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COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

June 22, 2021

Director of Council Services
Traci N. Fujita, Esq.

RECEIVED

2021 JUN 22 AM 10:20

OFFICE OF THE
COUNTY CLERK

The Honorable Alice L. Lee
Council Chair
County of Maui
Wailuku, Hawaii 96793

Dear Chair Lee:

**SUBJECT: FISCAL YEAR 2022 OPERATING BUDGET FOR THE
HAWAII STATE ASSOCIATION OF COUNTIES**

May I request the attached proposed resolution, entitled "APPROVING THE FISCAL YEAR 2022 OPERATING BUDGET FOR THE HAWAII STATE ASSOCIATION OF COUNTIES," be placed on the next Council meeting agenda.

Sincerely,

A handwritten signature in cursive script that reads "Kelly T. King".

KELLY TAKAYA KING
Councilmember

ocs:proj:hsac:fy2022:ltr:budget

Attachment

COUNTY COMMUNICATION NO. 21-306

Resolution

No. _____

APPROVING THE FISCAL YEAR 2022 OPERATING BUDGET FOR THE HAWAII STATE ASSOCIATION OF COUNTIES

WHEREAS, the Hawaii State Association of Counties is a nonprofit corporation composed of members of the four county councils of the State of Hawaii; and

WHEREAS, on May 13, 2021, the HSAC Executive Committee approved its fiscal year 2022 proposed operating budget, which is attached as Exhibit "A"; and

WHEREAS, Section 21 of the HSAC Bylaws requires that each county council approve the HSAC operating budget for the upcoming fiscal year prior to the HSAC annual meeting; now, therefore,

BE IT RESOLVED by the Council of the County of Maui:

1. That the proposed HSAC operating budget for fiscal year 2022, as provided in Exhibit "A," is approved; and
2. That a certified copy of this Resolution be transmitted to the President of the HSAC Executive Committee.

ocs:proj:hsac:fy2022:reso:budget

Attachment

Hawai'i State Association of Counties (HSAC)

Counties of Kaua'i, Maui, Hawai'i, and City & County of Honolulu

4396 Rice Street, Suite 209, Lihue, Kaua'i, Hawai'i 96766

www.hawaiicounties.com



May 20, 2021

Alice L. Lee, Council Chair
And Members of the Maui County Council
Via E-mail to alice.lee@mauicounty.us

Dear Chair Lee and Councilmembers:

RE: PROPOSED HSAC FISCAL YEAR 2021-2022 ANNUAL BUDGET

Transmitted for your consideration is the proposed Fiscal Year 2021-2022 Annual Budget for the Hawai'i State Association of Counties (HSAC), which was approved by the HSAC Executive Committee at its meeting on May 13, 2021.

Pursuant to Section 21 of the HSAC Bylaws, each Council is required to take action on the proposed budget.

Thank you for your consideration in this matter. Should you have any questions, please feel free to contact me at the Office of the County Clerk, Council Services Division, at 241-4188 or via E-mail to cokcouncil@kauai.gov, or your respective HSAC representative.

Sincerely,



MASON K. CHOCK
HSAC President

Attachment

cc: Councilmember Kelly T. King (Via E-mail to Kelly.king@mauicounty.us)
Kasie Apo Takayama, Legislative Analyst
(Via E-mail to kasie.apotakayama@mauicounty.us)

Hawai'i State Association of Counties (HSAC)

Counties of Kaua'i, Maui, Hawai'i and City & County of Honolulu



Amended as adopted May 13, 2021

Councilmember Mason Chock, President
Hawai'i State Association of Counties

Aloha nui e President Chock,

**SUBJECT: FISCAL YEAR 2022 PROPOSED ANNUAL OPERATING
BUDGET**

As Treasurer of the Hawai'i State Association of Counties (HSAC), I am submitting the attached proposed annual operating budget for Fiscal Year 2022 (FY22) from July 1, 2021 to June 30, 2022. Thematically, the budget proposal maintains most estimates from FY20 and/or FY21 and anticipates that some level of travel will still occur. For ease of review, the document includes the FY20 and FY21 proposals as well as the FY21 year-to-date. The budget proposal includes an estimated \$10,000 in revenue from the conference as voted in the May 13, 2021 meeting, which represents a decrease in the estimate that was based upon the last year with a conference. With that change, the budget still has sufficient net balance (\$21,351) to assume a lesser amount of conference net revenue. Finally, the budget proposal recommends a \$40,000 capacity building membership fee from Honolulu as well as the addition of consulting capacity to support HSAC's administrative functions.

The proposed budget incorporates the following assumptions and changes:

1. Membership Fees of \$10,920 for each county will remain the same at \$43,680. Honolulu will be assessed a one-time membership fee of \$40,000 towards organizational capacity-building.
2. Conference Income will reflect approximately \$10,000 for the annual conference hosted by the County of Hawai'i.
3. Interest Income will remain at \$35.
4. Miscellaneous line-item will be removed.
5. NACo Prescription Drug Marketing Fee will remain at \$500.
6. The Fund Balance reflects an estimated prior year carryover of \$173,569, which includes current balances, an estimated \$10,000 in expenses before July 1, 2021, and the proposed capacity building membership fee.
7. Total Revenues and Fund Balance will increase to \$242,784.
8. Executive Committee Travel-Air, Ground, Lodging and Registration remains at FY21 estimates of \$33,600 to include: 1) \$12,600 for members' airfare and ground transportation to attend monthly Executive Committee meetings (\$350 x 3 members x 12 meetings), 2) \$5,000 for members' travel costs to State Legislature, and 3) \$16,000 for members' airfare, ground transportation, lodging, and registration to attend two conferences (\$2,000 x 4 members x 2 conferences).



