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December 26, 2023

The Honorable Senator Donovan M. Dela Cruz, Chair
Members of the Senate Committee on Ways and Means

The Honorable Representative Kyle T. Yamashita, Chair
Members of the House Committee on Finance

Re: DOTAX FB 2023-2025 Legislative Supplemental Budget Briefing Testimony

Dear Chair Dela Cruz, Chair Yamashita, and Members of the Committees:

Thank you for the opportunity to present our supplemental budget request for FB 2023-2025.

A. MISSION STATEMENT, STRATEGIC OBJECTIVE, GOALS, AND PERFORMANCE METRICS

The mission of the Department of Taxation (DOTAX) "is to administer the tax laws of the State of Hawai'i in a consistent, fair and uniform manner."

DOTAX continues to move forward with planned initiatives to improve its operations to be able to better serve the people of Hawai'i. This includes system upgrades and maintenance to improve operational capabilities and efficiencies, as well as efforts to hire and retain Department staff.

DOTAX's strategic objectives are to improve voluntary compliance and to fill vacancies. Voluntary compliance will be improved by (1) increasing taxpayer education through community outreach efforts, issuance of announcements and guidance, and the utilization of social media; (2) improving customer service by providing educational and training opportunities for staff and providing more self-service options; (3) capitalizing data by pursuing information sharing with the counties and other State agencies and utilizing the processing abilities of our Tax System Modernization system to identify and address areas of noncompliance; (4) improving audits and assessments by improving our processes and working collaboratively with the Department of the Attorney General; and (5) pursuing non-filers, tax evaders, and those that commit tax fraud and holding these bad actors accountable for tax law violations. We will continue our efforts to fill vacancies by participating in job fairs, developing internship programs, redesigning or

downgrading positions where possible, and utilizing social media to attract applicants.

Our performance metrics for evaluating our objective to improve voluntary compliance are based on the quantity and quality of services that we provide to the public, the number of taxpayers that we evaluate and audit, and the amount of tax revenues collected through our enforcement and collection efforts. Our objective to fill vacancies will be measured by evaluating our recruitment efforts and vacancy rate.

B. HOW CURRENT STATEWIDE ECONOMIC AND FISCAL CONDITIONS HAVE AFFECTED OPERATIONS AND THE ABILITY TO MEET GOALS

Given the current statewide economic and fiscal conditions, DOTAX understands that this is not the right time to pursue costly projects or initiatives to enhance its operations. Instead, DOTAX remains focused on filling vacancies and exploring different ways to improve staff retention. DOTAX continues to face workforce challenges with filling specialized positions such as auditors, income tax specialists, tax returns examiners, delinquent tax collection assistants, and tax clerks. Some positions have remained vacant despite our active efforts to recruit for these positions. Despite these challenges, our employees continue to faithfully perform the work necessary to provide quality services to the people of Hawai'i. We continue to explore alternative methods to recruit new employees and retain existing employees.

C. FEDERAL FUNDS

DOTAX does not receive or administer any federal funds at this time.

D. NON-GENERAL FUNDS

<https://files.hawaii.gov/tax/stats/stats/non-gf-rpts/2023-Non-General-Fund-rpts.pdf>

E. PROCESS TO DEVELOP AND PRIORITIZE BUDGET REQUESTS

All division administrators were asked to submit budget modifications to the Administrative Services Office (ASO) for review and initial prioritization. Form As were prepared by the ASO to determine cost factors with the department's budget. All Form As were sent to the Director of Taxation for final review and prioritization before final submission to the Department of Budget and Finance.

F. SIGNIFICANT BUDGET REQUESTS

To fulfill our mission and reach our goals, DOTAX presents our significant supplemental budget requests for FB 2023-2025 as follows:

1. Increase Spending in Compliance (OCE)

This request adds \$101,970 to the budget for FY25. This request will allow the Department to continue access to vital subscriptions, memberships, and other tax information resources and training opportunities needed to receive audit findings, assessments, and voluntary disclosure referrals from the Multistate Tax Commission and keep personnel abreast of tax law changes and national trends in tax policy and administration. Access to these resources have directly resulted in the assessment and collection of taxes.

2. Increase Spending in Tax Collection Services Office (OCE)

This request adds \$199,200 to the budget for FY25 that will assist our Tax Collection Services office to: a) cover costs related to the preparation and mailing of notices, correspondence and other documents that directly support the collection of delinquent taxes; and b) allow continued access to search tools needed to locate delinquent taxpayers to collect unpaid taxes.

3. Increase Spending in the Rules Office (OCE)

This request adds \$25,985 for FY25 to allow continued access to vital subscriptions, memberships, and other tax information resources and training opportunities needed by the Rules Office in TAX107/AA.

4. Increase Spending in the Tax Research and Planning Office (OCE)

This request adds \$50,000 to the budget for FY25 to allow continued access to important statistical and economical research data for economic revenue projections for proposed legislative changes and budgetary planning.

5. Increase Spending in the Administrative Services Office (OCE)

This request adds \$98,000 to the budget for FY25 to allow DOTAX to implement enhanced building security measures to protect employees and visitors from threat situations. This request also covers the increased cost of armored car services needed to safely transport cash and checks to our financial institution.

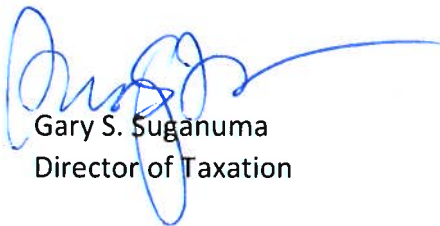
6. Increase Spending in the Information Technology Services Office (OCE)
This request adds \$11,800 to the budget for FY25 to enable Multifactor Authentication (MFA) to be rolled-out to more employees in order to meet new stricter IRS requirements to access federal taxpayer information (FTI) directly obtained from the IRS. Previously, the IRS required MFA only for remote access to FTI. However, the IRS recently imposed an MFA requirement for local access as well. The requested funds will allow employees needing access to FTI to continue having such access.

7. Reduce two permanent positions and add one exempt position in the Information Technology Services Office
This request involves the trade-off of two (2) FTE civil service positions in exchange for one (1) exempt software developer position utilizing existing budgeted funds of \$126,192 for FY25. This request is intended to enable DOTAX to develop and retain experienced high-level software developers that can perform complex system changes that are currently handled through the provision of outside professional services.

DOTAX appreciates the ongoing support and help from the Legislature to maintain and improve its operation, and this budget request is geared towards achieving our mission and goals over the next fiscal biennium.

Thank you for this opportunity to testify on the DOTAX FB 2023-2025 supplemental budget request.

Very truly yours,



Gary S. Suganuma
Director of Taxation

Attachments

FB 2023-25 Legislative Budget Briefing Testimony
Department of Taxation (DOTAX)
Program ID & Sub-Organization
Legend

Program ID	Sub-Org Code	Program Name
TAX100	CH	Compliance Division - Hawaii District Office
TAX100	CK	Compliance Division - Kauai District Office
TAX100	CM	Compliance Division - Maui District Office
TAX100	CO	Compliance Division - Oahu Office Audit Branch
TAX100	CP	Compliance Division - Oahu Field Audit Branch
TAX103	EO	Tax Collection Services Office
TAX105	BA	Tax Services & Processing Division - Document Processing Branch
TAX105	BB	Tax Services & Processing Division - Revenue Accounting Branch
TAX105	BC	Tax Services & Processing Division - Taxpayer Services Branch
TAX107	AA	Office of the Director, Rules Office, & Administrative Services Office (ASO)
TAX107	AC	Information Technology Services Office (ITSO)
TAX107	AD	Tax Research & Planning (TRP) Office

Department of Taxation
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Dept-Wide</u>	<u>Statutory Reference</u>
				<u>Priority</u>	
Compliance	To promote and maintain a tax system based on self-assessment and voluntary compliance by taxpayers through civil and criminal enforcement of tax laws in a fair, consistent, and efficient manner; and to collect outstanding taxes owed to the State.		TAX 100	2	
		Field Audit			Title 14, Chapter 231, 231-3, HRS (generally)
		Office Audit			Title 14, Chapter 231, 231-3, HRS (generally)
		District Offices			Title 14, Chapter 231, 231-3, HRS (generally); 231-10, HRS (specifically)
		Criminal Investigation			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 235-20.5 (specifically)
Tax Collection Services Office					
	To collect delinquent taxes due to the State by enforcing all State tax laws fairly and consistently.		TAX 103	3	Title 14, Chapter 231, 231-3, HRS (generally); 231-25 through 231-70, HRS (specifically)
Tax Services and Processing					
	To process all tax documents received in the most efficient and expeditious manner possible; to maintain accurate accounting records for all tax programs; to promote voluntary taxpayer compliance through timely delivery of information, forms, and responses to questions and inquiries; and to provide assistance to taxpayers' inquiries in person, through call center and web messaging.		TAX 105	1	
		Document Processing			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
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Dept-Wide Priority</u>	<u>Statutory Reference</u>
		Taxpayer Services			Title 14, Chapter 231, 231-3, HRS (generally)
Supporting Services-Revenue Collection	To provide administrative direction in implementing the Department's tax programs so as to enhance effectiveness and efficiency for formulating policies, allocating resources and providing direction to operations; and to improve the State's policy and decision-making process by providing timely and accurate tax data and interpretive information. This program also provides all of the administrative and technology support for the Department.		TAX 107	4	
		Administrative Services Office			Title 14, Chapter 231, 231-3, HRS (generally)
		Rules			Title 14, Chapter 231, 231-3, HRS (generally); 231-4.5, HRS (specifically)
		Information Technology Services Office			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, HRS (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 Review			Title 14, Chapter 232, HRS (generally)

Department of Taxation
Department-Wide Totals

Table 2

Fiscal Year 2024					
Budget Acts Appropriation	Reductions	Additions		Total FY24	MOF
\$ 41,389,717	\$ -	\$ -		\$ 41,389,717	A
\$ 3,603,402	\$ -	\$ -		\$ 3,603,402	B
				\$ -	
				\$ -	
				\$ -	
				\$ -	
\$ 44,993,119	\$ -	\$ -	\$ -	\$ 44,993,119	Total
Fiscal Year 2025					
Budget Acts Appropriation	Reductions	Additions		Total FY25	MOF
\$ 38,401,456		\$ 538,831		\$ 38,940,287	A
\$ 3,627,620		\$ -		\$ 3,627,620	B
				\$ -	
				\$ -	
				\$ -	
				\$ -	
\$ 42,029,076	\$ -	\$ 538,831	\$ -	\$ 42,567,907	Total

