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August 16, 2023

FINANCE MEMORANDUM

MEMO NO. 23-10

TO: All Department Heads

FROM: Luis P. Salaveria /s/
Director of Finance

SUBJECT: Expenditures for Direct Response to 2023 Wildfires

All departments providing direct response to the 2023 Maui and Hawai'i County Wildfires emergency should do so within their existing budgets without interrupting critical departmental needs and activities. Departments anticipating direct response expenditures that will exceed their available budgets and will not be covered by the Major Disaster Fund should submit requests for funding to the Governor through the Department of Budget and Finance as soon as possible. Requests should indicate the amount needed and the intended use of the funds and shall be sent in PDF format to dbf.wildfires23@hawaii.gov.

Departments should track all expenditures made in response to the 2023 Maui and Hawai'i County Wildfires as this information may be necessary to seek reimbursement from the federal government. Pursuant to Comptroller's Memorandum No. 2023-18 (<https://ags.hawaii.gov/wp-content/uploads/2023/08/Comptrollers-Memorandum-No.-2023-18.pdf>), effective August 10, 2023, departments that use FAMIS for their accounting system should use activity code "MC1" for Maui County and "HC1" for Hawai'i County related expenditures made in response to the wildfire disaster. Departments or agencies with different accounting systems shall establish accounting policies to identify these types of expenditures and provide Ms. Ladea Nash, Acting Accounting System Administrator, with a copy of the policy.

Should you have any questions or require further information, please contact me, or your staff may contact Mr. Neal Miyahira, Administrator of this department's Budget, Program Planning and Management Division, at (808) 586-1530.

c: Ms. Brooke Wilson, Chief of Staff
Ms. Ladea Nash