR08	03	P	A	1.00	\$ 26,700.00	1.00	\$ 26,700.00
TAX100	EO	11/01/14	000166	Office Assistant III	N	SR08	03	P	A	1.00	\$ 31,236.00	1.00	\$ 31,236.00
TAX105	BA	11/01/14	011265	Secretary II	N	SR14	03	P	A	1.00	\$ 41,064.00	1.00	\$ 41,064.00
TAX100	CO	11/01/14	001500	Tax Returns Examiner IV	N	SR20	04	P	A	1.00	\$ 68,412.00	1.00	\$ 68,412.00
TAX100	CO	11/03/14	001532	Tax Returns Examiner III	N	SR17	03	P	A	1.00	\$ 44,388.00	1.00	\$ 44,388.00

Department of Taxation
Positions Filled from July 1, 2013 to November 30, 2014

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
TAX100	CK	07/01/13	001620	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 30,003.00	
TAX107	AA	07/08/13	102246	Administrative Rules Specialist	Y	SRNA	73	T	A	1.00	\$ 140,004.00	1.00	\$ 140,004.00	
TAX107	AA	07/16/13	018027	Income Tax Specialist V	N	SR24	13	P	A	1.00	\$ 60,012.00	1.00	\$ 51,312.00	
TAX107	AA	07/16/13	120347	Information Technology Specialist II	N	SR18	13	P	A	1.00	\$ 47,400.00	1.00	\$ 45,576.00	
TAX100	CK	07/16/13	120791	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 30,036.00	
TAX100	CM	08/01/13	117455	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 38,988.00	
TAX100	CP	08/01/13	001551	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 38,988.00	
TAX100	EO	08/01/13	047873	Delinquent Tax Collection Assistant I	N	SR15	03	P	A	1.00	\$ 39,492.00	1.00	\$ 37,968.00	
TAX100	EO	08/01/13	117477	Delinquent Tax Collection Assistant I	N	SR15	03	P	A	1.00	\$ 36,468.00	1.00	\$ 35,064.00	
TAX100	EO	08/01/13	047874	Delinquent Tax Collection Assistant I	N	SR15	03	P	A	1.00	\$ 36,468.00	1.00	\$ 35,064.00	
TAX105	BA	08/01/13	118445	Office Assistant III	N	SR08	03	P	A	1.00	\$ 26,700.00	1.00	\$ 25,668.00	
TAX100	CO	08/05/13	119348	Special Enforcement Section Investigator	Y	SRNA	73	T	A	1.00	\$ 39,999.96	1.00	\$ 38,000.00	
TAX100	CO	08/05/13	119350	Special Enforcement Section Investigator	Y	SRNA	73	T	A	1.00	\$ 42,000.00	1.00	\$ 42,000.00	
TAX100	CO	08/05/13	119352	Special Enforcement Section Investigator	Y	SRNA	73	T	A	1.00	\$ 38,000.04	1.00	\$ 40,000.00	
TAX100	CH	08/06/13	011513	Tax Clerk	N	SR12	03	P	A	1.00	\$ 35,112.00	1.00	\$ 31,212.00	
TAX105	BC	08/06/13	001553	Tax Information Technician II	N	SR15	03	P	A	1.00	\$ 37,980.00	1.00	\$ 36,516.00	
TAX100	CP	08/19/13	038685	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 38,988.00	
TAX100	CP	08/19/13	117448	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 38,988.00	
TAX100	CP	08/19/13	016049	Delinquent Tax Collection Assistant II	N	SR17	03	P	A	1.00	\$ 44,388.00	1.00	\$ 42,684.00	
TAX100	CO	08/19/13	047879	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 30,036.00	
TAX105	BA	08/27/13	011526	Accountant III	N	SR20	13	P	A	1.00	\$ 43,812.00	1.00	\$ 42,132.00	
TAX107	AA	09/03/13	102248	Administrative Rules Specialist	Y	SRNA	73	T	A	1.00	\$ 50,000.00	1.00	\$ 130,000.00	
TAX100	CK	09/03/13	007050	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 38,988.00	
TAX100	CP	09/03/13	011875	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 38,988.00	
TAX100	CP	09/03/13	021192	Auditor III	N	SR20	13	P	A	1.00	\$ 43,812.00	1.00	\$ 42,132.00	
TAX100	EO	09/03/13	033459	Delinquent Tax Collection Assistant I	N	SR15	03	P	A	1.00	\$ 35,112.00	1.00	\$ 33,756.00	
TAX105	BC	09/04/13	001514	Office Assistant III	N	SR08	03	P	A	1.00	\$ 27,768.00	1.00	\$ 26,700.00	

Department of Taxation
Positions Filled from July 1, 2013 to November 30, 2014

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
TAX107	AD	09/16/13	120677	Research Statistician IV	N	SR22	13	P	A	1.00	\$ 47,400.00	1.00	\$ 45,576.00	
TAX100	CH	09/23/13	015252	Office Assistant IV	N	SR10	03	P	A	1.00	\$ 28,872.00	1.00	\$ 27,756.00	
TAX107	AA	10/01/13	120986	Administrative Rules Specialist	Y	SRNA	73	T	A	1.00	\$ 104,004.00	1.00	\$ 99,999.00	
TAX105	BC	10/01/13	118453	Tax Clerk	N	SR12	03	P	A	1.00	\$ 32,358.00	1.00	\$ 30,036.00	
TAX105	BC	10/02/13	026370	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 30,036.00	
TAX105	BA	10/15/13	004409	Tax Clerk	N	SR12	03	P	A	1.00	\$ 32,460.00	1.00	\$ 31,212.00	
TAX105	BC	10/16/13	118452	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 30,036.00	
TAX100	CP	11/01/13	118027	Criminal Investigator	Y	SRNA	73	P	A	1.00	\$ 79,008.00	1.00	\$ 79,008.00	
TAX107	AA	11/18/13	120984	Administrative Rules Specialist	Y	SRNA	73	T	A	1.00	\$ 84,999.96	1.00	\$ 85,000.00	
TAX100	EO	11/18/13	001449	Delinquent Tax Collection Assistant II	N	SR17	03	P	A	1.00	\$ 49,968.00	1.00	\$ 48,048.00	
TAX105	BA	11/18/13	118442	Office Assistant III	N	SR08	03	P	A	1.00	\$ 27,768.00	1.00	\$ 26,700.00	
TAX105	BC	11/18/13	118023	Tax Clerk	N	SR12	03	P	A	1.00	\$ 35,112.00	1.00	\$ 33,756.00	
TAX105	BC	11/18/13	118025	Tax Clerk	N	SR12	03	P	A	1.00	\$ 39,492.00	1.00	\$ 37,968.00	
TAX105	BA	12/02/13	027115	Office Assistant IV	N	SR10	03	P	A	1.00	\$ 28,872.00	1.00	\$ 37,512.00	
TAX107	AA	12/16/13	118504	Administrative Rules Specialist	Y	SRNA	73	T	A	1.00	\$ 43,824.00	1.00	\$ 100,000.00	
TAX100	CH	01/02/14	117453	Auditor III	N	SR20	13	P	A	1.00	\$ 43,812.00	1.00	\$ 43,812.00	
TAX105	BC	01/02/14	118456	Tax Information Technician I	N	SR13	03	P	A	1.00	\$ 32,460.00	1.00	\$ 31,212.00	
TAX100	EO	01/16/14	117478	Delinquent Tax Collection Assistant III	N	SR20	04	P	A	1.00	\$ 48,024.00	1.00	\$ 46,176.00	
TAX107	AA	01/16/14	001466	Departmental Personnel Office	N	EM03	35	P	A	1.00	\$ 97,620.00	1.00	\$ 96,324.00	
TAX105	BA	01/16/14	118444	Office Assistant III	N	SR08	03	P	A	1.00	\$ 26,700.00	1.00	\$ 25,668.00	
TAX105	BA	01/16/14	001504	Office Assistant III	N	SR08	03	P	A	1.00	\$ 28,872.00	1.00	\$ 27,756.00	
TAX105	BA	01/16/14	011265	Secretary II	N	SR14	03	P	A	1.00	\$ 41,064.00	1.00	\$ 39,480.00	
TAX105	BC	01/16/14	047870	Tax Clerk	N	SR12	03	P	A	1.00	\$ 31,236.00	1.00	\$ 30,036.00	
TAX100	EO	01/27/14	047881	Delinquent Tax Collection Assistant I	N	SR15	03	P	A	1.00	\$ 35,112.00	1.00	\$ 37,968.00	
TAX100	EO	02/03/14	016055	Account Clerk II	N	SR11	03	P	A	1.00	\$ 26,700.00	1.00	\$ 25,668.00	
TAX100	CP	02/03/14	117447	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 40,548.00	
TAX105	BC	02/03/14	118449	Tax Information Technician I	N	SR13	03	P	A	1.00	\$ 32,460.00	1.00	\$ 31,212.00	
TAX105	BA	02/18/14	046126	Office Assistant III	N	SR08	03	P	A	1.00	\$ 32,460.00	1.00	\$ 25,668.00	
TAX100	CO	02/18/14	001506	Tax Returns Examiner IV	N	SR20	04	P	A	1.00	\$ 48,024.00	1.00	\$ 46,176.00	
TAX100	CH	03/03/14	001600	Secretary II	N	SR14	03	P	A	1.00	\$ 33,720.00	1.00	\$ 32,424.00	
TAX100	CK	03/03/14	004421	Tax Returns Examiner IV	N	SR20	04	P	A	1.00	\$ 58,416.00	1.00	\$ 56,172.00	
TAX105	BA	03/17/14	049971	Tax Clerk	N	SR12	03	T	A	1.00	\$ 31,236.00	1.00	\$ 30,036.00	

Department of Taxation
Positions Filled from July 1, 2013 to November 30, 2014

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
TAX105	BC	04/01/14	000168	Supervising Tax Clerk II	N	SR17	04	P	A	1.00	\$ 54,012.00	1.00	\$ 51,936.00	
TAX105	BC	04/01/14	118238	Tax Clerk	N	SR12	03	T	A	1.00	\$ 32,460.00	1.00	\$ 31,212.00	
TAX100	EO	04/16/14	039120	Delinquent Tax Collection Ass	N	SR17	03	P	A	1.00	\$ 39,492.00	1.00	\$ 37,968.00	
TAX105	BC	05/16/14	016051	Supervising Tax Clerk II	N	SR17	04	P	A	1.00	\$ 54,012.00	1.00	\$ 51,936.00	
TAX105	BC	05/16/14	001510	Tax Information Technician II	N	SR15	03	P	A	1.00	\$ 35,112.00	1.00	\$ 33,756.00	
TAX100	CM	06/02/14	038733	Secretary II	N	SR14	03	P	A	1.00	\$ 35,112.00	1.00	\$ 38,733.00	
TAX107	AA	07/01/14	120985	Administrative Rules Specialis	Y	SRNA	73	T	A	1.00	\$ 129,999.96	1.00	\$ 130,000.00	
TAX100	CH	07/01/14	001612	Office Assistant III	N	SR08	03	P	A	1.00	\$ 26,700.00	1.00	\$ 26,700.00	
TAX105	BA	07/01/14	001524	Office Assistant IV	N	SR10	03	P	A	1.00	\$ 37,980.00	1.00	\$ 37,980.00	
TAX100	CP	07/16/14	117446	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 40,548.00	
TAX100	CP	07/16/14	007049	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 40,548.00	
TAX100	CP	07/16/14	117445	Auditor II	N	SR18	13	P	A	1.00	\$ 40,548.00	1.00	\$ 40,548.00	
TAX105	BA	07/16/14	034204	Management Analyst I	N	SR16	13	T	A	1.00	\$ 37,464.00	1.00	\$ 37,464.00	
TAX107	AA	07/16/14	121074	Management Analyst I	N	SR16	13	T	A	1.00	\$ 37,464.00	1.00	\$ 37,464.00	
TAX107	AA	07/16/14	121076	Management Analyst I	N	SR16	13	T	A	1.00	\$ 37,464.00	1.00	\$ 37,464.00	
TAX105	BA	07/16/14	046126	Office Assistant III	N	SR08	03	P	A	1.00	\$ 32,460.00	1.00	\$ 32,460.00	
TAX100	CP	07/01/14	011873	Secretary II	N	SR14	03	P	A	1.00	\$ 33,720.00	1.00	\$ 33,720.00	
TAX100	EC	07/16/14	001450	Tax Clerk	N	SR12	03	P	A	1.00	\$ 32,460.00	1.00	\$ 32,460.00	
TAX100	CM	07/16/14	001577	Tax Clerk	N	SR12	03	P	A	1.00	\$ 32,460.00	1.00	\$ 32,460.00	
TAX100	EO	08/01/14	047881	Delinquent Tax Collection Ass	N	SR15	03	P	A	1.00	\$ 35,112.00	1.00	\$ 35,544.00	
TAX100	EO	08/01/14	121109	Delinquent Tax Collection Ass	N	SR15	03	P	A	1.00	\$ 35,112.00	1.00	\$ 36,468.00	
TAX100	EO	08/01/14	121110	Delinquent Tax Collection Ass	N	SR15	03	P	A	1.00	\$ 35,112.00	1.00	\$ 39,492.00	
TAX100	EO	09/02/14	022031	Delinquent Tax Collection Ass	N	SR17	03	P	A	1.00	\$ 37,980.00	1.00	\$ 41,064.00	
TAX100	EO	09/02/14	047883	Delinquent Tax Collection Assistant II	N	SR17	03	P	A	1.00	\$ 37,980.00	1.00	\$ 39,492.00	
TAX100	CK	09/16/14	117461	Tax Returns Examiner III	N	SR17	03	P	A	1.00	\$ 37,980.00	1.00	\$ 36,468.00	
TAX105	BC	10/01/14	040970	Tax Information Technician II	N	SR15	03	P	A	1.00	\$ 46,176.00	1.00	\$ 49,968.00	
TAX100	CM	10/16/14	004417	Auditor III	N	SR20	13	P	A	1.00	\$ 47,400.00	1.00	\$ 45,576.00	
TAX107	AA	11/03/14	118504	Administrative Rules Specialis	Y	SRNA	73	T	A	1.00	\$ 43,824.00	1.00	\$ 7,084.00	
TAX100	CO	11/03/14	011504	Tax Returns Examiner IV	N	SR20	04	P	A	1.00	\$ 42,684.00	1.00	\$ 51,936.00	

