INSTRUCTIONS GOVERNING EXPENDITURE PLANS AND ALLOTMENTS FISCAL YEAR 2020

Instructions for Expenditure Plans and Allotments for FY 20 contained in this document are generally similar to those issued for FY 19, with the exception of transactions necessary to reflect Act 5, SLH 2019, including transfers, as approved by the Governor pursuant to Section 44 of Act 5, SLH 2019, on June 19, 2019 (to be referred to as "Act 5, SLH 2019, including transfers"). These transfers will be reflected differently on the Operational Expenditure Plan (OEP) and on the Request for Allotment (**Form A-19**).

For the OEP, the appropriation amount for each appropriation account shall generally be the total from Act 5, SLH 2019, including transfers, for the respective program and means of financing (MOF).

For the Request for Allotment (**Form A-19**), the appropriation amount must reflect the amount from Act 5, SLH 2019, <u>not including transfers</u>, as the transfers that were done pursuant to Section 44 of Act 5, SLH 2019, via journal voucher (by the Department of Budget and Finance (B&F)) must be reflected as transfers on the A-19.

Each department shall submit the following:

- 1. An OEP for each appropriation account authorized by Act 5, SLH 2019, including transfers, and a separate narrative page indicating program objectives and activities as related to the OEP.
- 2. A Request for Allotment (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 and 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 5, SLH 2019, including transfers. B&F shall review the expenditure plans, and <u>allotment requests shall generally be</u> <u>approved on the basis of such plans</u>. Expenditure plans for Chapter 42F, HRS, grants and 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 that it deems necessary to properly review and evaluate departmental plans. (See Sample 2.)

- B. Operational Expenditure Plan format
 - Appropriation Show the amounts by cost element in Act 5, SLH 2019, including transfers, and as reflected in your department's operating budget details.
 - 2. **Current Restriction** Indicate the portion of departmental restriction assigned to the program. Enter restriction amounts by cost element.
 - Net Transfers Reflect the net result of any transfers in or out of the program based on anticipated or approved Requests for Transfer of Funds (Form A-21) and transfers between the cost elements in the program. (See Sample 3.) Use minus signs to show transfers out (do not use plus signs to indicate transfers in).

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** – Appropriation acts for implementation of CB, including Hawai'i Employer-Union Health Benefits Trust Fund (EUTF), for FY 20 are as follows:

CB allocations to departments:

- Act 48, SLH 2019 Bargaining Unit (BU) 5
- Act 49, SLH 2019 BUs 1 and 10
- Act 50, SLH 2019 BU 11

CB allocations to B&F for EUTF only:

- Act 47, SLH 2019 BUs 2, 3, 4, 6, 8, 9, 13, and 14
- Act 49, SLH 2019 BU 7

Enter the allocations from these acts on Lines 2 (All CB, Other Salary Adjustments) and 5 (Other Cost Items - All) in the Allocation and Planned Expenditure columns, as 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.

 Financing Agreements – Enter on Line 3 (Financing Agreements) 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 should be entered in the Appropriations, Allocation, and in the appropriate Planned Expenditure 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 Transfers column to indicate movement from the appropriate cost element, the Allocation column, and the affected fiscal quarter columns. Do not enter the amount in the Appropriation column. (See Sample 3.) A financing agreement may be unbudgeted if: 1) the 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 Appropriation 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.

Circle the line number of each line of data on your amended expenditure plan that has been changed since the last submittal. A change means: 1) a change to any of the amounts on the line; 2) adding data on a line that was previously blank; or 3) deleting an entire line of data. (See Sample 4.)

II. <u>Request for Allotment (Form A-19)</u>

Each department shall submit a Request for Allotment (**Form A-19**) for all funds appropriated or authorized that reflects anticipated expenditures by program; by quarter; by "10" Personal Services or "20" Other Current Expenses (including

Financing Agreements); and by fund type and MOF. (See Samples 5, 8, and 9.) The breakdowns for Personal Services and Other Current Expenses (including Financing Agreements) must match the program's operating budget (BJ and BK) details, unless transfers (not including transfers pursuant to Section 44 of Act 5, SLH 2019) were identified in the respective OEP. Amendments may be submitted as necessary to reflect changes in anticipated program expenditures.

