MISSION

The Legal Services Office (LSO) strives to meet the legal needs of the Agency in a timely, cost-effective manner by providing high-quality legal services in the areas of:

- Contract and procurement law
- Policy analysis and development
- Legislation analysis
- Policy and procedure development
- Governmental studies and investigations
- Legislative

FY 09 HIGHLIGHTS

During the past fiscal year, the LSO served as the Co-lead for the Constitutional and Administrative Law Staff and the Board of Trustees in the drafting of the USM's Constitution and the USM's Trustee as well as for the Board of Trustees in the drafting of the USM's Constitution and the USM's Trustee. The LSO also provided legal support in the administrative function by providing legal advice and support to the administrative units and by assisting in the provision of legal services to the Agency's departments.

- Provided legal advice and support to the administrative units and departments of the Agency in the areas of: legal services, contracts, procurement, legislation, and policy.
- Participated in the drafting of the USM's Constitution and the USM's Trustee as well as for the Board of Trustees in the drafting of the USM's Constitution and the USM's Trustee.
- Provided legal support to the administrative units and departments of the Agency in the areas of: legal services, contracts, procurement, legislation, and policy.
- Assisted in the provision of legal services to the Agency's departments.

TREASURY AND OTHER SERVICES

MISSION

Treasurer & Other Services (TOS), formerly known as the Administrative Services Office, supports the Administration's efforts to maintain a professional and cost-effective system for the management and administration of financial and information systems through the delivery of services in accounting, treasury, financial management, and information system services.

- Accounting: responsible for the daily operations and accounting processes, including maintenance of the general ledger and comprehensive production of accurate financial reports.
- Treasury: includes reviews of OHA's Native Hawaiian Trust Fund, access to resources, controls and safeguards, and the coordination of OHA's financial policies to effectively allocate resources within the organization, in accordance with OHA's strategic plan.
- Financial management: involves collaboration between accounting and treasury, in the development of financial reports, and in the coordination of OHA's financial policies to effectively allocate resources within the organization, in accordance with OHA's strategic plan.
- Information system: includes the management, maintenance, and development of OHA's statewide computer information network.

FY 09 HIGHLIGHTS

With TOS coordination, OHA underwent an extensive annual audit of financial statements, conducted by an independent certified public accounting firm. The financial statements for the 2008 fiscal year are included on page 42.

With approval from the OHA Board of Trustees, TOS added three positions to ensure financial accountability with our Treasury Division.

TOS prepared and implemented a Financial Procedures Manual, including major TOS processes and procedures. The Manual covers the topics of planning and budgeting, accounts payable, accounts receivable, budget preparation, monthly accounting, and management reporting.

The IT Department initiated the training and implementation of all OHA staff in Microsoft Office 2007, including a custom SharePoint system for internal communication and collaboration, and a new expense account system for all employees using computer-related problems in the statewide OHA office.
Haʻahaʻa

Although we are humbled by the magnitude of the challenge, we are not alone. Individually and collectively, we take heart in the ways we help each other, our families, and our communities. Humble, we work together every day toward a strong and united Hawaiian population, recognized nationally and internationally.