Department of Taxation
Unauthorized Positions as of November 30, 2014

Table 16

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
NONE														

Department of Taxation
Overtime Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOF	FY14 (actual)			FY15 (estimated)			FY16 (budgeted)			FY17 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
TAX100	CH	COMPLIANCE DIVISION - AUDIT BRANCH HAWAII	A	\$ 1,214,782	\$ 3,692	0.3%	\$ 1,245,172	\$ 10,929	0.9%	\$ 1,265,076	\$ -	0.0%	\$ 1,276,504	\$ -	0.0%
TAX100	CM	COMPLIANCE DIVISION - AUDIT BRANCH MAUI	A	\$ 1,053,676	\$ 13,013	1.2%	\$ 1,113,424	\$ 19,942	1.8%	\$ 1,132,080	\$ -	0.0%	\$ 1,141,678	\$ -	0.0%
TAX100	CP	COMPLIANCE DIVISION - FIELD AUDIT	A	\$ 2,239,560	\$ 69	0.0%	\$ 2,239,560	\$ 1,300	0.1%	\$ 2,316,030	\$ -	0.0%	\$ 2,384,411	\$ -	0.0%
TAX100	EO	COMPLIANCE DIVISION - COLLECTIONS OAHU	A	\$ 2,205,360	\$ 39,788	1.8%	\$ 2,271,012	\$ 72,046	3.2%	\$ 2,304,108	\$ -	0.0%	\$ 2,313,108	\$ -	0.0%
TAX105	BA	DOCUMENT PROCESSING BRANCH	A	\$ 3,293,593	\$ 88,039	2.7%	\$ 3,361,183	\$ 38,134	1.1%	\$ 3,595,103	\$ -	0.0%	\$ 3,605,139	\$ -	0.0%
TAX105	BB	REVENUE ACCOUNTING BRANCH	A	\$ 293,352	\$ 3,079	1.0%	\$ 293,352	\$ 1,466	0.5%	\$ 299,400	\$ -	0.0%	\$ 304,764	\$ -	0.0%
TAX105	BC	TAXPAYER SERVICES BRANCH	A	\$ 2,469,038	\$ 44,117	1.8%	\$ 2,469,038	\$ 52,779	2.1%	\$ 2,582,756	\$ -	0.0%	\$ 2,588,918	\$ -	0.0%
TAX107	AA	OFFICE OF THE DIRECTOR & STAFF OFFICES	A	\$ 5,953,614	\$ 66,234	1.1%	\$ 8,944,672	\$ 65,228	0.7%	\$ 9,351,470	\$ -	0.0%	\$ 9,433,859	\$ -	0.0%
TAX107	AC	INFORMATION TECHNOLOGY SERVICES OFFICE	A	\$ 1,623,012	\$ 15,820	1.0%	\$ 1,623,012	\$ 3,775	0.2%	\$ 1,658,274	\$ -	0.0%	\$ 1,716,131	\$ -	0.0%

Department of Taxation
Overpayments as of November 30, 2014

Table 19

<u>Name of Employee</u>	<u>Date of Over-payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed Occurred > 2 Years</u>	<u>Employed Occurred < 2 Years</u>	<u>Not Employed Occurred > 2 Years</u>	<u>Not Employed Occurred < 2 Years</u>		
NONE										

Department of Taxation
Active Contracts as of December 1, 2014

Table 20

Prog ID	MOF	Frequency		Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category E/L/P/C/G/S	Description	Explanation of How Contract is Monitored	POS Y/N
		Amount	(M/A/O)				From	To					
TAX100	A	0.00	O-upon services rendered	114,538.00	114,538.00	08/01/2014	08/01/2014	01/31/2015	Alexander Brothers, LTD.	G	To furnish, deliver and install furniture and equipment .	Monitored by Field Audit	N
TAX 100	A	3,551.29	O-upon services rendered	30,000.00	26,448.71	07/01/2014	07/01/2014	06/30/2015	Johnson, Philip	S	To provide subject matter expertise for litigation of tax matters	Monitored by Field Audit	N
TAX 100	A	0.00	O-upon services rendered	20,000.00	20,000.00	06/01/2014	06/01/2014	05/31/2015	Turn, Scott Quintin	S	To provide subject matter expertise for litigation of tax matters	Monitored by Field Audit	N
TAX107	A	33,902.30	O-upon services rendered	50,000.00	16,097.70	03/13/2014	03/13/2014	03/31/2015	Bingham McCutchen LLP	S	Legal advice to DoTax to assist with the drafting and reviewing of DoTax's request for proposals for the Modernization of DoTax's IT infrastructure.	Monitored by AG and Director's Office.	N
TAX 107	A	2,305.69	M	29,168.74	26,863.05	08/01/2014	08/01/2014	07/31/2015	Fileminders of Hawaii, LLC dba Access Information Management	S	Shredding services for Oahu and Hawaii	Monitored by escort (ASO, Compliance, TSP)	N
TAX 107	A	28,246.53	O-upon delivery	282,317.62	254,071.09	07/01/2014	07/01/2014	06/30/2015	Hagadone Printing Co	G	Printing and delivery of GE Tax Booklets	Match qty of booklets to computer extracts, review and test proofs for accuracy and scanning acceptance.	N
TAX 107	A	0.00	O-upon delivery	112,840.91	112,840.91	07/01/2014	07/01/2014	06/30/2015	Hagadone Printing Co	G	Printing and delivery of Net Income Tax Return Packets.	Match qty of booklets to computer extracts, review and test proofs for accuracy and scanning acceptance.	N
TAX 107	A	6,669.24	M	80,034.00	73,364.76	10/23/2014	10/05/2014	10/04/2015	IBML	S	Basic IBML maintenance	Monitored by TPS	N
TAX107	A	84,385.79	O-upon services rendered	131,441.00	47,055.21	11/10/2013	11/10/2013	completion	Marr Jones & Wang, LLP	S	Provide legal representation to the State of Hawaii and the Dept. of Taxation.	Monitored by AG and Director's Office.	N
TAX 107	B	31,860.00	O-per stamp order	45,000.00	13,140.00	01/02/2014	01/02/2014	01/01/2015	Meyercord Revenue, Inc.	G	To provide heat applied cigarette tax stamps.	Monitored by TPS	N

Department of Taxation
Active Contracts as of December 1, 2014

Table 20

Prog ID	MOF	Amount	(M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	E/L/P/C/ G/S	Description	How Contract is Monitored	POS Y/N
TAX 107	A	0.00	O-upon delivery	21,724.00	21,724.00	08/20/2014	08/20/2014	06/30/2015	Pacific Business Forms, Inc.	G	Printing and delivery of Net Income Misc Tax Forms	Match ordered qty to computer extracts, review and test proofs for accuracy and scanning acceptance.	N
TAX 107	A	4,075.70	O-upon delivery	24,764.39	20,688.69	09/25/2014	09/25/2014	09/24/2015	Pacific Business Forms, Inc.	G	Printing of various licenses (GE, TAT, RV, Tobacco, Fuel, Liquid Fuel, Liquor, Cigarette and Tobacco Licenses).	Match ordered qty to computer extracts, postage statements.	N
TAX 107	A	0.00	O-upon delivery	234,583.74	234,583.74	07/01/2014	07/01/2014	06/30/2016	Pacific Business Forms, Inc.	G	Printing and delivery of Form 1099-G and 1099-INT	Match ordered qty to computer extracts, postage statements.	N
TAX 107	A	284.69	O-upon services rendered	3,607.06	3,322.37	08/26/2013	08/26/2013	08/25/2014	Shred-it USA, Inc.	S	Split award with Access. Svc for Maui and Kauai only.	Monitored by escort (ASO, Compliance, TSP)	N

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act134/13	TAX100	90900	EXECUTIVE REQUEST: ADD (6) POSITIONS AND FUNDS FOR TAX SYSTEM MODERNIZATION PROJECT.	LEGISLATURE DOES NOT CONCUR. REDUCES (1) TAX RETURNS EXAMINER II SR15 (#94029T; FY14: 16,878; FY15: 33,756), (1) COMPUTER (FY14: 1,500). DETAIL OF GOVERNOR'S REQUEST: (3) TAX RETURNS EXAMINER II SR15 (#94027T, #94028T, #94029T; FY14: 16,878; FY15: 33,756 EACH) (3) DELINQUENT TAX COLLECTION ASSISTANT I SR15 (#94030T, #94031T, #94032T; FY14: 16,878; FY15: 33,756 EACH) COLLECTIONS COSTS ALLOCATED FROM ATTORNEY GENERAL (114,732) (6) COMPUTER (1,500 EACH)	A		5.00	286,912		3.00	77,946	Two (2) DELINQUENT TAX COLLECTION ASSISTANT (DTCA) I positions are filled and the salary paid out is \$25,757. But one (1) DTCA I and two (2) TAX RETURNS EXAMINER II positions are still vacant, pending TSM project kick-off. The amount of collection costs allocated from Attorney General as of Nov 30, 2014 is \$52,189. Position #94027T converted to #121107 (TREII Office Audit-vacant). Position #94028T converted to #121108 (TRE II Office Audit-vacant). Position #94030T converted to #121109 (DTCAI Collections-filled Borja). Position #94031T converted to #121110 (DTCA Collections-filled Bautista). Position #94032T converted to Position #121111 (DTCA I Collections-under recruitment).
Act122/14	TAX100	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR SIX MONTHS SALARY FOR (6) POSITIONS IN COMPLIANCE OFFICE AUDIT.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: TAX RETURNS EXAMINER II SR15 (#120778, #120779, #120780, #120781, #120782, #120783; 17,724 EACH)	A		-	106,344			70,084	The appropriation will be used in the 2nd half of FY 2015. Position #120778 (TRE II Office Audit-filled Castro). Position #120779 (TRE II Office Audit-filled Balderas). Position #120780 (TRE II Office Audit-filled Gutierrez). Position #120781 (TRE II Office Audit-awaiting DHRD list). Position #120782 (TRE II Office Audit-filled Velasco). Position #120783 (pending redescription to Program Specialist V for Collections).
Act122/14	TAX100	101001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR SIX MONTHS SALARY FOR (1) POSITION IN COMPLIANCE COLLECTION.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: TAX CLERK SR12 (#120764; 15,018)	A		-	15,018			-	The appropriation will be used in the 2nd half of FY 2015. Position #120764 (Collections-Tax Season position-vacant).
Act122/14	TAX100	102001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR SIX MONTHS SALARY FOR (4) POSITIONS IN MAUI COMPLIANCE OFFICE.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: (2) TAX CLERK SR12 (#120658, #120659; 15,018 EACH) DELINQUENT TAX COLLECTION ASSISTANT I SR15 (#120660; 16,878) OFFICE ASSISTANT III SR08 (#120646; 12,834)	A		-	59,748			39,776	The appropriation will be used in the 2nd half of FY 2015. Position #120658 (Tax Clerk Maui-DHRD to announce 1/17/15). Position #120659 (Tax Clerk Maui-DHRD to announce 1/17/15). Position #120660 (DTCA Maui-filled Arao). Position #120646 (OA II Maui-Tax Season position-vacant).
Act122/14	TAX100	103001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR SIX MONTHS SALARY FOR (1) POSITION IN COMPLIANCE HAWAII OFFICE.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: OFFICE ASSISTANT III SR08 (#120637; 12,834)	A		-	12,834			5,561	The appropriation will be used in the 2nd half of FY 2015. Position #120637 (OA III Hawaii-Tax Season position-filled).
Act122/14	TAX100	104001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR SIX MONTHS SALARY FOR (2) POSITIONS IN COMPLIANCE KAUAI OFFICE.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: TAX INFORMATION TECHNICIAN II SR15 (#120791; 16,878) OFFICE ASSISTANT III SR08 (#120639; 12,834)	A		-	29,712			12,915	The appropriation will be used in the 2nd half of FY 2015. Position #120791 (TIT II Kauai-filled at Tax Clerk level-Simao). Position #120639 (OA III Kauai-Tax Season position-filled).

