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DEPARTMENT OF BUDGET AND FINANCE  
*Ka 'Oihana Mālama Mo'ohelu a Kālā*  
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FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT

September 20, 2024

FINANCE MEMORANDUM

MEMO NO. 24-12

TO: All Department Heads  
PPB Coordinators

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

SUBJECT: Hawai'i Wildfires Monthly Expenditure Report

Pursuant to Act 10, SLH 2024, the Department of Budget and Finance (B&F) is required to submit a monthly Hawai'i Wildfires Expenditure Report to the Legislature on the seventh day of every month. Departmental assistance is required as B&F does not have access to complete details required in the reporting. All departments that have received and expended funds from the Department of Defense's Major Disaster Fund since the wildfires began on August 8, 2023, are required to complete and submit to B&F the attached report on a monthly basis. An electronic version of the report format will be transmitted to departmental budget contacts.

The report consists of two parts:

Part 1: To be used for contracts and purchase orders with multiple expenditures/payments. Multiple sheets may need to be created for this report as only one contract or purchase order with multiple expenditures will be reported per sheet.

Part 2: To be used for various single expenditures.

These reports will be cumulative so that departments can add additional expenditures each month to what was reported in the previous month.

Completed reports in Excel format shall be submitted to [DBF.BPPM.HI@hawaii.gov](mailto:DBF.BPPM.HI@hawaii.gov) by the first of each month for consolidation and submittal to the Legislature.

Any questions on the attached material should be directed to your B&F analyst. Thank you for your attention and cooperation in this matter.

Attachments



<b>Total Expenditure:</b>	A	-
	B	-
	C	-
	N	-
	P	-
	T	-
	U	-
	V	-
	W	-
<b>Encumbrance Balance:</b>	A	-
	B	-
	C	-
	N	-
	P	-
	T	-
	U	-
	V	-
	W	-

TO BE USED FOR VARIOUS SINGLE EXPENDITURES

**Department of \_\_\_\_\_**  
**Wildfires Expenditure Report for Month of \_\_\_\_\_ 2024**  
**Pursuant to Section 6 of Act 10, SLH 2024**

Program ID	Web EOC #	FEMA Eligible (Y/N)	Vendor Name	Public Purpose Served by the Expenditure of Funds	MOF	Method of Payment (PO; P card, etc.)	Amount of Expenditure	Date of Expenditure

TOTALS BY MOF:	A		-
	B		-
	C		-
	N		-
	P		-
	T		-
	U		-
	V		-
	W		-
	Total		-