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

November 18, 2001

FINANCE MEMORANDUM

MEMO NO. 02-19

TO: All Department Heads

FROM: Stanley Shiraki
Director of Finance

SUBJECT: Recommendations on FB 2004-05 Budget Requests

Attached are the Department of Budget and Finance's (B&F) recommendations on your operating and capital improvement program budget requests for FB 2004-05. Our recommendations reflect the fiscal constraints faced by the State, and have been discussed with the Governor.

If you need to meet with the Governor to rebut any of the recommendations, please call my secretary, Ms. Arati Clarry, at 586-1518 by **9:00 a.m. on Tuesday, November 19, 2002** to schedule a meeting on November 21 or 22. Use the appropriate "B&F Recommendations" file in the attached diskette to identify and justify items to be discussed with the Governor. The completed rebuttal file should be e-mailed to your assigned B&F analyst by **9:00 a.m. on Tuesday, November 19, 2002**.

The following must be submitted in order to meet statutory deadlines:

November 21, 2002

Two copies of BJ Summary tables for those programs that are not being rebutted. Reflect actual expenditures in the FY 02 column; estimated expenditures in FY 03; and the executive budget recommendation for FY 04 and 05. FY 06 to FY 09 should be kept at the FY 05 level, regardless of means of financing, except for debt service and employee fringe benefits, and DHS entitlement programs.

November 22, 2002

Two copies of budget narratives for these programs that are not being rebutted. Instructions and narrative format can be found in the biennial budget instructions, Finance Memorandum No. 02-13.

November 25, 2002

Updated Tables A, B, and C excel files via e-mail for all programs based on B&F recommendations.

No later than November 27, 2002

Two copies of BJ summary tables and budget narratives for all remaining programs. For any data changes to Tables A, B, and C as a result of the rebuttal, submit a hard copy of the excel file with the changes written in red.

B&F will be updating the CIP to reflect the Governor's decisions using the Tables P and Q that were originally submitted. Your staff will be contacted if additional information is needed.

Your cooperation in meeting these deadlines is greatly appreciated.

Attachments

DEPARTMENTAL ATTACHMENTS ARE AVAILABLE UPON REQUEST.