

INSTRUCTIONS FOR FORM 37-47  
REPORT ON NON-GENERAL FUND INFORMATION

Please use the following field descriptions to assist in the filling out of the form for each of your non-general funds.

- Department – the three letter budget acronym (e.g., AGR, AGS, BED) for your department.
- Contact Name – name of the person who can respond to questions on the fund's financial information.
- Program ID(s) – what Program ID (e.g., AGR 101) has the fund ceiling included in their appropriation (if multiple Program IDs have appropriation ceilings for the fund, please footnote each Program ID and the corresponding appropriation ceiling amount).
- Phone # - phone number for person who can respond to questions on the fund's financial information.
- Name of Fund – the name usually associated with the fund.
- Fund Type (MOF) – means of financing.
- Legal Authority – statute or other authorization establishing the non-general fund (e.g., Act XXX, SLH 20XX or Section xx-x, HRS)
- Appr. Acct. # - the appropriation account number used for the fund (i.e., S-XX-123-A).
- Intended Purpose – the intended purpose of the fund.
- Source of Revenues – source of revenues for the fund including transfers.
- Current Program Activities/Allowable Expenses – purposes for which expenditures from the fund may be expended pursuant to the fund's legal authority.
- Purpose of Proposed Ceiling Increase (if applicable) – if a non-general fund ceiling increase is being sought in the FY 15 Executive Supplemental Budget, provide a brief summary of the reason(s) for the increase.
- Encumbrances – description and explanation of any encumbrances.

- Appropriation Ceiling – For all years FY 11 – FY 14, indicate the appropriation ceiling for this fund, as provided for by the Legislature. For all years FY 15 and beyond, indicate the proposed appropriation ceiling.
- Beginning Cash Balance – indicate the actual or projected cash balance in the fund at the beginning of the respective fiscal year (July 1).
- Revenues – indicate actual or projected annual revenues for the fund for each respective fiscal year. (This number should be positive and should be consistent with revenue information in eRev.)
- Expenditures – indicate actual or projected annual operating expenditures for the fund for each respective fiscal year.
- Transfers – indicate the amounts transferred into and out of the fund for each respective fiscal year, listing each by Journal Voucher number and date. (Insert rows as needed.)
- Net Total Transfers – indicate the net total of all transfers into and out of the fund (should be the sum of all the transfers listed).
- Ending Cash Balance – indicate the actual or projected cash balance in the fund at the end of each respective fiscal year. (This number should be the sum of the following: + Beginning Balance + Revenues – Expenditures +/- Net Total Transfers )
- Encumbrances – indicate actual or projected encumbrances as of June 30 for each respective fiscal year.
- Unencumbered Cash Balance – indicate the actual or projected unencumbered cash balance in the fund at the end of each respective fiscal year. (This number should be the sum of + Ending Cash Balance – Encumbrances.)

Additional Information:

- Amount Required for Bond Conveyance – the amount of funds in the account which are required for the purposes of bond conveyance or other related bond obligations.
- Amount for Bond Proceeds – the amount of funds in the account derived from bond proceeds.
- Amount Held in CODs, Escrow Accounts, or Other Investments – the amount of funds held in certificates of deposit, escrow accounts or other investments.