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FINANCIAL ADMINISTRATION DIVISION

June 29, 2006

FINANCE MEMORANDUM

MEMO NO. 06-04

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Act 160, SLH 2006, Operating Budget Detail Updates

As the preparation and review period for the FB 2008-09 Executive Budget is quickly approaching, it is extremely important that every department update their operating budget details for the current budget period in a timely manner. These updates are needed to generate the base files for the FB 2008-09 Executive Budget cycle and for financial planning purposes.

If your department uses eBUDDI, our Budget Development and Information System, your staff has already been notified via e-mail that they can now access the new eBUDDI system to update your department's operating budget details. Your staff should use the instructions included in the e-mail. Whether your department uses eBUDDI or your own budget systems, please be sure that your budget details correctly reflect the amounts appropriated by Act 160, SLH 2006, the Executive Supplemental Budget.

Please submit your operating budget detail updates, incorporating the changes made by Act 160, SLH 2006, by Friday, July 14, 2006. When your updates are completed, please notify the budget analyst assigned to your department and Ms. Sharon Kotaka at sharon.y.kotaka@hawaii.gov. If your department has already submitted their operating budget detail updates, your efforts are appreciated.

Thank you for your attention to this matter.