INSTRUCTIONS GOVERNING EXPENDITURE PLANS AND ALLOTMENTS
FISCAL YEAR 2014

Instructions for Expenditure Plans and Allotments for FY 14 contained in this document are generally similar to those issued for FY 13.

Each department shall submit the following:

1. An operational expenditure plan (OEP) for each appropriation account authorized by Act 134, SLH 2013, to be requested by a Request for Allotment (Form A-19) and a separate narrative page indicating program objectives and activities as related to the OEP.

2. A Form A-19 for each appropriation account from the OEP.

3. A Request for Transfer of Funds (Form A-21) for all transfers proposed in the department’s OEP, as applicable.

4. A summary of collective bargaining (CB) allocations by fund, appropriation symbol, act, and included/excluded. Totals should be provided by fund. (Form CB.)

I. Operational Expenditure Plans

Each department shall submit an initial expenditure plan for each program for which funds have been appropriated pursuant to Act 134, SLH 2013. The Department of Budget and Finance (B&F) shall review the expenditure plans and allotment requests shall generally be approved on the basis of such plans. Expenditure plans for specific appropriations are not required.

A. Expenditure plan submissions shall consist of the following:

1. One copy of the expenditure plan which shows the quarterly outlay of funds for the appropriation account by personal services, other current expenses, equipment, motor vehicles and financing agreements. (See Sample 1.)

2. A separate narrative page indicating program objectives and activities. The initiation of any authorized new programs or the improvement of existing services shall be identified separately in the narrative.

This narrative should include data indicating what is to be done, how much is to be done, and other pertinent information relating to activities in each quarter. Utilize measures of work units wherever possible. The narrative should support and be consistent with the OEP. B&F may request any supplemental information which it deems necessary to properly review and evaluate departmental plans. (See Sample 2.)
B. Operational Expenditure Plan format

1. **Appropriation Column** – Show the amounts by cost element in Act 134, SLH 2013, and as reflected in your operating budget details.

2. **Current Restriction Column** – Indicate portion of departmental restriction assigned to program. Enter restriction amounts by cost element.

3. **Net Transfers** - Should reflect the net result of any transfers in or out of the program based on anticipated or approved Form A-21s and transfers between the cost elements in the program. (See Sample 1.) Use plus or minus signs to show the direction of the transfers. **Do not use parentheses to indicate a transfer out.**

   The transfers should be reflected only in Columns 3 (net transfers) and 4 (current allocation). Do not show transfers in the appropriation column.

4. **Current Allocation** – In total, the figures in this column should equal your net allocation, i.e., if all of your department’s OEPs were summarized, the allocation column total should equal your net departmental allocation.

   Any difference between the allocation and planned expenditure program total columns is assumed to be departmental savings or deficits.

5. **Collective Bargaining** – Specific appropriation acts for implementation of CB for FY 14 are as follows:

   - Act 79, SLH 2013 - Bargaining Unit (BU) 1
   - Act 80, SLH 2013 - BU 5
   - Act 82, SLH 2013 - BUs 2, 3 and 4
   - Act 83, SLH 2013 - BU 8
   - Act 84, SLH 2013 - BU 9
   - Act 134, SLH 2013 - BU 10
   - Act 134, SLH 2013 - Salary Commission/statutorily-linked
   - Act 173, SLH 2013 - Excluded tied to BU 13

   Enter the allocations from these Acts on Line 2 (CB - All) and Line 5 (Other Cost Items - All), if applicable. It is not necessary to separate the CB amounts by Included and Excluded on the OEP; however, the breakdown by BU and by Included and Excluded must be shown on the back of the full-year A-19.

6. **Financing Agreements** – Enter on Line 3 of the OEP all funds for financing agreements as defined in Executive Memorandum (E.M.) No. 96-17. If the funds were budgeted (i.e., submitted in the budget request process on Tables BK), the amounts shall be entered in the Appropriations, Allocation, and in the appropriate fiscal quarter columns. (See Sample 1.)
If the funds for the financing agreement are unbudgeted (i.e., not submitted on Tables BK in the budget process), enter the amount in the Net Transfer column indicating the movement from the appropriate cost element, the Allocation column and the affected fiscal quarter columns. Do not enter the amount in the Appropriations column. (See Sample 3.) A financing agreement may be unbudgeted because 1) a financing agreement was not anticipated as the vehicle to acquire a budgeted item, or 2) an unbudgeted item is being funded through program savings and is being acquired through a financing agreement.

