

**Hawai'i State Association of Counties (HSAC)
Counties of Hawai'i, Kaua'i, Maui, and City & County of Honolulu**

April 1, 2014

The Honorable Ernest Martin, Chair
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Martin:

**SUBJECT: HAWAII STATE ASSOCIATION OF COUNTIES ("HSAC")
FISCAL YEAR 2015 PROPOSED OPERATING BUDGET**

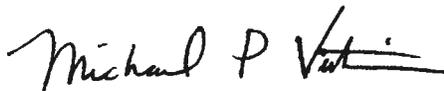
Enclosed is the HSAC Fiscal Year 2015 Proposed Annual Budget, as amended, which was approved by the HSAC Executive Committee at its March 24, 2014 meeting. Also enclosed is related information for your reference.

Section 21 of the HSAC bylaws requires that each Council approve the HSAC annual operating budget and that HSAC adopt the budget for the ensuing fiscal year at its annual meeting in June.

Therefore, may I request that you place the enclosed Fiscal Year 2015 Amended Proposed Annual Operating Budget on your next Council agenda for approval.

Your attention to this matter is greatly appreciated. Should you have any questions, please contact me or Legislative Analyst Kimberley Willenbrink at (808) 270-7761.

Sincerely,



**MICHAEL P. VICTORINO, Treasurer
Hawaii State Association of Counties**

Enclosure

cc: Mel Rapozo, HSAC President

ocs:proj:hsac:FY2015:15ltr:2015 proposed budget to Councils:kcw

Hawai'i State Association of Counties (HSAC)
Counties of Hawai'i, Kaua'i, Maui, and City & County of Honolulu

April 1, 2014

Councilmember Mel Rapozo, President
Hawaii State Association of Counties
4396 Rice Street, Suite 209
Lihue, Hawaii 96766

Dear President Rapozo:

**SUBJECT: AMENDMENT TO THE HAWAII STATE ASSOCIATION
OF COUNTIES ("HSAC") FISCAL YEAR 2015 PROPOSED
OPERATING BUDGET**

At its meeting of March 24, 2014, the HSAC Executive Committee approved amendments to the HSAC Fiscal Year 2015 Proposed Operating Budget. The amendments are noted in the attached HSAC Fiscal Year (FY) 2015 Proposed Operating Budget, as amended.

As indicated in bold, the HSAC Executive Committee approved the following amendments:

1. The "NACo Prescription Drug Marketing Fee" revenue was increased by \$3,000, from \$12,000 to \$15,000, thereby increasing total revenues to \$163,117.
2. A new expense line item, entitled "Prescription Drug Promotion" was added with an expense of \$3,000 to be used to market and promote the NACo Prescription Drug program.
3. The "WIR Promotional" expense was increased by \$10,000, from \$2,250 to \$12,250 to accommodate promotion of the 2015 WIR Conference to be held on Kauai.
4. The "National Conference Fund" expense was reduced by \$10,000, from \$50,000 to \$40,000.

Should you have any questions, please contact me or Legislative Analyst Kimberley Willenbrink at (808) 270-7761.

Sincerely,



MICHAEL P. VICTORINO, Treasurer
Hawaii State Association of Counties

Enclosure

ocs:proj:hsac:FY2015:15ltr:2015 proposed budget amend 1:kcw

HSAC FISCAL YEAR (FY) 2015 PROPOSED OPERATING BUDGET, AS AMENDED

	FY 2014 Second Amended Budget	FY 2015 Amended Proposed Budget
<u>REVENUES</u>		
1. Membership Fees	\$43,680	\$43,680
2. Conference Income	\$10,000	\$10,000
3. Interest Income	\$28	\$28
4. Corporate Sponsorship	\$0	\$0
5. NACo Prescription Drug Marketing Fee	\$12,000	\$15,000
 Fund Balance, prior FY	 \$94,409	 \$94,409
 TOTAL REVENUES AND FUND BALANCE	 <u>\$160,117</u>	 <u>\$163,117</u>

