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HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

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

August 10, 2004

FINANCE MEMORANDUM

MEMO NO. 04-11

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Preliminary Six-Year Capital Improvement Program (CIP) Plans

To assist in budget planning, it is requested that departments submit preliminary plans outlining CIP requirements for the period from FY 06 to FY 11. Please be advised that CIP funding is limited - departmental six-year plans should reflect only priority CIP projects that can be realistically undertaken during this time frame.

Attached is a sample format for your use. An electronic file of the format can be obtained from the budget analyst assigned to your department. Existing departmental formats with comparable information can be substituted if desired.

Please submit your preliminary six-year CIP plans to this office by August 23, 2004. If there are any questions, please have your staff contact the assigned budget analyst.

Your cooperation is appreciated.

Attachment