Regardless of the cost element of the item being acquired through the financing agreement, all amounts should be combined on Line 3 and included in the Total Appropriations lines and on Line 9. Do not include financing agreements on any other line of the OEP.

C. Amended expenditure plans are not required with each revised allotment request unless requested by the B&F analyst assigned to your department. Only initial and fiscal year-end expenditure plans must be submitted.

D. Please circle the line number of each line of data on your amended expenditure plan that is being changed since the last submittal. A change means 1) a change to any of the amounts on the line, 2) adding in data on a line that was previously blank, or 3) deleting an entire line of data. (See Sample 4.)

II. Request for Allotment (Form A-19)

Requirements for the Allotment Request forms are as follows:

1. Each department shall request allotment of funds appropriated or authorized by program; by “10” Personal Services or “20” Other Current Expenses (including Financing Agreements); by funds; and by quarters using Request for Allotment (Form A-19). (See Samples 5 and 7.) The breakdowns for Personal Services and Other Current Expenses (including Financing Agreements) must match your department’s operating budget (BJ and BK) details, unless transfers were identified in your OEP.

2. **Restriction** – Enter amount of departmental restriction assigned to program, as applicable, by cost element.

3. **Financing Agreements** – Enter all funds for financing agreements, as defined in E.M. No. 96-17, as a separate line item under Other Current Expenses in the Appropriation and other applicable columns.

4. Enter unbudgeted financing agreements in the Allocation and applicable quarterly allotment columns; do not enter them in the Appropriation column. See Item B.6 above for an explanation of budgeted and unbudgeted financing agreements.
Do not consolidate these financing agreement line items into the Personal Services or Other Current Expenses lines on subsequent amendments to the A-19.

5. Each Form A-19 should reflect a single appropriation account.

6. Each allotment form should reflect the proper appropriation act and year of authorization in the space provided. The program ID associated with each appropriation symbol must be shown on the Form A-19 in the space labeled, “Program I.D.”

7. Only amounts appropriated or authorized by Act 134, SLH 2013, or other specific appropriation acts are to be reflected in Column 2, “Appropriation.”

8. Reflect transfers, including CB allocations, separately in Column 4 (Allocation for this Fiscal Year) and the applicable quarterly allotment columns. CB amounts should be identified in Column 1 (Allotment Category Description) as “CB – All, Other Salary Adjustments” and “CB – All, Other Cost Items.” All transfers should be identified as “Trf . . .”

9. Trust, Federal Fund and Other Federal Fund accounts authorized by Act 134, SLH 2013, will not be subject to reversion. An “N” should be placed in the reversion column of the Form A-19 for these accounts.

10. Upon approval of the expenditure plans and Form A-21s, allotments shall be made for all quarters subject to a quarterly review of the availability of funds.

11. The Comptroller shall maintain control over departmental expenditures to ensure that expenditures shall not exceed the amounts allotted and shall not honor vouchers against program appropriations which have not been allotted.

12. Additional fund authorizations provided in the Appropriations Act or other specific appropriation acts are to be reflected in Column 4 and the applicable quarterly allotment columns. The amounts should be identified in Column 1 as “Addt’l. Auth.”

13. Each type of adjustment must be shown on a separate line when submitting an amended allotment request. Do not combine them into one adjustment item.

Subsequent requests should reflect the totals for Personal Services and Other Current Expenses from the latest approved Form A-19.
14. Full-year allotment requests must be accompanied by an OEP and any other supplemental information requested by B&F. A Request for Transfer of Funds (Form A-21) must be concurrently submitted, as applicable. Federal fund and other federal fund allotment requests must be accompanied by the appropriate grant award notice (or equivalent), if available. All required documentation must be submitted as a unit.

Subsequent requests for amended allotments shall be submitted with written justifications on the reverse side of the Form A-19 and any other information as required by B&F. Amended OEPs are not required with amended allotment requests unless requested by the B&F analyst assigned to your department.

Improperly submitted A-19 forms or incomplete submissions will be returned without action. Departments should consult with the appropriate B&F analyst for further clarification of the reporting format.

15. With the exception of DOE and UH, pursuant to Chapter 37, HRS, all aspects of departmental allotment requests shall be reviewed, evaluated and approved by the Director of Finance to ensure consistency with sound fiscal management practices.