Department of Taxation
FY15 Appropriation Status

Table 21

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act122/14	TAX100	105001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR PAYMENT OF ATTORNEY GENERAL EXPENSES FOR TAX COLLECTIONS.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: MEMORANDUM OF UNDERSTANDING COLLECTION COSTS WITH ATTORNEY GENERAL (156,576) ADDITIONAL MEMORANDUM OF UNDERSTANDING COSTS (250,000) ATTORNEY GENERAL LEGAL ASSISTANT (33,424) 6-MONTH DELAY IN HIRE.	A		-	440,000			-	No FY 2015 appropriation has been used.
Act122/14	TAX100	106001	SUPPLEMENTAL REQUEST: ADD (2) POSITIONS AND FUNDS FOR HAWAII DISTRICT OFFICE.	LEGISLATURE DOES NOT CONCUR. REDUCE (1) TAX CLERK AND \$15,618 FOR SALARY AND \$7,800 FOR COMPUTERS AND PERIPHERALS AND OFFICE FURNITURE AND EQUIPMENT. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (1) DELINQUENT TAX COLLECTION ASSISTANT I SR15 (#95030T; 17,556) 6-MONTH DELAY IN HIRE.	A		1.00	17,556		-	-	The DELINQUENT TAX COLLECTION ASSISTANT I position is vacant, pending position classification.
Act122/14	TAX100	107001	SUPPLEMENTAL REQUEST: ADD (3) POSITIONS AND FUNDS FOR KAUAI DISTRICT OFFICE.	LEGISLATURE DOES NOT CONCUR. REDUCE (1) TAX CLERK AND \$15,618 FOR SALARY, (1) AUDITOR IV AND \$22,788 FOR SALARY, AND \$22,400 FOR COMPUTERS AND PERIPHERALS, PRINTERS, AND OFFICE FURNITURE AND EQUIPMENT. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (1) DELINQUENT TAX COLLECTION ASSISTANT II SR17 (#95032T; 18,990) 6-MONTH DELAY IN HIRE.	A		1.00	18,990		-	-	The DELINQUENT TAX COLLECTION ASSISTANT II position is vacant, pending position classification.
Act134/13	TAX105	90900	EXECUTIVE REQUEST: ADD (6) TEMPORARY POSITIONS AND FUNDS FOR TAX SYSTEM MODERNIZATION SUPPORT.	LEGISLATURE DOES NOT CONCUR. REDUCES (1) TAX CLERK SR12 (#94053T IN FY14: 15,018; FY15: 30,036), (1) COMPUTER (FY14: 1,500). DETAIL OF GOVERNOR'S REQUEST: (6) TEMPORARY TAX CLERK SR12 (#94048T, #94049T, #94050T, #94051T, #94052T, #94053T; FY:14 15,018; FY15: 30,036 EACH) (6) COMPUTER (1,500 EACH)	A	5.00	-	150,180	-		-	The five (5) TAX CLERK positions are vacant, pending TSM project kick-off. All positions are with Tax & Services Processing Division. Position #94048T converted to Position #121083). Position #94049T converted to Position #121084. Position #94050 converted to Position #121085. Position #94051T converted to Position #121086. Position #95052T converted to Position #121087.

Department of Taxation
FY15 Appropriation Status

Table 21

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act134/13	TAX107	90001	EXECUTIVE REQUEST: ADD (3) POSITIONS, (1) TEMPORARY POSITION, AND FUNDS FOR PREPARATION OF TAX CREDIT STUDIES.	LEGISLATURE DOES NOT CONCUR. REDUCES (1) TEMPORARY ADMINISTRATIVE RULES SPECIALIST (#13017T; 65,000), TELEPHONE SERVICE (300), OFFICE SUPPLIES (250). REDUCES FY14 SALARIES TO REFLECT SIX MONTH DELAY IN HIRE. PER ACT 189, SLH2012. DETAIL OF GOVERNOR'S REQUEST: (2) MANAGEMENT ANALYST IV SR22 (#13015T, #13016T; 45,576 EACH) (1) RESEARCH STATISTICIAN V SR24 (#120677; 51,312) (1) TEMPORARY ADMINISTRATIVE RULES SPECIALIST (#13017T; 65,000) TELEPHONE SERVICE (1,200) OFFICE SUPPLIES (1,000)	A		3.00	144,114		-	-	The three (3) positions are vacant, pending interviews. Position #13015T converted to Position #120792 (Research Statistician IV-TRP). Position #13016T converted to Position #120793 (Research Statistician IV-TRP). Position #120677 converted to Research Statistician IV-TRP).
Act134/13	TAX107	92900	EXECUTIVE REQUEST: ADD (1) POSITION, (3) TEMPORARY POSITIONS, AND FUNDS FOR TAX SYSTEM MODERNIZATION PROJECT.	LEGISLATURE DOES NOT CONCUR. REDUCES FURNITURE (FY14: 24,000). DETAIL OF GOVERNOR'S REQUEST: (1) MANAGEMENT ANALYST II SR18 (#94024T; FY14: 19,494; FY15: 38,988) (3) TEMPORARY MANAGEMENT ANALYST IV SR22 (#94021T, #94022T, #94023T; FY14: 22,788; FY15: 45,576 EACH) FURNITURE (24,000) (4) COMPUTERS (1,500 EACH) (1) PRINTER (2,000)	A	3.00	1.00	175,716	2.00	-	21,854	Position #94024T converted to Position #121077 (Management Analyst II Systems Admin.-vacant). Position #94021T converted to Position #121074 (Mngmt Analyst IV Syst Admin-filled w/Mngmt Analyst I-Shida). Position #94022T converted to Position #121075 (Mngmt Analyst IV Syst Admin-vacant). Position #94023T converted to Position #121076 (Mngmt Analyst IV Syst Admin-filled w/Mngmt Analyst I-Nakagawa).
Act134/13	TAX107	93900	EXECUTIVE REQUEST: ADD (5) TEMPORARY POSITIONS AND FUNDS FOR TAX SYSTEM MODERNIZATION PROJECT MANAGEMENT.	LEGISLATURE DOES NOT CONCUR. REDUCES (2) TEMPORARY RULES SPECIALIST (#94003T, #94004T; FY14: 75,000; FY15: 150,000 EACH), (2) COMPUTERS (4,000 EACH). DETAIL OF GOVERNOR'S REQUEST: (5) TEMPORARY RULES SPECIALIST (#94003T, #94004T, #94005T, #94006T, #94007T; FY14: 75,000; FY15: 150,000 EACH) (5) COMPUTERS (4,000 EACH)	A	3.00	-	450,000	3.00		125,800	The three (3) ADMINISTRATIVE RULES SPECIALIST positions are filled. Position #94005T converted to Position #120985 (filled-Clair). Position #94006T converted to Position #120984 (filled-Lee). Position #94007T converted to Position #120986 (filled Le).
Act134/13	TAX107	94001	EXECUTIVE REQUEST: ADD (1) TEMPORARY POSITION AND FUNDS FOR APPEALS AND DISPUTE RESOLUTION PROGRAM.	LEGISLATURE DOES NOT CONCUR. REDUCE FY14 SALARY TO REFLECT SIX MONTH DELAY IN HIRE. PER ACT 189, SLH2012. DETAIL OF GOVERNOR'S REQUEST: (1) TEMPORARY ADMINISTRATIVE APPEALS OFFICER (#13018T; 80,000) OFFICE SUPPLIES (550)	A	1.00	-	80,550	-		-	The ADMINISTRATIVE APPEALS OFFICER position is vacant, pending Director's Office review of applicants.

Department of Taxation
FY15 Appropriation Status

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY15 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act134/13	TAX107	95900	EXECUTIVE REQUEST: ADD FUNDS FOR EXPENSES RELATED TO TAX MODERNIZATION SYSTEM.	LEGISLATURE DOES NOT CONCUR. REDUCES 430,000 IN FY14 AND 1,855,000 IN FY15. ADMINISTRATIVE COSTS NOT INCLUDED UNDER SECTION 231-13. DETAIL OF GOVERNOR'S REQUEST: OFFICE SPACE (200,000) HARDWARE AND SOFTWARE LICENSES AND MAINTENANCE (FY15: 3,500,000) FRAUD PREVENTION TECHNOLOGY (800,000) ELECTRONIC CONTENT MANAGEMENT PLATFORM (250,000) BUSINESS COLLABORATION PLATFORM (100,000) WEBINAR SUBSCRIPTION (5,000) TRAINING EQUIPMENT (5,000) FURNITURE (10,000) COMPUTERS (10,000)	A		-	3,000,000			3,662	Pending TSM project kick-off.
Act122/14	TAX107	100001	SUPPLEMENTAL REQUEST: ADD (1) TEMPORARY POSITION AND FUNDS FOR THE TAX SYSTEM MODERNIZATION PROJECT.	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: (1) TEMPORARY ADMINISTRATIVE RULES SPECIALIST (#95035T; 75,000) TRAVEL FOR RULES SPECIALIST TAX RESEARCH DATABASE (4,000) SUBSCRIPTIONS (2,000) COMPUTER FOR RULES SPECIALIST (4,000) FIVE DRAWER FILE CABINET (815) FOUR LEVEL BOOK SHELF (350) DESK (1,100) MULTI-TASK CHAIR (344) TRASH CAN (15) \$6,624 NON-RECURRING. 6-MONTH DELAY IN HIRE.	A	1.00	-	87,624	-		-	The ADMINISTRATIVE RULES SPECIALIST position is vacant, pending position establishment.

Department of Taxation
Capital Improvements Program (CIP) Requests

Table 22

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY16 \$\$\$</u>	<u>FY17 \$\$\$</u>
NONE								

Department of Taxation
CIP Lapses

Table 23

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Amount \$\$\$\$</u>	<u>Reason</u>
NONE					

Department of Taxation
Division Resources

Table 24

Division	Associated Program IDs						
Compliance	TAX 100						
Tax Services and Processing	TAX 105						
Director's Office	TAX 107						
Administrative Services Office	TAX 107						
Information Technology Services Office	TAX 107						
Rules Office	TAX 107						
Tax Research and Planning	TAX 107						

Department of Taxation
 Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX100	CH	COMPLIANCE DIVISION - AUDIT BRANCH HAWAII	<p>Responsible for administrative matters of the Branch; performs personnel and fiscal activities and housekeeping functions of the Branch.</p> <p>Provides assistance, information, and services on all taxes administered by the Department to taxpayers who walk-in, call-in, or correspond.</p> <p>Conducts office and field examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes on the Neighbor Islands. Prepares tax assessments, following established rules.</p> <p>Conducts/enforces collection of delinquent taxes by appropriate collection procedures.</p> <p>Conducts office examinations of tax returns filed for general excise, income, miscellaneous, and transient accommodations taxes. Prepares tax assessments, following established rules.</p> <p>Represents the Department in appeals to the Board of Review for their respective districts. Provides administrative/clerical assistance to the Board of Review.</p>
TAX100	CK	COMPLIANCE DIVISION - AUDIT BRANCH KAUAI	<p>Responsible for administrative matters of the Branch; performs personnel and fiscal activities and housekeeping functions of the Branch.</p> <p>Provides assistance, information, and services on all taxes administered by the Department to taxpayers who walk-in, call-in, or correspond.</p> <p>Conducts office and field examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes on the Neighbor Islands. Prepares tax assessments, following established rules.</p> <p>Conducts/enforces collection of delinquent taxes by appropriate collection procedures.</p> <p>Conducts office examinations of tax returns filed for general excise, income, miscellaneous, and transient accommodations taxes. Prepares tax assessments, following established rules.</p> <p>Represents the Department in appeals to the Board of Review for their respective districts. Provides administrative/clerical assistance to the Board of Review.</p>

Department of Taxation
 Program ID Sub-Organizations

Program ID	Sub-Org Code	Name	Objective
TAX100	CM	COMPLIANCE DIVISION - AUDIT BRANCH MAUI	<p>Responsible for administrative matters of the Branch; performs personnel and fiscal activities and housekeeping functions of the Branch.</p> <p>Provides assistance, information, and services on all taxes administered by the Department to taxpayers who walk-in, call-in, or correspond.</p> <p>Conducts office and field examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes on the Neighbor Islands. Prepares tax assessments, following established rules.</p> <p>Conducts/enforces collection of delinquent taxes by appropriate collection procedures.</p> <p>Conducts office examinations of tax returns filed for general excise, income, miscellaneous, and transient accommodations taxes. Prepares tax assessments, following established rules.</p> <p>Represents the Department in appeals to the Board of Review for their respective districts. Provides administrative/clerical assistance to the Board of Review.</p>
TAX100	CO	OAHU OFFICE AUDIT BRANCH	<p>Conducts office examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes on Oahu.</p> <p>Represents the Department in appeals to the Board of Review for cases originating or transferred to the Oahu District. Disseminates information through audit contact or taxpayer inquiry about the proper reporting methods or Departmental positions on tax and related matters.</p> <p>Reviews for approval/disapproval request for waiver for the withholding of income tax on the disposition of Hawaii real property by non-resident.</p>
TAX100	CP	OAHU FIELD AUDIT BRANCH	<p>Conducts field examinations of all types of tax returns and supporting records of larger taxpayers involving complex records and transactions.</p> <p>Represents the Department in appeals to the Board of Review for cases originating or transferred to the Oahu District.</p> <p>Disseminates information through audit contact or taxpayer inquiry about the proper reporting methods or Departmental positions on tax and related matters.</p> <p>Responsible for administrative matters of the Branch; performs personnel and fiscal activities and housekeeping functions for the Branch.</p>

