

REPORT # OBBEXP1

STATE OF HAWAII
OPERATIONAL EXPENDITURE PLAN
2011-12

SAMPLE 1
OEP - General Funds

FISCAL YR: 12
PROGRAM ID: HRD191
TABLE-ID: A
PROGRAM TITLE: SUPPORTING SERVICES

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

DATE: 29-Aug-11

C R D	PROGRAM REQUIREMENTS	T R	APPROPRIATION 2011-12	CURRENT RESTRICTION 2011-12	NET TRANSFERS 2011-12	CURRENT ALLOCATION 2011-12	PLANNED EXPENDITURE PROGRAM				PLANNED EXPENDITURE PROGRAM TOTAL
							1ST QTR	2ND QTR	3RD QTR	4TH QTR	
1.	PERSONAL SVCS (PAYROLL)		1,000,000			1,000,000	237,500	237,500	237,500	237,500	950,000
2.	ALL CB, OTHER SALARY ADJS				-50,000	-50,000					0
3.	FINANCING AGREEMENTS		20,000			20,000	5,000	5,000	5,000	5,000	20,000
4.	OTHER CURRENT EXPENSES		500,000		-5,000	495,000	100,000	189,000	100,000	100,000	489,000
5.	OTHER COST ITEMS - ALL				-6,000	-6,000					0
6.	EQUIPMENT		25,000		5,000	30,000		2,500	25,000	2,500	30,000
7.	MOTOR VEHICLE					0					0

Include Labor Savings
Adj. and Program Review
Adj. for personal services.
Transfer amounts shall be
shown in Net Transfer and
Current Allocation
columns only.

Include Program Review
Adj. for OCE. Transfer
amounts shall be shown
in Net Transfer and
Current Allocation
columns only.

C R D	TOTAL APPROPRIATION						1,545,000	0	-56,000	1,489,000	342,500	434,000	367,500	345,000	1,489,000
	FUND	YR	APPR	DEPT	T R	MOF									
8.	G	12	191	P	A	13.00									
9.	G	12	191	P	A	1,545,000	0	-56,000	1,489,000	342,500	434,000	367,500	345,000	1,489,000	
TOTAL APPROPRIATION						13.00 1,545,000	0	-56,000	1,489,000	342,500	434,000	367,500	345,000	1,489,000	

Department total for this
column should equal gross
allocation by MOF.

Department total for this
column should equal net
allocation by MOF.

REPORT # OBBEXP1

STATE OF HAWAII
OPERATIONAL EXPENDITURE PLAN
2011-12

SAMPLE 2
OEP - Non-General Funds

FISCAL YR: 12
PROGRAM ID: HRD191
TABLE-ID: B
PROGRAM TITLE: SUPPORTING SERVICES

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

DATE: 29-Aug-11

C R D	PROGRAM REQUIREMENTS	T R	APPROPRIATION 2011-12	CURRENT RESTRICTION 2011-12	NET TRANSFERS 2011-12	CURRENT ALLOCATION 2011-12	PLANNED EXPENDITURE PROGRAM				PLANNED EXPENDITURE PROGRAM TOTAL
							1ST QTR	2ND QTR	3RD QTR	4TH QTR	
1.	PERSONAL SVCS (PAYROLL)		500,000			500,000	119,500	119,500	119,500	119,500	478,000
2.	ALL CB, OTHER SALARY ADJS			-22,000		-22,000					0
3.	FINANCING AGREEMENTS		20,000			20,000	5,000	5,000	5,000	5,000	20,000
4.	OTHER CURRENT EXPENSES		140,000		-5,000	135,000	25,000	30,000	44,000	35,000	134,000
5.	OTHER COST ITEMS - ALL			-1,000		-1,000					0
6.	EQUIPMENT		3,000		5,000	8,000		3,000		5,000	8,000
7.	MOTOR VEHICLE					0					0

Include Labor Savings
Adj. and Program Review
Adj. for personal services.
Amounts shall be shown
in Current Restriction and
Current Allocation
columns only.

