

INSTRUCTIONS GOVERNING EXPENDITURE PLANS AND ALLOTMENTS
FISCAL YEAR 2004

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 200, SLH 2003. 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 200, SLH 2003. 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 narrative 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. Utilize measures of work units 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 200, SLH 2003, and as reflected in your operating budget details.

2. **Current Restriction Column** – There are no required restrictions for FY 04. However, any program appropriations not planned for implementation will be reflected in the Current Restriction column (Paragraph 22C of the Budget Execution Policies). Enter restriction amounts in this column by cost element (personal services, other current expenses, etc.). (See Sample 2.)
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. Use plus or minus signs 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** – There are two specific appropriations acts for salary increases for FY 2004:
 1. Act 142, SLH 2003 – Unit 11
 2. Act 143, SLH 2003 – Unit 9

Enter the allocations from these acts 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; this breakdown by BU and by Included and Excluded must be shown on the back of the initial A-19.

6. **Financing Agreements** – Enter all funds for financing agreements as defined in Executive Memorandum No. 96-17 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), enter the amount in the Net Transfer column indicating the movement from the appropriate cost element, the Allocation column and the affected fiscal quarter columns. Do not enter the

amount in the Appropriations column. (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 of the OEP.

7. Grants and Subsidies – Do not reflect grants and subsidies in the quarterly planned expenditure columns on the initial OEP. Upon approval by the Governor to expend the grant or subsidy, submit a revised OEP and Form A-19 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.
- 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 200, SLH 2003, 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.
2. 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.

3. Restriction – There are no required restrictions for FY 04. However, any program appropriations not planned for implementation will be reflected in the Current Restriction column (Paragraph 22C of the Budget Execution Policies). Enter restriction amounts in this column by cost element. (See Sample 1)
4. Financing Agreements – Enter all funds for financing agreements, as defined in Executive Memorandum No. 96-17, as separate line items under Personal Services and Other Current Expenses in the Appropriation and other applicable columns.

Enter unbudgeted financing agreements in the Allocation and applicable quarterly allotment columns; do not enter them in the Appropriation column. See Items B.6 above for an explanation of budgeted and unbudgeted financing agreements.

Do not consolidate these financing agreement line items into the Personal Services or Other Current Expenses lines on subsequent amendments to the A-19.
5. Enter grants and subsidies in the Estimated Balance column on the initial Form A-19. Upon approval by the Governor to expend the grant or subsidy, submit a revised OEP and Form A-19 to allot the funds in the appropriate quarter.
6. Each form (A-19) should reflect a single appropriation account.
7. 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."
8. Only amounts appropriated or authorized by Act 200, SLH 2003, or other specific appropriation acts are to be reflected in column 2, "Appropriation."
9. Reflect transfers, including pay increase allocations, 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 . . ."
10. Trust accounts authorized by Act 200, SLH 2003, will not be subject to reversion. An "N" should be placed in the reversion column of the Form A-19 for these accounts.
11. 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.

12. 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 200, SLH 2003, except as otherwise provided by general law.

13. 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 "Addtl. Auth."

14. 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.)

15. 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.

16. 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.

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for approval of the following allotments:

DEPARTMENT Human Resources Development

APPROPRIATION SYMBOL G-04-191-P
X-XX-XXX-XX

APPROPRIATION TITLE AND ACT NO. OR LAW Act 200, SLH 2003

PROGRAM I.D. NO. AND TITLE HRD 191 - Supporting Services
Human Resources Development

**STATE OF HAWAII
REQUEST FOR ALLOTMENT**

General
FUND

A
MEANS OF FINANCING

Sample 1

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

DEPT. NO. _____
ORIGINAL OR AMENDMENT NO. _____

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, 19__ | R E V |
|---|-------------------|------------|---------------------------------|---------------------------------|-------------------------------|-------------------------------|--------------------------------|---------------------------------|-------|
| Personal Services All CB, other salary adjust. | 559,941 | 20,000 | 579,941 15,000 | 144,985 3,750 | 144,985 3,750 | 144,985 3,750 | 144,986 3,750 | | |
| 10 - Personal Services | 599,941 | 20,000 | 594,941 | 148,735 | 148,735 | 148,735 | 148,736 | | |
| Other Current Expenses CB - Other Cost Items Financing Agreements | 586,013 28,000 | 10,000 | 576,013 400 28,000 | 84,606 100 7,000 | 246,032 100 7,000 | 148,570 100 7,000 | 81,805 100 7,000 | 15,000 | |
| 20 - Other Current Expenses | 614,013 | 10,000 | 604,413 | 91,706 | 253,132 | 155,670 | 88,905 | 15,000 | |
| | 1,213,954 | 30,000 | 1,199,354 | 240,441 | 401,867 | 304,405 | 237,641 | 15,000 | |