EXPENSES

1. Executive Committee Travel-Air and Ground	\$15,500	\$15,500
2. Executive Committee Auditing/Professional Services	\$4,500	\$4,500
3. Executive Committee Stationery	\$150	\$150
4. Executive Committee Miscellaneous	\$2,000	\$2,000
5. Online Quickbooks Monthly Fee	\$500	\$500
 1. Special Committee Travel	 \$500	 \$500
2. Special Committee Miscellaneous	\$100	\$100
 1. NACo Travel-Board-Air and Ground	 \$13,500	 \$13,500
2. NACo Travel-Steering Committees-Air and Ground	\$6,000	\$6,000
3. NACo Promotional	\$250	\$250
4. NACo Dues	\$27,268	\$27,268
5. NACo Miscellaneous	\$1,000	\$1,000
 1. WIR Travel-Air and Ground	 \$9,000	 \$9,000
2. WIR Promotional	\$2,250	\$12,250
3. WIR Dues	\$3,804	\$3,804
4. WIR Miscellaneous	\$1,000	\$1,000
 1. Adjustments for Travel and Related Expenses	 \$12,795	 \$12,295
2. National Conference Fund	\$60,000	\$40,000
3. Prescription Drug Scholarship Program	\$0	\$7,500
4. County Leadership Institute Attendee	\$0	\$3,000
5. Prescription Drug Promotion	\$0	\$3,000
 TOTAL EXPENDITURES	 <u>\$160,117</u>	 <u>\$163,117</u>

BALANCE	\$0	\$0
----------------	-----	-----

Annual Conference Seed Money	PAID IN 2013	REC'D IN 2014
	\$5,000	\$5,000

Hawai'i State Association of Counties (HSAC)

Counties of Kaua'i, Honolulu, Maui, & Hawai'i

March 18, 2014

Councilmember Mel Rapozo, President
Hawaii State Association of Counties
4396 Rice Street, Suite 209
Lihue, Hawaii 96766

Dear President Rapozo:

SUBJECT: FISCAL YEAR 2015 PROPOSED ANNUAL OPERATING BUDGET

As Treasurer of the Hawaii State Association of Counties (HSAC), I am submitting the attached proposed annual operating budget for Fiscal Year (FY) 2015. The proposed budget details incorporate the following assumptions and changes:

1. Membership Fees of \$10,920 for each county will remain the same.
2. Conference Income will reflect approximately \$10,000 for the June conference the City and County of Honolulu will be hosting.
3. Interest Income will remain the same.
4. The NACo Prescription Drug Marketing Fee revenue of \$12,000 was approved in FY 2014. This income will remain the same.
5. The Total Revenues and Fund Balance will remain the same.
6. Executive Committee Travel was renamed to Executive Committee Travel-Air and Ground, and was increased in FY 2014 from \$14,000 to \$15,500 to cover members' ground travel costs. Executive Committee Travel will remain at \$15,500 (\$350 x 3 members x 10 meetings + \$5,000 for members' travel costs to State Legislature).
7. Executive Committee Auditing/Professional Services will remain the same.
8. Executive Committee Stationery will remain the same.
9. Executive Committee Miscellaneous was increased in FY 2014 to \$2,000 because by September 30, 2013, \$1,418.36 had been expended for HSAC miscellaneous expenses. This expense will remain the same.
10. In FY 2014, an Online Quickbooks Monthly Fee expense of \$500 was added to expenses. This expense will remain the same.
11. Special Committee Travel will remain the same.
12. Special Committee Miscellaneous will remain the same.
13. NACo Travel-Board was renamed to NACo Travel-Board-Air and Ground, and expenses were increased in FY 2014 from \$11,700 to \$13,500 to cover members' ground travel costs. NACo Travel-Board-Air and Ground will remain at \$13,500 (\$1,500 x 3 Board Directors x 3 meetings).
14. NACo Travel-Steering Committees was renamed to NACo Travel-Steering Committee-Air and Ground in FY 2014, and expenses were increased from \$5,200 to \$6,000 to cover members' ground travel costs. NACo Travel-

March 18, 2014

Page - 2 -

- Steering Committee-Air and Ground will remain at \$6,000 (\$1,500 x 2 Steering Committee members x 2 meetings).
15. NACo Promotional will remain the same.
 16. NACo and WIR dues will remain the same.
 17. WIR Travel was renamed to WIR Travel-Air and Ground and expenses were increased from \$7,800 to \$9,000 to cover members' ground travel costs. WIR Travel-Air and Ground will remain at \$9,000 (\$1,500 per rental x 2 Board Directors x 3 meetings).
 18. WIR Promotional was increased in FY 2014 from \$250 to \$2,250 to offset an increase in revenues created by the NACo Prescription Drug Marketing Fee. This expense will remain the same.
 19. WIR Miscellaneous and NACo Miscellaneous (\$1,000 each) will remain the same. These miscellaneous funds are appropriated for congressional luncheons and contingencies.
 20. Adjustments for Travel and Related Expenses will decrease by \$500. The decrease in this expense is necessary to accommodate new expenses related to the Prescription Drug Scholarship Program and the County Leadership Institute Attendee.
 21. The National Conference Fund was increased in FY 2014 from \$50,000 to \$60,000 to offset an increase in revenues created by the NACo Prescription Drug Marketing Fee. The Fund will decrease to \$50,000 to accommodate new expenses related to the Prescription Drug Scholarship Program and the County Leadership Institute Attendee.
 22. A new expense has been added, entitled "Prescription Drug Scholarship Program" with a \$7,500 expense.
 23. A new expense has been added, entitled "County Leadership Institute Attendee" with an expense of \$3,000.
 24. A notation has been included to reflect the payment and receipt of annual conference seed money.

