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EMPLOYEES' RETIREMENT SYSTEM
HAWAII PUBLIC EMPLOYEES HEALTH FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION

May 31, 2000

FINANCE MEMORANDUM MEMO NO. 00-16

TO: All Department Heads

FROM: Neal Miyahira
Director of Finance

SUBJECT: Update of Budget Details

As follow-up to earlier informal instructions to your staff, this memo is intended to remind you that your department's operating budget details must be updated to reflect House Bill No. 1900, H.D. 1, S.D. 1, C.D. 1, based on the legislative worksheets that were recently distributed. Turnaround forms for the update have already been sent to your administrative services or budget office.

The planning period years should also be updated based on House Bill No. 1900. The amounts should be kept constant at the FY 01 appropriation level with the exception of debt service, welfare payments, and Health Fund and Employees' Retirement System contributions, which should reflect estimated requirements.

Please return two sets of the pages with changes to this department by June 13, 2000. The due date for departments submitting their updates on diskettes or other electronic media or using the Budget Request System is June 19, 2000.

Tables P and Q for updating the capital budget will be distributed shortly. The project titles, descriptions, and FY 00 and FY 01 appropriations on Table P of these turnaround forms have been updated to reflect House Bill No. 1900. Please update Table Q accordingly to reflect the appropriations on Table P.

Please return two sets of the Tables P and Q with changes to this department by June 23, 2000.

Please have your staff contact Ms. Adele Muronaga at Ext. 6-1553 if there are any questions or if more sets of the turnaround forms are needed. Your cooperation in this matter is deeply appreciated.