

Operating Budget Policy



Policy Purpose

The purpose of this policy is to establish guidelines and procedures to facilitate the development and management of the Authority's annual operating budget to efficiently allocate and manage funding appropriations established in the state budget and in a manner to achieve key performance measures.

Policy Provisions

- 1) The Authority is to function with a Board-approved operating budget for each fiscal year.
- 2) A proposed annual operating budget for the subsequent fiscal year shall be presented to the Board of Directors no later than the regularly scheduled June board meeting.
- 3) The Authority's management may provide a presentation that may include revenue forecasts, historical results, tourism research and market intelligence, proposed funding appropriations, and a prioritization of strategic objectives, directives, and targets. Total expenditures by the Authority for the fiscal year shall not exceed appropriation levels established in the state budget for the respective fiscal year.
- 4) Procedures shall be designed and maintained for the preparation, review, revision, and approval of the proposed operating budget.
- 5) The Authority is to prepare and manage the operating budget based on main budget categories as approved by the Board. These main budget categories should align with the Hawaii Tourism Authority Strategic Plan. Management is provided the discretion to subcategorize the funds allocated to these main budget categories.
- 6) Once the operating budget is approved by the Board, the reallocation of funds between main budget categories is not allowed.
- 7) The Board may, from time to time, request budget variance reports or other visitor data reports on targets previously established by the Board. The Authority's management shall prepare and distribute such requested reports to allow the proper monitoring and management of expenditures and available funds in an effort to assess the progress of the Authority's management toward achieving various strategic objectives, directives, and targets by the end of the fiscal year.

Responsibilities

Responsible Officer:
Chief Administrative Officer

Policy Owner:
Board of Directors

Approvals

Prepared:

Isaac W, Choy
VP of Finance

Date

Reviewed and Recommended for Approval:

Daniel Nahoopii
Interim President & CEO

Date

Approved:

Mufi Hannemann
Chair, HTA Board of Directors

Date