FINANCE MEMORANDUM

TO: All Department Heads

FROM: Wesley K. Machida

Wesley Machida

Director of Finance

SUBJECT: Request for Information on Routine Repair and Maintenance

Act 233, SLH 2016, requires each Executive State agency that manages a State-owned building, facility, or other improvement to submit an annual report relating to its routine repair and maintenance. The information is to be collected in a uniform format by the Department of Budget and Finance (B&F) for submittal to the Legislature.

To meet the requirements of Act 233, Form RRM was developed and is attached for your use. Also attached are instructions and a sample Form RRM. The Excel electronic format is available at http://budget.hawaii.gov/budget/budget-forms/. Please complete the Form RRM and send it to B&F, Budget, Program Planning and Management Division, on or before November 30, 2016. Please also e-mail an electronic copy of your form(s) to Ms. Terri Ohta at terri.l.ohta@hawaii.gov.

If your department does not manage any State-owned building, facility, or other improvement, a negative response is appreciated. Should there be any questions, please have your staff contact Ms. Ohta at 586-1605.

Attachments 

No. 1 Capitol District Building, 250 S. Hotel Street, Honolulu, Hawaii 96813
INSTRUCTIONS FOR FORM RRM: FY 15 AND FY 16 BUDGET VS. ACTUAL ROUTINE REPAIR AND MAINTENANCE COSTS

Form RRM is to be completed for the FYs 15 and 16 Routine Repair and Maintenance Report.

Item Description and Preparation Instructions for Form RRM

Department
Fill in with appropriate department title.

Program ID/Org
Fill in the Program ID and the Organization Code of the program that would be responsible for the cost.

Island
Fill in the island location of the routine repair and maintenance cost (i.e., Kauai, Oahu, Molokai, Maui, Lanai, Hawaii).

State Owned Bldg./Facility/Other
Fill in the name of the building, facility, or other improvement to which the routine repair and maintenance cost is related.

Cost Element of Routine Repair and Maintenance Cost
Provide type of cost by budget cost element:

A = Personal Services;
B = Other Current Expenses; and
C = Equipment.

Type of Facility
Fill in the type of facility:

O = Office;
E = Educational Facility;
M = Medical Facility; and
X = Other.

Means of Financing (MOF)
Fill in the MOF for each routine repair and maintenance costs.
FY 15 and FY 16 Budgeted Amounts ($)

Fill in the budgeted amounts for the routine repair and maintenance costs in FY 15 and FY 16.

FYs 15 and 16 Actual Amounts ($)

Fill in the actual amounts expended or encumbered for the routine repair and maintenance costs in FY 15 and FY 16.

Comments

Provide any additional comments, if necessary.
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<tr>
<th>Type of Facility Key</th>
<th>Brief Description</th>
<th>Budgeted FY 15</th>
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**FORM RRM**

**FY 15 and FY 16 ROUTINE REPAIR AND MAINTENANCE REPORT**

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## FY 15 and FY 16 ROUTINE REPAIR AND MAINTENANCE REPORT

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### Notes:

- **Type of Facility Key**
  - O = Office
  - E = Educational Facility
  - M = Medical Facility
  - X = Other

- **Key By MOF**
  - Office
  - General Obligation Bonds
  - Revenue Bonds
  - Other Federal Funds
  - Private Revenue
  - Trust
  - Inter-departmental Transfer
  - Reversion
  - Other