



**Dear Chancellor, Vice Chancellor's and Deans/Directors:**

There is a need to provide a starting budget and spending guidelines for units until we can distribute our formal budget allocation for FY 2009-2010. The attached document is the allocation from 2-19-2009.

**Starting Budget:**

The column that is in the peach color, designated as column A is the starting budget figure you will use until we have further information on budget reductions and in particular, information regarding negotiations with the various unions. There are a couple of units where corrections to the allocation sheet from 2-2009 were made and we will contact those units with their corrected information.

**Spending Guidelines:**

**Salary Expenditures:** The President's freeze on hiring is still in effect. The only hiring authorized to take place is for instructional positions and those authorized by the Governor. A request for an exception may be submitted according to the exception guidelines and only if the request is for an essential position. In addition, the Governor has recently issued a mandatory hiring freeze on all civil service positions.

**Non Salary Expenditures:**

We are still expecting that all budget managers plan their expenditures frugally and wisely. Only emergency, health and safety related, and essential purchases will be authorized at this time.

For those who had Procurement Cards (P cards), the vice chancellors have authorization to approve additional release of those cards as they determine needs in their units. Spending restrictions on the cards still hold.

For purchase orders, the requirement to have an additional memo outlying justifications has been lifted by the Business Services department. There is still a requirement to provide justification, but to make this a bit easier, you can outline the justification for the purchase as to why it is essential, emergency, or health and safety related by placing it within the PO itself in the box marked for "comments".

The vice chancellors' still will be required to approve all PO's prior to forwarding to the Business Services department. The vice chancellors and deans may also require additional justification and reserve the right to require the memo for departments within their units for their own review purposes. Vice chancellors, with consultation and agreement with VC Fitzsimons, may be authorized to set a threshold below which deans/directors may grant approval of purchase orders for emergency/essential/safety purchases.

We are planning to issue the FY 2009-2010 Budget Allocation in the months of September or October.

**For assistance or questions:**

If you have any questions regarding this information, please do not hesitate to contact any of the following individuals, Marie Honda, Director of Business Services at [hondam@hawaii.edu](mailto:hondam@hawaii.edu), Lois Fujiyoshi, Director of Budget and Planning at [lfujiyos@hawaii.edu](mailto:lfujiyos@hawaii.edu) or myself at [debra.fitzsimons@hawaii.edu](mailto:debra.fitzsimons@hawaii.edu)

We appreciate your continued support and assistance during these challenging budget times! By focusing on the students and our central mission, we will be able to weather this year successfully.

