MEMORANDUM TO: The Honorable Benjamin Cayetano  
Lt. Governor, State of Hawaii

FROM: Rodney Sakaguchi

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, UNIVERSITY BUDGET OFFICE

Enclosed for your files is a copy of the reorganization approved by the University for the University Budget Office.

Please replace the organization charts and functional statement on file with the new materials.

If you have any questions, please call me at 948-8209.

Enclosure
PROPOSAL TO REORGANIZE THE UNIVERSITY BUDGET OFFICE
November, 1989

I. PROPOSED CHANGES

A. Present primary functions

The University Budget Office is responsible for the following functions:

1. Policy formulation for and administration of the biennial and supplemental budgets for the university system.

2. Policy formulation for and administration of the annual implementation of the operating budget for the university system.

3. Management and organizational review and maintenance of organizational charts and functional statements systemwide.

4. The preparation and execution of the supplemental and biennial operating budgets for schools, colleges, institutes and other level V programs on the Manoa Campus.

The Budget Office is currently organized by the major functional units of budget preparation and budget operation.

B. Proposed functions and organization

No changes are proposed with regard to the functions of the Budget Office. However, changes in the manner in which functions are grouped within the office are proposed. A separate unit dedicated to both budget preparation and budget execution functions for Manoa programs will be created.

C. Reason for the proposed changes

Presently, the University Budget Office has the dual but sometimes conflicting roles as the President's staff office for systemwide budget matters and the staff office for Manoa budget matters. The distinction between these functions frequently is not clear when services are provided under the existing organization structure.
The designation of a Manoa budget services unit will eliminate much of the confusion. Also, under the proposed structure, individual budget analysts will be assigned both budget preparation and budget execution responsibilities. This should significantly enhance the effectiveness and efficiency of budget planning and budget control activities.

II. ORGANIZATIONAL CHARTS

Current and proposed organization charts are reflected in Attachment A.

III. FUNCTIONAL STATEMENT

No changes are proposed to functional statements. Existing statements are reflected as Attachment B.
UNIVERSITY BUDGET OFFICE

The University Budget Office has overall responsibility for the preparation and execution of the University's operating budget and preparation of the University's CIP budget. The office serves as staff to the President. As such, the office advises the President on budgetary policies and issues.

Also, the office serves as budget staff to those vice presidents with operational responsibilities over UH Manoa. The office assists the vice presidents in such matters as evaluating budget requests and evaluating expenditure plans and variance reports.

Functions of the office are grouped generally into budget preparation and budget execution.

BUDGET PREPARATION

* Works with planning staff in preparing biennial BOR/Executive Budget objectives. Prepares similar objectives for the preparation of the supplemental budget as appropriate.

* Prepares and recommends for approval by the President, biennial and supplemental budget preparation policies and instructions.

* Administers a system for the evaluation of campus operating and capital improvement budgets by appropriate academic administrators.

* Coordinates the formal documentation of the BOR approved budget request.

* Coordinates the presentation and justification for the BOR approved budget request and budget ceilings before the Department of Budget and Finance and the Governor.

* Prepares legislative testimony in support of the University's budget request as approved by the Governor. Monitors the progress of the budget through the Legislature and recommends follow-up action as appropriate.

* Works with campus fiscal personnel in preparing and updating budgetary details in support of the budget request and in support of the budget as approved by the Legislature.

* Coordinates the preparation of the University's variance report.
BUDGET EXECUTION

- Develops and recommends for President's approval, policies and instructions for the allocation and expenditure of appropriated funds.

- Defends University allotment ceilings before the Department of Budget and Finance and the Governor.

- Develops and recommends for approval by the President, expenditure allocations for UHM, the Community Colleges, and Hilo/West Oahu College, taking into consideration legislative add-ons, legislative reductions, executive restrictions, and presidential and BOR policies.

- Develops and recommends for approval by vice presidents with UHM operational responsibilities, expenditure allocations for UHM operating units.

- Monitors expenditures at the school, college, and institute levels for UHM and at the appropriation level for the remainder of the University, on a quarterly basis for compliance with statutory requirements, legislative intent, and executive, presidential and BOR policies.

- Coordinates the preparation and submittal of all University quarterly allotment requests in accordance with law. Prepares quarterly allotment requests for UH Manoa programs.

- Review proposals for reorganization. Recommend organizational changes as appropriate.
UNIVERSITY BUDGET OFFICE

Director, #89196, M10-E
Secretary IV, #18549, SR-16

MANOA BUDGET SERVICES

UH Budget Spec VI, #80151, P13
UH Budget Spec V, #81820, P11
UH Budget Spec V, #80898, P11
UH Budget Spec I, #81251, P03
Clerk-Typist II, #35234, SR-08

TECHNICAL/COORDINATING SERVICES

UH Budget Spec V, #81509, P11
UH Budget Spec V, #80156, P11
UH Budget Spec I, #81153, P03

DATA CONTROL/NOT SERVICES

UH Budget Spec V, #80157, P11
UH Budget Spec V, #80153, P11
Clerk-Typist II, #99452, SR-08

APPROVED:

Rodney Sakaguchi, Director

Date