

INSTRUCTIONS GOVERNING EXPENDITURE PLANS AND ALLOTMENTS
FISCAL YEAR 2001

Each department shall submit the following:

1. A request for Allotment (Form A-19) for each appropriation account, including trust and revolving funds, authorized by Act 91, SLH 1999, as amended by Act 281/00. For any program with multiple trust or revolving appropriation fund accounts, a separate Form A-19 should be prepared for each appropriation fund account.
2. An operational expenditure plan for each appropriation account requested by each Form A-19.
3. A separate narrative page indicating program objectives and activities as related to the program expenditure plan.

I. Operational Expenditure Plans (OEP)

Each department shall submit an initial expenditure plan for each program for which funds have been appropriated pursuant to Act 91, SLH 1999, as amended by Act 281/00. The Department of Budget and Finance (B&F) shall review the expenditure plans and allotment requests shall generally be approved on the basis of such plans. Expenditure plans for specific appropriations are not required.

- A. Expenditure plan submissions shall consist of the following:
1. One copy of the expenditure plan which shows the quarterly outlay of funds for the appropriation account by personal services, other current expenses, equipment and motor vehicles. (See Sample 2.)
 2. A separate narrative page indicating program objectives and activities. This page should include data indicating what is to be done, how much is to be done, and other pertinent

information relating to activities in each quarter. Measures of work units are to be utilized wherever possible. The narrative should support and coincide with the operational expenditure plan. B&F may request any supplemental information which it deems necessary to properly review and evaluate departmental plans. (See Sample 5.)

B. Expenditure plan format.

1. Appropriation Column - Reflects the amounts by cost element in Act 91, SLH 1999, as amended by Act 281/00, and as reflected in your operating budget details.
2. Current Restriction Column - There are no targeted savings imposed for FY 2001.
3. Net Transfers - Should reflect the net result of any transfers in or out of the program based on an approved Form A-21 or transfers among the cost elements in the program. Plus or minus signs should be used to show the direction of the transfers. Do not use parentheses to indicate a transfer out.

The transfers should be reflected only in Columns 3 (net transfers) and 4 (current allocation). Do not show transfers in the appropriation column.

4. Current Allocation - The figures in this column should always equal your current allocation, i.e., if all of your department's OEPs were summarized, the allocation column total should equal your current departmental allocation.

Any difference between the allocation and planned expenditure program total columns is assumed to be departmental savings or deficits.

5. Collective Bargaining - Act 60, SLH 1999, is the only specific appropriation for salary increases for FY 2001.

The allocations from this act should be entered on Line 2, CB - All, and line 5, Other Cost

Items - All, if applicable. It is not necessary to separate the CB amounts by included and excluded on the OEP.

6. Financing Agreements - All funds for financing agreements as defined in Executive Memorandum No. 96-17 shall be entered on Line 3 of the OEP.

If the funds were budgeted (i.e., submitted in the budget request process on Tables BK), the amounts shall be entered in the Appropriations, Allocation, and in the appropriate fiscal quarter columns. See Sample 2.

If the funds for the financing agreement are unbudgeted (i.e., not submitted on Tables BK in the budget process), the amount should not be entered in the appropriations column on Line 3 but should be shown in the Net Transfer column indicating the movement from the appropriate cost element, the Allocation column and the affected fiscal quarter columns. See Sample 4. A financing agreement may be unbudgeted because 1) a financing agreement was not anticipated as the vehicle to acquire a budgeted item, or 2) an unbudgeted item is being funded through program savings and is being acquired through a financing agreement.

Regardless of the cost element of the item being acquired through the financing agreement, all amounts should be combined on Line 3 and included in the Total Appropriations lines and on Line 9. Do not include financing agreements on any other line on the OEP.

7. Grants and Subsidies - Grants and subsidies shall not be reflected in the quarterly planned expenditure columns on the initial OEP. Upon approval by the Governor to expend the grant or subsidy, a revised OEP and Form A-19 shall be prepared and submitted to allot the funds in the appropriate quarter.

- C. Amended expenditure plans are no longer required with each revised allotment request. Unless requested by B&F, only initial and fiscal year-end expenditure

plans must be submitted. Turnaround forms will be provided at the end of June 2001 for submittal of final expenditure plans.

- D. If you generate your own OEP, instead of using the turnaround forms, please circle the line number of each line of data that is being changed since the last submittal. A change means 1) a change to any of the amounts on the line, 2) adding in data on a line that was previously blank, or 3) deleting an entire line of data. This is needed for data entry purposes. (See attached Sample 6.)

