



UNIVERSITY
of HAWAII®
HILO

September 27, 2021

To: Chancellor Irwin
Vice Chancellor Gomes
Vice Chancellor Roney
Interim Director Kakugawa-Leong

From: Kalei Rapoza
Interim Vice Chancellor for Administrative Affairs

Subject: FY 2021-22 Budget Allocation

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Rapoza
Date: 2021.09.27 12:13:03
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This allocation is based on the FY 2021-22 general fund appropriation as well as projected tuition revenue, use of Higher Education Emergency Relief Fund (HEERF) as revenue replacement for general fund reductions and the Governor's restriction of \$208,418.

The Budget Allocation to divisions will be used by all budget managers to plan for program activity and associated expenses. Distribution of division allocation to reporting units is determined within each division. Vice Chancellors have the delegated authority to make unit allocation decisions based on the UH System Strategic Directions, the UH Hilo Strategic Plan and their internal division and unit priorities

The Budget Allocation for FY 2021-22 include:

- Implementation of high level campus operating budget, as approved by the BoR on September 16, 2021
- General fund appropriation reduction of \$2,280,000
- Replacement of general fund reduction with HEERF federal funds
- Year 2 of the 3 year tuition plan reflecting flat tuition rates, as approved by the BOR in May 2019
- Continuation of allocating campus financial assistance in accordance with BoR policy that 12% of total prior year tuition income be allocated to student need-based financial aid and that a minimum of the FY 2013-14 amounts for student non need-based financial aid be satisfied, as revised by Executive Policy in January 2015
- Reinstate partial funding for energy saving projects
- Reduction of tuition funded capital renewal, improvement and modernization projects

ADMINISTRATION *Administrative Affairs*

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- Use of tuition reserves for PISCES
- Increase fringe benefit costs due to general fund reduction

Spending restrictions carried forward from FY 2020 and additional ones outlined in my July 8, 2020, "Restrictions on Expending University Funds for FY 2021" memorandum continues to be in effect for FY 2022.

All salary savings are included in the allocation distributed to each university division. The administration does not have a central salary reserve fund, and therefore all divisions are responsible for salary adjustments due to promotion, equity, merit or market adjustments. Any division or unit that uses salary savings to purchase equipment must prepare to absorb the cost of future maintenance. It is recommended that salary savings be used for one-time, nonrecurring cost items.

As always, this Initial Budget Allocation is subject to change based on changing environmental conditions, both internal to the University and at the state level. With this possibility, we ask that spending decisions be strategic, with a focus on enrollment and student success, and conservative.

This memo and the allocation will be placed on the Budget Office website.

Attachment

c: Lois Fujiyoshi

9/27/2021

FY 2022 BUDGET ALLOCATION

<i>Note: Chancellor's Units include Athletics & IRO</i>	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022
	Initial Allocation	Base Adjustment	One-Time Adjustment	CB Adjustment	Adjusted Allocation
RESOURCES					
General Fund	37,196,703		-26,296	0	37,170,407
Tuition and Fees Special Fund	29,307,788	-1,200,292	270,000		28,377,496
Higher Education Emergency Relief Fund (HEERF)			2,280,000		2,280,000
Research and Training Revolving Fund	200,000				200,000
Other Transfers-In	330,000	-150,000			180,000
Total Resources	67,034,491	-1,350,292	2,523,704	0	68,207,903
EXPENSES					
Transfers-out (Assessments & ELI)	1,194,657		25,000		1,219,657
Fixed Expenses					
Student Employment	606,905				606,905
Services (legal, disability, bank, recruitment)	454,237	20,000			474,237
Off Campus Lease	49,973				49,973
CRDM	1,136,595		-525,000		611,595
Utilities	6,212,283		-1,139,000		5,073,283
Payroll Related (workers comp/vacation pool)	741,765	0	1,032,637	236,500	2,010,902
Student Scholarship/Exchange/Early College	7,003,952				7,003,952
Sub-Total Fixed Expenses	16,205,710	20,000	-631,363	236,500	15,830,847
Balance after Transfers and Fixed Expenses	49,634,124	-1,370,292	3,130,067	-236,500	51,157,399
Academic Affairs	24,719,928	2,600			24,722,528
DKICP	6,571,048	-244,418			6,326,630
Student Affairs	4,363,052	28,475			4,391,527
Chancellor's Office (direct reports)	6,359,979	0	105,895		6,465,874
Administrative Affairs	8,551,619	0	200,000		8,751,619
Opportunity Funds for the Future	229,222	0	270,000		499,222
Subtotal - Program Expenses	50,794,848	-213,343	575,895	0	51,157,400
Total Expenses	68,195,215	-193,343	-30,468	236,500	68,207,904