Department of Taxation
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted (FY24)			As budgeted (FY25)			Governor's Submittal (FY24)				Governor's Submittal (FY25)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
TAX100	Compliance	A	145.00	-	\$ 9,695,426	148.00		\$ 10,371,133	-	-	-	0.00%	148.00	1.00	\$ 10,584,979	2.06%
TAX103	Tax Collection Service Office	A	47.00	1.00	\$ 2,835,971	47.00	1.00	\$ 2,929,269	-	-	-	0.00%	47.00	1.00	\$ 3,268,469	11.58%
TAX105	Tax Services & Processing	A	133.00	76.00	\$ 6,762,616	133.00	76.00	\$ 7,023,850	-	-	-	0.00%	133.00	76.00	\$ 7,023,850	0.00%
TAX107	Supporting Services-Rev Collection	A	87.00	9.00	\$ 22,095,704	87.00	9.00	\$ 18,077,204	-	-	-	0.00%	86.00	9.00	\$ 18,062,989	-0.08%
TAX107	Supporting Services-Rev Collection	B	-	13.00	\$ 3,603,402	-	13.00	\$ 3,627,620	-	-	-	0.00%	-	13.00	\$ 3,627,620	0.00%

Department of Taxation
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY24			FY25			FY24 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	
TAX107	AA	Reduce two permanent positions and add one exempt, temporary position in ITSO	No impact at this time.	A				(2.00)		(126,192)	N
TAX107	AA	Correct legislative error for Administrative Rules Specialist (Position #99990T).	No impact at this time.	A					(1.00)		N

Department of Taxation
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept- Wide Priority	Description of Addition	Justification	MOF	FY24			FY25			
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
TAX100	CO	AR	1	1	Increase OCE spending in Compliance	Funding to continue subscriptions and membership to the Multistate Tax Commission (MTC), Hawaii Info Service, Box.com, Pacific Business News, and Copernic provide valuable data that assist the Department in administering the state Tax laws and collecting Tax revenues. Participate in mainland training and conferences organized by the Federation of Tax Administrators (FTA) and MTC. Correct Department's budget to reflect the actual postage budget.	A							161,970
TAX103	EO	AR	1	2	Increase OCE spending in Tax Collection Services Office	Due to an increase in Department's collection efforts, additional office supplies, forms, and toners are needed. Funding to continue Thomson Reuters database access, which is needed to pursue tax debtors. Funding for out-of-state FTA conferences and trainings to enhance the Department's collection efforts. Correct Department's budget to reflect the actual postage budget.	A							339,200
TAX107	AA	AR	1	3	Increase OCE spending in Rules Office	Additional funding for office supplies due to cost increase and an increase in number of personnel. Funding to continue subscriptions to Bloomberg and Westlaw for tax and legal research, training, and conferences.	A							25,985
TAX107	AD	AR	2	4	Increase OCE spending in Tax Research Planning Office (TRP)	TRP is in need of programs such as STATA, SAS, UCLA, and REMI to help support meaningful and accurate statistical data in its effort to provide economic revenue projections for the State. These programs help perform economic impacts, demographic analysis, and also provide a unique economic modeling tool to make revenue forecasts.	A							50,000

Department of Taxation
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
TAX103	EO	AR	2	5	Fund unfunded positions in the Tax Collection Services Office	Additional personnel is needed to assist with clerical duties, posting loose checks, in-person taxpayers, handling low-dollar to complex collection cases, and collect more tax revenue for the State.	A						240,048
TAX107	AA	AR	3	6	Establish position in the HR/Personnel Office	This request is to restore one (1) of the HR Specialist position that was abolished several years ago. The additional HR Specialist position is needed to help the Department to fill vacancies and to provide staff services and assistance in one or more of the functions involved in human resources management services.	A				1.00		31,548
TAX107	AA	AR	4	7	Fund unfunded positions in the Rules Office	Additional Administrative Rules Specialist position is requested to provide guidance to the Department's various divisions with respect to the implementation of new tax laws, tax administration, and tax policy changes. The Rules Office also provides guidance to the public on the Department's administration of the tax laws.	A						110,000
TAX100	CH	AR	2	8	Establish positions in the Hawaii District Office	Funding is requested for an additional TRE III and DTCA II positions. An additional TRE III is needed due to an increase in the number of reviewing tax refunds and assessments of taxes. An additional DTCA II is needed to enforce the collection of delinquent State taxes and to address the back-log of tax receivables.	A				3.00		79,362

Department of Taxation
Proposed Budget Additions

Table 6

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TAX107	AA	AR	5	9	Increase OCE spending in Administrative Services Office (ASO)	Additional funding is needed due to the price increase of loose tax forms and 1099 forms which is necessary for operations. Additional funding is also needed for the price increase of armored vehicles. Having a security armored car is necessary in transporting cash and checks to the financial institution for processing. The Department is requesting funding to enhance security monitoring efforts in the Oahu building. This is due to be in compliance with IRS guidelines in protecting and securing areas with taxpayer information. FOB technology, CCTV, and panic alarm buttons will be added for access into secured areas and to protect our staff against criminal and/or violent encounters.	A						(78,000)
TAX107	AC	AR	6	10	Increase OCE spending in Information Technology Services Office (ITSO)	The request for funding is to replace 370 computers that will go off warranty support in FY 23. The Department plans to replace the computers over a five-year period. The Department is also requesting funding to expand the user count for multifactor authentication in order to meet the new IRS requirement for all users who access Federal Tax Information to use multifactor authentication. Previously it was only required for administrators and remote users. Another request for funding is conference fees and travel to attend the Federation of Tax Administrator (FTA). IT leadership receives valuable information from the IRS, other state revenue agencies, and vendors on how to improve and secure the tax application and its technology.	A						106,800

Department of Taxation
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
TAX107	AA	AR	7	11	Establish position in the Office of the Director	Request to establish an Information Specialist IV position to assist the Public Information Officer in departmental activities including creation and dissemination of public information; creation, development, and management of various departmental social media content and resources; collaborating with ITSO in the maintenance of the Department's communications and other content on the Department website, and providing support and assistance for taxpayer educational programs.	A				1.00		31,548
TAX100	CM	AR	3	12	Increase OCE spending for Maui District Office	Funding for neighbor island collection staff to participate in training with the Collection Services Office to ensure collection services are performed in a consistent manner and to improve telephone collection techniques across all taxation districts.	A						1,500
TAX100	CH	AR	4	13	Increase OCE spending for Hawaii District Office	Funding for neighbor island collection staff to participate in training with the Collection Services Office to ensure collection services are performed in a consistent manner and to improve telephone collection techniques across all taxation districts.	A						1,500
TAX100	EO	AR	5	15	Legislative error for Delinquent Tax Collection Assistant I (Position #12111Z)	When the Department's Collection Office moved from TAX100/EO to TAX103/EO starting in FY 24, the Legislature inadvertently reduced a position and funding twice in the Department's biennium budget in TAX100/EO, resulting in a negative position count and salary balance. The Department is requesting corrective action by adding one (1) temporary position and funds back to TAX100/EO to zero out the negative balances.	A				1.00		51,876

Department of Taxation
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
TAX107	AA	TO	4	14	Reduce two permanent positions and add one exempt, temporary position in ITSO	This request involves the trade-off of two (2) FTE civil service positions in exchange for one (1) exempt software developer position utilizing existing budgeted funds of \$126,192 for FY25. This request is intended to enable the Department to develop and retain experienced high-level software developers that can perform complex system changes that are currently handled through the provision of outside professional services.	A					1.00	126,192
TAX107	AA	OR	7	16	Correct legislative error for Administrative Rules Specialist (Position #99990T).	The Department is requesting to adjust the FTE designation from temporary to permanent as it was inadvertently not changed in 2022 legislative session.	A				1.00		

Department of Taxation
FY 2022 - FY 2024 Restrictions

Table 7

Fiscal Year	Prog ID	Sub-Org	MOF	Budgeted by Dept	Restriction	Difference Between Budgeted & Restricted	Percent Difference	Impact
2024	TAX100	CH	A	\$ 1,733,390	\$ 242,363	\$ 1,491,027	13.98%	Due to current vacancies, no significant impact on personnel budget.
2024	TAX100	CK	A	\$ 792,511	\$ 114,611	\$ 677,900	14.46%	
2024	TAX100	CM	A	\$ 1,642,603	\$ 230,070	\$ 1,412,533	14.01%	
2024	TAX100	CO	A	\$ 2,689,508	\$ 305,168	\$ 2,384,340	11.35%	
2024	TAX100	CP	A	\$ 2,889,290	\$ 417,842	\$ 2,471,448	14.46%	
2024	TAX103	EO	A	\$ 2,835,971	\$ 357,382	\$ 2,478,589	12.60%	Due to current vacancies, no significant impact on personnel budget.
2024	TAX105	BA	A	\$ 3,267,386	\$ 448,801	\$ 2,818,585	13.74%	Due to current vacancies, no significant impact on personnel budget.
2024	TAX105	BB	A	\$ 397,715	\$ 57,848	\$ 339,867	14.55%	
2024	TAX105	BC	A	\$ 3,097,515	\$ 450,535	\$ 2,646,980	14.55%	
2024	TAX107	AA	A	\$ 6,869,894	\$ 584,782	\$ 6,285,112	8.51%	Due to current vacancies, no significant impact on personnel budget.
2024	TAX107	AC	A	\$ 14,680,658	\$ 450,275	\$ 14,230,383	3.07%	
2024	TAX107	AD	A	\$ 545,152	\$ 79,293	\$ 465,859	14.55%	
2023	TAX100	CH	A	\$ 1,488,751	\$ 133,415	\$ 1,355,337	8.96%	Due to current vacancies, no significant impact on personnel budget.
2023	TAX100	CK	A	\$ 716,179	\$ 64,180	\$ 651,999	8.96%	
2023	TAX100	CM	A	\$ 1,399,652	\$ 125,430	\$ 1,274,222	8.96%	
2023	TAX100	CO	A	\$ 2,777,874	\$ 248,939	\$ 2,528,935	8.96%	
2023	TAX100	CP	A	\$ 2,500,425	\$ 224,076	\$ 2,276,349	8.96%	
2023	TAX100	EO	A	\$ 2,395,536	\$ 214,676	\$ 2,180,860	8.96%	
2023	TAX105	BA	A	\$ 3,216,809	\$ 296,589	\$ 2,920,220	9.22%	Due to current vacancies, no significant impact on personnel budget.
2023	TAX105	BB	A	\$ 366,636	\$ 33,804	\$ 332,832	9.22%	
2023	TAX105	BC	A	\$ 2,894,222	\$ 266,847	\$ 2,627,375	9.22%	
2023	TAX107	AA	A	\$ 6,176,647	\$ 461,920	\$ 5,714,727	7.48%	Due to current vacancies, no significant impact on personnel budget.
2023	TAX107	AC	A	\$ 2,539,585	\$ 189,923	\$ 2,349,663	7.48%	
2023	TAX107	AD	A	\$ 498,518	\$ 37,282	\$ 461,236	7.48%	
2022	TAX100	CH	A	\$ 1,416,256	\$ 36,342	\$ 1,379,914	2.57%	Due to current vacancies, no significant impact on personnel budget.
2022	TAX100	CK	A	\$ 699,422	\$ 111,462	\$ 587,960	15.94%	
2022	TAX100	CM	A	\$ 1,147,733	\$ 77,174	\$ 1,070,559	6.72%	
2022	TAX100	CO	A	\$ 2,751,776	\$ 166,926	\$ 2,584,850	6.07%	
2022	TAX100	CP	A	\$ 2,039,598	\$ 132,552	\$ 1,907,046	6.50%	
2022	TAX100	EO	A	\$ 2,153,068	\$ 76,051	\$ 2,077,017	3.53%	
2022	TAX105	BA	A	\$ 2,931,825	\$ 227,225	\$ 2,704,600	7.75%	Due to current vacancies, no significant impact on personnel budget.
2022	TAX105	BB	A	\$ 345,918	\$ -	\$ 345,918	0.00%	
2022	TAX105	BC	A	\$ 2,847,244	\$ 133,094	\$ 2,714,150	4.67%	
2022	TAX107	AA	A	\$ 6,356,867	\$ 327,120	\$ 6,029,747	5.15%	Due to current vacancies, no significant impact on personnel budget.
2022	TAX107	AC	A	\$ 1,940,642	\$ 186,436	\$ 1,754,206	9.61%	
2022	TAX107	AD	A	\$ 432,279	\$ -	\$ 432,279	0.00%	