Department of Taxation
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX100	EO	OAHU COLLECTION BRANCH	<p>Conducts/enforces collection of delinquent taxes by appropriate collection procedures; secures non-filed returns from taxpayers; and conducts investigations to determine compliance with state tax laws.</p> <p>Develops policies and procedures, renders guidelines and recommendations and provides coordination and assistance in enforcement activities; participates in resolving complex enforcement cases; and recommends goals and objective; and reviews objectives and accomplishments with operating personnel.</p>
TAX105	BA	DOCUMENT PROCESSING BRANCH	<p>Plans, directs and coordinates a comprehensive, centralized system of receiving and processing of tax information and payments (paper documents or electronic data) for the Department of Taxation. Establishes initial control over monies and documents and provides for a system for the rapid update of taxpayer accounts. Provides for a centralized statewide filing system for paper tax returns. Coordinates and oversees electronic processing activities, updates, testing, and new initiatives. Provides support for ongoing ELF/JELF/EFT development and changes, and support for growth of DOTAX electronic processing capabilities.</p>
TAX105	BB	REVENUE ACCOUNTING BRANCH	<p>Responsible for the maintenance of the revenue control and subsidiary ledgers, the control and accounting for all refunds, regardless of tax type, which are created by either overpayment or adjustment, the maintenance of the accounting system for protested payments and tax appeals, the preparation of the statement of tax operations and related reports, and processing and accounting activities statewide of all Miscellaneous taxes (except Estate & Transfer tax).</p>
TAX105	BC	TAXPAYER SERVICES BRANCH	<p>Provides centralized services on all taxes, licenses, and permits administered by the department to all customers who walk-in, call-in, correspond, or E-mail. Also provides computer-based error correction activities in order to post returns to system.</p>
TAX107	AA	OFFICE OF THE DIRECTOR	<p>Under general direction of the Governor of the State of Hawaii, plans, directs and coordinates the various activities of the department within the scope of laws and established policies and regulations.</p>
TAX107	AA	RULES OFFICE	<p>Serves as a resource for complex policy recommendations and complex taxpayer support.</p>

Department of Taxation
 Program ID Sub-Organizations

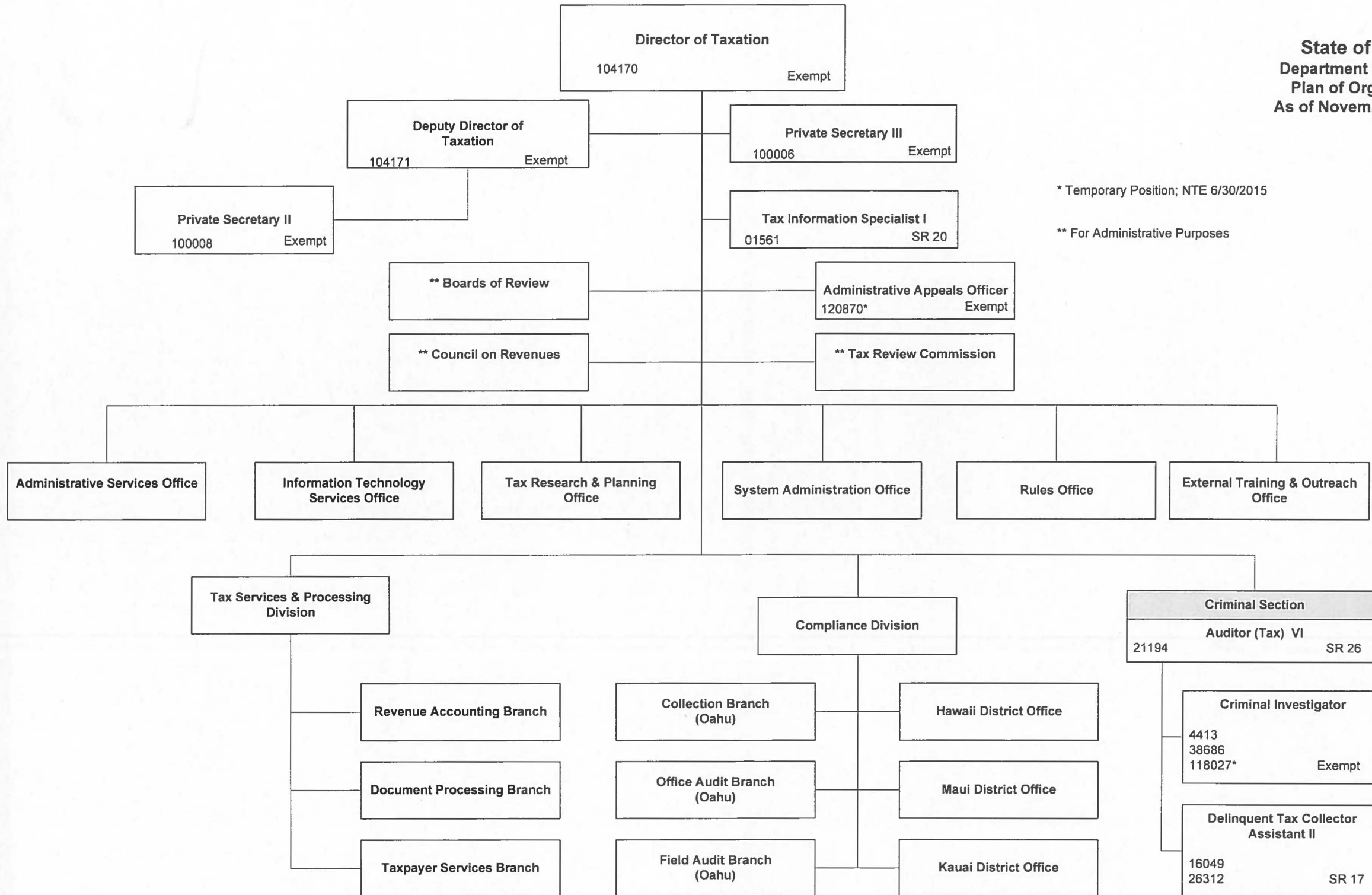
<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX107	AA	SYSTEM ADMINISTRATION OFFICE	Acts as a liaison between the business operations users and the technical support areas; provides support for ongoing system changes that are application parameter-table controlled; facilitates the prioritization process for logged change requests or problems, and system enhancements.
TAX107	AA	ADMINISTRATIVE SERVICES OFFICE	Provides general internal fiscal and personnel management assistance to the Director in exercising responsibilities as executive of the department. Advises and provides staff services in the area of program budgeting and planning, management of available resources and facilities management.
TAX107	AC	INFORMATION TECHNOLOGY SERVICES OFFICE	Advises the Director on all matters pertaining to computerization and automation, formulating associated policies and procedures. To enhance the Department of Taxation's program effectiveness and efficiency by automating major program functions deemed feasible.
TAX107	AD	TAX RESEARCH & PLANNING OFFICE	Plans, organizes, directs and coordinates a tax research and tax planning program for the department. Provides the department with statistical information and projections as to tax yields, tax impacts, and economic conditions affecting taxes.

Department of Taxation
 Organization Changes

Table 26

<u>Year of Change</u> FY15/FY16	<u>Page</u> Number	<u>Description of Change</u>
FY15	1	Transfer-in the Criminal Investigations Section, which consists of six (6) positions (#'s 21194, 4413, 38686, 118027, 16049 & 26312), from Compliance Division - Field Audit Branch to the Director's Office.
FY15	14	Transfer-out the Criminal Investigations Section, which consists of six (6) positions (#'s 21194, 4413, 38686, 118027, 16049 & 26312), from Compliance Division - Field Audit Branch to the Director's Office.
FY15	12	Transfer-in a position (#120783) from Compliance Division - Office Audit Branch to Compliance Division - Collection Branch. The position will be re-described as Program Specialist V in the Collection Branch.
FY15	13	Transfer-out a TAX RETURN EXAMINER II position (#120783) from Compliance Division - Office Audit Branch to Compliance Division - Collection Branch.

State of Hawaii
 Department of Taxation
 Plan of Organization
 As of November 30, 2014



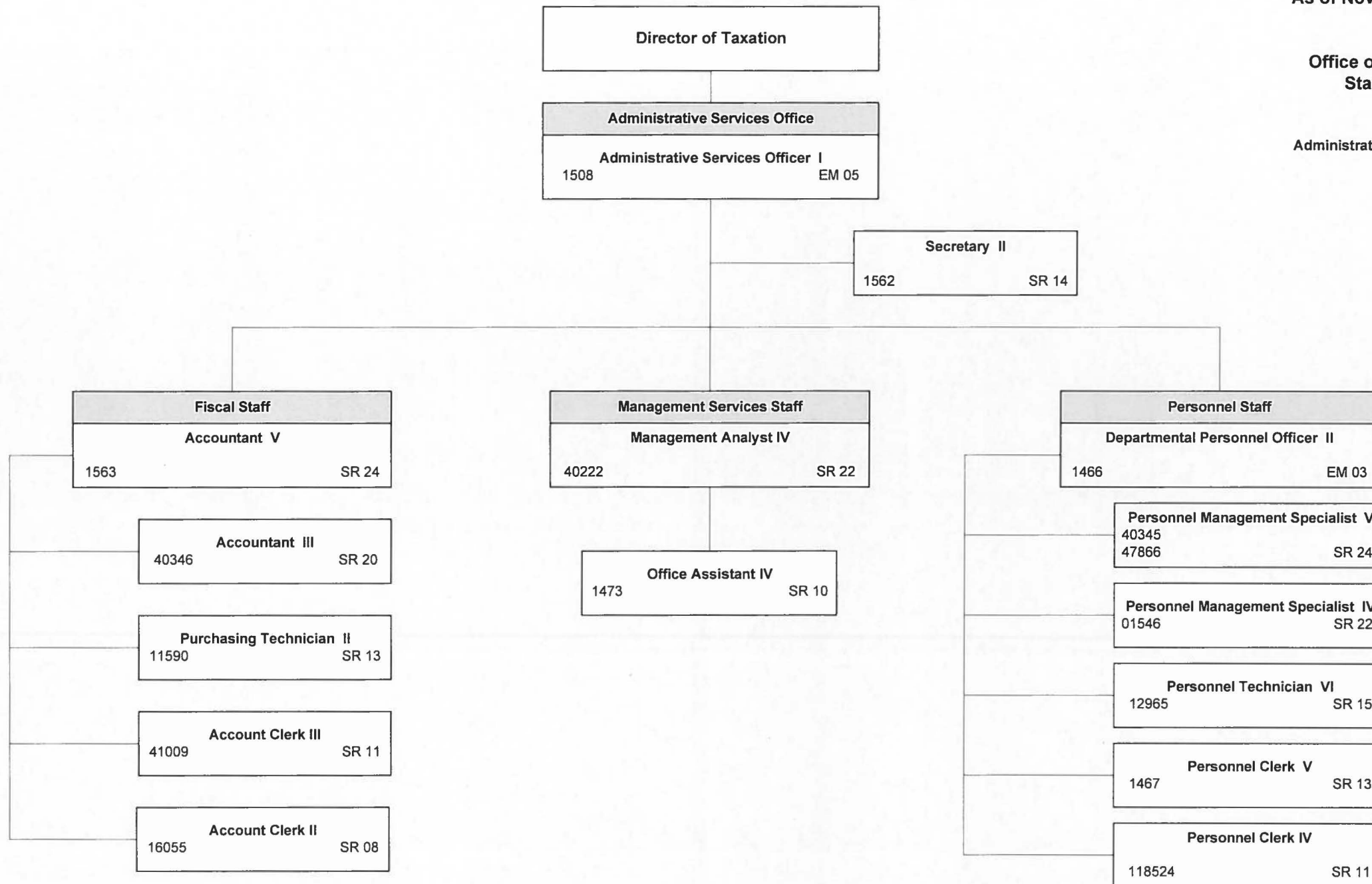
* Temporary Position; NTE 6/30/2015

** For Administrative Purposes

State of Hawaii
 Department of Taxation
 Position Organization Chart
 As of November 30, 2014