9. Executive Committee Auditing/Professional Services will remain at \$6,000.
10. Executive Committee Meeting Supplies will remain at \$1,730 and include: 1) \$150 for office supplies, and 2) \$500 for annual subscription for HSAC website, and 3) \$1,080 for meeting refreshments (\$90 x 12 meetings).
11. Executive Committee Online Quickbooks Annual Fee will increase to \$900 for anticipated increase of monthly subscription fees (\$75 x 12 months).
12. Special Committee Travel will remain the same at \$500.
13. Special Committee Miscellaneous will remain the same at \$100.
14. NACo Travel-Board-Air, Ground, Lodging, and Registration will remain the same at \$24,000 (\$2,000 x 4 Board Directors x 3 meetings).
15. NACo Travel-Steering Committee-Air and Ground will be renamed as NACo Travel-Steering Committee-Air, Ground, Lodging and Registration, and will remain the same at \$8,000 (\$2,000 x 2 Steering Committee Chairs/Vice-Chairs x 2 meetings).
16. NACo Promotional will remain at \$7,676.
17. NACo Dues will remain the same at \$27,268.
18. NACo Miscellaneous line-item will be removed, \$1,426 will move to NACo Promotional, and \$574 will be deleted.
19. WIR Travel-Air, Ground, Lodging, and Registration will remain the same at \$12,000 (\$2,000 x 2 Board Members x 3 meetings).
20. WIR Promotional will remain the same at \$1,000.
21. WIR Dues will remain the same at \$3,804.
22. HSAC Promotion and Outreach line-item remains at the FY20 level.
23. HSAC Consulting Fund will be increased to \$70,000 to include the proposal to hire an Executive Director or another-titled staff HSAC Management position to support HSAC, officers, and board members and provide continuity of administrative tasks such as bookkeeping, minutes, and documents. This could be either one contract that includes both the administrative and lobbying work or two separate contracts for each. To note, IRS restricts the lobbying-related expenses to 20% of the total estimated exempt-purpose expenditures (\$196,433 x 20% = \$39,286).
24. Total Expenses of \$206,433 will be offset by the Total Revenues and Fund Balance with a net balance of \$21,351.

Please feel free to contact myself or my staff at (808) 768-5004 with any questions.

Sincerely yours,

Tommy Waters
HSAC Treasurer

Hawaii State Association of Counties
Fiscal Year (FY) 2021-2022 Proposed Operating Budget

	FY 2020 Budget	FY 2021 Proposed Budget	FY 2021 Actual YTD (2/21)	FY 2022 Adopted Budget
1 BEGINNING BALANCE	\$107,164	\$95,257	\$95,257	\$173,569
REVENUES				
2 Membership Fees	\$43,680	\$43,680	\$43,680	\$43,680
2a Honolulu Membership Fee - Capacity Building	\$0	\$40,000	\$0	\$0
3 Conference Income	\$25,000	\$0	\$0	\$10,000
4 Interest Income	\$28	\$35.00	\$19.95	\$35
5 Miscellaneous	\$0	\$0	\$0	\$0
6 NACo Prescription Drug Marketing Fee	\$6,000	\$500.00	\$141.30	\$500
7 Anticipated Fund Balance, prior FY	\$107,164	\$95,257	\$95,257	\$173,569
8 TOTAL REVENUES AND FUND BALANCE	\$181,872	\$179,472	\$139,098	\$227,784
EXPENSES				
Executive Committee (EC)				
10 EC Travel-Air, Ground, Lodging, Registration	\$17,600	\$28,600	\$0	\$28,600
11 EC Auditing/Professional Services	\$5,000	\$6,000	\$4,057	\$6,000
12 EC Meeting Supplies	\$150	\$1,730	\$36	\$1,730
13 EC Miscellaneous	\$28,695	deleted	deleted	\$0
14 EC Online Quickbooks Annual Fee	\$650	\$900	\$858	\$900
Special Committees				
15 Special Committee Travel	\$500	\$500	\$0	\$500
16 Special Committee Miscellaneous	\$100	\$100	\$0	\$100
NACo				
17 NACo Board Travel-Air, Ground, Lodging, Registration	\$24,000	\$14,000	\$0	\$24,000
18 NACo Steering Committee-Air, Ground, Lodging, Registration	\$8,000	\$8,000	\$0	\$8,000
19 NACo Promotional	\$250	\$7,676	\$0	\$7,676
20 NACo Dues	\$27,268	\$27,268	\$0	\$27,268
21 NACo Miscellaneous	\$2,000	deleted	deleted	\$0
WIR				
22 WIR Travel-Air, Ground, Lodging, Registration	\$12,000	\$12,000	\$0	\$12,000
23 WIR Promotional	\$0	\$1,000	\$0	\$1,000
24 WIR Dues	\$3,804	\$3,804	\$0	\$3,804
25 WIR Miscellaneous	\$1,000	deleted	deleted	\$0
Other				
26 HSAC Promotion and Outreach	\$14,855	deleted	deleted	\$14,855
27 HSAC Consulting Fund	\$36,000	\$27,894	\$16,200	\$70,000
28 TOTAL EXPENSES	\$181,872	\$139,472	\$21,152	\$206,433
29 BALANCE	\$0	\$40,000	\$117,947	\$21,351