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					

Department of Taxation
Expenditures Exceeding Appropriation Ceilings in FY23 and FY24

Table 9

<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 FY23 and FY24

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	

Department of Taxation
Vacancy Report as of November 30, 2023

Table 11

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
TAX107	AA		4/1/2024	124431	Taxation Board of Review Chair	Y	SRNA	00	P	1.00	A	\$ 148,798	\$ -	Y	N	N/A		1
TAX107	AA		4/1/2024	124432	Taxation Board of Review Member	Y	SRNA	00	P	1.00	A	\$ 133,919	\$ -	Y	N	N/A		2
TAX107	AA		4/1/2024	124433	Taxation Board of Review Member	Y	SRNA	00	P	1.00	A	\$ 133,919	\$ -	Y	N	N/A		3
TAX107	AA	7/1/2023	5/1/2024	102247	Administrative Rules Officer	Y	SRNA	93	T	1.00	A	\$ 133,008	\$ 133,008	Y	N	N/A		4
TAX107	AA	10/1/2021	4/1/2024	15143	Income Tax Specialist V	N	SR24	13	P	1.00	A	\$ 68,556	\$ 91,968	Y	N	N/A		5
TAX107	AA	10/3/2022	4/1/2024	18027	Income Tax Specialist V	N	SR24	13	P	1.00	A	\$ 68,556	\$ 77,100	Y	N	N/A		6
TAX107	AA	7/1/2021	4/1/2024	30106	Income Tax Specialist V	N	SR24	13	P	1.00	A	\$ 68,556	\$ 91,968	Y	N	N/A		7
TAX107	AA	10/3/2022	5/1/2024	38766	Supervising Income Tax Spclt	N	SR26	23	P	1.00	A	\$ 74,124	\$ 101,460	Y	N	N/A		8
TAX100	CO	10/1/2023	7/1/2024	15255	Auditor VI	N	SR26	13	P	1.00	A	\$ 77,100	\$ 83,388	Y	N	N/A		9
TAX100	CP	12/31/2022	7/1/2024	1540	Auditor VI	N	SR26	23	P	1.00	A	\$ 101,460	\$ 101,460	Y	N	N/A		10
TAX100	CP	8/17/2023	7/1/2024	16049	Criminal Investigator	Y	SRNA	13	P	1.00	A	\$ 64,620	\$ 67,200	Y	N	N/A		11
TAX107	AA	8/16/2023	7/1/2024	122699	Spcl Enfc Section Investigator	Y	SRNA	73	T	1.00	B	\$ 57,192	\$ 59,484	Y	N	N/A		12
TAX107	AA	7/15/2023	7/1/2024	1545	Income Tax Specialist V	N	SR24	13	P	1.00	A	\$ 80,184	\$ 80,184	Y	N	N/A		13
TAX105	BB	9/1/2023	7/1/2024	1555	Accountant V	N	SR24	13	P	1.00	A	\$ 74,136	\$ 77,100	Y	N	N/A		14
TAX100	CK	2/1/2022	7/1/2024	1622	Auditor V	N	SR24	13	P	1.00	A	\$ 68,556	\$ 85,032	Y	N	N/A		15
TAX100	CM	12/31/2019	7/1/2024	11428	Auditor V	N	SR24	13	P	1.00	A	\$ 68,556	\$ 90,144	Y	N	N/A		16
TAX100	CP	12/1/2022	7/1/2024	26338	Auditor V	N	SR24	13	P	1.00	A	\$ 93,804	\$ 93,804	Y	N	N/A		17
TAX100	CP	1/18/2022	7/1/2024	29071	Auditor V	N	SR24	13	P	1.00	A	\$ 68,556	\$ 75,588	Y	N	N/A		18
TAX107	AC	10/17/2023	4/1/2024	26311	Information Technology Band C	N	SR26	23	P	1.00	A	\$ 74,124	\$ 97,560	Y	N	N/A		19
TAX107	AC	10/21/2023	4/1/2024	1502	Information Technology Band B	N	SR24	13	P	1.00	A	\$ 68,556	\$ 57,708	Y	N	N/A		20
TAX100	CP	2/1/2023	7/1/2024	38685	Auditor V	N	SR24	13	P	1.00	A	\$ 63,384	\$ 63,384	Y	N	N/A		21
TAX107	AC	2/16/2023	4/1/2024	120346	Information Technology Band B	N	SR24	13	P	1.00	A	\$ 74,136	\$ 74,136	Y	N	N/A		22
TAX100	CP	7/1/2022	7/1/2024	124376	Auditor V	N	SR24	13	P	1.00	A	\$ 80,184	\$ -	Y	N	N/A		23
TAX100	CP	7/1/2022	7/1/2024	124377	Auditor V	N	SR24	13	P	1.00	A	\$ 80,184	\$ -	Y	N	N/A		24
TAX107	AA	12/31/2018	4/1/2024	1542	Information Technology Band B	N	SR24	23	P	1.00	A	\$ 115,950	\$ 88,248	Y	N	N/A		25
TAX107	AA	12/31/2019	4/1/2024	10930	Information Technology Band B	N	SR24	23	P	1.00	A	\$ 68,556	\$ 90,144	Y	N	N/A		26
TAX107	AC	4/3/2023	4/1/2024	1493	Information Technology Band B	N	SR22	13	P	1.00	A	\$ 60,912	\$ 52,044	Y	N	N/A		27
TAX100	CM	9/16/2019	7/1/2024	4417	Auditor IV	N	SR22	13	P	1.00	A	\$ 60,912	\$ 56,280	Y	N	N/A		28
TAX107	AC	4/1/2022	4/1/2024	11509	Information Technology Band B	N	SR22	13	P	1.00	A	\$ 60,912	\$ 57,420	Y	N	N/A		29
TAX100	CP	1/18/2022	7/1/2024	11876	Auditor IV	N	SR22	13	P	1.00	A	\$ 60,912	\$ 78,612	Y	N	N/A		30
TAX107	AC	5/10/2023	4/1/2024	42926	Information Technology Band B	N	SR22	13	P	1.00	A	\$ 60,912	\$ -	Y	N	N/A		31
TAX107	AA	6/1/2023	7/1/2024	47886	General Professional IV	N	SR22	13	P	1.00	A	\$ 63,384	\$ 63,384	Y	N	N/A		32
TAX107	AC	7/10/2023	4/1/2024	111895	Information Technology Band B	N	SR22	13	P	1.00	A	\$ 71,268	\$ 74,124	Y	N	N/A		33
TAX100	CM	9/1/2023	7/1/2024	117455	Auditor IV	N	SR22	13	P	1.00	A	\$ 65,916	\$ 68,556	Y	N	N/A		34
TAX107	AC	6/28/2019	4/1/2024	120347	Information Technology Band B	N	SR22	13	P	1.00	A	\$ 60,912	\$ 50,916	Y	N	N/A		35
TAX100	CK	11/3/2020	4/1/2024	4421	Tax Returns Examiner IV	N	SR20	04	P	1.00	A	\$ 58,860	\$ 68,580	Y	N	N/A		36
TAX100	EO	11/1/2023	5/1/2024	117478	Delinquent Tax Coll Asst III	N	SR20	04	P	1.00	A	\$ 63,024	\$ 66,156	Y	N	N/A		37
TAX100	EM	7/1/2023	4/1/2024	124994	Tax Returns Examiner IV	N	SR20	04	P	1.00	A	\$ 28,338	\$ -	Y	N	N/A		38
TAX107	AA	6/1/2023	7/1/2024	34204	Management Analyst III	N	SR20	13	P	1.00	A	\$ 53,064	\$ 60,948	Y	N	N/A		39
TAX100	CP	7/1/2023	7/1/2024	124984	Management Analyst III	N	SR20	13	P	1.00	A	\$ 28,140	\$ -	Y	N	N/A		40
TAX100	CP	7/1/2023	7/1/2024	124986	Management Analyst III	N	SR20	13	P	1.00	A	\$ 28,140	\$ -	Y	N	N/A		41
TAX107	AA	7/1/2022	4/1/2024	124434	Secretary IV	N	SR18	63	P	1.00	A	\$ 63,696	\$ -	Y	N	N/A		42
TAX107	AA	7/1/2022	7/1/2024	124435	Legal Secretary	N	SR18	63	P	1.00	A	\$ 63,696	\$ -	Y	N	N/A		43
TAX100	CO	9/1/2022	4/1/2024	1520	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 50,388	\$ 52,044	Y	N	N/A		44
TAX100	CH	7/1/2022	4/1/2024	11515	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 50,388	\$ 46,272	Y	N	N/A		45
TAX100	CO	11/10/2023	4/1/2024	117457	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 50,388	\$ 50,388	Y	N	N/A		46
TAX100	CO	5/16/2023	4/1/2024	117459	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 56,124	\$ 56,124	Y	N	N/A		47
TAX100	CK	9/2/2023	4/1/2024	117461	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 44,388	\$ 46,608	Y	N	N/A		48
TAX100	CH	7/1/2023	4/1/2024	124991	Tax Returns Examiner III	N	SR17	03	P	1.00	A	\$ 34,919	\$ -	Y	N	N/A		49
TAX100	EM	7/1/2023	6/3/2024	124992	Delinquent Tax Coll Asst II	N	SR17	03	P	1.00	A	\$ 25,194	\$ -	Y	N	N/A		50
TAX100	CO	11/14/2023	4/1/2024	11565	Supervising Tax Clerk II	N	SR17	04	P	1.00	A	\$ 49,848	\$ 52,320	Y	N	N/A		51
TAX105	BC	12/31/2020	4/1/2024	16051	Supervising Tax Clerk II	N	SR17	04	P	1.00	A	\$ 52,320	\$ 65,904	Y	N	N/A		52
TAX105	BA	12/31/2018	4/1/2024	5765	Secretary III	N	SR16	63	P	1.00	A	\$ 48,456	\$ 49,680	Y	N	N/A		53