ALLOTMENT ADVICE

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: _____
BY: _____
BY: _____
BY: _____
BY: _____

| APPROPRIATION | | ALLOTMENT | ALLOT CAT | 1ST QUARTER AMOUNT | 2ND QUARTER AMOUNT | 3RD QUARTER AMOUNT | 4TH QUARTER AMOUNT | ALLOTMENT REVERSIONS | |
|------------------------|----------------------|---------------------|-----------|--------------------|--------------------|--------------------|--------------------|----------------------|-----------------|
| APPROPRIATION INCREASE | RESTRICTION INCREASE | ALLOT EST/ INCREASE | TC | XXXXXXXXXXXX XX | TC | XXXXXXXXXXXX XX | TC | XXXXXXXXXXXX XX | |
| 411 | 431 | 20,000:00 | 10 | 511 | 148,735:00 | 512 | 148,735:00 | 513 | 148,735:00 |
| | | ALLOT DECREASE | 10 | 515 | 516 | 517 | 518 | 593 | XXXXXXXXXXXX XX |
| APPROPRIATION DECREASE | RESTRICTION DECREASE | ALLOT EST/ INCREASE | TC | XXXXXXXXXXXX XX | TC | XXXXXXXXXXXX XX | TC | XXXXXXXXXXXX XX | |
| 412 | 432 | 10,000:00 | 20 | 511 | 91,706:00 | 512 | 253,132:00 | 513 | 155,670:00 |
| | | ALLOT DECREASE | 20 | 515 | 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.

SAMPLE 1A

(Note to A-19 Preparer - type the Collective Bargaining breakdown by act and by included and excluded, on the back of the A-19. Include any allocations for other cost items in this breakdown also. In the sample below, the total corresponds to the \$15,000 in salary adjustments and \$400 in other cost items on the A-19)

Act 143, SLH 2003

| | |
|----------|--------------|
| Included | 10,900 |
| Excluded | <u>4,500</u> |
| | 15,400 |

REPORT # OBBEXP1

STATE OF HAWAII
OPERATIONAL EXPENDITURE PLAN
2003- 04

SAMPLE 2

FISCAL YR: 04
PROGRAM ID: HRD191
TABLE-ID: A

DEPARTMENT OF

PROGRAM TITLE: SUPPORTING SERVICES - HUMAN RESOURCES DEVELOPMENT

DATE: 08-Sep-03

| C R D | PROGRAM REQUIREMENTS | T R | APPROPRIATION | | NET TRANSFERS 2003- 04 | CURRENT ALLOCATION 2003- 04 | PLANNED EXPENDITURE PROGRAM | | | | PLANNED EXPENDITURE PROGRAM TOTAL | | | |
|-------------|------------------------------|--------|---------------|-------------------------|------------------------------|-----------------------------------|-----------------------------|---------|-----------|---------|---|---------|---------|-----------|
| | | | 2003- 04 | RESTRICTION 2003- 04 | | | 1ST QTR | 2ND QTR | 3RD QTR | 4TH QTR | | | | |
| | 1. PERSONAL SVCS (PAYROLL) | | 599,941 | 20,000 | | 579,941 | 144,985 | 144,985 | 144,985 | 144,986 | 579,941 | | | |
| | 2. ALL CB, OTHER SALARY ADJS | | | | | 15,000 | 3,750 | 3,750 | 3,750 | 3,750 | 15,000 | | | |
| | 3. FINANCING AGREEMENTS | | 28,000 | | | 28,000 | 7,000 | 7,000 | 7,000 | 7,000 | 28,000 | | | |
| | 4. OTHER CURRENT EXPENSES | | 561,013 | 10,000 | -5,000 | 546,013 | 84,606 | 243,532 | 123,570 | 79,305 | 531,013 | | | |
| | 5. OTHER COST ITEMS - ALL | | | | | 400 | 100 | 100 | 100 | 100 | 400 | | | |
| | 6. EQUIPMENT | | 25,000 | | 5,000 | 30,000 | | 2,500 | 25,000 | 2,500 | 30,000 | | | |
| | 7. MOTOR VEHICLE | | | | | 0 | | | | | 0 | | | |
| C R D | TOTAL APPROPRIATION | | 1,213,954 | 30,000 | 0 | 1,199,354 | 240,441 | 401,867 | 304,405 | 237,641 | 1,184,354 | | | |
| | FUND | YR | APPR | DEPT | T R | MOF | | | | | | | | |
| 8. | G | 04 | 191 | P | A | 12.00 | | | | | | | | |
| 9. | G | 04 | 19i | P | A | 1,213,954 | 30,000 | 0 | 1,199,354 | 240,441 | 401,867 | 304,405 | 237,641 | 1,184,354 |
| | TOTAL APPROPRIATION | | 12.00 | | | 1,213,954 | 30,000 | 0 | 1,199,354 | 240,441 | 401,867 | 304,405 | 237,641 | 1,184,354 |