Office of the Director
 Staff Offices

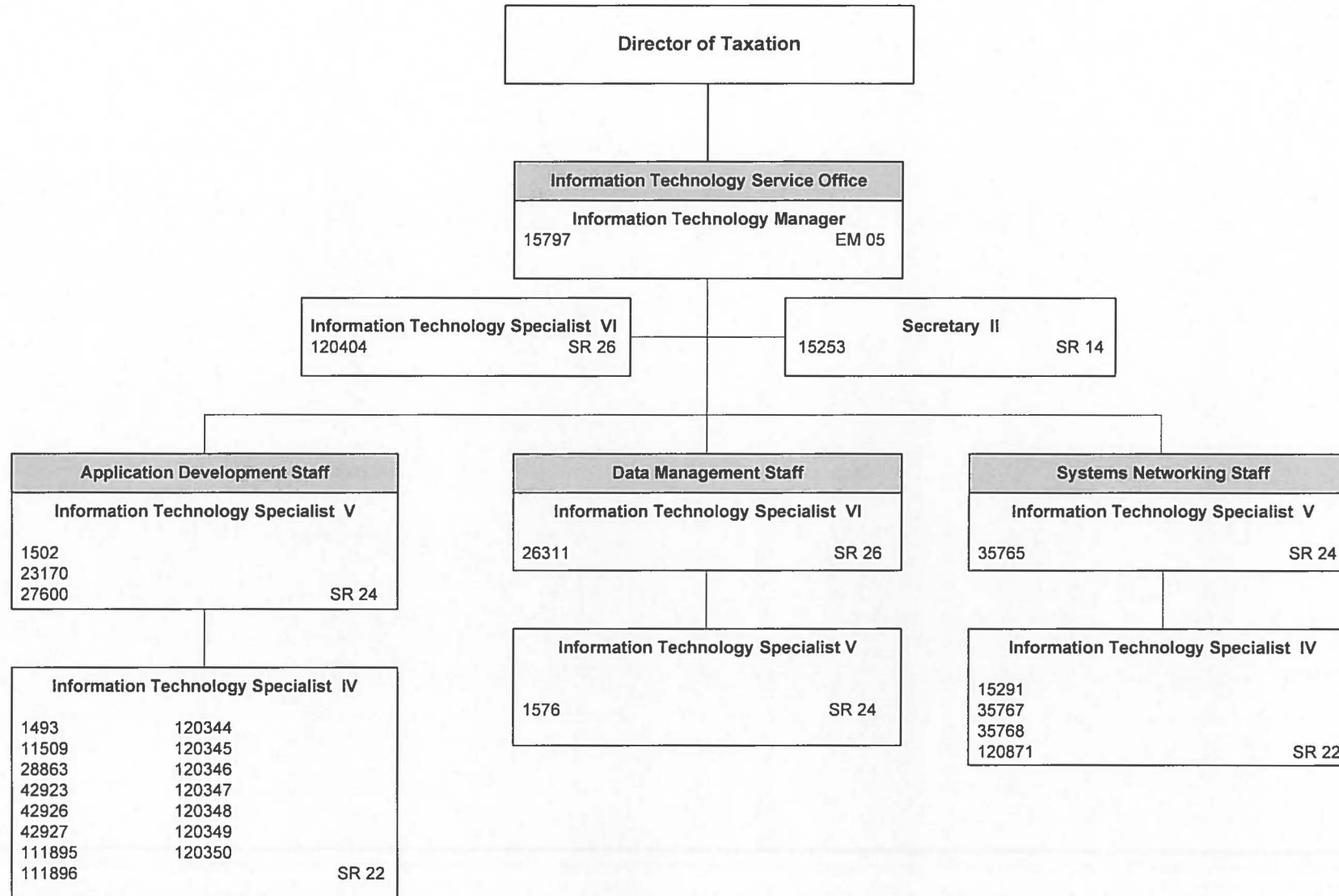
Administrative Services Office



State of Hawaii
 Department of Taxation
 Position Organization Chart
 As of November 30, 2014

Office of the Director
 Staff Office

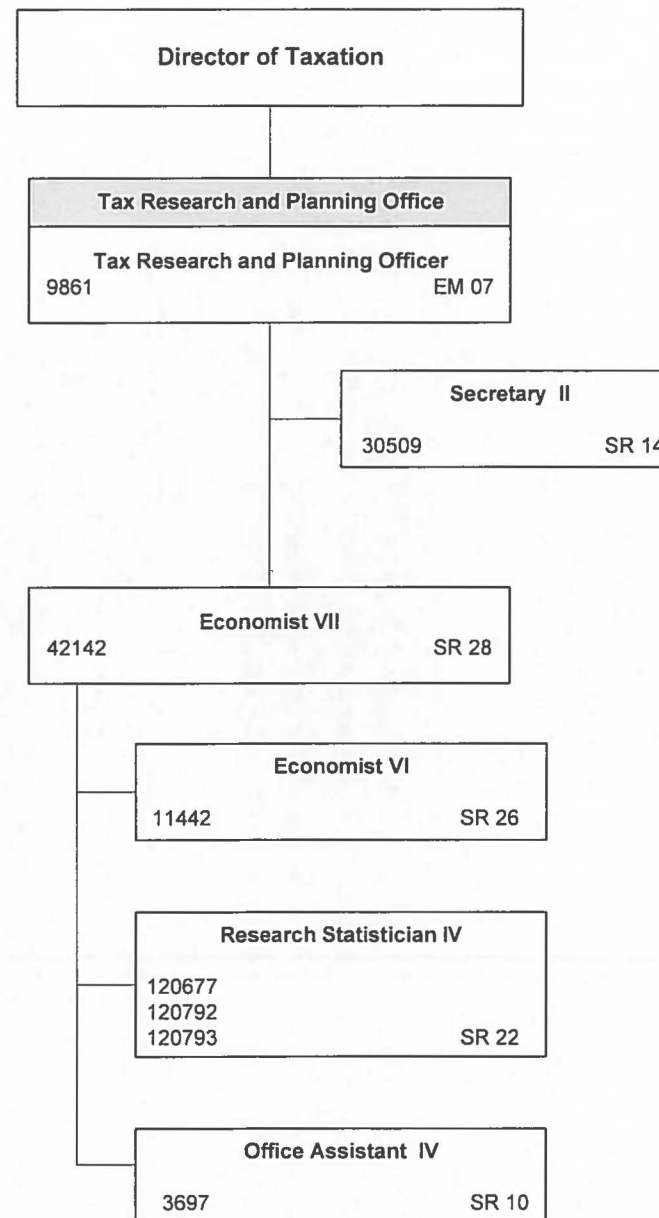
Information Technology Services Office



State of Hawaii
Department of Taxation
Position Organization Chart
As of November 30, 2014

Office of the Director
Staff Offices

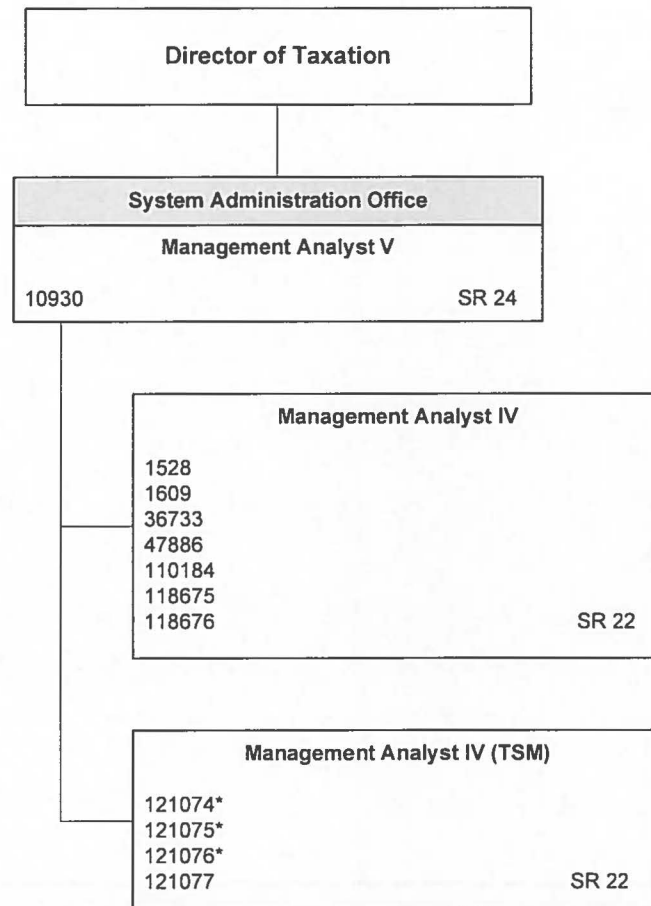
Tax Research and Planning Office



**State of Hawaii
Department of Taxation
Position Organization Chart
As of November 30, 2014**

**Office of the Director
Staff Offices**

System Administration Office

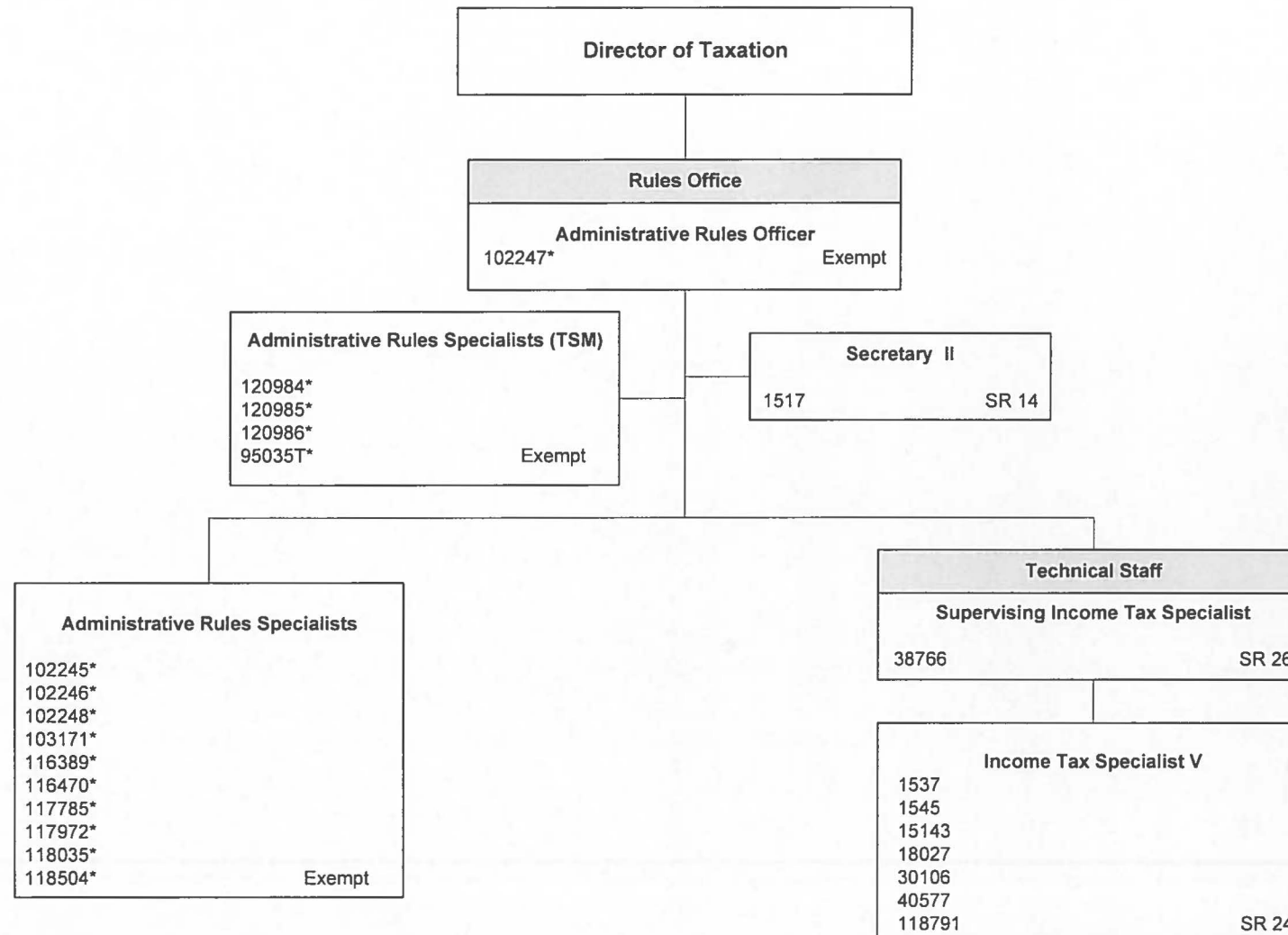


* Temporary Position; NTE 6/30/2015

State of Hawaii
Department of Taxation
Position Organization Chart
As of November 30, 2014

