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EMPLOYEES' RETIREMENT SYSTEM  
HAWAII PUBLIC EMPLOYEES HEALTH FUND  
OFFICE OF THE PUBLIC DEFENDER  
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION

November 22, 2000

FINANCE MEMORANDUM

MEMO NO. 00-34

TO: All Department Heads

FROM: Neal Miyahira  
Director of Finance

SUBJECT: FB 2002-03 Executive Budget Decisions

Based on discussions with the Governor, attached are the final decisions on your department's operating and CIP budget requests. In regard to your Information Technology (IT) requests, we will include a lump sum general fund appropriation in the Governor's Office budget, to be allocated to departments during FY 02 and 03. The non-general fund appropriations will be included in your budget.

To prepare the Program and Financial Plan (PFP) document for submittal to the 2001 Legislature, two copies of the following materials are needed:

1. Operating BJ Summary Tables due by November 27, 2000

Required Updates:

- A. FY 00 to reflect actual expenditures (including encumbrances based on FAMIS as of June 30, 2000).
- B. FY 01 to reflect estimated expenditures, not to exceed currently approved allocations.
- C. FY 02 and FY 03 to reflect the final budget decisions.
- D. FY 04 thru 07 - Position counts and personal services cost shall be kept constant throughout the planning period.

Exceptions: Debt service, Employees' Retirement System and Health Fund employer contributions should reflect projected requirements.

These instructions are applicable to all means of financing.

2. Budget Narratives Due by November 28, 2000

- A. Significant items (new programs that will be started, expansion of existing programs, trade-offs) must be discussed in Section B of the narrative.
- B. A sample format is attached. Refer to pages 31 through 34 of the Instructions for Preparing Program and Financial Plans and Program Budget Requests dated August 2000 for more information on what to include in the narratives.
- C. The narrative should be typed lengthwise on 14 inch paper. Do not exceed two pages.

3. Tables A, B and C Due by November 27, 2000

The tables must reflect the final budget decisions, and incorporate the approved changes to the program structure and performance measures.

4. CIP Tables P and Q Due by November 27, 2000

All Tables P and Q for projects included in B&F's recommendations dated November 9, 2000, have already been inputted, except for the Department of Public Safety and the Office of the Governor. Therefore, Tables P and Q for only those projects which have changed since the B&F initial recommendations need to be submitted by November 27.

PSD and GOV: please submit Tables P and Q for all projects with requests approved for FB 2002-03.

5. Operating BJ Detail Tables Due by December 11, 2000

All BJ detail tables (BJ-1, -2, -3, -4) must be updated to reflect final decisions. The budget details will be submitted to the Legislature by December 31, 2000.

6. CIP Table R Due December 18, 2000

Table R must be updated to reflect final decisions.

To meet our statutory deadlines in submitting the PFP to the 2001 Legislature, it is critical that these deadlines are met. Have your staff contact Ms. Adele Muronaga at Ext. 6-1553 if you need more copies of the budget tables.

Your staff should contact the appropriate budget analyst in this office if there are questions regarding the attached worksheets.

Your cooperation in this matter is appreciated.

Attachment (s)

c: Honorable Benjamin J. Cayetano  
Mr. Sam Callejo

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| A. <u>Statement of Program Objectives</u>                              | F. <u>Description of Major External Trends Affecting the Program</u> |
| B. <u>Description of Request and Compliance with Act 263, SLH 1994</u> | G. <u>Discussion of Cost, Effectiveness and Program Size Data</u>    |
| C. <u>Description of Activities Performed</u>                          | H. <u>Discussion of Program Revenues</u>                             |
| D. <u>Statement of Key Policies</u>                                    | I. <u>Summary of Analysis Performed</u>                              |
| E. <u>Identification of Important Program Relationships</u>            | J. <u>Further Consideration</u>                                      |

***DEPARTMENTAL ATTACHMENTS ARE AVAILABLE UPON REQUEST.***