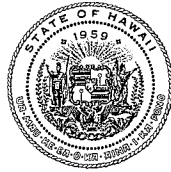


LINDA LINGLE
GOVERNOR



GEORGINA K. KAWAMURA
DIRECTOR

EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

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

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION
OFFICE OF ECONOMIC RECOVERY
AND REINVESTMENT (ARRA)

December 3, 2010

FINANCE MEMORANDUM

MEMO NO. 10-16

TO: All Department Heads

FROM: Georgina K. Kawamura
Director of Finance

SUBJECT: Transmittal of Department of Budget and Finance Recommendations on Your Department's FB 2011-13 Budget Requests

Your department's FB 2011-13 budget requests (Form B and Form S requests only) have been reviewed. Attached are the proposals which are recommended by the Department of Budget and Finance (B&F) to be included in the Executive Budget Request. Due to the tight schedule for the submission of the budget document and change in administration, please consider these recommendations as final. Any changes to the recommendations will have to be incorporated in the incoming administration's revised budget to be submitted via Governor's message.

Please initiate the necessary update of budget and program information to reflect these recommended proposals. For the purposes of this update, please use your B&F recommended total as your total base using the following guidelines and exceptions:

- Department of Health (DOH) and Department of Human Services: B&F recommended amounts for Medicaid and FMAP are forthcoming.
- Departments with lump sum CIP recommendations: allocate recommended amounts to specific projects which were identified on your Form S. Do not allocate these amounts for projects on your Form S-1 or other new projects. Please provide a listing of the specific projects to be funded using the revised Form S (file to be e-mailed to you by your B&F analyst). The Hawaii Health Systems Corporation should work with their B&F analyst regarding the allocation of CIP funds.
- Department of Defense, DOH and Department of Land and Natural Resources: if specific projects selected for funding with B&F recommended amounts have federal matching, federal funds may be included in the amounts appropriate for matching requirements. Please indicate those amounts on the revised Form S.

For instructions, refer to Finance Memorandum No. 10-10 (Fiscal Biennium 2011-13 Executive Budget Request and the Program and Financial Plan for the Period 2011-2017), dated September 23, 2010.

Please complete the following by Tuesday, December 7, 2010 (revised due date) to reflect the FB 2011-13 budget for the current administration:

1. Update of your performance measures (Tables A, B and C) in eANALYTICAL.
2. Operating budget submittals:
 - For all departments except the Department of Education (DOE), University of Hawaii (UH) and Department of Transportation (DOT): all BJ Summary tables and BJ Details updated in eBUDDI.

If you did not submit your BJ Detail Excel files (due October 15, 2010 to reflect your Form B budget submission) and/or have not yet been notified that your BJ Details have been loaded to eBUDDI, please notify your B&F analyst. Do not update your BJ Summary tables or BJ Details in eBUDDI until your B&F analyst has clarified the update procedures for your department.

- For DOE, UH and DOT: Excel or other electronic files of the BJ Summary tables and BJ Details transmitted to Ms. Sheila Kanemaru at Sheila.H.Kanemaru@hawaii.gov.
- All departments: two hard copies of the Budget Narratives transmitted to this office, with electronic files e-mailed to your B&F analyst.

3. CIP budget submittals:

- All departments: all P, Q and R tables updated in eCIP.
- All departments: revised Form S e-mailed to your B&F analyst.
- All departments: Form PAB updated and submitted to this office.

Please notify your B&F analyst and Ms. Kanemaru via e-mail when your eANALYTICAL, eBUDDI and eCIP updates have been completed. Questions regarding the required submittals can be directed to your B&F analyst or Ms. Kanemaru.

Due to a tight submission schedule for the Executive Budget, these deadlines must be strictly observed.

Thank you for your understanding and cooperation in this matter.

Attachment(s)