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for approval of the following allotments:

DEPARTMENT Human Resources Development
 APPROPRIATION SYMBOL G-04-191-P

APPROPRIATION TITLE AND ACT NO. OR LAW Act 200, SLH 2003
 PROGRAM I.D. NO AND TITLE HRD 191 - Supporting Services
Human Resources Development

**STATE OF HAWAII
 REQUEST FOR ALLOTMENT**

Sample 3

GENERAL FUND
 MEANS OF FINANCING
A

COMPTROLLER'S NO. _____ DATE _____
 DEPT. NO. _____ 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, 19__ | REVIEW |
|------------------------------------|------------------|---------------|---------------------------------|---------------------------------|-------------------------------|-------------------------------|--------------------------------|---------------------------------|--------|
| 10 - Personal Services | 599,941 | 20,000 | 594,941 | 148,735 | 148,735 | 148,735 | 148,736 | | |
| Other Current Expenses | 586,013 | 10,000 | 576,413 | 84,706 | 246,132 | 148,670 | 81,905 | 15,000 | |
| Amdt - Transfer to Fin. Agrmt. | | | -17,000 | | -17,000 | | | | |
| Amdt - Allotment of Grant | | | | | | 15,000 | | | |
| Financing Agreements | 28,000 | | 28,000 | 7,000 | 7,000 | 7,000 | 7,000 | -15,000 | |
| Amdt - Transfer to Fin. Agrmt. | | | 17,000 | | 5,666 | 5,666 | 5,668 | | |
| 20 - Other Current Expenses | 614,013 | 10,000 | 604,413 | 91,706 | 241,798 | 176,336 | 94,573 | | |
| | 1,213,954 | 30,000 | 1,199,354 | 240,441 | 390,533 | 325,071 | 243,309 | | |

ALLOTMENT ADVICE

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

| 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 | XXXXXXXXXXXX | XX | TC | XXXXXXXXXXXX | XX | TC | XXXXXXXXXXXX | XX | TC | XXXXXXXXXXXX | XX |
| 411 | 431 | ALLOT INCREASE | 10 | 511 | | 512 | | 513 | | 514 | | | | |
| | | ALLOT DECREASE | 10 | 515 | | 516 | | 517 | | 518 | | 593 | | |
| | | RESTRICTION DECREASE | 20 | 511 | | 512 | | 513 | 20,666:00 | 514 | 5,668:00 | 593 | | |
| 412 | 432 | ALLOT DECREASE | 20 | 515 | | 516 | 11,334:00 | 517 | | 518 | | | | |

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

REPORT # OBBEXP I

STATE OF HAWAII
OPERATIONAL EXPENDITURE PLAN
2003- 04

SAMPLE 4

FISCAL YR: 04
PROGRAM ID: HRD191
TABLE-ID: A

DEPARTMENT OF

PROGRAM TITLE: SUPPORTING SERVICES - HUMAN RESOURCES DEVELOPMENT

DATE: 08-Sep-03

| C R D | PROGRAM REQUIREMENTS | T R | CURRENT | | NET | CURRENT | PLANNED EXPENDITURE PROGRAM | | | | PLANNED |
|-------------|---------------------------|--------|---------------------------|-------------------------|-----------------------|------------------------|-----------------------------|---------|---------|---------|------------------------------|
| | | | APPROPRIATION 2003- 04 | RESTRICTION 2003- 04 | TRANSFERS 2003- 04 | ALLOCATION 2003- 04 | 1ST QTR | 2ND QTR | 3RD QTR | 4TH QTR | EXPENDITURE PROGRAM TOTAL |
| 1. | PERSONAL SVCS (PAYROLL) | | 599,941 | 20,000 | | 579,941 | 144,985 | 144,985 | 144,985 | 144,986 | 579,941 |
| 2. | ALL CB, OTHER SALARY ADJS | | | | | 15,000 | 3,750 | 3,750 | 3,750 | 3,750 | 15,000 |
| 3. | FINANCING AGREEMENTS | | 28,000 | | 17,000 | 45,000 | 7,000 | 12,666 | 12,666 | 12,668 | 45,000 |
| 4. | OTHER CURRENT EXPENSES | | 561,013 | 10,000 | -22,000 | 529,013 | 84,606 | 226,532 | 138,570 | 79,305 | 529,013 |
| 5. | OTHER COST ITEMS - ALL | | | | | 400 | 100 | 100 | 100 | 100 | 400 |
| 6. | EQUIPMENT | | 25,000 | | 5,000 | 30,000 | | 2,500 | 25,000 | 2,500 | 30,000 |
| 7. | MOTOR VEHICLE | | | | | 0 | | | | | 0 |

