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GOVERNOR



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EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
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

January 23, 2003

FINANCE MEMORANDUM

MEMO NO. 03-02

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Response to January 21, 2003 Request for Information from the Senate Committee on Ways and Means and House Committee on Finance

The Senate Committee on Ways and Means and the House Committee on Finance have requested information from your department regarding FY 03 restrictions and FB 2004-05 budget adjustments. Instead of responding in a piecemeal fashion, we would like to coordinate a consolidated response for the Administration. We will be informing the respective Chairs that the Department of Budget and Finance (B&F) will be coordinating the response to their request.

Please have your budget staff work with the assigned B&F analyst to provide the required information answering Items 1 through 5 on the attached response formats. The new format is basically the same as B&F's previous format with the additional requirements of prioritizing restrictions and budget adjustments, and detailing position information as required by the Committees. Additionally, please provide a separate narrative responding jointly to Items 6 and 7. B&F will respond to Item 8.

To meet the tight legislative timetable, we are requesting that the following schedule be met:

- **January 27th** – Responses due from DAGS, AG, DBED, B&F, DEF, GOV, DHS, DHHL, DHRD, HHSC, DLIR, LG, HSPLS and TAX
- **January 29th** – Responses due from DOA, DOE, DOH, DLNR, PSD and UH

Our intention is to compile the information from the various departments and transmit a response to the Committees the very next day.

Your cooperation in this matter will be greatly appreciated.

Attachments

FY 03 General Fund Restrictions and Other Adjustments
 (List from most significant to least significant impact)

Department:

Date:

<u>Prog ID/ Org Code</u>	<u>Program Title</u>	<u>Program or Items to be Restricted</u>	<u>MOE</u>	<u>Positions (FTE)</u>				<u>\$</u>	<u>Impact of Restrictions</u>
				<u>Perm</u>	<u>F/V</u>	<u>Temp</u>	<u>F/V</u>		

Dept. Total

Sub-total by Prog. I.D.

Note: If position reduction or non-filling of vacant position is proposed, for each position include position title, position number, and amount budgeted.

