

INSTRUCTIONS FOR COMPLETION OF THE NON-GENERAL FUND COST ELEMENT REPORT

Data entered in the Non-General Fund Cost-Element Report is being collected to comply with Section 3 of Act 87, SLH 2021. Data entered for the form should be typed in the “highlighted” cells of the “Non-General Fund Cost Element Report” Excel Worksheet.

Department:

Fill in the three letter budget acronym (e.g., AGR, AGS, BED) for your department.

Name of fund

Fill in the fund name as established in statute (or, if not statutorily established, administrative name).

Legal Authority

Please cite the specific HRS section or Session Laws Act that created the fund (eg., Act XXX, SLH 20XX or Section xx-x, HRS); do not cite an executive budget act unless the fund was expressly created only by that act. If the fund was administratively created, then state “Administratively Created” as the response.

Fund Type (MOF)

Fill in the Means of Financing (MOF) for the non-general fund.

Apprn. Account No.

Fill in the appropriation account number as is included in FAMIS (Example: S-123-A)

FY 22 and FY 23 - Estimated

The amounts in these columns should reflect the department’s estimated expenditures from apprns. included in Act 88, SLH 2021; including transfers from Acts 1 and 6, SSLH 2021.

Enter the budgeted/estimated expenditures in FY 22 and FY 23 broken down by cost elements:

A = Personal Services;
B = Other Current Expenses;
C = Equipment;
M = Motor Vehicles; and
L = Leases

Total estimated expenditures by cost element should total to the budgeted non-general fund amount. If there is no budgeted/estimated amount, a zero (0) should be entered.

All expenditure amounts (estimated) in both FY 22 and FY 23 should be entered in whole dollars.