A. Request for Allotment submissions shall consist of the following:

- 1. Original and two copies of the Form A-19 shall be submitted to B&F.
- 2. Additional information (e.g., CB breakdown) should be noted on the back of the Form A-19 or attached to the original (e.g., Governor's approval), as applicable.
- B. Requirements for Request for Allotment (Form A-19) forms are as follows:
 - 1. **Department** Indicate department name.
 - Appropriation Symbol Each A-19 should reflect a single appropriation account.
 - 3. Appropriation Title and Act No. or Law Provide the appropriation title, act number, and year of authorization (e.g., General Appropriations Act, Act 5, SLH 2019) in the space provided. The appropriation title is optional.
 - 4. **Program I.D. No. and Title** Indicate the program ID and title associated with the appropriation symbol.
 - 5. **Fund** Indicate fund type (general, special, bond, or trust).
 - 6. **Means of Financing** Indicate MOF (A for general funds, B for special funds, N for federal funds, etc.).
 - 7. **Comptroller's No. and Date** To be completed by the Department of Accounting and General Services.
 - 8. **Dept. No.** To be completed by the requesting department.
 - Original or Amendment No. Indicate if the Request for Allotment is the original (first A-19 for the fiscal year); if not, indicate the amendment number.
 - 10. **Signature** Signature of the authorized preparer.
 - Appropriation Reflect only the amounts appropriated or authorized by Act 5, SLH 2019, <u>not including transfers</u>, or other specific appropriation. Transfers that were done pursuant to Section 44 of Act 5, SLH 2019, shall be included in the Allocation column to allow for allotment.

- 12. **Restricted** Enter the amount of departmental restriction assigned to the program, as applicable, by cost element. The 5% restriction and 5% contingency restriction and other allocation adjustments, as applicable, should be broken out separately in the A-19.
- 13. **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.

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. (See Sample 7.)

Do not consolidate financing agreement line items into the Personal Services or Other Current Expenses lines on subsequent amendments to the A-19.

 Allocation for Fiscal Year – Reflect transfers, including CB allocations, separately in the Allocation and applicable quarterly allotment columns. CB should be identified in the Allotment Category Description column as "CB – All, Other Salary Adjustments" and "CB – All, Other Cost Items."

All transfers should be identified as "Trf . . ." Transfers that were done pursuant to Section 44 of Act 5, SLH 2019, shall be reflected in the Allocation column.

- 15. Additional Fund Authorizations Additional fund authorizations provided in Act 5, SLH 2019, including transfers, or other specific appropriation acts are to be reflected in the Allocation and applicable quarterly allotment columns. The entry should be identified in Column 1 as "Addt'l. Auth."
- 16. Allotment for Quarter Indicate anticipated expenditures of the program's allocation for the fiscal year by quarter.
- 17. Estimated Balance June 30, 20XX Indicate the fiscal year and the estimated allocation balance at the end of the fiscal year.
- Reversion (Rev) Trust, federal, and other federal fund accounts authorized by Act 5, SLH 2019, including transfers, shall not be subject to reversion. An "N" should be placed in the reversion column of the Form A-19 for these accounts.
- 19. Departments must also complete the lower section of the A-19, below the Director of Finance signature area, which indicates the accounting transactions required.

C. Full-Year Requests for Allotment – Full-year requests must be accompanied by an OEP and necessary supplemental information. A Request for Transfer of Funds (Form A-21) may be concurrently submitted, as applicable. All required documentation must be submitted as a unit.

Due to timing issues, departments may elect to request the release of their CB allocation after full-year allotments have been processed.

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.

D. Amendments – 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.

Each amendment request shall be submitted with written justification 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.

Amendment requests should use the end totals for Personal Services and Other Current Expenses from the latest approved Form A-19 as the starting amounts.

E. Federal and Other Federal Funds – A Federal Awards Management System Award Record ID number shall be noted on the Request for Allotment (Form A-19) for operating and referenced in the CIP allotment request involving federal funds.

Policies and procedures regarding the management of federal funds are posted on <u>federalawards.hawaii.gov</u>.

- F. Improperly prepared A-19s or incomplete submissions shall be returned without action. Departments should consult with the appropriate B&F analyst for further clarification of the required format.
- G. With the exception of the Department of Education and the University of Hawai'i, 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.
- H. 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 that have not been allotted.

Only trust, federal, and other federal fund allotments may exceed authorized appropriation levels with Governor's approval. All other funds may only be allotted up to the authorized amounts in Act 5, SLH 2019, including transfers, unless otherwise provided by general law.

