



UNIVERSITY  
of HAWAII®  
**HILO**

October 7, 2024

To: Chancellor Irwin  
Vice Chancellor Holland  
Interim Vice Chancellor Kawai'ae'a  
Interim Director Kalili

From: Kalei Rapoza  
Vice Chancellor for Administrative Affairs

Kalei Rapoza, Vice  
Chancellor for  
Administrative Affairs Digitally signed by Kalei Rapoza, Vice  
Chancellor for Administrative Affairs  
Date: 2024.10.07 13:47:07 -10'00'

Subject: FY 2024-25 Budget Allocation

This allocation is based on the FY 2024-25 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 2024-25 include:

- Implementation of high level campus operating budget, as approved by the BoR on September 19, 2024
- Year 2 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
- 5% hard restriction and 5% contingency restriction of discretionary general fund appropriation
- Collective bargaining augmentation for FY 2025 negotiated increases distributed to divisions
- 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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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