It is my recommendation that all four counties submit their approval or disapproval of the proposed annual operating budget to the HSAC Executive Committee before the May 2014 meeting of the HSAC Executive Committee.

Sincerely yours,



Michael P. Victorino
HSAC Treasurer

Attachment

ocs:proj:hsac:FY2015:15ltr:2015budgetdetails:kcw

HSAC FISCAL YEAR (FY) 2015 PROPOSED BUDGET

	FY 2014 Second Amended Budget	FY 2015 Proposed Budget
REVENUES		
1. Membership Fees	\$43,680	\$43,680
2. Conference Income	\$10,000	\$10,000
3. Interest Income	\$28	\$28
4. Corporate Sponsorship	\$0	\$0
5. NACo Prescription Drug Marketing Fee	\$12,000	\$12,000
 Fund Balance, prior FY	 \$94,409	 \$94,409
 TOTAL REVENUES AND FUND BALANCE	 \$160,117	 \$160,117
 EXPENSES		
1. Executive Committee Travel-Air and Ground	\$15,500	\$15,500
2. Executive Committee Auditing/Professional Services	\$4,500	\$4,500
3. Executive Committee Stationery	\$150	\$150
4. Executive Committee Miscellaneous	\$2,000	\$2,000
5. Online Quickbooks Monthly Fee	\$500	\$500
 1. Special Committee Travel	 \$500	 \$500
2. Special Committee Miscellaneous	\$100	\$100
 1. NACo Travel-Board-Air and Ground	 \$13,500	 \$13,500
2. NACo Travel-Steering Committees-Air and Ground	\$6,000	\$6,000
3. NACo Promotional	\$250	\$250
4. NACo Dues	\$27,268	\$27,268
5. NACo Miscellaneous	\$1,000	\$1,000
 1. WIR Travel-Air and Ground	 \$9,000	 \$9,000
2. WIR Promotional	\$2,250	\$2,250
3. WIR Dues	\$3,804	\$3,804
4. WIR Miscellaneous	\$1,000	\$1,000
 1. Adjustments for Travel and Related Expenses	 \$12,795	 12,295
2. National Conference Fund	\$60,000	50,000
3. Perscription Drug Scholarship Program	\$0	7,500
4. County Leadership Institute Attendee	\$0	3,000
 TOTAL EXPENDITURES	 \$160,117	 \$160,117
 BALANCE	 \$0	 \$0
 Annual Conference Seed Money	 PAID IN 2013	 REC'D IN 2014
	\$5,000	\$5,000

CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII
CERTIFICATE

RESOLUTION 14-80

Introduced: 04/15/14 By: STANLEY CHANG

Committee: INTERGOVERNMENTAL
AFFAIRS AND HUMAN
SERVICES

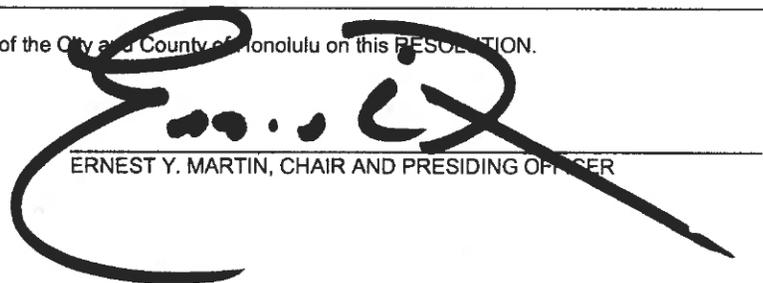
Title: RESOLUTION APPROVING THE PROPOSED BUDGET FOR THE HAWAII STATE ASSOCIATION OF
COUNTIES FOR THE FISCAL YEAR 2014-15.

Voting Legend: * = Aye w/Reservations

04/24/14	INTERGOVERNMENTAL AFFAIRS AND HUMAN SERVICES	CR-132 - RESOLUTION REPORTED OUT OF COMMITTEE FOR ADOPTION.
05/07/14	COUNCIL	CR-132 AND RESOLUTION 14-80 WERE ADOPTED. 9 AYES: ANDERSON, CHANG, FUKUNAGA, HARIMOTO, KOBAYASHI, MANAHAN, MARTIN, MENOR, PINE.

I hereby certify that the above is a true record of action by the Council of the City and County of Honolulu on this RESOLUTION.


BERNICE K. NJMAU, CITY CLERK


ERNEST Y. MARTIN, CHAIR AND PRESIDING OFFICER