III. Summary of Collective Bargaining Allocation

- A. Provide a breakdown of your CB allocations by program ID, by included and excluded, and by MOF. (See Sample 10.)
- B. Prepare a separate table for each MOF. You may delete columns for acts that do not apply to your department.
- C. The appropriation symbol is the account into which the CB funds should be deposited.

Attachments: Samples 1 through 10

REPORT # OBBE	EXP1								ONAL EXPEND						SAMPLE 1
FISCAL YR: PROGRAM ID:	20 HRD	191						OPENAN	2019-20			DEPARTM	IENT OF	HUMAN RESC	URCES DEVELOPMENT
TABLE-ID: PROGRAM TITLE	A E: SUPI	PORTI	NG SER	VICES								DATE:	21-Sep-19		
 C R					т		APPROPRIATION	CURRENT	NET TRANSFERS	CURRENT					PLANNED • EXPENDITURE
D PROGRAM RI	EQUIRE	EMENT	S		R		2019-20	2019-20	2019-20	2019-20					PROGRAM TOTAL
1. PERSONAL SV	VCS (PA	YROLI	L)				883,655	44,183		839,472	209,868	209,868	209,868	209,868	839,472
2. ALL CB, OTHE	R SALA		JS							15,000	3,750	3,750	3,750	3,750	15,000
3. FINANCING AC	GREEM	ENTS					15,000	750		14,250	3,562	3,562	3,562	3,564	14,250
4. OTHER CURRI	ENT EX	PENSE	ËS				532,259	26,613		505,646	126,412	126,412	126,412	126,410	505,646
5. OTHER COST	ITEMS	- ALL								400	100	100	100	100	400
6. EQUIPMENT							1,250	63		1,187		700	487	0	1,187
7. MOTOR VEHIC	CLE									0					0
С			PROPRI		_		1,432,164	71,609	C	.,,	343,692	344,392	344,179		
R D			APPR		T R M	MOF									
8.	G	20	191	P		A	9.00								
9.	G	20	191	P		A	1,432,164	71,609	c	1,375,955	343,692	344,392	344,179	343,692	1,375,955
	тот	AL APF	PROPRI	ATION			9.00 1,432,164	71,609	C		343,692	344,392	344,179	343,692	1,375,955

OEP FY 19 Samples 1, 3 & 4.xlsx 7/29/2019

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OPERATIONAL EXPENDITURE PLAN FOR FISCAL YEAR 2020

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.

		<u>1st Qtr</u>	2nd Qtr	<u>3rd Qtr</u>	<u>4th Qtr</u>
1)	No. of participation loans processed	0	0	0	0
2)	No. of development loans processed	2	2	2	2
3)	No. of single-family dwelling units planned for construction	188	187	188	187
4)	No. of multi-family dwelling units planned for construction	375	375	375	375

REPORT # OB FISCAL YR: PROGRAM ID:	20 : HRI	D191								ATE OF HAWAI ONAL EXPENDI 2019-20			DEPARTM	IENT OF	HUMAN RESC	SAMPLE 3
TABLE-ID: PROGRAM TI ⁻	A FLE: SUI	POR	TING	SER	VICES								DATE:	21-Jun-20		
с С									CURRENT	NET	CURRENT		NED EXPENI	DITURE PRO		PLANNED
R D PROGRAM	REQUIF	REME	NTS			ר F		APPROPRIATION 2019-20	2019-20	TRANSFERS 2019-20	ALLOCATION 2019-20		2ND QTR	3RD QTR		EXPENDITURE
1. PERSONAL	SVCS (F	AYRO	DLL)					883,655	44,183		839,472	209,868	209,868	209,868	209,868	839,472
2. ALL CB, OT	HER SAL	ARY /	ADJS	6							15,000	3,750	3,750	3,750	3,750	15,000
3. FINANCING	AGREE	MENT	s					15,000	750	17,000	31,250	7,813	7,813	7,813	7,811	31,250
4. OTHER CUP	RRENT E	XPEN	ISES					532,259	26,613	-18,250	487,396	121,849	121,849	121,849	121,849	487,396
5. OTHER COS	ST ITEMS	3 - ALI	L								400	100	100	100	100	400
6. EQUIPMEN	г							1,250	63	1,250	2,437		700	487	1,250	2,437
7. MOTOR VEI	HICLE										0					0
с		ΤΟΤΑ	AL AF	PROF	PRIATION	N		1,432,164	71,609	0	1,375,955	343,380	344,080	343,867	344,628	1,375,955
R D	=== FUN	ND Y	R A	PPR	DEPT	= T F	- R MOF									
8.	G	20)	191	P		 A	9.00								
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					PRIATION			9.00 1,432,164	71,609	0	1,375,955	343,380	344,080	343,867	344,628	1,375,955