Mahalo,

Dr. Debra Fitzsimons  
Vice Chancellor of Administrative Affairs

Updated February 19, 2009

**UNIVERSITY OF HAWAII HILO**  
**FY 2009 Allocation - REVISED**

	A	B	C	D
	Initial FY 2009 Allocation After Potential Add'l Reduction	Revised FY 2009 Allocation after Restriction & Reduction & Re-allocation	Revised Reserve for Potential Additional Reduction	Revised FY 2009 Allocation After Potential Add'l Reduction
<b><u>RESOURCES</u></b>				
GENERAL FUND	33,877,456	33,877,456		33,877,456
LEG ADD ON	1,959,532	1,959,532		1,959,532
Collective Bargaining Augmentation	965,732	965,732		965,732
Executive Restriction	(347,892)	(347,892)		(347,892)
Add'l Executive Restriction	0	(173,946)		(173,946)
Legislative Reduction	(497,968)	(497,968)		(497,968)
TUITION & FEES	14,421,115	14,626,415		14,626,415
Tuition - International Program	100,000	100,000		100,000
Application Fees	105,000	105,000		105,000
Professional Fees - Nursing	48,000	48,000		48,000
Tuition & Fees - Pharmacy	3,454,903	3,454,903		3,454,903
Tuition & Fees Reserve Funds	657,000	657,000		657,000
HawCC - Campus Center Shared Service	51,500	51,500		51,500
HawCC - Library Shared Service	340,000	340,000		340,000
HawCC - Utilities	800,000	800,000		800,000
Conference Services & CCECS Administrative Overhead	60,000	60,000		60,000
Federal Grant Overhead	310,000	310,000		310,000
Food Services Trust Utilities Charge Back	100,000	100,000		100,000
Utility Charge Back from Revolving Funds	100,000	100,000		100,000
<b>Total Revenue</b>	<b>56,504,378</b>	<b>56,535,732</b>		<b>56,535,732</b>
<i>Governor's Restriction</i>				
<i>Workmen's Compensation Recharge (est)</i>	(340,000)	(340,000)		(340,000)
<i>Banner Assessment (est)</i>	(394,443)	(394,443)		(394,443)
<i>Foundation Assessment (est)</i>	(173,464)	(173,464)		(173,464)
<i>Assessment (Risk, Marketing, Int'l, etc.) (est)</i>	(211,495)	(211,495)		(211,495)
<i>CCECS ESL Tuition Rebate (est)</i>	(400,000)	(400,000)		(400,000)
<i>Additional Scholarships</i>	(318,977)	(318,977)		(318,977)
<i>Total Special Items</i>	<i>(1,838,379)</i>	<i>(1,838,379)</i>		<i>(1,838,379)</i>
<b>Total Adjusted Revenue</b>	<b>54,665,999</b>	<b>54,697,353</b>		<b>54,697,353</b>
<b><u>EXPENSES</u></b>				
<b><u>Fixed Expenses</u></b>				
Student Help	450,911	500,000	0	500,000
Work Study Match	96,409	106,905	0	106,905
Legal Services	150,000	150,000		150,000
Off Campus Lease	556,640	439,973		439,973
Utilities	5,629,054	4,879,054		4,879,054
Bank Service Charge	0	115,000		115,000
<b>Sub-Total Fixed Expenses</b>	<b>6,883,015</b>	<b>6,190,932</b>	<b>0</b>	<b>6,190,932</b>
<b>Balance Available for Allocation</b>	<b>47,782,984</b>	<b>48,506,421</b>		<b>48,506,421</b>
<b>Academic Affairs:</b>				
College of Arts and Sciences				
Salary	11,395,899	12,128,546	(96,527)	12,032,019
Non-Salary	1,315,717	1,396,441	(11,114)	1,385,327

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<b>CAS - Nursing Prof Fees</b>	43,287	45,601	(363)	45,238
<b>COBE</b>				
Salary	2,066,980	2,177,466	(17,330)	2,160,136
Non-Salary	102,394	102,253	(814)	101,440
<b>CAFNRM</b>				
Salary	1,907,094	2,009,033	(15,989)	1,993,044
Non-Salary	169,912	189,284	(1,506)	187,778
<b>College of Hawaiian Language</b>				
Salary	1,451,256	1,486,069	0	1,486,069
Non-Salary	153,827	153,489	0	153,489
<b>CCECS</b>				
Salary	321,794	348,234	(2,771)	345,462
Non-Salary	228,956	263,075	(2,094)	260,982
<b>College of Pharmacy</b>				
Salary	4,720,819	4,973,160	(39,580)	4,933,581
Non-Salary	543,950	732,396	(5,829)	726,568
<b>Library</b>				
Salary	1,081,590	1,139,405	(9,068)	1,130,336
Non-Salary	708,382	746,247	(5,939)	740,308
<b>VC Academic Affairs</b>				
Salary	761,649	779,561	(6,204)	773,356
Non-Salary	210,522	251,272	(2,000)	249,272
<b>Institutional Research Office</b>				
Salary	10,822	11,400	(91)	11,310
Non-Salary	9,018	9,500	(76)	9,425
<b>Congress</b>				
Salary		4,750	(38)	4,712
<b>Accreditation</b>				
Salary		0	0	
Non-Salary	18,036	19,001	(151)	18,849
<b>Assessment/General Education</b>				
Salary		0	0	
Non-Salary	27,055	28,501	(227)	28,274
<b>Sub-total Vice Chancellor Academic Affairs</b>	27,248,959	28,994,685	(217,709)	28,776,976
<b>Athletics:</b>				
<b>Athletics Operating</b>				
Salary	995,180	1,030,995	0	1,030,995
Non-Salary	669,838	668,366	0	668,366
<b>Athletic Scholarships</b>	365,614	364,811	0	364,811
<b>Sub-Total Athletics</b>	2,030,633	2,064,172	0	2,064,172
<b>Student Affairs:</b>				
<b>Application Fees Allocation</b>	94,691	99,753	(794)	98,959
<b>Disability Service</b>	117,237	123,504	(983)	122,521
<b>VC Student Affairs</b>				
Salary	3,285,999	3,423,644	(27,247)	3,396,396
Non-Salary	645,054	735,950	(5,857)	730,092