II. Request for Allotment (Form A-19)

Requirements for the Allotment Request forms are as follows:

1. Each department shall request allotment of funds appropriated or authorized by Act 91, SLH 1999, as amended by Act 281/00, by program, by cost elements, by funds, and by quarters using Request for Allotment (Form A-19). (See Sample 1.) The breakdown by cost element must match your department's operating budget details.

A breakdown of the pay increase allocations by bargaining unit and by included and excluded must be provided on the initial A-19 (use the back of the form for this purpose). (See Sample 1-A.) Based on this information, appropriation transfers for the purpose of allocating pay increases to the expending agencies will be prepared by B&F on Form A-15, Allotment Advice, for both general and non-general funds. This breakdown is not required on subsequent A-19s. However, if additional CB allocations should be given to your department, a breakdown of the new allocations must be provided on the back of the A-19.

2. There are no general fund restrictions for FY 2001.
3. Financing Agreements - All funds for financing agreements as defined in Executive Memorandum No. 96-17 shall be entered as separate line items under Personal Services and Other Current Expenses. Budgeted financing agreements shall be entered in the Appropriation and other Applicable columns.

Unbudgeted financing agreements shall not be entered in the Appropriation column; only the Allocation and applicable quarterly allotment columns. See Items B.6 above for an explanation of budgeted and unbudgeted financing agreements.

These financing agreement line items shall not be consolidated into the Personal Services or Other Current Expenses lines on subsequent amendments to the A-19.

4. Grants and subsidies shall be reflected in the Estimated Balance column on the initial Form A-19. Upon approval by the Governor to expend the grant or subsidy, a revised OEP and Form A-19 shall be prepared and submitted to allot the funds in the appropriate quarter.
5. Each form (A-19) should reflect a single appropriation account.
6. Each allotment form should reflect the proper appropriation act and year of authorization in the space provided. The program I.D. associated with each appropriation symbol must be shown on the Form A-19 in the space labeled, "Program I.D."
7. Only amounts appropriated or authorized by Act 91, SLH 1999, as amended by Act 281/00, or other specific appropriation acts are to be reflected in column 2, "Appropriation."
8. Transfers, including pay increase allocations, are to be reflected separately in Column 4, "Allocation for this Fiscal Year" and the applicable quarterly allotment columns. The pay increase amounts should be identified in column 1, "Allotment Category Description" as CB - All, and Other Cost Items - All. All other transfers should be identified as "Trf . . ."
9. Trust accounts authorized by Act 91, SLH 1999, as amended by Act 281/00, will not be subject to reversion. An "N" should be placed in the reversion column of the Form A-19 for these accounts.

10. Upon approval of the expenditure plan, allotments shall be made for all quarters by B&F subject to a quarterly review of the availability of funds.
11. The Comptroller shall maintain control over departmental expenditures to ensure that expenditures shall not exceed the amounts allotted and shall not honor vouchers against program appropriations which have not been allotted.

Only trust and federal fund allotments may exceed authorized appropriation levels with Governor's approval. All other funds may be allotted only up to the authorized amounts in Act 91, SLH 1999, as amended by Act 281/00, except as otherwise provided by general law.

12. Additional fund authorization as provided in the Appropriations Act or other specific acts are to be reflected in column 4 and the applicable quarterly allotment columns. The amounts should be identified in column 1 as "Addt'l. Auth."
13. Each type of adjustment must be shown on a separate line when submitting an amended allotment request. Do not combine them into one adjustment item.

Subsequent requests should reflect the totals for Personal Services and Other Current Expenses from the latest approved Form A-19. (See Sample 3.)

14. Initial allotment requests must be accompanied by an expenditure plan and any other supplemental information requested by B&F. All required documentation must be submitted as a unit.

Requests for amended allotments shall be submitted with written justifications on the reverse side of the Form A-19 and any other information as required by B&F. Amended operational expenditure plans are not required with amended allotment requests.

Improperly submitted A-19 forms or incomplete submissions will be returned without action. Departments should consult with the appropriate analyst for further clarification of the reporting format.

15. With the exception of the University of Hawaii pursuant to Act 320, SLH 1986, as amended by Acts 283, SLH 1987, 370/89, 364/93, 272/94, and 281/94, all aspects of departmental allotment request shall be reviewed, evaluated and approved by the Director of Finance to ensure consistency with sound fiscal management practices.