



UNIVERSITY of HAWAII\*

**HILO**

Ke Kulanui o Hawai'i ma Hilo

Kaleihi'iikapoli P. Rapoza  
Vice Chancellor

October 2, 2023

To: Chancellor Irwin  
Interim Vice Chancellor Holland  
Interim Vice Chancellor Kawai'ae'a  
Interim Director Kakugawa-Leong

From: Kalei Rapoza *Kalei Rapoza*  
Vice Chancellor for Administrative Affairs

Subject: FY 2023-24 Budget Allocation

This allocation is based on the FY 2023-24 general fund appropriation as well as projected tuition revenue.

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 Imperatives, the UH Hilo Strategic Plan and their internal division and unit priorities

The Budget Allocation for FY 2023-24 include:

- Implementation of high level campus operating budget, as approved by the BoR on September 21, 2023
- Year 1 of the 4 year tuition plan reflecting flat tuition rates, as approved by the BOR in January 2023
- Continuation of allocating campus financial assistance in accordance with executive policy EP6.204 that a minimum of 12% of the average of the actual tuition revenues from the previous three completed academic years be awarded in need-based aid and the amount of non-need based aid as determined by campus leaders.
- Collective bargaining augmentation for FY 2024 negotiated increases distributed to divisions
- Adjustment for minimum pay increase for student help
- Use of reserves for one-time strategic investments and to partially cover decline in tuition revenue, general fund restrictions and increased operating expenses

**ADMINISTRATION Administrative Affairs**

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UH Hilo Senior Administration

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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 the four UH strategic imperatives: 1) Fulfill Kuleana to Native Hawaiians and Hawai'i, 2) Develop Successful Students for a Better Future, 3) Meet Hawai'i's Workforce Needs of Today and Tomorrow and 4) Diversify Hawai'i's Economy through UH Innovations and Research.

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

Attachment

c: Lois Fujiyoshi

<b>9/27/2023 UNIVERSITY OF HAWAII AT HILO FY 2024 BUDGET ALLOCATION</b>									
<b>Note: Chancellor's Units include Athletics &amp; IRO</b>	<b>FY 2024</b>	<b>FY 2024 CB Distribution from FY 2023</b>	<b>FY 2024 BI Adjustment</b>	<b>FY 2024 Base Adjustment</b>	<b>FY 2024 One-Time Adjustment</b>	<b>FY 2024 CB Adjustment</b>	<b>FY 2024 Adjusted Allocation</b>	<b>FY 2024 \$ Reduction</b>	<b>FY 2024 Allocation after Reduction</b>
<b>RESOURCES</b>									
General Fund	44,721,582		-493,000		-26,296	2,022,533	46,224,819		46,224,819
Tuition and Fees Special Fund	23,017,320				7,385,450	0	30,402,770		30,402,770
Research and Training Revolving Fund	200,000				0	0	200,000		200,000
Other Transfers-In	180,000				0	0	180,000		180,000
<b>Total Resources</b>	<b>68,118,902</b>	<b>0</b>	<b>-493,000</b>	<b>0</b>	<b>7,359,154</b>	<b>2,022,533</b>	<b>77,007,589</b>	<b>0</b>	<b>77,007,589</b>
<b>EXPENSES</b>									
<b>Transfers-out (Assessments &amp; ELI)</b>	<b>1,051,005</b>			<b>-38,557</b>	<b>25,000</b>		<b>1,037,448</b>		<b>1,037,448</b>
<b>Fixed Expenses</b>									
Student Employment	667,394			70,000	200,000		937,394		937,394
Services (legal, disability, bank, recruitment)	504,237			20,000			524,237		524,237
Off Campus Lease	49,973						49,973		49,973
CRDM	1,136,595				1,432,000		2,568,595		2,568,595
Utilities	6,212,283						6,212,283		6,212,283
Payroll Related (workers comp/vacation pool)	2,266,113	-1,524,348			199,493		941,258		941,258
Student Scholarship/Exchange/Early College	7,003,952						7,003,952		7,003,952
<b>Sub-Total Fixed Expenses</b>	<b>17,840,547</b>	<b>-1,524,348</b>	<b>0</b>	<b>90,000</b>	<b>1,831,493</b>	<b>0</b>	<b>18,237,692</b>	<b>0</b>	<b>18,237,692</b>
Academic Affairs	25,862,814	688,303	167,000		800,000	1,171,703	28,689,820	-541,400	28,148,420
DKICP	4,596,012	139,824		-385,584		180,276	4,530,528	-85,495	4,445,033
Student Affairs	4,373,000	120,315			788,450	180,636	5,462,401	-103,080	5,359,321
Chancellor's Office (direct reports)	9,722,652	106,375	-660,000		400,000	194,392	9,763,419	-184,244	9,579,175
Administrative Affairs	8,523,161	215,688			640,000	295,526	9,674,375	-182,563	9,491,812
Opportunity Funds for the Future	722,319						722,319	-13,631	708,689
<b>Subtotal - Program Expenses</b>	<b>53,799,958</b>	<b>1,270,505</b>	<b>-493,000</b>	<b>-385,584</b>	<b>2,628,450</b>	<b>2,022,533</b>	<b>58,842,862</b>	<b>-1,110,413</b>	<b>57,732,449</b>
<b>Total Expenses</b>	<b>72,691,510</b>	<b>-253,843</b>	<b>-493,000</b>	<b>-334,141</b>	<b>4,484,943</b>	<b>2,022,533</b>	<b>78,118,002</b>	<b>-1,110,413</b>	<b>77,007,589</b>