REPORT # OBBE	20								TATE OF HAWAII IONAL EXPENDI ⁻ 2019-20						SAMPLE 4
PROGRAM ID: TABLE-ID: PROGRAM TITLE	HRD [.] A								2010 20						DURCES DEVELOPME
													21-Jun-20		
C R					т	A	PPROPRIATION	CURRENT RESTRICTION	NET TRANSFERS	CURRENT ALLOCATION			DITURE PRO		PLANNED • EXPENDITURE
D PROGRAM RE	EQUIRE	MENT	S		R		2019-20	2019-20	2019-20	2019-20	1ST QTR	2ND QTR	3RD QTR	4TH QTR	PROGRAM TOTAL
1. PERSONAL SV	/CS (PA	Yroli	_)				883,655	44,183		839,472	209,868	209,868	209,868	209,868	839,472
2. ALL CB, OTHEI	R SALA	RY AD	JS							15,000	3,750	3,750	3,750	3,750	15,000
3.)FINANCING AG	GREEMI	ENTS					15,000	750	17,000	31,250	7,813	7,813	7,813	7,811	31,250
	ENT EX	PENSE	ES				532,259	26,613	-18,250	487,396	121,849	121,849	121,849	121,849	487,396
5. OTHER COST	ITEMS	ALL								400	100	100	100	100	400
6. EQUIPMENT							1,250	63	1,250	2,437		700	487	1,250	2,437
7. MOTOR VEHIC	LE									0					0
С	тот	AL APF	PROPR	IATION			1,432,164	71,609	. 0	1,375,955	343,380	344,080	343,867	344,628	1,375,955
R D			APPR	DEPT	T R	MOF									
8.	G	20	. 191	Р		Α	9.00								
9. =======	G =====	20	191 ======	P		A = ===== =:	1,432,164	· 71,609	0	1,375,955 ======	343,380 =======	344,080	343,867	344,628 ======	1,375,955 =======
	тот	AL APF	PROPR				9.00 1,432,164	71,609	0	1,375,955	343,380	344,080	343,867	344,628	1,375,955

- FULL-YEAR ALLOTMENT (1st QTR ALREADY ALLOTTED, ACT 5 (\$>\$1K) ONLY)