Include Program Review
Adj. for OCE. Amounts
shall be shown in Current
Restriction and Current
Allocation columns only.

C R D	TOTAL APPROPRIATION						T	TOTAL APPROPRIATION						
	FUND	YR	APPR	DEPT	R	MOF		1ST QTR	2ND QTR	3RD QTR	4TH QTR	PROGRAM TOTAL		
8.	S	12	361	P	B	5.00								
9.	S	12	361	P	B	663,000	-23,000	0	640,000	149,500	157,500	168,500	164,500	640,000

						5.00										
	TOTAL APPROPRIATION							663,000	-23,000	0	640,000	149,500	157,500	168,500	164,500	640,000

Department total for this
column should equal gross
allocation by MOF.

Department total for this
column should equal net
allocation by MOF.

OPERATIONAL EXPENDITURE PLAN FOR FISCAL YEAR 2012

Program ID: HMS 225

Program Title: Private Housing Development and Ownership

Program Objectives: To assist low and moderate-income individuals and families in purchasing a home by augmenting the available supply of reasonably priced dwelling units and by making available down payment loans, mortgage loans and other home financing methods.

1. Conduct discussions with developers, community associations, and governmental agencies concerning proposals for housing developments
2. Evaluate the financial geographical, marketing, and construction aspects of each proposal, and select those projects most consistent with the program objectives.
3. Control the development costs and construction of the project scheduled to begin during the fiscal year.
4. Secure mortgage funds and other financial assistance from the federal, state, and private sector to supplement the current sources of funds.

	<u>1st Qtr</u>	<u>2nd Qtr</u>	<u>3rd Qtr</u>	<u>4th Qtr</u>
1) No. of participation loans processed	0	0	0	0
2) No. of development loans processed	2	2	2	2
3) No. of single-family dwelling units planned for construction	188	187	188	187
4) No. of multi-family dwelling units planned for construction	375	375	375	375

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for approval of the following allotments:

STATE OF HAWAII REQUEST FOR ALLOTMENT

Sample 4
(A19 - General Fund)

DEPARTMENT Human Resources Development
 APPROPRIATION SYMBOL G-12-191-P
X-XX-XXX-XX

COMPTROLLER'S NO. _____ DATE _____
XXXXXXXX MM/DD/YY

General
FUND

DEPT. NO. _____

APPROPRIATION TITLE AND ACT NO. OR LAW Act 164, SLH 2011
 PROGRAM I.D. NO. AND TITLE HRD191, Supporting Services

ORIGINAL _____ OR AMENDMENT NO. 1

A
MEANS OF FINANCING

SIGNATURE _____

ALLOTMENT CATEGORY DESCRIPTION	APPROPRIATION	RESTRICTED	ALLOCATION FOR THIS FISCAL YEAR	ALLOTMENT FOR QUARTER JULY-SEPT	ALLOTMENT FOR QUARTER OCT-DEC	ALLOTMENT FOR QUARTER JAN-MAR	ALLOTMENT FOR QUARTER APR-JUNE	ESTIMATED BALANCE JUNE 30, 20__	R E V
Personnel Services Amdt - Gross Allocation & Full-Year Allotment Trf - Labor Savings Adjustments	1,000,000.00		235,000.00 765,000.00 (50,000.00)	235,000.00 2,500.00	237,500.00	237,500.00	237,500.00		
10 - Personnel Services Other Current Expenses Amdt - Gross Allocation & Full-Year Allotment Trf - Program Review Adjustments	1,000,000.00 525,000.00	0.00	950,000.00 131,250.00 393,750.00 (6,000.00)	237,500.00 131,250.00 (31,250.00)	237,500.00 191,500.00	237,500.00 125,000.00	237,500.00 102,500.00	0.00	
Lease Financing Amdt - Lease Financing - Gross Allocation & Full-Year Allot	20,000.00		5,000.00 15,000.00	5,000.00	5,000.00	5,000.00	5,000.00		
20 - Other Current Expenses	545,000.00	0.00	539,000.00	105,000.00	196,500.00	130,000.00	107,500.00	0.00	
	1,545,000.00	0.00	1,489,000.00	342,500.00	434,000.00	367,500.00	345,000.00	0.00	

Include amendments for gross (full-year) allocation & transfers for labor savings adj. (personnel services only) & program review adj. (personnel services &/or OCE). Transfer amounts shall be shown in allocation column only.