Office of the Director
Staff Offices

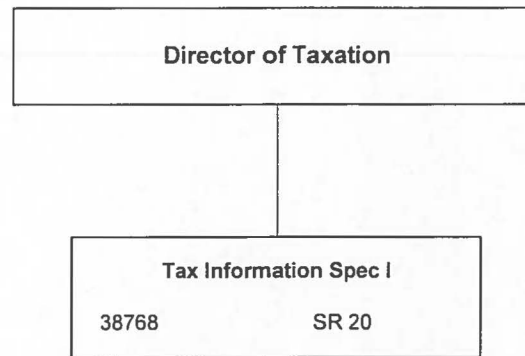
Rules Office



**State of Hawaii
Department of Taxation
Position Organization Chart
As of November 30, 2014**

**Office of the Director
Staff Offices**

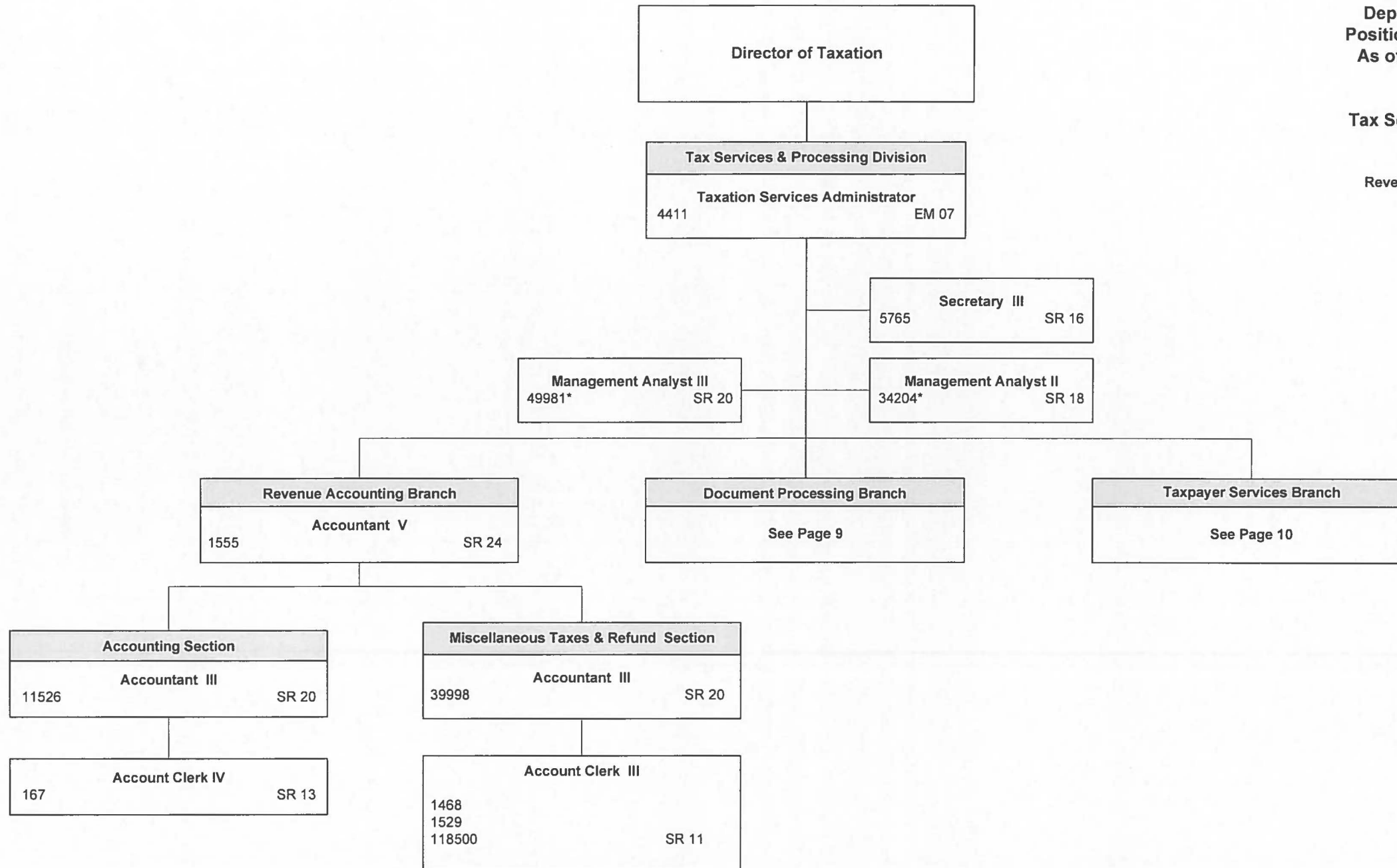
External Training & Outreach Office



State of Hawaii
 Department of Taxation
 Position Organization Chart
 As of November 30, 2014

Tax Services & Processing
 Division

Revenue Accounting Branch

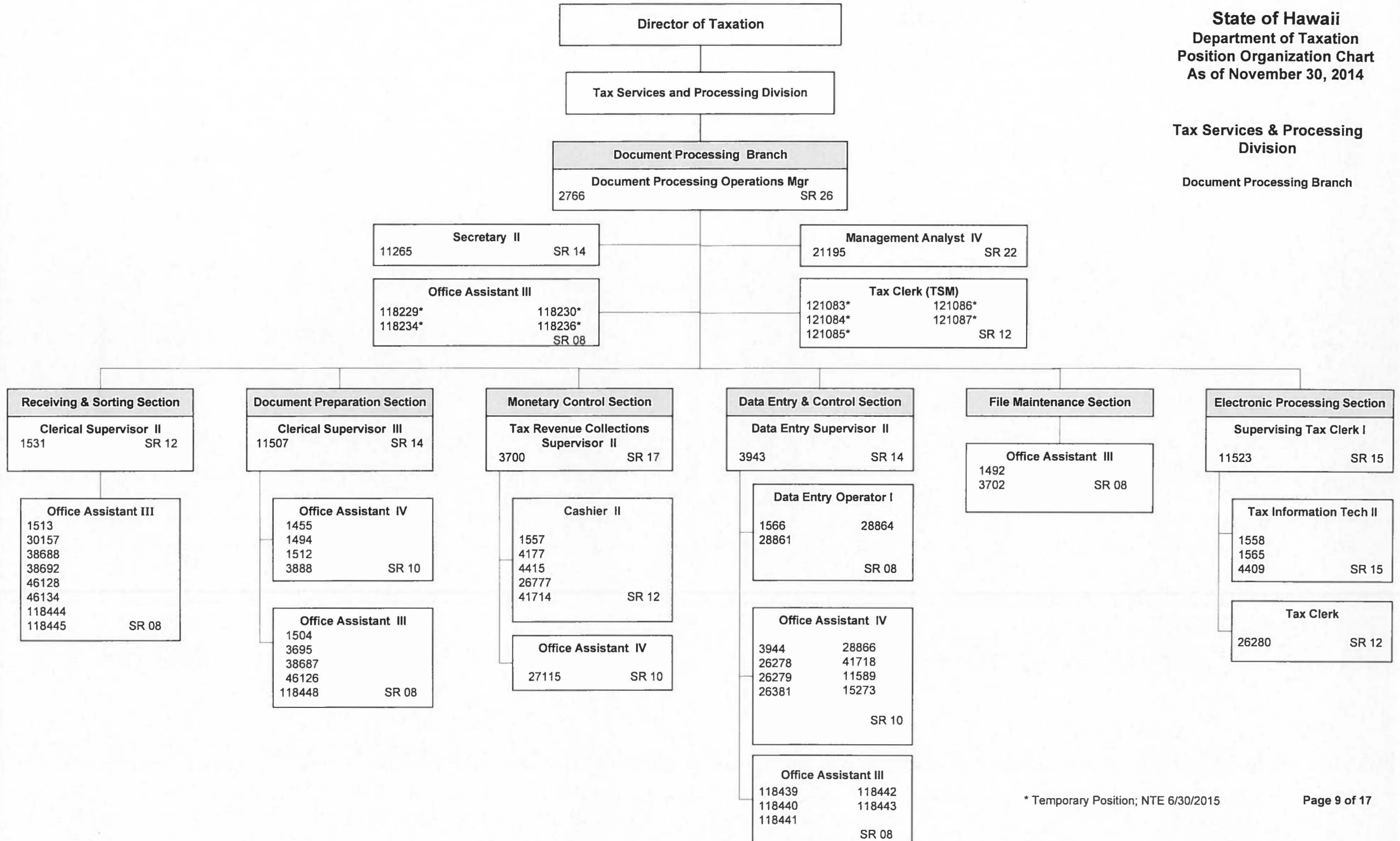


* Temporary Position; NTE 6/30/2015

State of Hawaii
 Department of Taxation
 Position Organization Chart
 As of November 30, 2014

Tax Services & Processing
 Division

Document Processing Branch

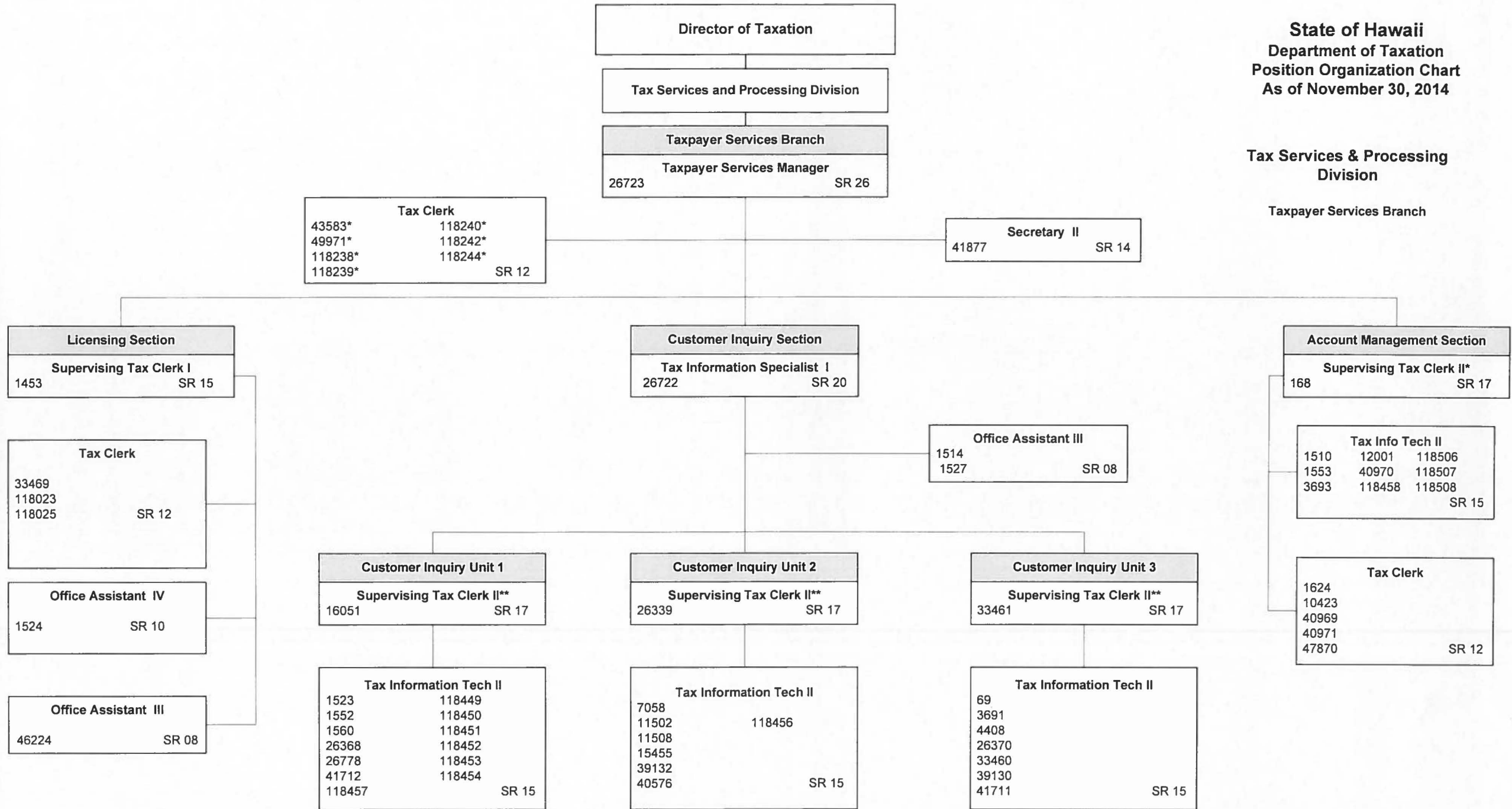


* Temporary Position; NTE 6/30/2015

State of Hawaii
 Department of Taxation
 Position Organization Chart
 As of November 30, 2014

