

NEIL ABERCROMBIE  
GOVERNOR



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EMPLOYEES' RETIREMENT SYSTEM  
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  
OFFICE OF ECONOMIC RECOVERY  
AND REINVESTMENT (ARRA)

May 31, 2012

FINANCE MEMORANDUM

MEMO NO. 12-07

TO: All Department Heads

FROM: Kalbert K. Young  
Director of Finance

SUBJECT: Update of the FY 13 Supplemental Budget BJ Details

All departments must update their BJ details to reflect the changes made to the FY 13 Executive Supplemental Budget Request pursuant to House Bill (H.B.) No. 2012, H.D. 1, S.D. 1, C.D. 1, Relating to the State Budget. Section 133.4 of H.B. No. 2012 provides ". . . that, to the extent practicable, the Director of Finance shall require that, except for labor savings adjustments assumed for collective bargaining savings, the personal services budget journal details developed for fiscal year 2012-2013 appropriations and developed for the fiscal biennium 2013-2015 not contain any negative amounts; provided further that the negative personal services amounts shall be allocated to positive personal services amounts; provided further that the budget journal details shall reflect planned expenditures for fiscal year 2012-2013 and fiscal biennium 2013-2015, as applicable."

As such, if your department has negative amounts within its personal services BJ details, please work with the appropriate programs to update their FY 13 BJ details to eliminate these negative amounts. These negative amounts are of concern because they misrepresent the true amounts budgeted for positions. Please note that the updated BJ details must balance at the program ID level to the amounts appropriated in H.B. No. 2012 by means of financing.

As there may be situations where it may be necessary to maintain negative amounts for other than labor savings (e.g., adjustments for federal fund reimbursements), affected departments should work with the Department of Budget and Finance (B&F) budget analyst assigned to their department and should submit a listing using the attached format of all adjustments made to their FY 13 BJ details necessary to offset negative amounts from their personal services BJ details to B&F. Bear in mind that the resulting budget will be used going forward into budget preparation for FB 2013-15.

All departments should complete their FY 13 Supplemental Budget BJ detail update using eBUDDI by **Friday, June 29, 2012**. Please note that we have migrated eBUDDI to a new server so the website address has been changed to the following: <http://ohia.icsd.hawaii.gov/ebams/>. Departments with their own budget systems should transmit their updated budget data to Mr. Gregg Hirohata-Goto by Friday, June 29, 2012. As applicable, department listings of all adjustments made to offset negative amounts should also be submitted by June 29, 2012.

Upon completion of your department's update, please notify your B&F analyst and Mr. Hirohata-Goto via e-mail at [gregg.h.hirohata-goto@hawaii.gov](mailto:gregg.h.hirohata-goto@hawaii.gov). Your cooperation and appropriate attention to this matter is appreciated.

Attachment