Department of Taxation
Vacancy Report as of November 30, 2023

Table 11

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
TAX100	EK	6/16/2023	4/1/2024	1461	Delinquent Tax Coll Asst I	N	SR15	03	P	1.00	A	\$ 44,388	\$ 44,388	Y	N	N/A		54
TAX105	BC	4/17/2023	6/3/2024	1510	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 46,152	\$ 46,152	Y	N	N/A		55
TAX105	BA	11/16/2019	6/3/2024	1558	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 46,608	\$ 35,340	Y	N	N/A		56
TAX105	BA	4/3/2023	6/3/2024	1565	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 41,016	\$ 41,016	Y	N	N/A		57
TAX100	EM	4/22/2023	6/3/2024	1574	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 46,608	\$ 44,388	Y	N	N/A		58
TAX100	EM	10/16/2023	6/3/2024	1577	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 41,016	\$ 43,068	Y	N	N/A		59
TAX100	EO	11/1/2023	4/1/2024	4407	Delinquent Tax Coll Asst I	N	SR15	03	P	1.00	A	\$ 46,152	\$ 48,456	Y	N	N/A		60
TAX107	AA	11/1/2022	6/3/2024	4409	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 48,084	\$ 49,872	Y	N	N/A		61
TAX105	BC	10/3/2022	6/3/2024	7058	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 46,608	\$ 49,872	Y	N	N/A		62
TAX100	EO	9/18/2023	4/1/2024	11943	Delinquent Tax Coll Asst I	N	SR15	03	P	1.00	A	\$ 49,872	\$ 52,368	Y	N	N/A		63
TAX105	BC	9/1/2023	6/3/2024	26370	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 42,624	\$ 44,760	Y	N	N/A		64
TAX100	CO	2/1/2023	4/1/2024	26376	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 44,388	\$ 44,388	Y	N	N/A		65
TAX105	BC	1/17/2023	6/3/2024	39130	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 46,152	\$ 46,152	Y	N	N/A		66
TAX105	BC	10/2/2023	6/3/2024	40576	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 44,388	\$ 46,608	Y	N	N/A		67
TAX105	BC	11/1/2022	6/3/2024	41711	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 46,608	\$ 41,016	Y	N	N/A		68
TAX105	BC	7/17/2023	6/3/2024	41712	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 49,872	\$ 52,368	Y	N	N/A		69
TAX100	CM	10/16/2023	6/3/2024	47602	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 44,388	\$ 46,608	Y	N	N/A		70
TAX100	EK	12/1/2021	4/1/2024	47882	Delinquent Tax Coll Asst I	N	SR15	03	P	1.00	A	\$ 46,608	\$ 38,004	Y	N	N/A		71
TAX100	CO	1/17/2023	4/1/2024	117463	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 44,388	\$ 44,388	Y	N	N/A		72
TAX100	CO	1/17/2023	4/1/2024	120779	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 51,876	\$ 51,876	Y	N	N/A		73
TAX100	CO	3/16/2023	4/1/2024	120782	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 51,876	\$ 51,876	Y	N	N/A		74
TAX100	CK	10/16/2023	6/3/2024	120791	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ 41,016	\$ 46,608	Y	N	N/A		75
TAX100	CO	3/11/2023	4/1/2024	121108	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 41,016	\$ 41,016	Y	N	N/A		76
TAX100	EH	3/1/2023	6/3/2024	121599	Delinquent Tax Coll Asst I	N	SR15	03	P	1.00	A	\$ 58,416	\$ 58,416	Y	N	N/A		77
TAX100	CO	8/15/2023	4/1/2024	124291	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 46,608	\$ 50,388	Y	N	N/A		78
TAX100	CO	7/1/2022	124292	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 46,608	\$ -	Y	N	N/A		79	
TAX100	CM	7/1/2023	4/1/2024	124993	Tax Returns Examiner II	N	SR15	03	P	1.00	A	\$ 23,304	\$ -	Y	N	N/A		80
TAX107	AA	6/1/2023	3/1/2024	1467	Human Resources Technician VI	N	SR15	63	P	1.00	A	\$ 44,388	\$ 44,388	Y	N	N/A		81
TAX100	EO	8/1/2023	3/1/2024	1567	Secretary II	N	SR14	03	P	1.00	A	\$ 46,152	\$ 48,456	Y	N	N/A		82
TAX105	BB	5/16/2022	6/3/2024	1468	Account Clerk IV	N	SR13	03	P	1.00	A	\$ 39,816	\$ 36,564	Y	N	N/A		83
TAX105	BB	7/17/2023	6/3/2024	1529	Account Clerk IV	N	SR13	03	P	1.00	A	\$ 41,016	\$ 43,068	Y	N	N/A		84
TAX105	BC	11/29/2023	4/1/2024	1514	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 39,420	Y	N	N/A		85
TAX100	CO	10/31/2023	4/1/2024	15489	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 32,856	Y	N	N/A		86
TAX105	BA	5/16/2019	6/3/2024	27115	Cashier II	N	SR12	03	P	1.00	A	\$ 41,388	\$ 35,340	Y	N	N/A		87
TAX100	CH	10/2/2023	4/1/2024	27688	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 41,388	Y	N	N/A		88
TAX105	BA	7/1/2022	5/1/2024	28861	Tax Clerk	N	SR12	03	P	1.00	A	\$ 41,388	\$ 38,004	Y	N	N/A		89
TAX100	EO		5/1/2024	39131	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 41,392	Y	Y	1		90
TAX100	CO	7/29/2023	3/1/2024	47879	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 39,420	Y	N	N/A		91
TAX105	BC	8/24/2023	3/1/2024	49971	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 41,388	Y	N	N/A		92
TAX105	BC	4/3/2023	3/1/2024	118023	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 39,420	Y	N	N/A		93
TAX105	BC	10/16/2023	4/1/2024	118238	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 41,388	Y	N	N/A		94
TAX105	BC	11/16/2023	5/1/2024	118239	Tax Clerk	N	SR12	03	P	1.00	A	\$ 41,388	\$ 41,388	Y	N	N/A		95
TAX105	BC	11/21/2023	5/1/2024	118240	Tax Clerk	N	SR12	03	P	1.00	A	\$ 41,388	\$ 41,388	Y	N	N/A		96
TAX105	BC	10/16/2023	5/1/2024	118242	Tax Clerk	N	SR12	03	P	1.00	A	\$ 41,388	\$ 41,388	Y	N	N/A		97
TAX100	CM	2/16/2023	3/1/2024	120658	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 39,420	Y	N	N/A		98
TAX100	CM	11/6/2023	4/1/2024	120659	Tax Clerk	N	SR12	03	P	1.00	A	\$ 39,420	\$ 41,388	Y	N	N/A		99
TAX105	BC	6/29/2020	5/1/2024	121084	Tax Clerk	N	SR12	03	T	1.00	A	\$ 41,388	\$ 35,340	Y	N	N/A		100
TAX100	EH	7/1/2023	3/1/2024	124990	Tax Clerk	N	SR12	03	P	1.00	A	\$ 28,678	\$ -	Y	N	N/A		101
TAX100	EM	7/1/2023	3/1/2024	124996	Tax Clerk	N	SR12	03	P	1.00	A	\$ 20,694	\$ -	Y	N	N/A		102
TAX105	BA	7/1/2023	5/1/2024	11589	Office Assistant IV	N	SR10	03	P	1.00	A	\$ 38,328	\$ 36,504	Y	N	N/A		103
TAX105	BA	10/2/2023	5/1/2024	41718	Office Assistant IV	N	SR10	03	P	1.00	A	\$ 36,504	\$ 38,328	Y	N	N/A		104
TAX105	BA	11/13/2023	5/1/2024	38687	Office Assistant III	N	SR08	03	P	1.00	A	\$ 36,072	\$ 34,362	Y	N	N/A		105
TAX105	BA	10/31/2023	5/1/2024	38692	Office Assistant III	N	SR08	03	P	1.00	A	\$ 36,072	\$ 34,362	Y	N	N/A		106