Tax Services & Processing
 Division

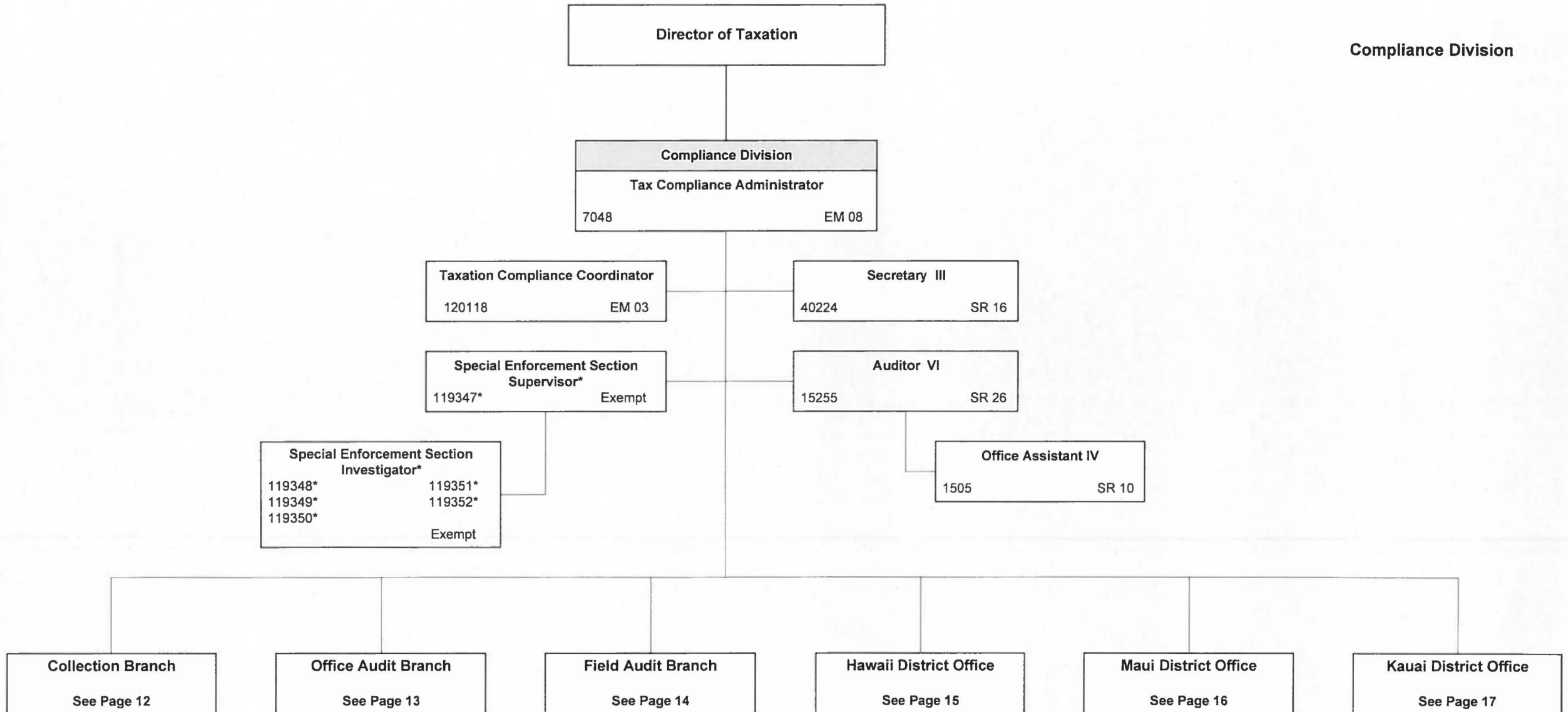
Taxpayer Services Branch



* Temporary Position; NTE 6/30/2015

** New class to be established - Tax Info Tech III

Compliance Division

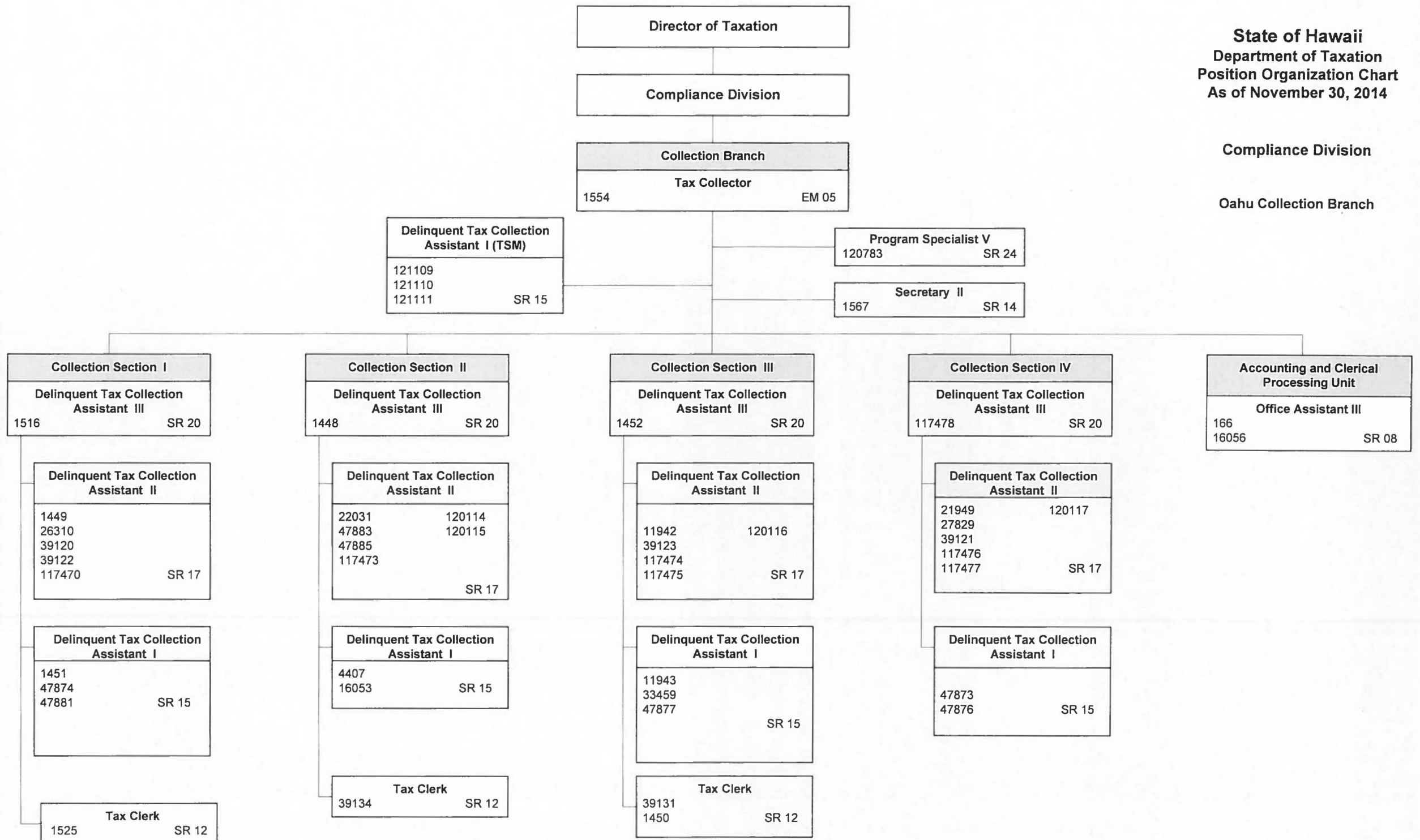


* Temporary Position; NTE 6/30/2015

State of Hawaii
 Department of Taxation
 Position Organization Chart
 As of November 30, 2014

Compliance Division

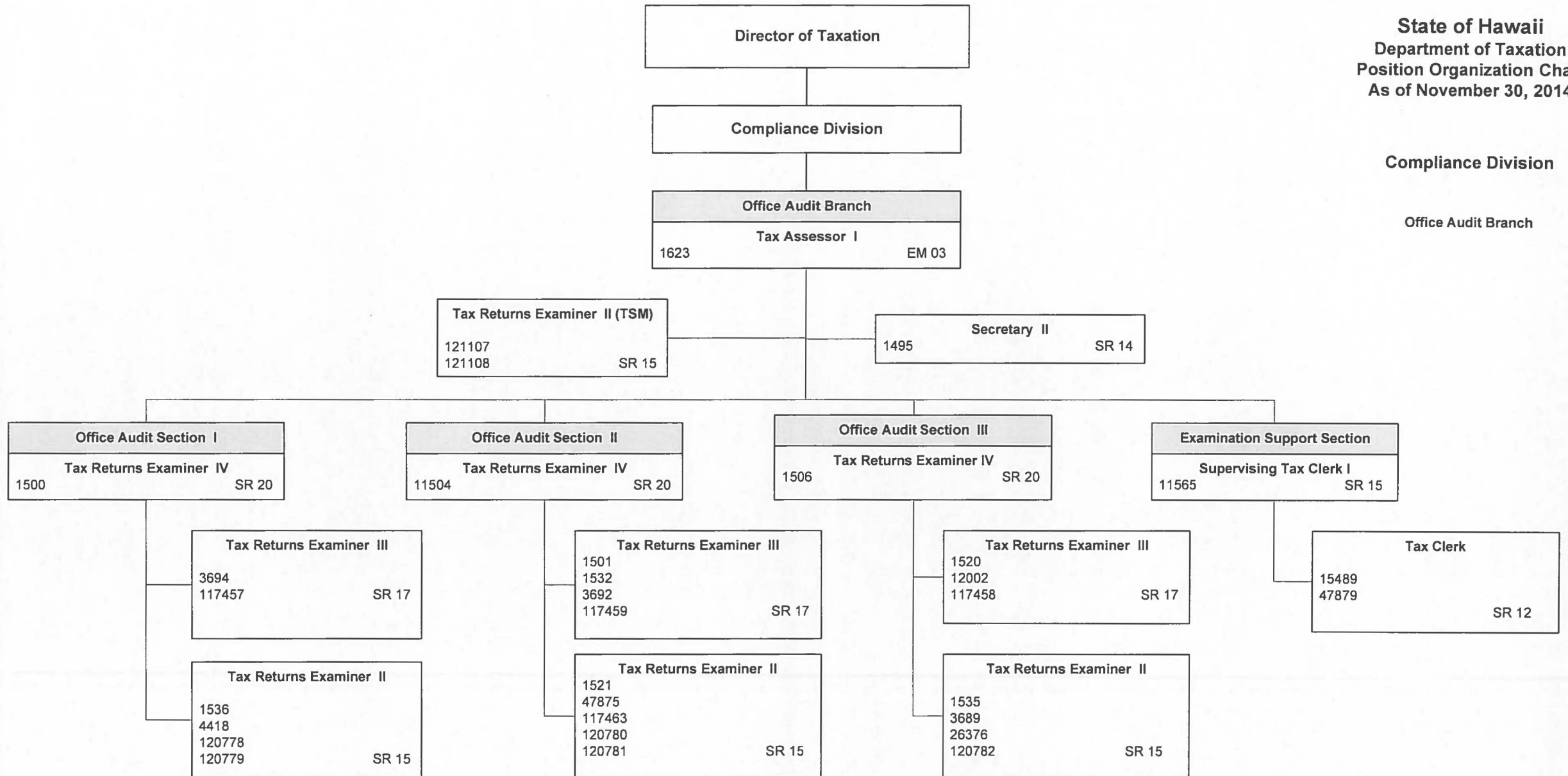
Oahu Collection Branch



State of Hawaii
Department of Taxation
Position Organization Chart
As of November 30, 2014