TO THE HEAD OF THE DEPARTMENT NAMED ABOVE:
 Please be advised that the following allotments have been approved.
 Expenditures incurred during each allotment period must be restricted to the amounts approved.

DATE _____ DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE
 BY DIRECTION OF THE GOVERNOR

Department total for this column should equal net allocation by MOF.

APPROPRIATION				ALLOTMENT		1ST QUARTER AMOUNT		2ND QUARTER AMOUNT		3RD QUARTER AMOUNT		4TH QUARTER AMOUNT		ALLOTMENT REVERSIONS									
APPROPRIATION EST/ INCREASE		RESTRICTION INCREASE		ALLOT EST/ INCREASE	10 511	TC	XXXXXXXXXX	XX	TC	XXXXXXXXXX	XX	TC	XXXXXXXXXX	XX	REVERSION DECREASE								
TC	XXXXXXXXXX	XX	TC												XXXXXXXXXX	XX	TC	XXXXXXXXXX	XX				
411		431		ALLOT INCREASE	10 511		2,500	00	512			237,500	00	513		237,500	00	514		518		593	
				ALLOT DECREASE	10 515				516					517				518					
				ALLOT INCREASE	20 511				512			196,500	00	513		130,000	00	514		518		593	
412		432		ALLOT DECREASE	20 515		31,250	00	516					517				518					

INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance.
 State fully on the reverse side the necessity for requesting amended allotment. Requests for capital outlays must be itemized.

To reflect gross allocation, labor savings adjustments (-\$50,000 payroll), program review adjustments (-\$6,000 others), and transfer from other current expenses to equipment (\$5,000).

STATE OF HAWAII JOURNAL VOUCHER

Sample 6
(JV - General Fund Transfer to B&F,
Section 97, Act 164, SLH 2011)

Department No: _____

Department Date: _____

Use TC "474" and app symbol "G-12-008-O" for transfer to BUF761, Health Premium Payments, on the first line.

General

Indicate total amount of general funds to be transferred to B&F on first line.

Comptroller No: _____

xxxxxxx

Comptroller Date: _____

MM/DD/YY

SFX	TC	F	YR	APP	D	ALLOT CAT	SOURCE/OBJECT	COST CENTER	PROJECT		DEPT ACT	G/L ACCT	S/L ACCT	REFERENCE DOC		AMOUNT		M O D	R E V	OPTIONAL DEPARTMENTAL DATA	REMARKS
									NUMBER	PH				NUMBER	SFX						
XX	XXX	X	XX	XXX	XX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXX	XXXXXX	XXXXXXXXXX	XX	XXXXXXXXXXXX	XX	X	X	x (22)	
01	474	G	12	008	O									HRD		10,000	00			Section 97- Prg Rev	
02	473	G	12	191	P											6,000	00			Section 97- Prg Rev	
03	473	G	12	195	P											4,000	00			Section 97- Prg Rev	

Include this reference on first line only.

Use TC "473" and your department's app symbols for transfers out to B&F. Total of all "473" transactions should equal the first "474" transaction and the department's total general fund program review adjustment.

Include this reference for each transaction line.

Include this explanation, revised for your specific department.

EXPLANATION:
Pursuant to Section 97 of Act 164, SLH 2011, transfer program review adjustments to BUF 761 from the Department of Human Resources Development for FY12.

c: Dept (1 copy)
B&F: ARO
B&F: BPPMD

Submit three copies to B&F, BPPMD; B&F, BPPMD will submit to DAGS-UARB for processing.