- AMENDMENT INCLUDES RESTRICTIONS AND CB

	DIRECTOR, DEPARTMEN Request is hereby made for a						F		TAT ST		HAWAII R ALLOTME	NT								SAMP	LE 5	
D	EPARTMENT <u>H</u>	uman	Resources Develo	opme	ent									COMPTR	OLLE	ER'S NO					DATE	
A	PPROPRIATION SYMBO)L	G-20-191-P x-xx-	xxx-x	x		-			Gene	ral							XXXXXXXXX			MM/DD/Y	Ŷ
										FUN				DEPT. NO) .							
A	PROPRIATION TITLE A		TNO OR LAW	20	n Appn Act, Act	5, SL								ORIGINAI	L		OR A	MENDME		D.	#	
	ROGRAM I.D. NO. AND T									Α												
											FINANCING			SIGNATU								
	ALLOTMENT		JRY		APPROPRIATION		RESTRICTED	ALLOCATIO			ALLOTMENT FOR QUA	RTER	ALL	OTMENT FOR QUARTER	AL		FOR QUARTER		NT FOR	QUARTER	ESTIMATED BALANCE JUNE 30, 20	E R E V
Rest	onal Services riction riction - Contigency				900,061		45,003 45,003		81(0,055	202	.514	4									
Ame	ndment									- 000		75/		202,513			202,514			202,514		
CB -	All, other salary adju	ustme	ents	\vdash					1:	5,000	3	,750	4	3,750			3,750			3,750	{	
10 - F	Personal Services				900,061		90,006	;	82	5,055	206	,264	1	206,263			206,264		:	206,264		
Rest	r Current Expenses riction				533,509		26,676		48	0,158	120	,04(
	riction - Contigency ndment						26,675	'			:			120,039			120,040			120,039		
	All, other cost items	5								400		100		100	1		100			100		
Finan	cing Agreements			L	15,000		1,500)	1:	3,500	3	,37	54	3,375	 		3,375			3,375	-	
20 - 0	Other Current Expe	nses			548,509		54,851		494	4,058	123	,51	5	123,514			123,515			123,514		
					1,448,570		144,85	7	1,31	9,113	32	9,77	9	329,777			329,779			329,778		
									ALL	OTMEN	T ADVICE											
	TO THE HEAD OF THE Please be advised that the Expenditures incurred durin	followin	ig allotments have been ap	prove		proved.							DA	TE			DIRECTOR, DEI BY DIF			udget äne Governo		_
	APPRO	PRIA	TION		ALLOTMENT	ALLO1 CAT			T xx	2ND TC		T XX	3RI TC	D QUARTER AMOUN	T XX		QUARTER AM		ł	ALI RE	OTMENT ZERSIONS	
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тс 411	XXXXXXXXXX XX	43			ALLOT	10	515			516			517			518			тс 59		xxxxxxxxxx	XX
	OPRIATION DECREASE		ESTRICTION DECREA	1	DECREASE ALLOT EST/	20	511	3,475	00	512	123,514	00	513	123,515	00		123,5	14 00	59			
тс	XXXXXXXXXX XX	K TO		xx	INCREASE	20	511	3,473	00	512	123,314		513	123,515	00	514	123,5		33	'	Managaran tanan managaran sa kataran sa katar	
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INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance. State tully on the reverse side the necessity for requesting amended allotment. Kequests for capital outlays must be itemized.

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

(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 48, SLH 2019

Included	10,900
Excluded	4,500
	15,400

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANC Request is hereby made for approval of the following allotments:	E		R				HAWAII R allotme	INT	•					SAM	PLE 7	
DEPARTMENT Human Resources Develop	oment									COMPTR	OLLER'S I	NO.			DATE	
APPROPRIATION SYMBOL G-20-191-P	(X-XX				(Gene	ral						XXXXXXXXX		MM/DD/	/YY
						FUNC		-		DEPT. NO).					
	Gen Appn Act, Act 2019	5, SLH								ORIGINAL					#	
PROGRAM I.D. NO. AND TITLE HRD 191 - Supp						А				ORIGINAL		0		ENT NO	#	
					MEA	NS OF	FINANCING	-		SIGNATU						
ALLOTMENT CATEGORY DESCRIPTION	APPROPRIATION	R	ESTRICTED	ALLOCATIO			ALLOTMENT FOR QU JULY-SEPT	ARTER	ALL	OTMENT FOR QUARTER OCT-DEC		NT FOR QUARTER JAN-MAR		NT FOR QUARTER	ESTIMATED BALAN JUNE 30, 20	CER EV
Personal Services	900,061		90,006		810,	055	202	2,514	F :	202,513		202,514		202,514		
10 - Personal Services	900,061		90,006		810	,055	20	2,51	4	202,513		202,51	4	202,51		
Other Current Expenses Amendment - Trnsfer to Financing Agreements	533,509		53,351			,158 ,000	12	0,04	o	120,039		12,04	D	120,03 -17,00		
Financing Agreements Amendment - Trnsfer from Other Current Exp.	15,000		1,500			,900 ,000		3,47	5	3,475		3,47	5	3,47 17,00		
20 - Other Current Expenses	548,509		54,851		494	,058	12	3,51	5	123,514		15,51	5	123,51		
	1,448,570		144,857	. 1	,304	,113	32	6,02	9	326,027		218,02	9	326,02	8	
							T ADVICE									
TO THE HEAD OF THE DEPARTMENT NAMED ABOV Please be advised that the following allotments have been app Expenditures incurred during each allotment period must be res	oved.	roved.							DAT	TE				T OF BUDGET AN OF THE GOVERN		_
APPROPRIATION	ALLOTMENT	ALLOT	1ST QUARTE				QUARTER AMOUN			QUARTER AMOUNT		TH QUARTER /		AI	LOTMENT VERSIONS	
APPROPRIATION EST/ RESTRICTION INCREAS	-					TC	XXXXXXXXXXXXXX	xx	TC	XXXXXXXXXXXXX	XX TO		<u>xxx xx</u>			
INCREASE	ALLOT EST/	10 5	511	l	1	512			513		51	4			SION DECREASE	1 xx
411 431	ALLOT DECREASE	10 5	515		1	516			517		51	8		593		~
APPROPRIATION DECREASE RESTRICTION DECREAS	E ALLOT EST/			l		= 4 0			540				l	502		
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412 432	ALLOT DECREASE	20 5	515		!	516	i		517		51	8				

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. Kequests for capital outlays must be itemized.

