



STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
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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)

November 23, 2016

FINANCE MEMORANDUM

MEMO NO. 16-18

TO: All Department Heads

FROM: Wesley K. Machida *Wesley Machida*
Director of Finance

SUBJECT: Governor's Decisions on FB 2017-19 Executive Budget Requests

All department appeals regarding the Department of Budget and Finance's (B&F) recommendations for each department 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 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. 16-12, Fiscal Biennium 2017-19 Executive Budget Request and the Program and Financial Plan for the Period 2017-23. **Due to the tight timetable to produce the FB 2017-19 Multi-Year Program and Financial Plan and Biennium Budget, the following deadlines must be strictly adhered to:**

1. By Wednesday, November 30, 2016, the following must be submitted, reflecting the Governor's final budget decisions:
 - a. For all departments except the Department of Education (DOE), the University of Hawaii (UH), and the Department of Transportation (DOT): Updated BJ Summary Tables in eBUDDI. Totals (by cost element and means of financing (MOF)) must match the grand totals on the Form B for the Governor's decision.
 - b. For DOE, UH, and DOT: Hard copies, Excel files, or other electronic files of the updated BJ Summary tables. Totals (by cost element and MOF) must match the grand totals on the Form B for the Governor's decision.

- c. The following adjustments shall be made for FYs 20-23, reflective of the Governor's approved budget requests, as applicable:
 - Increase salary amounts for positions funded at the half-year level in FY 19 to reflect the full-year salary amounts.
 - Delete amounts for non-recurring costs.
 - d. All departments: Two copies of the Budget Narratives, prepared in eBUDDI, and updated Forms CIPOp, CIPOpB and PAB.
 - e. All departments: Updated Tables P, Q, and R in eCIP and Tables A, B and C (Performance Measures) in eAnalytical.
 - f. All departments: All Excel files which reflect the Governor's final budget decisions of Forms A, and A-Attachment (relating to the operating budget); and Forms CIPOp, CIPOpB, and PAB (relating to CIP budget) should be transmitted to your B&F analyst.
2. By Wednesday, November 30, 2016: Two copies of Form DMC (additional requirement for deferred maintenance costs). The Excel file of Form DMC must be transmitted to your B&F analyst.
 3. By Friday, December 30, 2016: The BJ details updated in eBUDDI reflecting the Governor's final budget decisions, for all departments except DOE, UH, and DOT for which Excel or other electronic files are required.

Please notify the B&F analyst assigned to your department and Mr. Gregg Hirohata-Goto (gregg.h.hirohata-goto@hawaii.gov) via e-mail when you have completed your eBUDDI, eCIP and eAnalytical 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.

Attachments