



STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150
HONOLULU, HAWAII 96810-0150

November 22, 2019

FINANCE MEMORANDUM

MEMO NO. 19-18

TO: All Department Heads

FROM: Neal H. Miyahira *Neal Miyahira*
Director of Finance

SUBJECT: Governor's Decisions on FY 21 Supplemental Budget Requests

All department appeals regarding the Department of Budget and Finance's (B&F) recommendations for each department's FY 21 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. 19-11, *FY 21 Supplemental Budget Policies and Guidelines (Fiscal Biennium 2019-21)*. **Due to the tight timetable to produce the FY 21 Executive Supplemental Budget, the following deadlines must be strictly adhered to:**

1. By Wednesday, November 27, 2019, the following must be submitted, reflecting the Governor's final supplemental budget decisions:
 - a. For all departments except the Department of Education (DOE), University of Hawaii'i (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: Excel files or other electronic files of the updated BJ Summary Tables as authorized for submittal by B&F. Totals (by cost element and MOF) must match the grand totals on the Form B for the Governor's decision.

- c. All departments: Two copies of the updated Budget Narratives as updated in eBUDDI.
 - d. All departments: Updated Tables P, Q, and R in eCIP.
2. By Wednesday, November 27, 2019: 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 6, 2019: Two copies of the updated Forms PAB, CIPOp, and CIPOpB (relating to the CIP budget). All Excel files which reflect the Governor's final budget decisions of Forms A, and A-Attachment (relating to the operating budget) and Forms PAB, CIPOp, and CIPOpB should be transmitted to your B&F analyst.
 4. By Friday, December 20, 2019: 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 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)