



September 3, 2015

MEMORANDUM

TO: Blanche Fountain
Lois Fujiyoshi
Bob Nagao
Linda Saiki
Lance Yamamoto

FROM: Michael Ng *MN*
Director

SUBJECT: FY2015-16 FINAL ALLOTMENT PROCESSING (A-19)

The Governor has released the final year allocations with restrictions on general fund appropriations for FY 2015-16. Please submit your Request for Allotment Form (A-19) for each appropriation account for your program. Each A-19 should be accompanied with an Operational Expenditure Plan (OEP), and a separate narrative page indicating program objectives and activities as related to the program expenditure plan. Please note that beginning with this FY2015-16, we are again adopting paperless processing of A-19s within the University System. This process is articulated in Attachment 1.

Several key items that are required are listed below:

- 1) Insert "Act 119, SLH 2015", in the Appropriation Title and Act No. line.
- 2) A-19's are required for each appropriation account (general, special, federal, and revolving fund allotments. University of Hawai'i Allotment Adjustment Forms are required for general, special, federal and revolving fund allotments at Level III for the Community Colleges and at Level IV for Systemwide Programs (general funds only). Mānoa, JABSOM, Aquaria, Hilo, Small Business Development Center and West O'ahu will have allotment controls at Level III and are not required to submit internal forms.

- 3) Adjustments to the A-19 should be identified using ascending numerals on the amendment number line; e.g., amendment no. 1, amendment no. 2, etc. UH Allotment Adjustment Forms should follow the same numerical sequence. Allotment adjustments that do not reflect on the A-19 should use the previously approved amendment number plus an alpha; e.g., amendment no. 1a, amendment no. 1b, etc.
- 4) Final program allocations and Form CB worksheets are attached. The final program allocations include both UHPA and non-UHPA CB increases. However, the non-UHPA increases need to be identified on the A019 as CB - All, Other Salary Adjustments. A breakdown of the CB allocation by Act Number and by Included and Excluded should be provided on the back of the A-19.
- 5) The A-19's will continue to reflect the full year allotment in the 1st Quarter. OEP's will continue to show a quarterly outlay of funds by cost element; personal services, other current expenses, equipment and motor vehicles, so there is no change to how the OEP's are done. Please note that amended operational expenditure plans are not required with each revised allotment request. Unless requested by B&F, only initial and fiscal year-end operational expenditure plans must be submitted.

Please submit your completed forms including A-19s, Operational Expenditure Plans (OEPs), Program Narratives and UH Allotment Adjustment Forms to UBO **by Friday, September 11, 2015, via the paperless process in Attachment 1.** Should you have questions regarding this memo, please contact Dennis Nishino at 956-8513.

Attachments

c: Dennis Nishino
Lenore Puuohau-Pummill
Joyce Clapp
Kathy Wong-Nakamura
Craig Shinsato
Wayne Wakabayashi

Attachment 1
Paperless Processing of A-19s

Following is the A-19 paperless process:

1. **Campus to e-mail A-19s in electronic form in a zip folder to UBO via:**
Puna Na'auao - pchai@hawaii.edu with a copy to Dennis -
nishino@hawaii.edu
2. **UBO** (Puna and Dennis) will verify numbers and notify campus if they find substantive errors. If the A-19 needs substantive correction, **UBO** will provide follow-up instructions via e-mail to campus.
3. **Campus** to correct substantive errors and e-mail Revised electronic form to Puna and Dennis.
4. **UBO** will print the required 3 blue copies for Dennis' signature.
5. **UBO** will submit blue copies for B&F approval and transmittal to DAGS.
6. **UBO will scan the B&F approved document and e-mail pdf copy to campuses.**
7. **UBO** will input information from A-19 into KFS and e-mail the scanned copy to GALC for their records.

