



STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

December 1, 2006

FINANCE MEMORANDUM

MEMO NO. 06-14

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Transmittal of Governor's Decisions on Your Department's FB 2007-09
Budget Requests

Your department's FB 2007-09 budget requests have been discussed with and reviewed by the Governor. Attached are the final proposals that will be included in the Executive Biennium Budget Request.

At this time, please initiate the necessary update of budget and program information to reflect these proposals. For instructions, refer to the following pertinent sections in Finance Memorandum No. 06-07.

Attachment 7, Section 4.1 (page 7) – Table BJ Summary
Attachment 7, Section 9 (pages 17-19) – Budget Narratives
Attachment 7, Sections 7.0, 7.1 & 8.0 (pages 13-16) – Capital Improvement Budget

Due Dates

1. Please complete the following submittals by Monday, December 4, 2006:
 - All BJ Summary tables are to be updated in eBUDDI (Except for DOE, UH and TRN).
 - Two copies of the Budget Narratives are to be submitted to this office.
 - All P, Q and R tables are to be updated in eCIP. Form PAB should also be updated and submitted to this office.

2. The operating budget request items must also be incorporated into your FB 2007-09 budget detail tables, and must match the BJ Summary tables by organization code. The budget detail files are to be updated in eBUDDI by Friday, December 29, 2006.

Questions regarding the required submittals can be directed to the Budget and Finance (B&F) analyst assigned to your programs or to Ms. Sharon Kotaka at Sharon.Y.Kotaka@hawaii.gov. Please send the electronic files for your narratives and notify your B&F analyst and Ms. Kotaka via email when your eBUDDI and eCIP updates are completed.

Due to a tight budget printing and submission schedule, these deadlines must be strictly observed.

Thank you for your understanding and cooperation in this matter.

Attachment(s)