



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF FISCAL SERVICES

June 26, 2020

Action Required

TO: Deputy Superintendent
Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Brian Hallett *BH*
Assistant Superintendent and Chief Financial Officer

SUBJECT: **Budget Execution Procedures for Fiscal Year 2020-2021**

The Budget Execution Guidelines and Procedures for Fiscal Year (FY) 2020-2021 are being transmitted for your information and use. The procedures continue to be centralized with direct allocations from state to schools. That is, schools will be able to view allocation exhibits and budget details in the DOE BUDGET ALLOCATION DETAILS FY 2021 database.

At this time, the following database icons can be added to your computer's Lotus Notes Workspace:

Database Name	Purpose / Description	Click on link below to add the database to your Lotus Notes
DOE Budget Allocation Details FY 2021	The allocation narrative is designed to assist principals with expenditure plan development and contains the following: Purpose, Rationale for Allocation, Guidelines for Implementation, and Program Manager's name.	DOE Budget Alloc Details FY2021
Budget Execution Procedures 2020-2021	General information, directions, procedures, and forms are included.	Budget Execution 2020-2021
Federal Budget Execution Procedures FY 2021	General information, directions, procedures and forms related to federal funds are included.	Federal Bud Exec Proc FY21
Centralized Budget Execution Procedures FY 2021	General overview of budget execution - Administrator Training Manual	Central Bud Exec Proc FY21
Budget Branch References	Quick access to budget execution related frequently asked questions, forms, and flow charts.	Budget Branch References
WSF References	Access to WSF information including calculations, Financial Plan resources, eHR QuickSheets, Buy-Sell procedures, etc.	WSF References

When first opening the databases, press the ESC key to clear the "white" informational page.

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Please be mindful that allocations for each of the programs may need to be reduced due to restrictions imposed by the Governor or internal reductions imposed to manage shortfalls.

Should there be any questions or concerns regarding this transmittal, please do not hesitate to call the Budget Execution Section at 784-6030.

BH:kk

c: The Honorable Catherine Payne, Chairperson, Board of Education
Members of the Board of Education
Dr. Christina M. Kishimoto, Superintendent
Alison Kunishige, Executive Director, Board of Education
Executive Assistants
Internal Audit
Budget Branch