

INSTRUCTIONS FOR COMPLETION OF FORM 37-49
NON-GENERAL FUND COST ELEMENT REPORT

Data entered in the Non-General Fund Cost-Element Report is being collected to comply with Section 37-49, HRS. Data entered for the form should be typed in all of the 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cite the specific HRS section or Session Laws Act that created the fund (eg., Act XXX, SLH 20XX or Section xx-x, HRS); do not cite an executive budget act unless the fund was expressly created only by that act.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.

Appropriation Account Number

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

FYs 25 - 30 - Estimated

The amounts in FY 25 and FY 26 should reflect the department’s estimated expenditures from appropriations included in Act 164, SLH 2023. FYs 27-30 should reflect the department’s estimated expenditures beyond the current biennium.

Enter the budgeted/estimated expenditures in FYs 25 – 30 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 estimated expenditure amounts for FYs 24 – 29 should be entered in whole dollars.