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October 9, 2025

FINANCE MEMORANDUM

MEMO NO. 25-20

TO: All Department Heads

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

SUBJECT: Cash Flow Requirements to Operate through October 31, 2025 for Fully or Partially Federally Funded Programs Due to the Federal Fiscal Year 2026 Federal Government Shutdown

Finance Memorandum No. 25-16, dated September 26, 2025, previously required departments to assess cash requirements to cover expenditures for fully or partially funded programs until October 15, 2025 due to the federal government shutdown. Given the likelihood of the federal shutdown extending beyond October 15, 2025, we request an immediate re-evaluation to determine whether your department can cover expenses for fully or partially funded programs through October 31, 2025.

Cash requirements should be assessed for fully or partially federally funded programs for the following categories:

- 1) Payroll costs (salary and fringe) for positions.
- 2) Vendor payments for purchase of service contracts.
- 3) Payments to beneficiaries.
- 4) Other operating (other current expenses) costs.

If your department anticipates it will not be able to cover expenses for fully or partially federally funded programs through October 31, 2025, please provide information regarding the estimated deficits using the attached form. Forms should be submitted in PDF format with a transmittal letter from your department head from your department's designated email to DBF.DOCS@hawaii.gov.

Please contact your Department of Budget and Finance analyst should you have any questions.

Attachment