

**Report and Update by the Budget, Finance, and Convention Center Committee (BFCC) of their Meeting
Held on October 25, 2023**

For Regular Board Meeting of the Hawai'i Tourism Authority

10/26/27

**11a. Discussion and/or Action on the Recommendation by the BFCC on HTA's Financial Report for
September 2023**

No major activity in the month of September 2023.

**11c. Discussion and/or Action on the Hawaii Tourism Authority's and Hawai'i Convention Center's
Form A Submittal (FY25 Supplemental Budget – Operating Budget Adjustment Request) Submitted to
the Department of Business, Economic Development and Tourism (DBEDT)**

- HTA submitted an operating budget request for \$69,915,316. HCC submitted a request for a \$14,000,000 expenditure ceiling.
- DBEDT emailed HTA on 9/6 to submit the budget requests on 9/18. Chair Arakawa, Isaac, and I met on the weekend to discuss an overall budget strategy. Two key decisions were made: (1) To include an opportunity fund and (2) To prepare a line-item budget by contract.
- What is the budget process? Please refer to the next page for a General Timeline of the Budget Process.
- What are the next steps for the HTA Board? We will form a FY25 Supplemental Budget PIG (Agenda Item 15 & 16). This will allow us to present the budget request to six board members at once. The budget request will be presented to the six remaining board members in pairs. All presentations will be conducted in November and early December, depending on board members' availability.



GENERAL TIMELINE

July / August	The Governor's Budget Policies and Guidelines and the Department of Budget and Finance's (B&F) Budget Instructions are sent out to Departments via Executive and Finance Memoranda
September	Departments submit budget proposals to B&F
September / October	B&F reviews Executive department budget proposals
November	B&F makes recommendations to the Departments and the Governor Departments have the opportunity to appeal B&F's recommendations to the Governor The Governor makes final decisions on the Departments' proposals
December	The "Multi-Year Program and Financial Plan and Executive Budget" (PFP) is due to the Legislature (30) days prior to the start of the Legislative Session Finance Committee staff begin to compile the "details" of the Executive Budget Request and analyze the Financial Plan assumptions
January	Budget briefings are conducted Standing Committees are asked to submit recommendations to the Finance Committee on budget priorities and adjustments by early February The Grants/Subsidies Application Cut-Off is usually January 31
February	Decking deadline for all House's bills other than the budget bills
March	Decking deadline for the House version of the budget bills
April	Decking deadline for the Senate version of the budget bills Conference Committee on the budget bills Final Decking Deadline for all fiscal bills and budget bills
May / June	The Governor has 45 days to veto any legislation, including the budget bills. Bills will have designated dates of effect, at which point they become laws. If there is no date, then the bill becomes law upon the Governor's approval or after the passage of 45 days. Hawaii allows the Governor line-item veto authority for appropriation bills.
June / July	Governor's expenditure instructions are sent to each department and quarterly allotments for the departments are made accordingly