16. Departments with federal awards should also refer to the Director of Finance's memorandum regarding the “Assignment of Appropriation Symbols for Federal Awards” for more specific instructions regarding the allotment of federal funds.

III. **Summary of Collective Bargaining Allocation**

1. Provide a breakdown of your CB allocations by program ID, by Included and Excluded and by means of financing. (See Sample 8.)

2. Prepare a separate table for each means of financing. You may delete columns for acts which do not apply to your department.

3. The appropriation symbol is the account into which the CB funds should be deposited.

Attachments: Samples 1, 2, 3, 4, 5, 6, 7, and 8
<table>
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<tr>
<th>C</th>
<th>PROGRAM REQUIREMENTS</th>
<th>T</th>
<th>R</th>
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<tbody>
<tr>
<td>D</td>
<td>PROGRAM TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1. PERSONAL SVCS (PAYROLL)
- **Total Appropriation**: 895,877
- **Current Restriction**: 44,794
- **Net Transfers**: 851,083
- **Current Allocation**: 212,771
- **1st Qtr**: 212,771
- **2nd Qtr**: 212,771
- **3rd Qtr**: 212,771
- **4th Qtr**: 212,770
- **Total**: 851,083

### 2. ALL CB, OTHER SALARY ADJS
- **Total Appropriation**: 15,000
- **Current Restriction**: 3,750
- **Net Transfers**: 3,750
- **Current Allocation**: 3,750
- **1st Qtr**: 3,750
- **2nd Qtr**: 3,750
- **3rd Qtr**: 3,750
- **4th Qtr**: 15,000

### 3. FINANCING AGREEMENTS
- **Total Appropriation**: 15,000
- **Current Restriction**: 750
- **Net Transfers**: 14,250
- **Current Allocation**: 3,562
- **1st Qtr**: 3,562
- **2nd Qtr**: 3,562
- **3rd Qtr**: 3,562
- **4th Qtr**: 14,250

### 4. OTHER CURRENT EXPENSES
- **Total Appropriation**: 532,259
- **Current Restriction**: 26,613
- **Net Transfers**: -1,250
- **Current Allocation**: 504,396
- **1st Qtr**: 126,099
- **2nd Qtr**: 126,099
- **3rd Qtr**: 126,099
- **4th Qtr**: 504,396

### 5. OTHER COST ITEMS - ALL
- **Total Appropriation**: 400
- **Current Restriction**: 100
- **Net Transfers**: 100
- **Current Allocation**: 100
- **1st Qtr**: 100
- **2nd Qtr**: 100
- **3rd Qtr**: 100
- **4th Qtr**: 400

### 6. EQUIPMENT
- **Total Appropriation**: 1,250
- **Current Restriction**: 63
- **Net Transfers**: 1,250
- **Current Allocation**: 2,437
- **1st Qtr**: 700
- **2nd Qtr**: 425
- **3rd Qtr**: 1,312
- **4th Qtr**: 2,437

### 7. MOTOR VEHICLE
- **Total Appropriation**: 0
- **Current Restriction**: 0
- **Net Transfers**: 0
- **Current Allocation**: 0
- **1st Qtr**: 0
- **2nd Qtr**: 0
- **3rd Qtr**: 0
- **4th Qtr**: 0

### TOTAL APPROPRIATION
- **Total Appropriation**: 1,444,386
- **Current Restriction**: 72,220
- **Net Transfers**: 0
- **Current Allocation**: 1,387,566
- **1st Qtr**: 346,283
- **2nd Qtr**: 346,982
- **3rd Qtr**: 346,708
- **4th Qtr**: 347,593
- **Total**: 1,387,566

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**Note:** The document includes financial data and budgetary information for the State of Hawaii, specifically for the Operational Expenditure Plan from 2013-14. The data is categorized by different budget items and their respective allocations over the fiscal year.
OPERATIONAL EXPENDITURE PLAN FOR FISCAL YEAR 2014

Program ID: HMS 225
Program Title: Private Housing Development and Ownership
Program Objectives: To assist low and moderate-income individuals and families in purchasing a home by augmenting the available supply of reasonably priced dwelling units and by making available down payment loans, mortgage loans and other home financing methods.

1. Conduct discussions with developers, community associations, and governmental agencies concerning proposals for housing developments
2. Evaluate the financial geographical, marketing, and construction aspects of each proposal, and select those projects most consistent with the program objectives.
3. Control the development costs and construction of the project scheduled to begin during the fiscal year.
4. Secure mortgage funds and other financial assistance from the federal, state, and private sector to supplement the current sources of funds.