9/1/15

University of Hawaii
FY16 Budget Execution

09/03/15

	ACT 119, SLH 2015 APPROPRIATIONS		LESS EXEC RESTRICTIONS	CB ALLOCATIONS	FISCAL YEAR 2016 ALLOCATION TOTALS	
Major Unit						
<i>UH Mānoa, UOH 100</i>	FTE	Amt	Amt	Amt	FTE	Amt
General Funds	3,232.24	\$ 194,372,784	\$ (4,751,485)	\$ 7,294,471	3,232.24	\$ 196,915,770
Special Funds	416.25	\$ 361,154,425	\$ -	\$ -	416.25	\$ 361,154,425
Federal Funds	78.06	\$ 6,880,575	\$ -	\$ -	78.06	\$ 6,880,575
Revolving Funds	30.25	\$ 65,054,713	\$ -	\$ 73,147	30.25	\$ 65,127,860
Sub-total Mānoa	3,756.80	\$ 627,462,497	\$ (4,751,485)	\$ 7,367,618	3,756.80	\$ 630,078,630
<i>JABSOM, UOH 110</i>	FTE	Amt	Amt	Amt	FTE	Amt
General Funds	243.10	\$ 17,933,214	\$ (243,128)	\$ 640,280	243.10	\$ 18,330,366
Special Funds	-	\$ 27,758,949	\$ -	\$ -	-	\$ 27,758,949
Revolving Funds	-	\$ 6,603,547	\$ -	\$ -	-	\$ 6,603,547
Sub-total JABSOM	243.10	\$ 52,295,710	\$ (243,128)	\$ 640,280	243.10	\$ 52,692,862
<i>Aquaria, UOH 881</i>	FTE	Amt	Amt	Amt	FTE	Amt
General Funds	13.00	\$ 647,475	\$ -	\$ 3,000	13.00	\$ 650,475
Special Funds	7.00	\$ 3,117,141	\$ -	\$ -	7.00	\$ 3,117,141
Revolving Funds	-	\$ 996,499	\$ -	\$ -	-	\$ 996,499
Sub-total Aquaria	20.00	\$ 4,761,115	\$ -	\$ 3,000	20.00	\$ 4,764,115
<i>UH Hilo, UOH 210</i>	FTE	Amt	Amt	Amt	FTE	Amt
General Funds	523.75	\$ 31,071,988	\$ (845,943)	\$ 1,054,228	523.75	\$ 31,280,273
Special Funds	95.00	\$ 45,834,600	\$ -	\$ 466,075	95.00	\$ 46,300,675
Federal Funds	-	\$ 443,962	\$ -	\$ -	-	\$ 443,962
Revolving Funds	8.50	\$ 7,251,666	\$ -	\$ 21,929	8.50	\$ 7,273,595
Sub-total UH Hilo	627.25	\$ 84,602,216	\$ (845,943)	\$ 1,542,232	627.25	\$ 85,298,505
<i>SBDC, UOH 220</i>	FTE	Amt	Amt	Amt	FTE	Amt
General Funds	-	\$ 978,941	\$ -	\$ -	-	\$ 978,941
Sub-total SBDC	-	\$ 978,941	\$ -	\$ -	-	\$ 978,941
<i>UH West O'ahu, UOH 700</i>	FTE	Amt	Amt	Amt	FTE	Amt
General Funds	215.00	\$ 13,190,416	\$ (362,417)	\$ 386,626	215.00	\$ 13,214,625
Special Funds	-	\$ 20,272,479	\$ -	\$ -	-	\$ 20,272,479
Federal Funds	-	\$ 33,544	\$ -	\$ -	-	\$ 33,544
Revolving Funds	-	\$ 2,000,000	\$ -	\$ -	-	\$ 2,000,000
Sub-total UH West O'ahu	215.00	\$ 35,496,439	\$ (362,417)	\$ 386,626	215.00	\$ 35,520,648
<i>UH Community Colleges, UOH 800</i>	FTE	Amt	Amt	Amt	FTE	Amt
General Funds	1,880.00	\$ 119,990,760	\$ (2,393,044)	\$ 3,978,908	1,880.00	\$ 121,576,624
Special Funds	48.00	\$ 98,435,547	\$ -	\$ 1,035,454	48.00	\$ 99,471,001
Federal Funds	0.50	\$ 4,428,296	\$ -	\$ -	0.50	\$ 4,428,296
Revolving Funds	-	\$ 5,044,753	\$ -	\$ 46,313	-	\$ 5,091,066
Sub-total CCs	1,928.50	\$ 227,899,356	\$ (2,393,044)	\$ 5,060,675	1,928.50	\$ 230,566,987
<i>UH Systemwide Programs, UOH 900</i>	FTE	Amt	Amt	Amt	FTE	Amt
General Funds	449.00	\$ 49,389,105	\$ (509,933)	\$ 258,118	449.00	\$ 49,137,290
Special Funds	33.00	\$ 15,899,318	\$ -	\$ -	33.00	\$ 15,899,318
Federal Funds	4.00	\$ 950,311	\$ -	\$ 436,049	4.00	\$ 1,386,360
Revolving Funds	15.00	\$ 17,233,795	\$ -	\$ -	15.00	\$ 17,233,795
Sub-total Systemwide	501.00	\$ 83,472,529	\$ (509,933)	\$ 694,167	501.00	\$ 83,656,763
TOTAL UH	FTE	Amt	Amt	Amt	FTE	Amt
General Funds	6,556.09	\$ 427,574,683	\$ (9,105,950)	\$ 13,615,631	6,556.09	\$ 432,084,364
Special Funds	599.25	\$ 572,472,459	\$ -	\$ 1,501,529	599.25	\$ 573,973,988
Federal Funds	82.56	\$ 12,736,688	\$ -	\$ 436,049	82.56	\$ 13,172,737
Revolving Funds	53.75	\$ 104,184,973	\$ -	\$ 141,389	53.75	\$ 104,326,362
UH SYSTEM TOTAL	7,291.65	\$ 1,116,968,803	\$ (9,105,950)	\$ 15,694,598	7,291.65	\$ 1,123,557,451