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STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
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ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION

May 19, 2004

FINANCE MEMORANDUM

MEMO NO. 04-07

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Review of Legislative Add-ons Authorized by the 2004 Legislature

The State faces a serious fiscal constraint in the immediate future and actions to reduce overall spending will be necessary. Under this financial condition, every funding need will have to compete for its priority relative to all other requirements. In effect, the legislative add-ons compete directly with all other appropriations received by your department for FY 05.

To begin the process of prioritizing program allocations in FY 05, we are seeking your comments and recommendations on appropriations added by the 2004 Legislature that are over and beyond the levels proposed by the Governor in her FY 05 Supplemental Budget.

This funding review extends to all appropriations for which your department is the expending agency and that can be identified as legislative add-ons included in the following measures:

- Act 41, SLH 2004 (the Supplemental Appropriations Act of 2004).
- S.B. No. 1491, S.D. 1, H.D. 1, C.D. 1 (Adjustments to the Supplemental Budget).
- Act 45, SLH 2004 (Appropriations from the Emergency and Budget Reserve Fund).
- Any other specific appropriation bills (excluding collective bargaining).

The review includes operating as well as capital improvement program (CIP) appropriations from the following funding sources:

General Fund
Emergency and Budget Reserve Fund
Educational Facilities Improvement Special Fund
General Obligation (G.O.) Bond Fund
Reimbursable G.O. Bond Fund

The following attached forms should be used to provide your comments and recommendations:

- Form A Operating and CIP appropriations for grants-in-aid and subsidy. Please include grant/subsidy application forms and other relevant information on the grant/subsidy.
- Form B Operating appropriations not designated as grants or subsidy; please indicate departmental priority for each item as H (high), M (medium), or L (low).
- Form C CIP appropriations not designated as grants or subsidy; please indicate departmental priority for each item as H (high), M (medium), or L (low).

Electronic files of these forms will be provided for your use.

Comments are due to the Department of Budget and Finance (B&F) by June 7, 2004. Questions may be referred to the B&F analysts assigned to your programs.

Your cooperation in this matter would be greatly appreciated.

Attachments

FORM A

REVIEW OF 2004 LEGISLATIVE ADD-ONS - GIA/SUBSIDIES
DEPARTMENT OF

Operating _____ CIP _____

Program ID:
Program Title:

Department Contact:
Phone:
E-mail:

I. BILL NO.: _____ ITEM/PROJECT NO.: _____

DESCRIPTION:

MOF: _____ \$: _____

II. COMMENTS

1. Is the purpose of the appropriation consistent with or complementary to initiatives supported by the Administration?
2. For operating grants/subsidies, is the authorization a one-time funding or a recurring expense? If recurring, does the agency intend to request State support in the future?
3. For CIP grants/subsidies, please provide details of other sources of funding to complete the project. Will the agency request additional funding for this project in the future? Will there be future operating costs requested?
4. What priority level would you assign to this appropriation: High/Medium/Low?
5. Please indicate the Departmental position: a) support full amount, b) support partial amount of \$_____, c) do not support

Note: Please provide a copy of the grant/subsidy applications and other relevant information that are available

