

DAVID Y. IGE  
GOVERNOR



WESLEY K. MACHIDA  
DIRECTOR

RODERICK K. BECKER  
DEPUTY DIRECTOR

**STATE OF HAWAII**  
**DEPARTMENT OF BUDGET AND FINANCE**

P.O. BOX 150  
HONOLULU, HAWAII 96810-0150

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

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

December 1, 2015

FINANCE MEMORANDUM

MEMO NO. 15-16

TO: All Department Heads

FROM: Wesley K. Machida  
Director of Finance

SUBJECT: Governor's Decisions on FY 17 Supplemental Budget Requests

All department appeals regarding the Department of Budget and Finance's (B&F) recommendations for each department's FY 17 Supplemental Budget Request have been duly considered and reviewed by the Governor, his policy team and B&F. Consequently, the proposals which have been approved by the Governor and will be included in the Executive Supplemental Budget Request are attached.

Please complete the necessary update of budget and program information to reflect these approved proposals using the guidelines provided in Finance Memorandum No. 15-11, Supplemental Budget Policies and Guidelines for Fiscal Biennium 2015-17. However, please note that because of the potential migration of our budget applications to a new location by the Office of Enterprise Technology Services, the due date for updating the necessary operating and CIP budget information to reflect the Governor's decisions has been changed to Thursday, December 3, 2015. While we realize that this is a very short turnaround time, departments may be unable to access the budget applications for periods during and after the migration.

**Due to the tight timetable to produce the FY 17 Executive Supplemental Budget, the following deadlines must be strictly adhered to:**

1. By Thursday, December 3, 2015, the following must be submitted, reflecting the Governor's final supplemental budget decisions:
  - Updated BJ Summary Tables in eBUDDI or, for the Departments of Education (DOE) and Transportation (DOT) and the University of Hawaii (UH), Excel or other electronic files or hard copies.

- Totals (by cost element and means of financing) must match the grand totals on the Form B for the Governor's decisions.
  - The following adjustments shall be made for FYs 18-21, reflective of the Governor's approved budget requests, as applicable:
    - Increase salary amounts for positions funded at the half-year level in FY 17 to reflect the full-year salary amounts.
    - Delete amounts for non-recurring costs.
  - Two copies of each Budget Narrative with electronic file(s) transmitted to your B&F analyst.
  - Two copies of Tables P, Q, and R (as updated in eCIP) and Forms PAB, CIP Op and CIP Op B, with electronic files transmitted to your B&F analyst.
2. By Friday, December 4, 2015, two copies of Form DMC (additional requirement for deferred maintenance costs), with electronic file transmitted to your B&F analyst.
  3. By Friday, January 8, 2016, updated BJ Details reflecting the Governor's final supplemental budget decisions in eBUDDI or, for DOE, DOT and UH, Excel or other electronic files.

Please notify the B&F analyst assigned to your department and Mr. Gregg Hirohata-Goto ([gregg.h.hirohata-goto@hawaii.gov](mailto:gregg.h.hirohata-goto@hawaii.gov)) via e-mail when you have completed your eBUDDI and eCIP updates. Departments with their own budget systems shall transmit their electronic files to Mr. Hirohata-Goto. Questions regarding the required submittals may be directed to your B&F analyst.

Thank you for your prompt attention and understanding in this matter.

Attachment(s)