| C R D | TOTAL APPROPRIATION | | | | | | 1,213,954 | 30,000 | 0 | 1,199,354 | 240,441 | 390,533 | 325,071 | 243,309 | 1,199,354 | |
|-------------|---------------------|----|------|------|--------|-----|-----------|--------|---|-----------|---------|---------|---------|---------|-----------|--|
| | FUND | YR | APPR | DEPT | T R | MOF | | | | | | | | | | |
| 8. | G | 04 | 191 | P | A | | 12.00 | | | | | | | | | |
| 9. | G | 04 | 191 | P | A | | 1,213,954 | 30,000 | 0 | 1,199,354 | 240,441 | 390,533 | 325,071 | 243,309 | 1,199,354 | |
| | TOTAL APPROPRIATION | | | | | | 1,213,954 | 30,000 | 0 | 1,199,354 | 240,441 | 390,533 | 325,071 | 243,309 | 1,199,354 | |

OPERATIONAL EXPENDITURE PLAN FOR FISCAL YEAR 2004

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 |

REPORT # OBBEXP1

STATE OF HAWAII
OPERATIONAL EXPENDITURE PLAN
2003-04

SAMPLE 6

FISCAL YR: 04
PROGRAM ID: HRD191
TABLE-ID: A
PROGRAM TITLE: SUPPORTING SERVICES - HUMAN RESOURCES DEVELOPMENT

DEPARTMENT OF
DATE: 08-Sep-03

| C R D | PROGRAM REQUIREMENTS | T R | CURRENT | | NET | CURRENT | PLANNED EXPENDITURE PROGRAM | | | | PLANNED | |
|-------------|------------------------------|--------|---------------|-------------|-----------|------------|-----------------------------|---------|---------|---------|---------------|---------|
| | | | APPROPRIATION | RESTRICTION | TRANSFERS | ALLOCATION | 1ST QTR | 2ND QTR | 3RD QTR | 4TH QTR | EXPENDITURE | |
| | | | 2003-04 | 2003-04 | 2003-04 | 2003-04 | | | | | PROGRAM TOTAL | |
| | 1. PERSONAL SVCS (PAYROLL) | | 599,941 | 20,000 | | 579,941 | 144,985 | 144,985 | 144,985 | 144,986 | | 579,941 |
| | 2. ALL CB, OTHER SALARY ADJS | | | | | 15,000 | 3,750 | 3,750 | 3,750 | 3,750 | | 15,000 |
| | 3. FINANCING AGREEMENTS | | 28,000 | | 17,000 | 45,000 | 7,000 | 12,666 | 12,666 | 12,668 | | 45,000 |
| | 4. OTHER CURRENT EXPENSES | | 561,013 | 10,000 | -22,000 | 529,013 | 84,606 | 226,532 | 138,570 | 79,305 | | 529,013 |
| | 5. OTHER COST ITEMS - ALL | | | | | 400 | 100 | 100 | 100 | 100 | | 400 |
| | 6. EQUIPMENT | | 25,000 | | 5,000 | 30,000 | | 2,500 | 25,000 | 2,500 | | 30,000 |
| | 7. MOTOR VEHICLE | | | | | 0 | | | | | | 0 |

| C R D | TOTAL APPROPRIATION | | | | | | 1,213,954 | 30,000 | 0 | 1,199,354 | 240,441 | 390,533 | 325,071 | 243,309 | 1,199,354 | | | |
|-------------|---------------------|---|---------------------|-----|------|------|-----------|-----------|--------|-----------|-----------|---------|-----------|---------|-----------|-----------|---------|-----------|
| | | | FUND | YR | APPR | DEPT | T | MOF | | | | | | | | | | |
| | 8. | G | 04 | 191 | P | A | | 12.00 | | | | | | | | | | |
| | 9. | G | 04 | 191 | P | A | | 1,213,954 | 30,000 | 0 | 1,199,354 | 240,441 | 390,533 | 325,071 | 243,309 | 1,199,354 | | |
| | | | TOTAL APPROPRIATION | | | | | | 12.00 | 1,213,954 | 30,000 | 0 | 1,199,354 | 240,441 | 390,533 | 325,071 | 243,309 | 1,199,354 |