



**Tourism Emergency Special Fund Payment Procedures
for the
Hawai'i Tourism Authority**

Definitions

“Board” means the board of directors of the Hawaii Tourism Authority established in section 201B-2 HRS and any successor thereto.

“Bylaws” means HTA’s Bylaws approved and adopted by HTA’s Board of Directors on November 18, 2021.

“Certificate of Vendor Compliance (CVC)” is a certificate obtained from the State of Hawai'i’s Hawai'i Compliance Express website, which documents clearance with the Internal Revenue Service (IRS), Department of Labor & Industrial Relations (DLIR), Department of Commerce and Consumer Affairs (DCCA), and Department of Taxation (DOTAX).

“Chapter 103D HRS” is the State’s procurement policy.

“Department of Accounting and General Services (DAGS)” is the State’s accounting and payment services department. DAGS provides accounting and payment services to HTA.

“Department of Business, Economic Development, and Tourism (DBEDT)” is an executive department of the State, to which HTA is an attached agency. DBEDT provides administrative support to HTA.

“Financial Accounting and Management Information System (FAMIS)” is the State of Hawai'i’s accounting and payment system.

“HRS” means Hawai'i Revised Statutes.

“HTA” means the Hawaii Tourism Authority.

“Microix” is HTA’s internal document tracking and approval system.

“Tourism Emergency Special Fund (TESF)” is established by chapter 201B-10 HRS.

“Tourism Emergency” is defined by chapter 201B-9 HRS.

Use of Funds

The use of TEF fund shall be approved by the board or approved in writing by the President and Chief Executive Officer of the HTA.

Procurement

All goods and services procured shall follow all HRS103D requirements.

Contract Management

Tourism emergency contracts, agreements, and purchase orders shall be managed as described in the below HTA procedures:

1. Contract Monitoring Procedure 400-20.01
2. Contract Deliverable Procedure 400-20.02
3. Contract Close-Out Procedure 400-20.03
4. Contract Enforcement Procedure 400-20.05

Payment Preparation and Processing

Expenditures paid with TESH funds shall be processed as described below:

1. Pursuant to chapter 201B-10 HRS, funds for the TESH shall be held outside the State Treasury. Funds are currently held in a Trust Fund account and a Business Checking account with the Bank of Hawai'i. Payments using TESH funds shall be made from the BOH Checking Account.*
2. Accounts Payable Documentation Procedure 300-03.01. Key controls include but are not limited to:
 - a. Program managers or designated staff are responsible for substantiating expenditures and invoices. Staff shall approve expenditures as described in, "Expenditure Approval Procedures 300-04.01." Staff shall maintain a contract file that includes items such as but not limited to contract checklists, contract evaluation forms for final payments, CVCs, and a list of expenditures sampled and reviewed for cost-reimbursement contracts as described in, "Payment of Cost Reimbursable Contracts Procedure 300-03.08."
 - b. All payment requests must be processed and approved in Microix before check signing. Approvers include the program manager, program supervisor (Senior Brand Manager, Chief Branding Officer, Director of Planning, Chief Administrative Officer, etc.), Budget Fiscal Officer, Chief Executive Officer (if applicable), and Board Chair (if applicable).
3. Check Signing Procedures 300-03.04. Key controls include but are not limited to:
 - a. Two signatures are required for check payments.
 - b. The below authorizations have been applied in the Microix approval process described in step 2b above:
 - i. Checks above \$25,000 require the President and CEO's signature.
 - ii. Checks above \$50,000 require the HTA Board of Directors Chair's signature.
4. Once approvals are completed in Microix, the Account Specialist will prepare the payment packet, including the invoice, CVC, approval audit sheet printed from Microix.

5. ACH payments - ACH payments must be completed through the Bank of Hawai'i's electronic payment portal. An ACH request is a two-step process:
 - a. Initiate payment – Must be completed by a designated staff member.
 - b. Approve payment – Must be completed by a second designated staff member.
 - i. HTA's Bylaws appoint the Chief Executive Officer, Chief Administrative Officer, Chief Brand Office, Vice President of Finance, and the Budget Fiscal Officer, cumulatively as "fiscal accounts officers," to have the charge and custody to manage all bank accounts opened or maintained on behalf of HTA, as a public entity of the State of Hawai'i. These responsibilities include issuing checks and other payment orders.
6. For check payments - The Account Specialist will obtain two signatures for each check.
**
7. The Account Specialist will file the payment packet and copy of the check.

* Payments processed through FAMIS and paid out of the State Treasury are normally reviewed and approved by DBEDT and DAGS staff. As TESH payments will be made from a BOH Checking Account, DBEDT and DAGS staff will not review and approve payment requests.

** Bank of Hawai'i policies only require one check signature, regardless of the dollar amount. The two-signature requirement is solely a HTA policy.

Prepared by: Talon Kishi, HTA Budget Fiscal Officer

Date: 10/17/23