- FULL-YEAR ALLOTMENT (1st QTR ALREADY ALLOTTED, ACT 5 (\$>\$1K) ONLY) - AMENDMENT INCLUDES RESTRICTIONS AND SECTION 44 TRANSFERS.

DEPARTMENT AGRICULTURE Date APPROPRIATION SYMBOL G-20-XXX-A General xxxxxxxx MM/DD/YY Gen Appn Act, Act 5, SLH General DEPT. NO. XXX-XX APPROPRIATION TITLE AND ACT NO. OR LAW 2019 DEPT. NO. XXX-XX PROGRAM I.D. NO. AND TITLE AGR 161, Agribusiness Devipmit & Research A ORIGINAL OR AMENDMENT NO. XX ALLOTMENT CATEGORY APPROPRIATION RESTRICTED ALLOCATION FOR THE ALLOTMENT FOR QUARTER ALLOTMENT FOR QUARTER </th <th>TO: DIRECTOR, DEPARTMENT OF BUDGET AND Request is hereby made for approval of the following</th> <th></th> <th></th> <th></th> <th></th> <th>S REQUE</th> <th>TA ST</th> <th>re o Fof</th> <th>F HAWAII R ALLOTME</th> <th>NT</th> <th>-</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>SAMP</th> <th>LE 8</th> <th></th>	TO: DIRECTOR, DEPARTMENT OF BUDGET AND Request is hereby made for approval of the following					S REQUE	TA ST	re o Fof	F HAWAII R ALLOTME	NT	-							SAMP	LE 8	
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ALLOTMENT ADVICE							ALL	OTMEN	NT ADVICE											
TO THE HEAD OF THE DEPARTMENT NAMED ABOVE: Please be advised that the following allotments have been approved.	Please be advised that the following allotments have	e been approv	ved.																	_
Expenditures incurred during each allotment period must be restricted to the amounts approved. DATE DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE BY DIRECTION OF THE GOVERNOR	Expenditures incurred during each allotment period	must be restr	icted to the amounts ap	proved.							DA	ATE .								
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INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance. State tully on the reverse side the necessity for requesting amended allotment. Kequests for capital outlays must be remized.

- FULL-YEAR ALLOTMENT (1st QTR ALREADY ALLOTTED, ACT 5 (\$=\$1K) + SECT 44 TRANSFERS) - AMENDMENT INCLUDES RESTRICTIONS

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D	EPARTMENT	AG	RICUL	TURE					NEQUE					•	COMPTR	OLL	ER'S NO				DATE		
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	riction								38,985	-3	38,98					4							
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	Expenditures incurred du	iring e	ach allot	ment period must be re	strict	ed to the amounts appr	oved.							DA	TE			DIRECTOR, DEPA BY DIRE		T OF BUDGET A			
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SUMMARY OF FY 20 COLLECTIVE BARGAINING ALLOCATION Department of Agriculture

Means of Financing: A

		Apprn	Act 4 BU 1			48/19 J 5		50/19 I 11	
Prog ID	Program Title	Symbol	Included	Excluded	Included	Excluded	Included	Excluded	TOTAL
AGR122	Plant Pest and Disease Control	G-20-122-A	248,358	19,356					267,714
AGR132	Animal Disease Control	G-20-132-A	55,054	8,769					63,823
	Agricultural Resource Management	G-20-141-A	28,658	1,910					30,568
AGR151	Quality Assurance	G-20-151-A	4,242	15,532					19,774
AGR171	Agricultural Development	G-20-171-A	29,316	7,708					37,024
AGR192	General Administration for Agriculture	G-20-192-A	14,300	10,448					24,748
	Measurement Standards	G-20-012-A	6,408						6,408
AGR846	Pesticides	G-20-046-A	33,780						33,780
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		Total	420,116	63,723	0	0	0	0	483,839
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