

BENJAMIN J. CAYETANO
GOVERNOR



NEAL MIYAHIRA
DIRECTOR
STANLEY SHIRAKI
ACTING DEPUTY DIRECTOR

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

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

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

December 7, 2001

FINANCE MEMORANDUM

MEMO NO. 01-24

TO: All Department Heads

FROM: Neal Miyahira
Director of Finance

SUBJECT: Preparation of FY 03 Supplemental Budget Document

In order to prepare the Executive Supplemental Budget document for printing and prepare other requested information for submittal to the 2002 Legislature, two copies of the following materials will be needed:

1. Operating - BJ Summary Tables Due by December 19, 2001

Required Updates:

- A. FY 00 to reflect actual expenditures (including encumbrances based on FAMIS as of June 30, 2000).
- B. FY 01 to reflect actual expenditures (including encumbrances based on FAMIS as of June 30, 2001).
- C. FY 02 amounts should not be revised because these amounts already reflect Act 259/01. Do not revise the FY 02 amounts to reflect current restrictions; otherwise, the changes will appear in the budget document as requested amendments to Act 259/01.
- D. FY 03 to reflect final supplemental budget decisions and mandated reductions.
- E. FY 04 through 07 - Position counts and all operating costs shall be kept constant (i.e., same as FY 03, including reductions) throughout the planning period.

Exceptions: Debt service, Employees' Retirement System, Health Fund employer contributions, and Department of Human Services' entitlement programs should reflect projected requirements.

These instructions are applicable to all means of financing.

2. Budget Narratives Due by December 19, 2001

- A. Significant items (new programs that will be started, expansion of existing programs, trade-offs) must be discussed in Sections B, Description of Request, and C, Reasons for Request, of the narrative.
- B. Description of mandated reductions should also be included in Sections B and C of the narrative.
- C. A sample format is attached. The narrative should be typed lengthwise, in two columns, on 14-inch paper. Do not exceed one page, if possible.

3. CIP - Tables P, Q, and R

- A. Tables P and Q, which were submitted earlier for the Special Session, have been inputted for the approved projects. Your staff will be contacted if any additional information is needed.
- B. Table R should be updated, as necessary, for the approved projects and are due by December 19, 2001. These tables will be submitted to the Legislature in January 2002.

4. Operating - BJ Detail Files Due by January 7, 2002

All BJ detail files (BJ-1, -2, -3, and -4) must be updated to reflect final decisions and must match the totals by cost element and means of financing on the BJ Summary tables. These tables will be submitted to the Legislature in January 2002.

Although Governor's final decision is still pending, we are issuing this advance notice due to a very tight schedule to complete the budget document. Hopefully, your staff is already updating the required budget tables.

To meet our printing deadline of December 28, it is critical that these deadlines be met. Have your staff contact Ms. Adele Muronaga at Ext. 6-1553 if you need more copies of the budget tables.

Your cooperation in this matter is appreciated.

Attachment

**Narrative for Supplemental Budget Requests
FY 2003**

Program ID: LNR 401
Program Structure Level: 04 02 01
Program Title: Aquatic Resources

A. Program Objective

D. Significant Changes to Measures of Effectiveness and Program Size

B. Description of Request

C. Reasons for Request

DEPARTMENTAL ATTACHMENTS ARE AVAILABLE UPON REQUEST.