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<td>3) No. of single-family dwelling units planned for construction</td>
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<td>4) No. of multi-family dwelling units planned for construction</td>
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## STATE OF HAWAI\'I
### OPERATIONAL EXPENDITURE PLAN
#### 2013-14

**DEPARTMENT OF**  
**HUMAN RESOURCES DEVELOPMENT**

**DATE:** 20-Jun-14

### PROGRAM TITLE: SUPPORTING SERVICES

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**TOTAL APPROPRIATION**

1,444,386 72,220 0 1,387,566 342,033 342,732 342,458 360,343 1,387,566
**STATE OF HAWAII**  
**OPERATIONAL EXPENDITURE PLAN**  
2013-14  

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| TOTAL APPROPRIATION | 1,444,386 | 72,220 | 0 | 1,387,566 | 342,033 | 342,732 | 342,458 | 360,343 | 1,387,566 |

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**STATE OF HAWAII**

**REQUEST FOR ALLOTMENT**

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**ALLOTMENT ADVICE**

TO THE HEAD OF THE DEPARTMENT NAMED ABOVE:
Please be advised that the following allotments have been approved. Expenditures incurred during each allotment period must be restricted to the amounts approved.

**INSTRUCTIONS:** Prepare in triplicate and submit all copies to the Department of Budget and Finance. State fully on the reverse side the necessity for requesting amended allotment. Requests for capital outlay must be itemized.

**STATE ACCOUNTING FORM A-19**
JANUARY 1, 2000 (REVISED)
SAMPLE 6

(Note to A-19 Preparer - type the Collective Bargaining breakdown by act and by included and excluded, on the back of the A-19. Include any allocations for other cost items in this breakdown also. In the sample below, the total corresponds to the $15,000 in salary adjustments and $400 in other cost items on the A-19)

Act xxx/2013

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<tr>
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<tr>
<td></td>
<td>15,400</td>
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</table>
### Allocation Advice

Please be advised that the following allotments have been approved. Expenditures incurred during each allotment period must be restricted to the amounts approved.

#### Personal Services
- Appropriation: 895,677
- Restricted: 43,990
- Allocation for this fiscal year: 866,887
- Allotment for quarter July-Sept: 216,521
- Allotment for quarter Oct-Dec: 216,521
- Allotment for quarter Jan-Mar: 216,521
- Allotment for quarter Apr-June: 216,520

#### Other Current Expenses
- Appropriation: 533,509
- Restricted: 26,528
- Allocation for this fiscal year: 504,450
- Allotment for quarter July-Sept: 125,503
- Allotment for quarter Oct-Dec: 126,203
- Allotment for quarter Jan-Mar: 125,928
- Allotment for quarter Apr-June: 126,816

#### Financing Agreements
- Appropriation: 15,000
- Restricted: 750
- Allocation for this fiscal year: 14,250
- Allotment for quarter July-Sept: 3,562
- Allotment for quarter Oct-Dec: 3,562
- Allotment for quarter Jan-Mar: 3,562
- Allotment for quarter Apr-June: 17,000

#### 20 - Other Current Expenses
- Appropriation: 548,509
- Restricted: 27,278
- Allocation for this fiscal year: 518,700
- Allotment for quarter July-Sept: 129,066
- Allotment for quarter Oct-Dec: 129,765
- Allotment for quarter Jan-Mar: 129,491
- Allotment for quarter Apr-June: 130,378

### Estimated Balance

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
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### Allotment Revisions

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<th>Allotment</th>
<th>1st Quarter Amount</th>
<th>2nd Quarter Amount</th>
<th>3rd Quarter Amount</th>
<th>4th Quarter Amount</th>
<th>Allotment Reversions</th>
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#### State Accounting Form A-19

January 1, 2000 (Revised)
<table>
<thead>
<tr>
<th>Prog ID</th>
<th>Program Title</th>
<th>Appm Symbol</th>
<th>Act 84/13 BU 09</th>
<th>Act 134/13 BU 10</th>
<th>Act 173/13 BU 13</th>
<th>Act 134/13 Sal. Comm./ Stat-Linked</th>
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<tbody>
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<td>Central Services - Grounds Maintenance</td>
<td>G-14-024-M</td>
<td>Included</td>
<td>Included</td>
<td>Excluded</td>
<td>Included</td>
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Total 0 0 0 0 0 0 6,381