Department of Taxation
 Vacancy Report as of November 30, 2023

Table 11

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	7/1/2020	5/1/2024	46128	Office Assistant III	N	SR08	03	P	1.00	A	\$ 36,072	\$ 34,020	Y	N	N/A		107
TAX105	BA	3/25/2023	5/1/2024	46134	Office Assistant III	N	SR08	03	P	1.00	A	\$ 36,072	\$ 34,362	Y	N	N/A		108
TAX105	BA	4/3/2023	3/1/2024	118441	Office Assistant III	N	SR08	03	P	1.00	A	\$ 34,356	\$ 34,356	Y	N	N/A		109
TAX105	BA	4/3/2023	3/1/2024	118443	Office Assistant III	N	SR08	03	P	1.00	A	\$ 34,356	\$ 34,356	Y	N	N/A		110
TAX105	BA	12/3/2021	5/1/2024	118444	Office Assistant III	N	SR08	03	P	1.00	A	\$ 36,072	\$ 33,120	Y	N	N/A		111
TAX107	AA	7/1/2020		117972	Administrative Rules Spclt	Y	SRNA	73	T	1.00	A	\$ -	\$ 99,228	N	N	N/A		112
TAX100	CP	7/2/2019		1538	Criminal Investigator	Y	SRNA	13	P	1.00	A	\$ -	\$ 90,144	N	N	N/A		113
TAX107	AC	10/1/2019		120348	Information Technology Band B	N	SR24	13	P	1.00	A	\$ -	\$ 58,560	N	N	N/A		114
TAX107	AC	8/1/2019		28863	Information Technology Band B	N	SR24	13	P	1.00	A	\$ -	\$ 56,280	N	N	N/A		115
TAX107	AC	2/8/2019		120350	Information Technology Band B	N	SR22	13	P	1.00	A	\$ -	\$ 67,044	N	N	N/A		116
TAX100	EO	12/31/2019		117470	Delinquent Tax Coll Asst II	N	SR17	03	P	1.00	A	\$ -	\$ 63,612	N	N	N/A		117
TAX100	EO	12/31/2019		117475	Delinquent Tax Coll Asst II	N	SR17	03	P	1.00	A	\$ -	\$ 63,612	N	N	N/A		118
TAX100	EO	11/29/2019		120117	Delinquent Tax Coll Asst II	N	SR17	03	P	1.00	A	\$ -	\$ -	N	N	N/A		119
TAX105	BC	7/1/2022		124296	Tax Information Tech II	N	SR15	03	P	1.00	A	\$ -	\$ -	N	N	N/A		120
TAX100	EO	6/3/2019		1450	Tax Clerk	N	SR12	03	P	1.00	A	\$ -	\$ 51,936	N	N	N/A		121
TAX105	BA	5/27/2020		118445	Office Assistant III	N	SR08	03	P	1.00	A	\$ -	\$ 26,700	N	N	N/A		122
TAX100	EO	4/9/2020		16056	Office Assistant III	N	SR08	03	P	1.00	A	\$ -	\$ 30,240	N	N	N/A		123
TAX105	BA	3/16/2020		1492	Office Assistant III	N	SR08	03	P	1.00	A	\$ -	\$ 30,240	N	N	N/A		124
TAX105	BA	1/31/2020		1566	Office Assistant III	N	SR08	03	P	1.00	A	\$ -	\$ 30,240	N	N	N/A		125

Positions Filled and/or Established by Acts other than the State Budget as of November 30, 2023

<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>
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NONE

Department of Taxation
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY23 (actual)			FY24 (estimated)			FY25 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
TAX100	CH	COMPLIANCE DIVISION - HAWAII	A	\$ 1,349,825	\$ 3,596	0.3%	\$ 1,675,890	\$ 3,600	0.2%	\$ 1,767,572	\$ 3,780	0.2%
TAX100	CK	COMPLIANCE DIVISION - KAUAI	A	\$ 465,337	\$ 6,800	1.5%	\$ 792,511	\$ 6,800	0.9%	\$ 967,129	\$ 7,140	0.7%
TAX100	CM	COMPLIANCE DIVISION - MAUI	A	\$ 1,059,358	\$ 9,746	0.9%	\$ 1,590,883	\$ 9,750	0.6%	\$ 1,754,136	\$ 10,238	0.6%
TAX100	CO	COMPLIANCE ADMIN/OFFICE AUDIT	A	\$ 1,340,302	\$ 107	0.0%	\$ 2,110,174	\$ 1,090	0.1%	\$ 2,197,628	\$ 1,145	0.1%
TAX100	CP	FIELD AUDIT/CRIMINAL INVESTIGATION	A	\$ 2,075,797	\$ 1,082	0.1%	\$ 2,889,290	\$ 1,710	0.1%	\$ 3,057,990	\$ 1,796	0.1%
TAX100	EO	COLLECTIONS	A	\$ 2,035,094	\$ 1,707	0.1%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
TAX103	EO	COLLECTIONS	A	\$ -	\$ -	0.0%	\$ 2,457,071	\$ -	0.0%	\$ 2,550,369	\$ -	0.0%
TAX105	BA	DOCUMENT PROCESSING BRANCH	A	\$ 1,918,252	\$ 7,223	0.4%	\$ 3,085,586	\$ 7,230	0.2%	\$ 3,206,873	\$ 7,592	0.2%
TAX105	BB	REVENUE ACCOUNTING	A	\$ 278,275	\$ -	0.0%	\$ 397,715	\$ -	0.0%	\$ 416,375	\$ -	0.0%
TAX105	BC	TAXPAYER SERVICES	A	\$ 2,703,188	\$ 2,193	0.1%	\$ 3,097,515	\$ 2,200	0.1%	\$ 3,218,802	\$ 2,310	0.1%
TAX107	AA	DIRECTOR'S OFFICE/ADMIN SVCS/RULES/	A	\$ 2,461,095	\$ 6,937	0.3%	\$ 4,020,490	\$ 6,940	0.2%	\$ 4,178,271	\$ 7,287	0.2%
TAX107	AC	INFORMATION TECHNOLOGY SERVICES OFFICE (ITSO)	A	\$ 1,627,144	\$ 4,891	0.3%	\$ 3,095,732	\$ 6,000	0.2%	\$ 3,198,359	\$ 6,000	0.2%
TAX107	AD	TAX RESEARCH & PLANNING OFFICE	A	\$ 482,863	\$ -	0.0%	\$ 545,152	\$ -	0.0%	\$ 573,140	\$ -	0.0%
TAX107	AA	SPECIAL ENFORCEMENT SECTION	B	\$ 545,283	\$ 5,787	1.1%	\$ 1,318,929	\$ 10,000	0.8%	\$ 1,343,147	\$ 15,000	1.1%

Department of Taxation
Active Contracts as of December 1, 2023

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
						Date Executed	From	To					
TAX 107	C,A,V	\$ 64,753,702.00	O	\$ 86,060,224.00	\$ 21,306,522.00	7/15/2015	7/15/2015	7/15/2025	FAST Enterprises	Tax System Modernization (TSM) Project. Goods & services to implement an integrated tax system for DOTAX.	Verified with our Tax System Modernization (TSM) team for services rendered.	N	S
TAX 107	A	\$ 186,223.00	M	\$ 558,670.00	\$ 372,447.00	7/20/2023	8/1/2023	7/31/2024	Information Capture Solutions, LLC	Annual Maintenance & Support for Software and Scanner for DoTAX.	Reviewed by IT Office.	N	S
TAX 107	B	\$ -	O	\$ 21,330.00	\$ 21,330.00	8/22/2023	9/1/2023	8/31/2024	Meyercord Revenue	To provide heat applied cigarette tax stamps.	Cigarette stamps orders are placed as needed. The invoices are verified by the Taxpayer Services and Processing Section.	N	G
Tax 100	A	\$ 28,523.00	M	\$ 75,256.00	\$ 46,733.00	11/22/2022	11/22/2022	11/21/2024	Fileminders of Hawaii, LLC	To provide shred services for all islands.	Admin Svcs Office monitors activity and reviews invoice.	N	S
TAX 103	A								Thomson Reuters - West	Annual subscription for Clear Proflex for Collections and SES Section.	Annual subscription for Clear Proflex for Collections and SES Section.	N	S
TAX 107	B	\$ 23,992.00	M	\$ 72,503.00	\$ 48,511.00	7/21/2023	8/1/2023	7/31/2024				N	S
TAX 107	A	\$ 18,798.00	M	\$ 70,718.00	\$ 51,920.00	5/1/2019 60 mo. Lease	5th year of lease: 5/1/2023 - 4/30/2024		Xerox (Fleet)	Multi-function copy machines on lease for DOTAX offices. 60 month lease, of which \$70,718 is budgeted for each fiscal year.	Admin Svcs Office monitors activity and reviews invoice.	N	E
TAX 107	B	\$ 1,436.00	M	\$ 4,000.00	\$ 2,564.00	3/1/2021 60 mo. Lease	3rd year of lease: 3/1/2023 - 2/28/2024		Xerox (SES)	One multi-function device with scanning and fax capabilities for the Special Enforcement Section (SES) per SPO Price List Contract . 60 month lease, billed per usage. Max Value is an estimated cost for the fiscal year.	Admin Svcs Office monitors activity and reviews invoice.	N	E
TAX 107	A	\$ 14,682.00	M	\$ 30,000.00	\$ 15,318.00	10/1/2019 60 mo. Lease	5th year of lease: 10/1/2023 - 9/30/2024		Ricoh	High volume printing machine on lease for DOTAX's printshop. 60 month lease, billed per usage. Max Value is an estimated cost for the fiscal year.	Admin Svcs Office monitors activity and reviews invoice.	N	E
TAX 100	A					Ongoing; billed monthly	7/1/2023	6/30/2024	Alert Alarm	Security/Alarm services for DOTAX offices. Alert Alarm bills each section separately. Max Value is an estimated cost for the fiscal year.	Admin Svcs Office monitors activity and reviews invoice.	N	S
TAX 105	A	\$ 5,705.00	M	\$ 9,700.00	\$ 3,995.00							N	S
TAX 100	A					Ongoing; billed quarterly	7/1/2023	6/30/2024	Pitney Bowes	Mailing/postage equipment on lease for DOTAX. Max Value is an estimated cost for the fiscal year.	Admin Svcs Office monitors activity and reviews invoice. Billed quarterly.	N	E
TAX 105	A	\$ 19,847.00	O	\$ 40,528.00	\$ 20,681.00							N	E
TAX 107	A	\$ 230,890.00	A	\$ 230,890.00	\$ -	6/1/2022	6/1/2022	5/31/2024	Regional Economic Models, Inc.	Tax PI software model that is customized for the macroeconomic conditions of the State of Hawaii, for use by the Tax Research & Planning Section.	Admin Svcs Office pays annual invoice submitted by the Tax Research & Planning Section.	N	S
TAX 107	A	\$ -	A	\$ 26,947.00	\$ 26,947.00	10/25/2023	12/1/2023	11/30/2024	EMSS, Inc.	Printing and distribution of Form 1099-G and 1099-INT.	Admin Svcs Office monitors activity and reviews invoice.	N	G