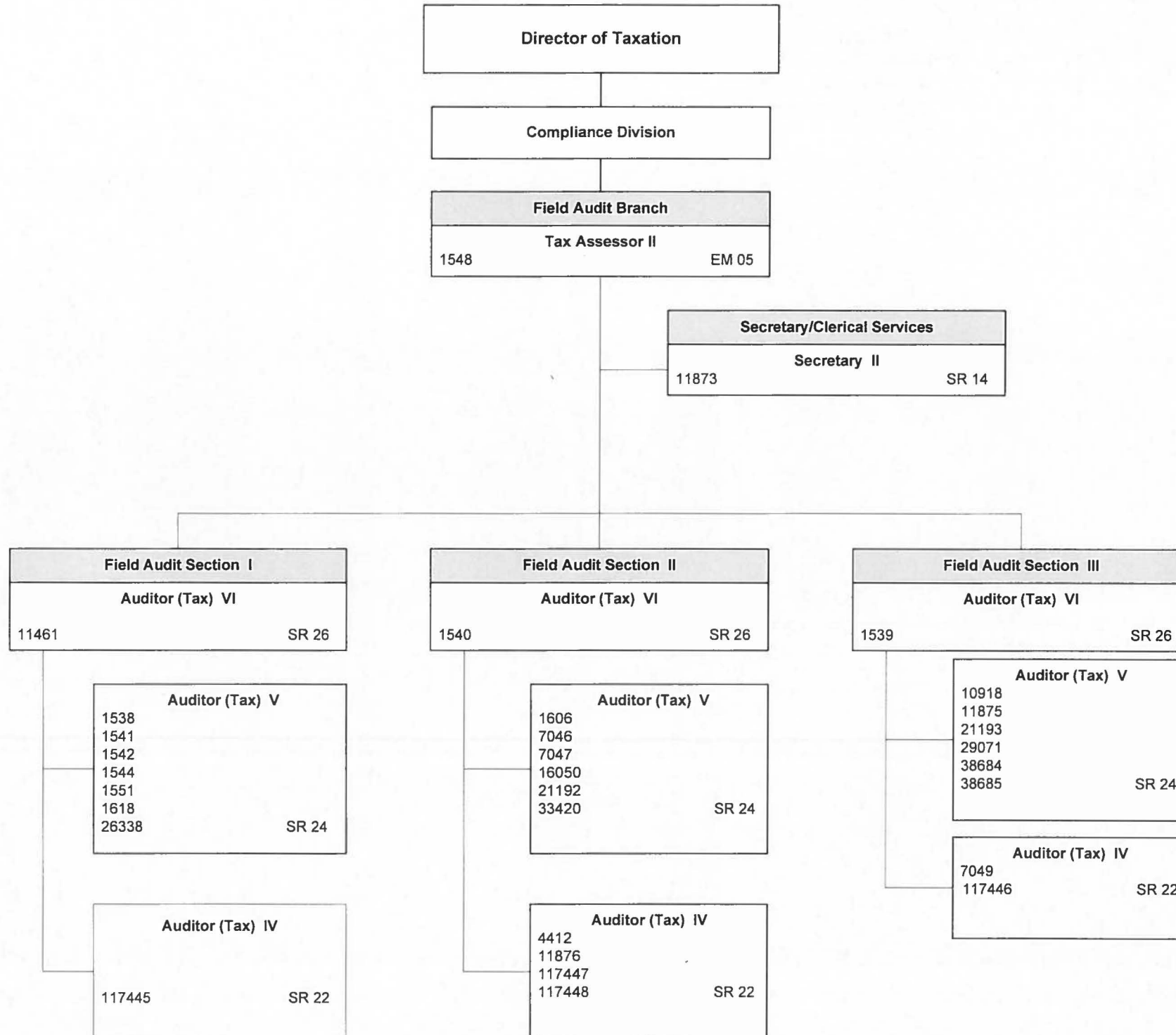
Compliance Division

Office Audit Branch



Compliance Division

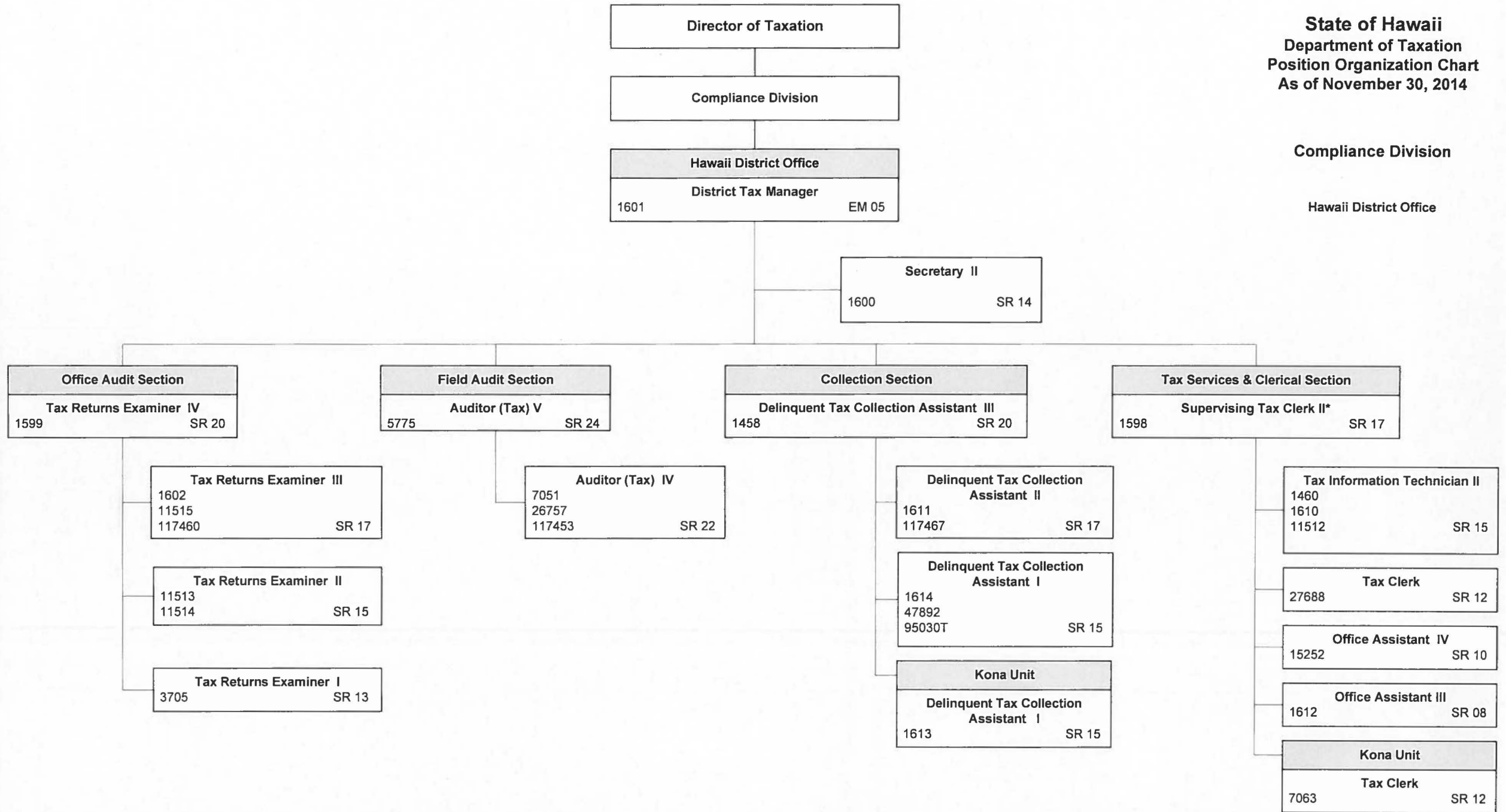
Field Audit Branch



State of Hawaii
Department of Taxation
Position Organization Chart
As of November 30, 2014

Compliance Division

Hawaii District Office

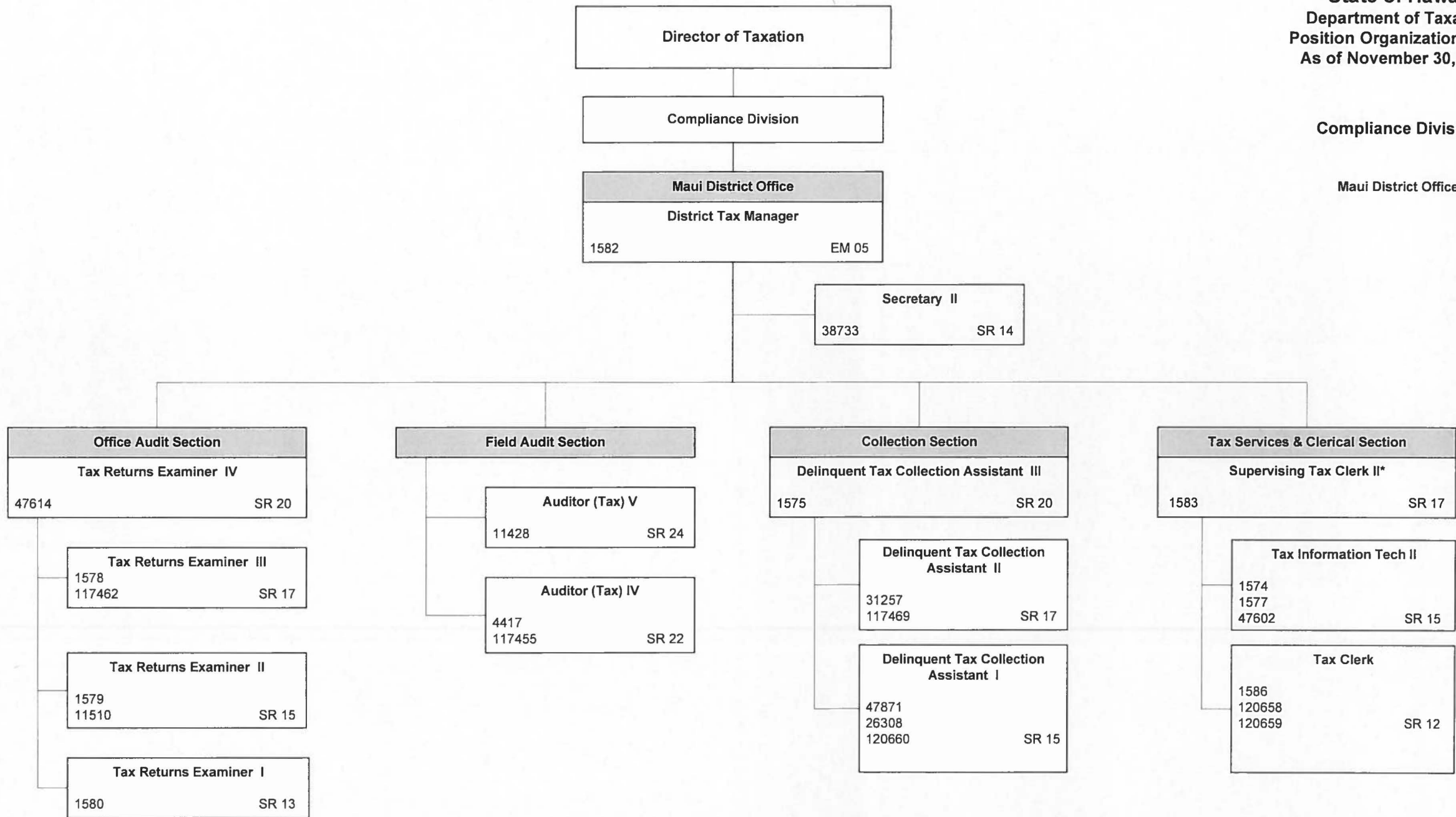


* New class to be established - Tax Info Tech III

State of Hawaii
 Department of Taxation
 Position Organization Chart
 As of November 30, 2014

Compliance Division

Maui District Office

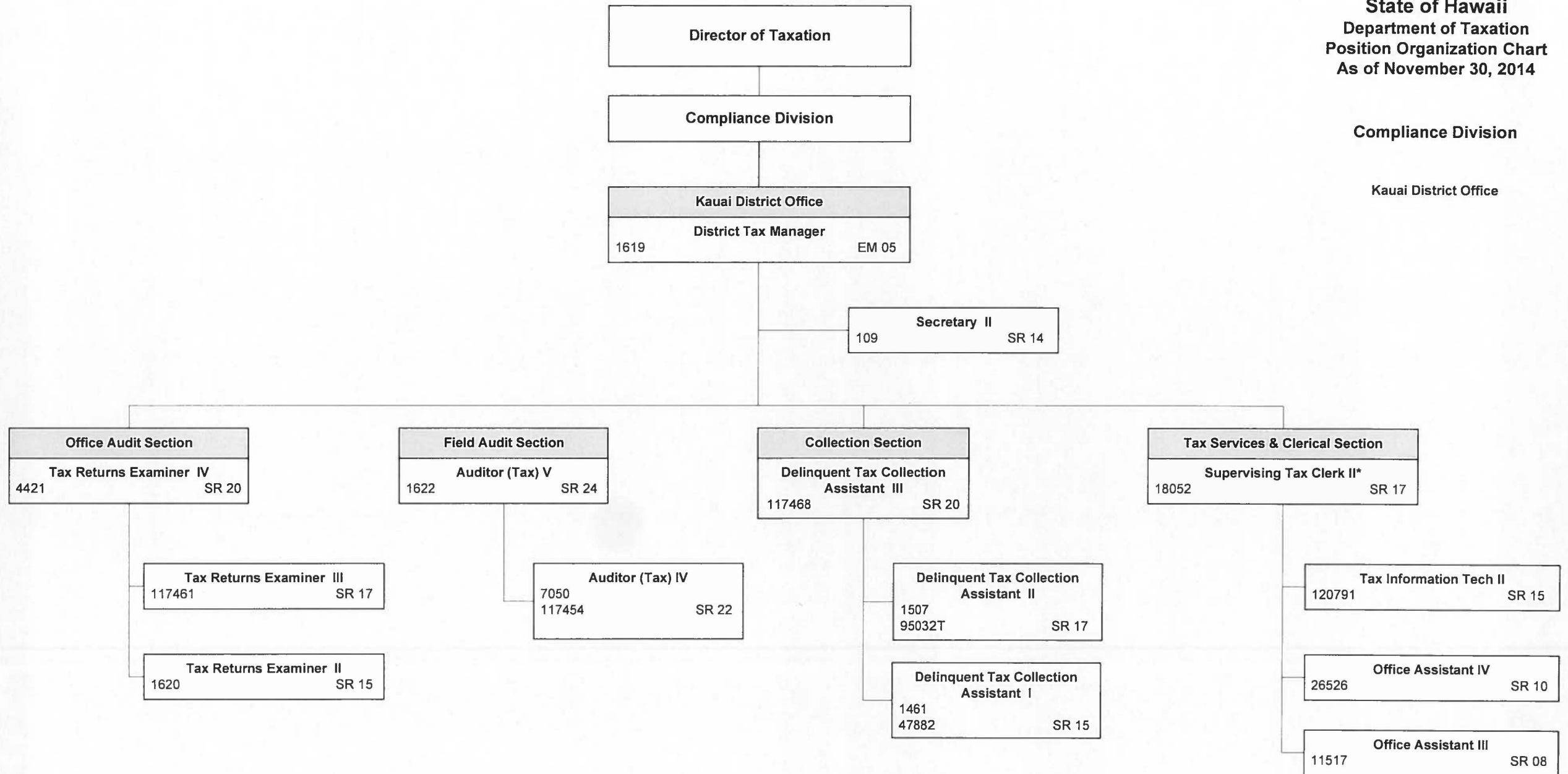


*New class to be established - Tax Info Tech III

State of Hawaii
 Department of Taxation
 Position Organization Chart
 As of November 30, 2014

Compliance Division

Kauai District Office



* New class to be established - Tax Info Tech III