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

November 6, 2002

FINANCE MEMORANDUM

MEMO NO. 02-18

TO: All Department Heads

FROM: Stanley Shiraki
Director of Finance

SUBJECT: Program Memoranda for Major Programs in the Statewide Program Structure

Pursuant to Chapter 37-70, HRS, the Governor is required to submit to the Legislature, along with the Budget and the Program and Financial Plan, a Program Memorandum for each of the 11 major programs. Each Program Memorandum provides a description of 1) each major program, 2) the major changes that are being recommended for the program during the planning period, and 3) a discussion of the significant conditions, trends and issues that may influence the program. Thus, in a relatively brief document, the Legislature and the public may obtain the essence of what is being requested for the program and what are considered to be the important factors influencing the future of the program. The Program Memoranda have been well received by the Legislature by familiarizing them with the Executive Branch's perspective on program issues.

From its inception, the formulation of the Program Memoranda has been a joint undertaking between your department and the Department of Budget and Finance (B&F). The involvement of your staff ensures that the topics discussed in the memoranda are given both depth and breadth of coverage, and that your department's views and concerns have a forum with the Legislature and the public.

I desire to continue the close cooperation that has existed during the development of previous Program Memoranda, and I hope that the arrangement of my staff working with your PPB Coordinator and/or program managers will be satisfactory.

The schedule for the development of the Program Memoranda is as follows:

Departments and B&F develop Program Memoranda	Nov. 25 - Dec. 16, 2002
Departments submit drafts of Program Memoranda to B&F	Dec. 16, 2002
B&F reviews and finalizes Program Memoranda	Dec. 16, 2002 - Jan. 6, 2003
B&F submits Program Memoranda to printer	Jan. 6, 2003
B&F submits Program Memoranda to Legislature	Jan. 15, 2003

Your cooperation in this matter will be appreciated.