Department of Taxation
Active Contracts as of December 1, 2023

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
TAX 107	A	\$ -	A	\$ 39,691.00	\$ 39,691.00	10/11/2023	12/1/2023	11/30/2024	EMSS, Inc.	Printing and distribution of loose tax forms.	Admin Svcs Office monitors activity and reviews invoice.	N	G
TAX 107	A	\$ 25,792.00	M	\$ 53,753.00	\$ 27,961.00	6/29/2022	7/1/2022	6/30/2024	CR Dispatch Service, Inc.	Armored guard services for Oahu tax office.	Admin Svcs Office monitors activity and reviews invoice.	N	S
TAX 107	A	\$ 49,484.00	M	\$ 112,774.00	\$ 63,290.00	7/8/2022	7/8/2022	6/30/2024	Loomis Armored US LLC	Armored guard services for neighbor islands (Hawaii, Maui & Kauai).	Admin Svcs Office monitors activity and reviews invoice.	N	S
TAX 100	A	\$ 96,538.00	M	\$ 367,000.00	\$ 270,462.00	7/1/2016	7/1/2016	On-going; terms 180 days notice to terminate	Department of the Attorney General (AG)	Collection of DOTAX's delinquent tax accounts.	Collections Branch receives monthly reports from the Department of the Attorney General.	N	S
TAX 107	A	\$ 29,783.00	M	\$ 80,000.00	\$ 50,217.00	1/1/2022	1/1/2022	On-going; terms 60 days notice to terminate	Department of Labor & Industrial Relations (DLIR)	Shared security cost for the Keelikolani Building.	Admin Svcs Office monitors activity and reviews invoices.	N	S
TAX 100	A	\$ 116,250.00	O	\$ 155,000.00	\$ 38,750.00	8/8/2022	10/1/2022	3/31/2024	Kevin T. Wakayama	Prepare a tax book/manual and study of matters within the contractor's area of expertise.	Admin Svcs Office monitors activity and reviews invoices. Billed by vendor.	N	G
TAX 107	A	\$ -	M	\$ 35,498.00	\$ 35,498.00	9/14/2023	1/1/2024	12/31/2024	Thomson Reuters Westlaw	Annual subscription for tax law research licenses for the Rules Section.	Admin Svcs Office monitors activity and reviews invoices.	N	S
TAX 107	A	\$ -	O	\$ 52,553.00	\$ 52,553.00	9/29/2023	1/1/2024	12/31/2024	Bloomberg Industry Group	Annual subscription for Bloomberg Tax Research - Essential licenses for DOTAX.	Admin Svcs Office monitors activity and reviews invoices. Billed quarterly.	N	S
TAX 107	A	\$ -	O	\$ 80,000.00	\$ 80,000.00	7/1/2023	7/1/2023	6/30/2024	Hawaii Tax Help and Financial Empowerment Solutions	42F Grant - Hawaii Volunteer Income Tax Assistance Program.	Admin Svcs Office monitors activity and reviews invoices. Billed by vendor on a reimbursement basis.	N	S
TAX 100	A	\$ 550.00	M	\$ 1,466.00	\$ 916.00		7/1/2023	6/30/2024	Hawaii Information Service	Annual subscription for tax map key search for the Compliance Section. Max Value is an estimated cost for the fiscal year.	Admin Svcs Office monitors activity and reviews invoices	N	S
TAX 105	A	\$ 3,096.00	O	\$ 6,570.00	\$ 3,474.00		7/1/2023	6/30/2024	Sonitrol of Hawaii, Inc.	Secured employee access entrance points for the Oahu Taxpayer Services Branch. Max Value is an estimated cost for the fiscal year.	Admin Svcs Office monitors activity and reviews invoice.	N	S
TAX 107	A	\$ 60,486.00	O	\$ 545,296.00	\$ 484,810.00	8/31/2023	9/18/2023	8/30/2024	Carahsoft Technology Corporation	Cloud-based tax application to meet requirements passed in the Hawaii 2023 legislative session.	Reviewed by IT Office.	N	S

Department of Taxation
Capital Improvements Program (CIP) Requests

<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>FY24 \$\$\$</u>	<u>FY25 \$\$\$</u>
					NONE			

Department of Taxation
 CIP Lapses

Table 16

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

Department of Taxation
Program ID Sub-Organizations

Table 17

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
TAX100	CH	COMPLIANCE DIVISION - HAWAII DISTRICT OFFICE	Be responsible for administrative matters of the district office; performs personnel and fiscal activities and housekeeping functions of the district office; provides assistance, information, and services on all taxes administered by the Department to taxpayers who walk-in, call-in, or correspond; conducts office and field examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes; prepares tax assessments by following the established rules; conducts/enforces collection of delinquent taxes with the appropriate collection procedures; represents the Department in appeals to the Board of Review for the district office; and provides administrative/clerical assistance to the Board of Review.
TAX100	CK	COMPLIANCE DIVISION - KAUAI DISTRICT OFFICE	Be responsible for administrative matters of the district office; performs personnel and fiscal activities and housekeeping functions of the district office; provides assistance, information, and services on all taxes administered by the Department to taxpayers who walk-in, call-in, or correspond; conducts office and field examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes; prepares tax assessments by following the established rules; conducts/enforces collection of delinquent taxes with the appropriate collection procedures; represents the Department in appeals to the Board of Review for the district office; and provides administrative/clerical assistance to the Board of Review.

Department of Taxation
Program ID Sub-Organizations

Table 17

TAX100	CM	COMPLIANCE DIVISION - MAUI DISTRICT OFFICE	Be responsible for administrative matters of the district office; performs personnel and fiscal activities and housekeeping functions of the district office; provides assistance, information, and services on all taxes administered by the Department to taxpayers who walk-in, call-in, or correspond; conducts office and field examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes; prepares tax assessments by following the established rules; conducts/enforces collection of delinquent taxes with the appropriate collection procedures; represents the Department in appeals to the Board of Review for the district office; and provides administrative/clerical assistance to the Board of Review.
TAX100	CO	COMPLIANCE DIVISION - OAHU OFFICE AUDIT BRANCH	Conducts office examinations of all tax returns filed for general excise, income, miscellaneous, and transient accommodation taxes on Oahu; 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; and reviews for approval/disapproval request for waiver for the withholding of income tax on the disposition of Hawaii real property by non-resident.
TAX100	CP	COMPLIANCE DIVISION - OAHU FIELD AUDIT BRANCH	Conducts field examinations of all types of tax returns and supporting records of larger taxpayers involving complex records and transactions; 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; be responsible for administrative matters of the branch; and performs personnel and fiscal activities and housekeeping functions for the branch.

Department of Taxation
Program ID Sub-Organizations

Table 17

TAX103	EO	TAX COLLECTION SERVICES OFFICE	Conducts/enforces collection of delinquent taxes with the appropriate collection procedures; secures non-filed returns from taxpayers; conducts investigations to determine compliance with state tax laws; 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.
TAX105	BA	TAX SERVICES & PROCESSING (TSP) DIVISION - DOCUMENT PROCESSING BRANCH	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 a system for the rapid update of taxpayer accounts; provides a centralized statewide filing system for paper tax returns; and provides support for ongoing EFT development and changes, and support for growth of DOTAX electronic processing capabilities.
TAX105	BB	TSP DIVISION - REVENUE ACCOUNTING BRANCH	Be 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).
TAX105	BC	TSP DIVISION - TAXPAYER SERVICES BRANCH	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; and provides computer-based error correction activities in order to post returns to system.

Department of Taxation
Program ID Sub-Organizations

Table 17

TAX107	AA	OFFICE OF THE DIRECTOR	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.
TAX107	AA	RULES OFFICE	Serves as a resource for complex policy recommendations and complex taxpayer support.
TAX107	AA	ADMINISTRATIVE SERVICES OFFICE (ASO)	Provides general internal fiscal and personnel management assistance to the Director in exercising responsibilities as executive of the Department; and advises and provides staff services in the areas of program budgeting and planning, management of resources and facilities management.
TAX107	AC	INFORMATION TECHNOLOGY SERVICES OFFICE (ITSO)	Advises and coordinates with the Director on all matters pertaining to information technology that is operated, managed, or used by the Department. Ensures the Department has the appropriate technology services to effectively and securely service Department users, taxpayers, and external partners.
TAX107	AD	TAX RESEARCH & PLANNING (TRP) OFFICE	Plans, organizes, directs and coordinates a tax research and planning program for the Department; and provides the Department with statistical information and projections as to tax yields, tax impacts, and economic conditions affecting taxes.

Department of Taxation
Administration Package Bills

Table 19

<u>Prog ID</u>	<u>Fiscal Impact</u>	<u>Amount Requested</u>	<u>FTE Requested</u>	<u>Budget for Personnel</u>	<u>Budget for OCE (Other Than Contracts)</u>	<u>Budget for Contracts</u>	<u>Dates of Initiative</u>		<u>Initiative Description</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>	<u>Plan for continuation of initiative (if applicable)</u>
							<u>From</u>	<u>To</u>			
NONE											

Department of Taxation
Previous Specific Appropriation Bills

Table 20

<u>Prog ID</u>	<u>Appropriating Act</u>	<u>Amount Allotted</u>	<u>FTE Allotted</u>	<u>Budget for Personnel</u>	<u>Budget for OCE (Other Than Contracts)</u>	<u>Budget for Contracts</u>	<u>Dates of Initiative</u>		<u>Initiative Description</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>	<u>Plan for continuation of initiative (if applicable)</u>
							<u>From</u>	<u>To</u>			
TAX107	Act 66, SLH 2023	\$ 630,000	0.00	0	\$ 80,000.00	\$ 550,000.00	9/18/2023	8/30/2024	Assistance with the development and implementation of enhancement to DOTAX's cloud-based tax application to meet requirements passed in the Hawaii 2023 legislative session.	Enhancement to support the implementation of 2023 tax law changes including establishment of pass-through entity tax pursuant to Act 50, SLH 2023	N/A

Positions that are being paid higher than the salaries authorized as of November 30, 2023

<u>Prog ID</u>	<u>Sub-Org</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>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Occupied by 89-Day Hire (Y/N)</u>	<u>Legal Authority for Salary Increase</u>	<u>Source of Funding (cost element and ProgID)</u>	<u>Date of Approval</u>	<u>Person who approved salary increase</u>
NONE																

