UNIVERSITY of HAWAI'I®
KAPI'OLANI
COMMUNITY COLLEGE

MEMORANDUM

February 1, 2013

TO: Louise Pagotto, Vice Chancellor for Academic Affairs
Mona Lee, Vice Chancellor for Student Affairs
Salvatore Lanzilotti, Interim Director of Community Affairs & Continuing Ed

FROM: Leon Richards
Chancellor

SUBJECT: FY 2012-2013 Allocations

Attached are your General Fund and Tuition and Fee Special Funds (TFSF) allocations for FY 2012-2013. In total, the allocation plan of general funds and TFSF amounts to $34,956,342 compared to the final FY 12 total allocation of $33,496,211. We plan to absorb any general fund reductions by tapping into fund balances that have been carried forward from last fiscal year.

The allocations were based upon salaries of currently filled positions as of July 1, 2012 (both permanent and temporary) and positions under recruitment and their projected salaries. Lecturer allocations have been made for the academic year based on department requests.

FY 2012 allocations were used for student help expenditures and other current expense expenditures unless noted otherwise. Any salary adjustments resulting from promotion and tenure have been added to the respective program budgets. Funds have not been included for vacant positions not in the process of recruitment or for casual hire appointments. Casual hire appointment salaries should be absorbed by departments' TFSF allocation or another source of funds.

Due to implementation of the Kuali Financial System (KFS) on July 1, 2012, other current expenditures have been funded at 100%. The TFSF allocation will be uploaded into KFS centrally, and not by our campus. The KFS account code which will hold the allocation amount is reflected on the worksheets. Please instruct your programs to correctly charge all expenditures to their respective account codes. The integrity of any future financial reporting will be reflected by the proper use of account codes.

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Salaries for regular employees, temporary employees, lecturers, and student help account for $28,912,764 or 83% of the $34,956,342 allocation. Of the remaining $6,043,578 (17%), $3,125,000 (9%) is for utilities and routine R&M. The remaining $2,918,578 (8%) is for other current expenses.

Your current allocation of general funds and TFSF should cover your other current expense needs. Departmental non-credit accounts should not be charged for student help or other current expenditures; such charges should be paid from your TFSF allocation or another source of funds. Program fees should continue to be used to support direct expenses to conduct the courses which are being assessed such fees.

There are a few instances where employees in one department are being paid from another department. Please process the necessary personnel forms to address any such situations as you become aware of them; some are noted on your allocation worksheets. Your immediate attention is vital in these situations to minimize overages and shortages between departments.

Please carefully review the allocations. If you have any questions please see Milton. Your cooperation in this process is appreciated.

Attachments

c: Milton Higa
Carol Masutani
Shirl Fujihara