DEPARTMENTAL CERTIFICATION:
Please make sure this section is completed before submitting to B&F.

 for HEAD OF DEPARTMENT

COMPTROLLER APPROVAL:

 for COMPTROLLER

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for approval of the following allotments:

STATE OF HAWAII
REQUEST FOR ALLOTMENT

Sample 7 (rev. 9/13/11)
(A19 - Non-General Fund)

DEPARTMENT Human Resources Development
APPROPRIATION SYMBOL S-12-361-P
X-XX-XXX-XX

COMPTROLLER'S NO. _____ DATE _____
XXXXXXXXX MM/DD/YY

Special
FUND

DEPT. NO. _____

APPROPRIATION TITLE AND ACT NO. OR LAW Act 164, SLH 2011
PROGRAM I.D. NO. AND TITLE HRD 191, Supporting Services

B
MEANS OF FINANCING

ORIGINAL _____ OR AMENDMENT NO. 1

SIGNATURE _____

ALLOTMENT CATEGORY DESCRIPTION	APPROPRIATION	RESTRICTED	ALLOCATION FOR THIS FISCAL YEAR	ALLOTMENT FOR QUARTER JULY-SEPT	ALLOTMENT FOR QUARTER OCT-DEC	ALLOTMENT FOR QUARTER JAN-MAR	ALLOTMENT FOR QUARTER APR-JUNE	ESTIMATED BALANCE JUNE 30, 20__	REVIEW
Personnel Services	500,000.00		119,500.00	119,500.00					
Amdt - Gross Allocation & Full-Year Allotment			380,500.00		119,500.00	119,500.00	119,500.00		
Amdt - Labor Savings Adjustment			(22,000.00)						
10 - Personnel Services	500,000.00	22,000.00	478,000.00	119,500.00	119,500.00	119,500.00	119,500.00	0.00	
Other Current Expenses	143,000.00		20,000.00	20,000.00					
Amdt - Gross Allocation & Full-Year Allotment			123,000.00	5,000.00	33,000.00	44,000.00	40,000.00		
Admt - Program Review Adjustments			(1,000.00)						
Lease Financing	20,000.00		5,000.00	5,000.00					
Amdt - Lease Financing - Gross Allocation & Full-Year Allot			15,000.00		5,000.00	5,000.00	5,000.00		
20 - Other Current Expenses	163,000.00	1,000.00	162,000.00	30,000.00	38,000.00	49,000.00	45,000.00	0.00	
	663,000.00	23,000.00	640,000.00	149,500.00	157,500.00	168,500.00	164,500.00	0.00	

Include amendments for gross (full-year) allocation & labor savings adj. (personnel services only) & program review adj. (personnel services &/or OCE). Adjustments shall be shown in the restriction and allocation columns.

TO THE HEAD OF THE DEPARTMENT NAMED ABOVE: Please be advised that the following allotments have been approved. Expenditures incurred during each allotment period must be restricted.

9/13/11 revision: Restriction amount should be a positive number (i.e., do not use parentheses) and should be included as a "restriction increase."

ALLOTMENT ADVICE: Department total for this column should equal net allocation by MOF.

DATE _____ DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE BY DIRECTION OF THE GOVERNOR

APPROPRIATION				ALLOTMENT	ALLOT CAT	1ST QUARTER AMOUNT		2ND QUARTER AMOUNT		3RD QUARTER AMOUNT		4TH QUARTER AMOUNT		ALLOTMENT REVERSIONS	
APPROPRIATION EST/ INCREASE	RESTRICTION INCREASE	ALLOT EST/ INCREASE	TC	TC	TC	TC	TC	TC	TC	TC	TC	TC	TC	TC	TC
411	431	10	511	10	515			119,500:00	512	513	119,500:00	514	119,500:00	518	593
		20	511	20	515	5,000:00		38,000:00	512	513	49,000:00	514	45,000:00	518	593
412	432														

INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance. State fully on the reverse side the necessity for requesting amended allotment. Requests for capital outlays must be itemized.

To reflect gross allocation, labor savings adjustments (-\$22,000 payroll), program review adjustments (-\$1,000 others), and transfer from other current expenses to equipment (\$5,000).