NONE

Positions that are authorized to telework as of November 30, 2023

<u>Prog ID</u>	<u>Sub-Org</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>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Occupied by 89-Day Hire (Y/N)</u>	<u>Telework Designation (full time or hybrid)</u>	<u>Number of Telework Days a Week</u>	<u>Reason for Telework</u>	<u>Process to Evaluate Job Performance</u>
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NONE

Department of Taxation
Work-related travel as of November 30, 2023

Table 23

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Position Number</u>	<u>Job Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Justification for Travel</u>	<u>Full Agenda Y/N?</u>	<u>Meetings Attended Y/N?</u>	<u>Training Sessions Y/N?</u>	<u>Total Cost of Trip</u>	<u>Cost Paid by State or Other Entity?</u>	<u>Final Report of Travel Y/N?</u>
TAX107	AA	119350	SPCL ENF SECTION INVESTIGATOR	11/18/2022	11/19/2022	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts	N	N	Y	144.00	State	Y
TAX107	AC	120344	INFORMATION TECHNOLOGY BAND B	12/6/2022	12/6/2022	Visit Kauai District for printer installation and Universal Power Supply Installation	N	N	N	67.79	State	Y
TAX107	AC	120871	INFORMATION TECHNOLOGY BAND B	12/6/2022	12/6/2022	Visit for Kauai District for printer installation and Universal Power Supply Installation	N	N	N	67.79	State	Y
TAX107	AC	120344	INFORMATION TECHNOLOGY BAND B	12/13/2022	12/13/2022	Visit Hilo District for printer installation and Universal Power Supply Installation	N	N	N	96.30	State	Y
TAX100	CA	120118	TAXATION COMPLIANCE COORDINATOR	1/11/2023	1/11/2023	Visit the Hilo District Office for quarterly quality control visit	N	Y	N	109.81	State	Y
TAX107	AC	35765	INFORMATION TECHNOLOGY BAND C	1/11/2023	1/11/2023	Visit to Maui District for printer installation and system decommission	N	N	N	216.30	State	Y
TAX107	AA	119351	SPCL ENF SECTION INVESTIGATOR	1/11/2023	1/11/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Hilo	N	N	Y	109.81	State	Y
TAX100	CA	120118	TAXATION COMPLIANCE COORDINATOR	1/24/2023	1/24/2023	Visit the Kauai District Office for quarterly quality control visit	N	Y	N	109.81	State	Y
TAX107	AA	119351	SPCL ENF SECTION INVESTIGATOR	1/24/2023	1/24/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kauai	N	N	Y	109.81	State	Y
TAX100	CA	120118	TAXATION COMPLIANCE COORDINATOR	1/31/2023	1/31/2023	Visit the Maui District Office for quarterly quality control visit	N	Y	N	109.81	State	Y
TAX107	AA	119351	SPCL ENF SECTION INVESTIGATOR	1/31/2023	1/31/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	109.81	State	Y
TAX100	CA	1598	SUPERVISING TAX CLERK II	2/7/2023	2/7/2023	Visit to Kona Office to provide training and perform supervisor duties with Kona Tax Information Technician I	N	N	Y	341.98	State	Y
TAX107	AA	122699	SPCL ENF SECTION INVESTIGATOR	2/23/2023	2/24/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kauai	N	N	Y	671.32	State	Y
TAX107	AA	119349	SPCL ENF SECTION INVESTIGATOR	2/23/2023	2/24/2023	Conduct site visits to uncover non-compliant businesses island-wide	N	N	Y	627.32	State	Y
TAX107	AA	122266	SPCL ENF SECTION INVESTIGATOR	2/23/2023	2/24/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kauai	N	N	Y	627.32	State	Y
TAX107	AA	122697	SPCL ENF SECTION INVESTIGATOR	2/23/2023	2/24/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	774.32	State	Y
TAX107	AC	15797	INFORMATION TECHNOLOGY BAND D	2/26/2023	3/1/2023	To Gartner CIO Leadership Forum	Y	N	Y	1,865.72	State	Y
TAX100	CA	1575	DELINQUENT TAX COLL ASST III	3/1/2023	3/3/2023	Training the Collection section at Kauai Office	N	N	Y	371.60	State	Y

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TAX107	AA	122699	SPCL ENF SECTION INVESTIGATOR	3/9/2023	3/9/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	218.65	State	Y
TAX107	AA	119348	SPCL ENF SECTION INVESTIGATOR	3/9/2023	3/9/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	119.89	State	Y
TAX107	AA	119350	SPCL ENF SECTION INVESTIGATOR	3/9/2023	3/9/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	119.89	State	Y
TAX107	AA	119351	SPCL ENF SECTION INVESTIGATOR	3/9/2023	3/9/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	119.89	State	Y
TAX107	AA	122699	SPCL ENF SECTION INVESTIGATOR	3/23/2023	3/23/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	196.92	State	Y
TAX107	AA	119348	SPCL ENF SECTION INVESTIGATOR	3/23/2023	3/23/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	119.92	State	Y
TAX107	AA	119350	SPCL ENF SECTION INVESTIGATOR	3/23/2023	3/23/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	119.92	State	Y
TAX107	AA	119351	SPCL ENF SECTION INVESTIGATOR	3/23/2023	3/23/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Maui	N	N	Y	119.92	State	Y
TAX107	AA	119348	SPCL ENF SECTION INVESTIGATOR	4/13/2023	4/13/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	121.92	State	Y
TAX107	AA	119351	SPCL ENF SECTION INVESTIGATOR	4/13/2023	4/13/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	119.92	State	Y
TAX107	AA	122266	SPCL ENF SECTION INVESTIGATOR	4/13/2023	4/13/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	97.92	State	Y
TAX107	AA	122697	SPCL ENF SECTION INVESTIGATOR	4/13/2023	4/13/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	175.92	State	Y
TAX107	AA	119348	SPCL ENF SECTION INVESTIGATOR	4/27/2023	4/27/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	136.90	State	Y

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TAX107	AA	119351	SPCL ENF SECTION INVESTIGATOR	4/27/2023	4/27/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	138.90	State	Y
TAX107	AA	122266	SPCL ENF SECTION INVESTIGATOR	4/27/2023	4/27/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	116.90	State	Y
TAX107	AA	122697	SPCL ENF SECTION INVESTIGATOR	4/27/2023	4/27/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	216.90	State	Y
TAX100	EO	1554	TAX COLLECTOR	5/5/2023	5/5/2023	Meet with collection team in district, learn their processes, seek feedback on performance metrics and what processes she can collectively develop for statewide consistency	N	Y	N	167.40	State	Y
TAX107	AA	104170	DIRECTOR OF TAXATION	5/9/2023	5/9/2023	Site visit and meeting with the Maui District Office Chief and Staff	N	Y	N	193.90	State	Y
TAX107	AA	104171	DEPUTY DIRECTOR OF TAXATION	5/9/2023	5/9/2023	Site visit and meeting with the Maui District Office Chief and Staff	N	Y	N	116.90	State	Y
TAX100	EO	1554	TAX COLLECTOR	5/12/2023	5/12/2023	Meet with collection team in district, learn their processes, seek feedback on performance metrics and what processes she can collectively develop for statewide consistency	N	Y	N	176.90	State	Y
TAX107	AA	104170	DIRECTOR OF TAXATION	5/16/2023	5/16/2023	Site visit and meeting with the Kauai District Office Chief and Staff	N	Y	N	221.16	State	Y
TAX107	AA	104171	DEPUTY DIRECTOR OF TAXATION	5/16/2023	5/16/2023	Site visit and meeting with the Kauai District Office Chief and Staff	N	Y	N	135.90	State	Y
TAX107	AA	104170	DIRECTOR OF TAXATION	5/23/2023	5/23/2023	Site visit and meeting with the Hawaii District Office Chief and Staff	N	Y	N	192.00	State	Y
TAX107	AA	104171	DEPUTY DIRECTOR OF TAXATION	5/23/2023	5/23/2023	Site visit and meeting with the Kona, Hilo District Office Chief and Staff	N	Y	N	113.00	State	Y
TAX100	EO	1554	TAX COLLECTOR	6/9/2023	6/9/2023	Meet with collection team in district, learn their processes, seek feedback on performance metrics and what processes she can collectively develop for statewide consistency	N	Y	N	157.88	State	Y
TAX100	CO	21192	AUDITOR V	6/11/2023	6/16/2023	For 2023 Summer Tax Institute at UC Davis to train on advanced subjects such as nexus, unitary theory, allocation and apportionment, etc.	Y	N	Y	1,641.65	State	Y
TAX100	CH	5775	AUDITOR V	7/27/2023	7/27/2023	From Hilo District to Oahu District for Training	Y	Y	Y	150.90	State	Y
TAX100	CH	124294	DELINQUENT TAX COLL ASST III	7/27/2023	7/27/2023	Travel from Hawaii District to Oahu District for Training on 7/27/23	Y	Y	Y	126.39	State	Y
TAX100	CK	1619	DISTRICT TAX MANAGER	7/27/2023	7/27/2023	Travel from Kauai District to Oahu District for Training on 7/27/23	Y	Y	Y	151.19	State	Y
TAX100	CM	1583	SUPERVISING TAX CLERK II	7/27/2023	7/27/2023	Travel from Maui District to Oahu District for Training on 7/27/23	Y	Y	Y	146.99	State	Y
TAX100	CA	1575	DELINQUENT TAX COLL ASST III	8/4/2023	8/11/2023	Visit Boston for 2023 FTA Technology Conference & RACC 2023	Y	N	Y	3,479.87	State	Y
TAX103	EO	1554	TAX COLLECTOR	8/4/2023	8/11/2023	Visit Boston for 2023 FTA Technology Conference & RACC 2023	Y	N	Y	3,681.10	State	Y

