



DEPT. COMM. NO. 30

LIEUTENANT GOVERNOR

Ke Ke'ena O Ka Hope Kia'āina

SYLVIA LUKE

Hawai'i State Capitol, 5th Floor
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October 2, 2024

Via electronic submission

The Honorable Ronald D. Kouchi, President
and Members of the Senate
Thirty-Third State Legislature
State Capitol, Room 409
Honolulu, Hawaii 96813

The Honorable Scott K. Saiki, Speaker
and Members of the House of Representatives
Thirty-Third State Legislature
State Capitol, Room 431
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Saiki, and Members of the Legislature:

For your information and consideration, I am transmitting a copy of the Office of the Lieutenant Governor's Report on Non-General Fund Accounts, in accordance with sections 37-47, 37-48, and 37-49, Hawaii Revised Statutes (HRS).

Following section 93-16, HRS, this report will be available to review electronically, at <https://ltgov.hawaii.gov/wp-content/uploads/2024/10/ngf-report-2024.pdf>

For questions regarding this report, please contact Alyssa Pascual, Administrative Services Director, at alyssa.pascual@hawaii.gov or (808)586-0255.

Sincerely,

Sylvia Luke
Lt. Governor, State of Hawaii

c: Office of the Governor
Department of Budget and Finance
Senator Donovan M. Dela Cruz, Chair, Senate Committee on Ways and Means
Representative Kyle Yamashita, Chair, House Committee on Finance
Legislative Reference Bureau
Legislative Auditor

Report on Non-General Fund Information
for Submittal to the 2025 Legislature

Department: Office of the Lieutenant Governor
 Program ID(s): LTG100
 Name of Fund: Apostilles and Certifications Special Fund
 Legal Authority: Act 133, 2024

Contact Name: Alyssa Pascual
 Phone Number: (808) 586-0255
 Fund Type (MOF): B
 Appropriation Account Number: S-XX-300-S

Intended Purpose:

The purpose of this fund is to support the operational and administrative expenses of the apostille and certification of document services. Apostilles are certifications issued to authenticate documents pursuant to the Hague Treaty. Non-apostille certifications are certifications issued to authenticate a document for a country that does not recognize the Hague Treaty. The Hague Treaty refers to the convention, adopted in the Hague in 1961, that created a simplified form of document certification for countries that joined the convention.

Source of Revenues:

Money collected for the issuance of apostilles or non-apostille certifications. Includes all fees collected for each apostille or non-apostille certification issues, any interest earned or accrued on moneys in the special funds, moneys appropriated by the legislature.

Current Program Activities/Allowable Expenses:

Modernization, postage, supplies, and other operational and administrative expenses related to the apostille and certification of document services.

Variances:

Special fund was created through Act 133, 2024.

Cash balance lapse to general fund? (Yes / No) No

Statutory language:

Financial Data							
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
	(actual)	(actual)	(actual)	(actual)	(actual)	(estimated)	(estimated)
Appropriation Ceiling						312,000	312,000
Beginning Cash Balance		0	0	0	0	0	17,700
Revenues						9,000	9,000
Expenditures						3,300	7,000
Transfers							
List each net transfer in/out/ or projection in/out; list each account number							
G-25-353-S (pending)						12,000	
Net Total Transfers	0	0	0	0	0	12,000	0
Ending Cash Balance	0	0	0	0	0	17,700	19,700
Encumbrances							
Unencumbered Cash Balance	0	0	0	0	0	17,700	19,700

Additional Information:

Amount Requested by Bond Covenants							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Non-General Fund Program Measures Report
for submittal to the 2025 Legislature
Office of the Lieutenant Governor**

Name of Fund: __Apostilles and Certifications Special Fund____
 Appropriation Account Number: __S-XX-300-S_
 Fund Type (MOF): __B_____
 Legal Authority: __Act _133, 2024_____

Statement of Objectives

The purpose of this fund is to support the operational and administrative expenses of the apostille and certification of document services. Apostilles are certifications issued to authenticate documents pursuant to the Hague Treaty. Non-apostille certifications are certifications issued to authenticate a document for a country that does not recognize the Hague Treaty. The Hague Treaty refers to the convention, adopted in the Hague in 1961, that created a simplified form of document certification for countries that joined the convention.

<u>Fund Measures of Effectiveness</u>		FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
1.	% OF APOSTILLES/CERTS PROCESSED WITHIN 7 DAYS	90.00	90.00	90.00	90.00	90.00	90.00
2.	% OF APOSTILLES/CERTS PROCESSED WITHIN 14 DAYS	100.00	100.00	100.00	100.00	100.00	100.00
3.	AVG NO OF DAYS TO PROCESS APOSTILLES/CERTS	5.00	5.00	5.00	5.00	5.00	5.00
4.							
5.							
6.							
7.							
8.							
9.							
10.							

<u>Program Size Indicators</u>		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
1.	NUMBER OF COMPLETED APOSTILLE/CERTIFICATION	9500	9500	9500	9500	9500	9500	9500
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

**Non-General Fund Program Measures Report
for submittal to the 2025 Legislature
Office of the Lieutenant Governor**

Name of Fund: __Apostilles and Certifications Special Fund__
 Appropriation Account Number: __S-XX-300-S__
 Fund Type (MOF): __B__
 Legal Authority: __Act __133, 2024__

Fund Activities Encompassed		FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
1.	NUMBER OF APOSTILLE/CERT REVIEWED	9,860.00	9,860.00	9,860.00	9,860.00	9,860.00	9,860.00
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**Non-General Fund Cost Element Report
for submittal to the 2025 Legislature**

Department: Office of the Lt. Governor
 Name of Fund: Apostilles and Certifications Special Fund
 Legal Authority: Act 133, 2024
 Fund Type (MOF): B
 Appropriation Account Number: S-XX-300-S

	FY 2024-25 Estimated	FY 2025-26 Estimated	FY 2026-27 Estimated	FY 2027-28 Estimated	FY 2028-29 Estimated	FY 2029-30 Estimated
A. Personal Services						
B. Other Current Expenses	3,300	7,000	7,000	7,000	7,000	7,000
C. Equipment						
M. Motor Vehicles						
L. Leases						
TOTAL						