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<b>Sub-Total Student Affairs</b>	4,690,302	4,382,850	(34,881)	4,347,968
<b>Chancellor's Programs:</b>				
<b>Chancellor's Office</b>				
Salary	610,053	642,662	(5,115)	637,548
Non-Salary	92,890	97,855	(779)	97,076
<b>Research Office (NEW)</b>				
Salary	36,073	38,001	(302)	37,699
Non-Salary	18,036	19,001	(151)	18,849
<b>International Affairs</b>				
Salary	184,543	194,407	(1,547)	192,860
Non-Salary	135,003	142,219	(1,132)	141,087
<b>Development Office</b>				
Salary	130,764	137,754	(1,096)	136,658
Non-Salary	21,986	23,162	(184)	22,977
<b>UH Hilo's Imiloa - Astronomy Center</b>				
Salary	294,190	316,323	(2,517)	313,805
Non-Salary	636,011	683,860	(5,443)	678,417
<b>Mauna Kea Management</b>				
Salary	249,600	262,942	(2,093)	260,849
Non-Salary	644,095	696,036	(5,539)	690,497
<b>Theater</b>				
Salary	137,415	144,760	(1,152)	143,608
Non-Salary	10,601	11,168	(89)	11,079
<b>University Relations and Marketing</b>				
Salary	404,484	426,105	(3,391)	422,713
Non-Salary	182,694	192,459	(1,532)	190,928
<b>Technology/Computer Center</b>				
Salary	1,157,855	1,219,746	(9,707)	1,210,038
Non-Salary	402,807	424,338	(3,377)	420,961
<b>Sub-Total Chancellor</b>	5,349,100	5,672,798	(45,148)	5,627,650
<b>Admin Affairs Campus Support Services</b>				
<b>Vice Chancellor Administrative Affairs</b>				
Salary	3,615,421	3,834,327	(30,516)	3,803,811
Non-Salary	523,784	574,400	(4,571)	569,829
<b>Operations &amp; Maintenance</b>				
Security	432,108	455,205	(3,623)	451,582
Repair & Maintenance	553,860	612,943	(4,878)	608,065
<b>Sub-Total Admin/Support Service</b>	6,037,436	6,444,916	(51,293)	6,393,623
<b>Opportunity Funds for the Future</b>	157,000	157,000		157,000
<b>Enrollment Growth Incentive Holding Account</b>	90,000	390,000		390,000
<b>Reserve for Potential Faculty Equity Adjustments</b>	100,000	100,000		100,000
<b>Emergency Contingency</b>	300,000	300,000		300,000
<b>Sub-Total Other</b>	647,000	947,000	0	947,000
<b>Reserve for Potential Additional Budget Reduction</b>	2,326,875	349,031		349,031
<b>CAMPUS TOTAL A, B &amp; C</b>	54,665,999	55,046,384	(349,031)	54,697,353