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TAX107	AC	1609	MANAGEMENT ANALYST IV	8/5/2023	8/11/2023	Visit Boston for 2023 FTA Technology Conference & RACC 2023	Y	N	Y	3,134.47	State	Y
TAX107	AC	23170	INFORMATION TECHNOLOGY BAND C	8/5/2023	8/11/2023	Visit Boston for 2023 FTA Technology Conference & RACC 2023	Y	N	Y	3,168.22	State	Y
TAX107	AC	116470	ADMINISTRATIVE RULES SPECIALIST	8/5/2023	8/11/2023	Visit Boston for 2023 FTA Technology Conference & RACC 2023	Y	N	Y	3,077.40	State	Y
TAX100	CH	1601	DISTRICT TAX MANAGER	9/15/2023	9/15/2023	Travel from Hawaii District to Oahu District for the manager's meeting	Y	Y	Y	160.39	State	Y
TAX100	CM	1582	DISTRICT TAX MANAGER	9/15/2023	9/15/2023	From Maui District to Oahu District for Training	Y	Y	Y	127.82	State	Y
TAX100	CA	40224	SECRETARY III	9/25/2023	9/25/2023	Visit to Maui District Office to train the new secretary	N	N	Y	116.90	State	Y
TAX107	AD	9861	TAX RESEARCH & PLANNING OFFCR	9/30/2023	10/4/2023	Attend 2023 FTA Conference in Salt Lake City	Y	N	Y	1,932.09	State	Y
TAX100	CO	7048	TAXATION COMPLIANCE ADMINISTRATOR	10/7/2023	10/11/2023	For WSATA Annual Conference	Y	N	Y	2,578.96	State	Y
TAX107	AA	104171	DEPUTY DIRECTOR OF TAXATION	10/8/2023	10/11/2023	For FTA 2023 WSATA Annual Meeting in Reno	Y	Y	Y	1,736.48	State	Y
TAX107	AA	119348	SPCL ENF SECTION INVESTIGATOR	10/13/2023	10/13/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	180.78	State	Y
TAX107	AA	119351	SPCL ENF SECTION INVESTIGATOR	10/13/2023	10/13/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	180.78	State	Y
TAX107	AA	122266	SPCL ENF SECTION INVESTIGATOR	10/13/2023	10/13/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	156.78	State	Y
TAX107	AA	122697	SPCL ENF SECTION INVESTIGATOR	10/13/2023	10/13/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kona	N	N	Y	258.78	State	Y
TAX107	AC	15797	INFORMATION TECHNOLOGY BAND D	10/14/2023	10/20/2023	For Gartner IT Symposium/Xpo 2023 Conference	Y	N	Y	3,427.53	State	Y
TAX107	AA	38768	TAX INFORMATION SPECIALIST I	11/6/2023	11/6/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kauai	Y	Y	Y	127.29	State	Y
TAX107	AA	102245	ADMINISTRATIVE RULES SPECIALIST	11/6/2023	11/6/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kauai	Y	Y	Y	171.29	State	Y
TAX107	AA	104170	DIRECTOR OF TAXATION	11/6/2023	11/6/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kauai	Y	Y	Y	272.29	State	Y
TAX107	AA	116389	ADMINISTRATIVE RULES SPECIALIST	11/6/2023	11/6/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kauai	Y	Y	Y	192.31	State	Y
TAX107	AA	117785	ADMINISTRATIVE RULES SPECIALIST	11/6/2023	11/6/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kauai	Y	Y	Y	171.29	State	Y
TAX107	AA	38768	TAX INFORMATION SPECIALIST I	11/8/2023	11/8/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Maui	Y	Y	Y	98.79	State	Y
TAX107	AA	102245	ADMINISTRATIVE RULES SPECIALIST	11/8/2023	11/8/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Maui	Y	Y	Y	142.79	State	Y
TAX107	AA	104170	DIRECTOR OF TAXATION	11/8/2023	11/8/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Maui	Y	Y	Y	243.79	State	Y
TAX107	AA	116389	ADMINISTRATIVE RULES SPECIALIST	11/8/2023	11/8/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Maui	Y	Y	Y	163.81	State	Y
TAX107	AA	117785	ADMINISTRATIVE RULES SPECIALIST	11/8/2023	11/8/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Maui	Y	Y	Y	142.79	State	Y

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TAX107	AA	119348	SPCL ENF SECTION INVESTIGATOR	11/8/2023	11/8/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kauai	N	N	Y	127.28	State	Y
TAX107	AA	119349	SPCL ENF SECTION INVESTIGATOR	11/8/2023	11/8/2023	Conduct site visits to uncover non-compliant businesses island-wide	N	N	Y	127.28	State	Y
TAX107	AA	122696	SPCL ENF SECTION INVESTIGATOR	11/8/2023	11/8/2023	Conduct site inspections to educate and to discover non-compliant Kauai.	N	N	Y	127.28	State	Y
TAX107	AA	122697	SPCL ENF SECTION INVESTIGATOR	11/8/2023	11/8/2023	Conduct site inspections to discover non-compliant business island-wide and to expand SES Educational Outreach efforts-Kauai	N	N	Y	127.28	State	Y
TAX107	AA	38768	TAX INFORMATION SPECIALIST I	11/13/2023	11/13/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kona	Y	Y	Y	93.08	State	Y
TAX107	AA	102245	ADMINISTRATIVE RULES SPECIALIST	11/13/2023	11/14/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kona & Hilo	Y	Y	Y	530.21	State	Y
TAX107	AA	104170	DIRECTOR OF TAXATION	11/13/2023	11/14/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kona & Hilo	Y	Y	Y	457.52	State	Y
TAX107	AA	104171	DEPUTY DIRECTOR OF TAXATION	11/13/2023	11/14/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kona & Hilo	Y	Y	Y	457.52	State	Y
TAX107	AA	116389	ADMINISTRATIVE RULES SPECIALIST	11/13/2023	11/14/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kona & Hilo	Y	Y	Y	551.93	State	Y
TAX107	AA	117785	ADMINISTRATIVE RULES SPECIALIST	11/13/2023	11/14/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Kona & Hilo	Y	Y	Y	750.20	State	Y
TAX107	AA	38768	TAX INFORMATION SPECIALIST I	11/14/2023	11/14/2023	Attend DoTax sponsored Tax Practitioner's Workshop at Hilo	Y	Y	Y	93.08	State	Y
TAX107	AA	119351	SPCL ENF SECTION INVESTIGATOR	12/3/2023	12/6/2023	To Tucson, AZ for the 2023 FTA Compliance Workshop	Y	N	Y	2,258.03	State	Y
TAX107	AC	120871	INFORMATION TECHNOLOGY BAND B	12/13/23	12/13/23	Visit for Hilo District for printer installation and Universal Power Supply Installation	N	N	N	77.30	State	Y

47,385.84

Department of Taxation
Expenditures/Encumbrances for Wildfire Response

Table 24

Prog ID	Sub-Org	Description of Expenditure/Encumbrance	Justification	Existing Budget Item(s) affected (If Any)	MOF	FY24		FY25		FEMA Reimbursable?	Reimbursement Applied for?
						Encumbrance Balance	Expenditure	Encumbrance Balance	Expenditure		
TAX100	CM	Reimbursement for EM--Mileage for OT 9/1/23-9/4/23	The Maui District Office is supporting the Disaster Recovery Center (DRC) in the Lahaina Civic Center by providing staff at the Department of Taxation information booth. DoTax is available at the DRC on Tuesdays & Thursdays, from 9:30am-2:30pm & on Saturdays from 8:30am-5:00pm.	N/A	A		\$ 40.09			N	N
TAX100	CM	Reimbursement EM--Mileage for OT 9/16/23 & 9/23/23	The Maui District Office is supporting the Disaster Recovery Center (DRC) in the Lahaina Civic Center by providing staff at the Department of Taxation information booth. DoTax is available at the DRC on Tuesdays & Thursdays, from 9:30am-2:30pm & on Saturdays from 8:30am-5:00pm.	N/A	A		\$ 68.12			N	N
TAX100	CM	Reimbursement for HC--Mileage for OT 9/10/23, 9/17/23 & 9/30/23	The Maui District Office is supporting the Disaster Recovery Center (DRC) in the Lahaina Civic Center by providing staff at the Department of Taxation information booth. DoTax is available at the DRC on Tuesdays & Thursdays, from 9:30am-2:30pm & on Saturdays from 8:30am-5:00pm.	N/A	A		\$ 88.03			N	N
TAX100	CM	Reimbursement for TO--Mileage for OT 9/6/23, 9/9/23 & 9/24/23	The Maui District Office is supporting the Disaster Recovery Center (DRC) in the Lahaina Civic Center by providing staff at the Department of Taxation information booth. DoTax is available at the DRC on Tuesdays & Thursdays, from 9:30am-2:30pm & on Saturdays from 8:30am-5:00pm.	N/A	A		\$ 96.29			N	N
TAX100	CM	Reimbursement for EM--Mileage for OT 10/7/23 & 10/21/23	The Maui District Office is supporting the Disaster Recovery Center (DRC) in the Lahaina Civic Center by providing staff at the Department of Taxation information booth. DoTax is available at the DRC on Tuesdays & Thursdays, from 9:30am-2:30pm & on Saturdays from 8:30am-5:00pm.	N/A	A		\$ 66.55			N	N
TAX100	CM	Reimbursement for HC--Mileage for OT 10/14/23 & 10/28/23	The Maui District Office is supporting the Disaster Recovery Center (DRC) in the Lahaina Civic Center by providing staff at the Department of Taxation information booth. DoTax is available at the DRC on Tuesdays & Thursdays, from 9:30am-2:30pm & on Saturdays from 8:30am-5:00pm.	N/A	A		\$ 60.00			N	N

Department of Taxation
 Personnel utilized for Wildfire Response

Table 25

Prog ID	Sub-Org	Positions dispersed for Wildfire Reponse	Justification	MOF	FY24				FY25				Expected End Date	FEMA Eligible?	FEMA Reimb App?
					Pos (P)	Pos (T)	Payroll Hours	\$\$\$	Pos (P)	Pos (T)	Payroll Hours	\$\$\$			
TAX100	CM	TAX RETURNS EXAMINER III	Providing staff at the DOTAX information booth at the Disaster Recovery Center (DRC) in the Lahaina Civic Center. Provided staff from 9/1/23 to 11/18/23.	A	X		99	3,739.23					11/18/2023	N	N
TAX100	CM	DELINQUENT TAX COLLECTION ASST I	Providing staff at the DOTAX information booth at the Disaster Recovery Center (DRC) in the Lahaina Civic Center. Provided staff from 9/1/23 to 11/18/23.	A	X		86.5	2,907.70					11/18/2023	N	N
TAX100	CM	DISTRICT TAX MANAGER	Providing staff at the DOTAX information booth at the Disaster Recovery Center (DRC) in the Lahaina Civic Center. Provided staff from 9/1/23 to 11/18/23.	A	X		30.5	2,979.24					11/18/2023	N	N