BUREAU OF BUDGET & MANAGEMENT RESEARCH

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FEB 08 2017

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Speaker Benjamin J.F. Cruz

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Received By

Honorable Benjamin J.F. Cruz
Speaker
I Mina'trentai Kuattro Na
Liheslaturan Guahan
155 Hesler Place
Hagatna, Guam 96910

Håfa Adai Speaker Cruz,

Pursuant to Public Law 30-127, transmitted as attached is the Bureau's Citizen-Centric Report (CCR) for FY 2015. The report is provided in electronic format (via pdf email attachment) to your office and will be posted on our website at http://bbmr.guam.gov/. Copies of the report will also be sent to the Speaker in the electronic format as required.

Should you have any questions, please do not hesitate to contact the Bureau at 475-9412.

2017 FEB -9 PM 4:57

Sincerely,

JOSE S. CALVO

Attachment

0180

2015 CITIZEN CENTRIC REPORT

JOSE S. CALVO
DIRECTOR

LESTER L. CARLSON, JR.
DEPUTY DIRECTOR

BUREAU OF BUDGET AND MANAGEMENT RESEARCH

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VISION STATEMENT

The Bureau of Budget and Management Research (BBMR) aspires to be a valuable resource by providing expertise and leadership in fiscal matters to all its stakeholders.

LEADERSHIP

I Maga'lahen Guåhan
Governor of Guam
The Honorable
Eddie Baza Calvo

I Segundu na
Maga'lahen Guåhan
Lt. Governor of Guam
The Honorable
Ray Tenorio



MISSION STATEMENT

To provide guidelines on organizational methods, policy execution, financial management and technical assistance to the various agencies and departments within the Government of Guam. To improve the planning, programming, and budgeting abilities of the government, through proper research and recommendations on all aspects of its operations. To ensure that all budgetary and control systems are operated in accordance with policies, procedures, and laws. To provide advisory guidance to the Governor on policy development, program coordination, and planning and budgeting matters.

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STRATEGIC GOALS/OBJECTIVES

- Provide guidance and direction to all government agencies on programmatic and budgetary matters.
- Provide the Governor and Legislature with information and support to effectuate and facilitate policy deliberations and decisions.
- Implement the Governor's programmatic and fiscal policies.
- Review and implement legislative mandates affecting budgetary and fiscal policies government-wide.
- Conduct ongoing review and evaluation of financial and operational controls of the Government.



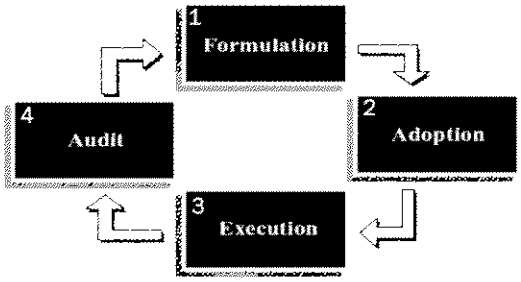
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(671) 475-9412 ■ (671) 472-2825

BUDGET PROCESS

FOUR ESSENTIAL PHASES OF THE BUDGET PROCESS

During the **formulation phase** the economic forecast and the program and financial plans are prepared for the various GovGuam departments. Historical and latest economic data and statistics are utilized in developing projected revenue collections for the upcoming fiscal year. The product of such efforts is the annual *Governor's Executive Budget Request.*

The **audit phase** involves the review and evaluations of departmental expenditure performance in accordance with the General Appropriations Act and department mission statements and performance goals and objectives.



The **adoption phase** is the process in which the Legislature considers the Governor's annual Executive Budget Request for adoption into the overall Government of Guam Revenue and Spending Plan for passage under the General Appropriations Act.

The **execution phase** includes the monitoring and management of departmental appropriations authorized in the annual General Appropriations Act.

WHAT WE DO

ANNUAL EXECUTIVE BUDGET

Annual Executive Budget - With the support of the Governor's Fiscal Policy Team, BBMR provides direct assistance to the Governor for all budgetary and fiscal related matters to include the preparation of the Annual Executive Budget Request.

- By the end of November, BBMR disseminates the Executive Budget Call for Executive Branch department/line agencies to prepare and submit annual funding requirements due no later than December 31.
- As mandated, BBMR formulates and prepares the Governor's Executive Budget Request for transmittal to the Legislature no later than January 31 (in the event of a change in Administration, April 8, pursuant to Title 5 GCA Chapter 4).
- By the end of February, BBMR assures all departmental budgets are prepared in detail for transmittal to the Legislature in accordance with the Governor's Executive Budget Request.
- By August 31, the Legislature is mandated to pass the Fiscal Year General Appropriations Bill for transmittal to the Governor.

FISCAL AND ADMINISTRATIVE REVIEW

In order to ensure the financial integrity of the Governor's operational budget plan, BBMR is tasked to review and recommend action pursuant to the Governor's Executive Order No. 2012-01 relative to the following departmental documents:

- Contracts / Work Requests / MOUs / MOAs
- Request for Personnel Actions
- Travel Requests and Authorizations / Travel Reimbursement Requests
- Establishment of Accounts / Budget Allotment Schedules / Modification of Accounts
- Fiscal Notes / Legislative Review Committee comments
- Guam State Clearinghouse (Federal Grant Application Review)
- Special Projects (i.e., ARRA, DOI CIPs, etc.)
- Indirect Cost Negotiations

BBMR FINANCIALS

	FY 2012 Expenditures + Encumbrances	FY 2013 Expenditures + Encumbrances	FY 2014 Expenditures + Encumbrances	FY 2015 Expenditures + Encumbrances
General Fund	$1,019,843	$1,026,595	$1,056,748	$1,228,016
Federal Match	$0	$0	$0	$0
Special Fund[1]	$294,050	$284,844	$279,780	$289,783
Total	$1,313,893	$1,311,439	$1,336,528	$1,517,799

1 Indirect Cost Fund

An independent audit of the Government of Guam Wide Financial Statements was conducted, resulting in an unmodified "clean" audit opinion. You may find and review the audited financial report at www.opaguam.org.

ADOPT-A-SCHOOL

Adopt-A-School — In an effort to assist our Guam Department of Education school partner prepare for the opening of the new school year, the Bureau, through staff volunteers, participated in the "Adopt-A-School" program. This outreach endeavor involved cleanup efforts such as painting, cleaning of classrooms, bush cutting, and other grounds maintenance.



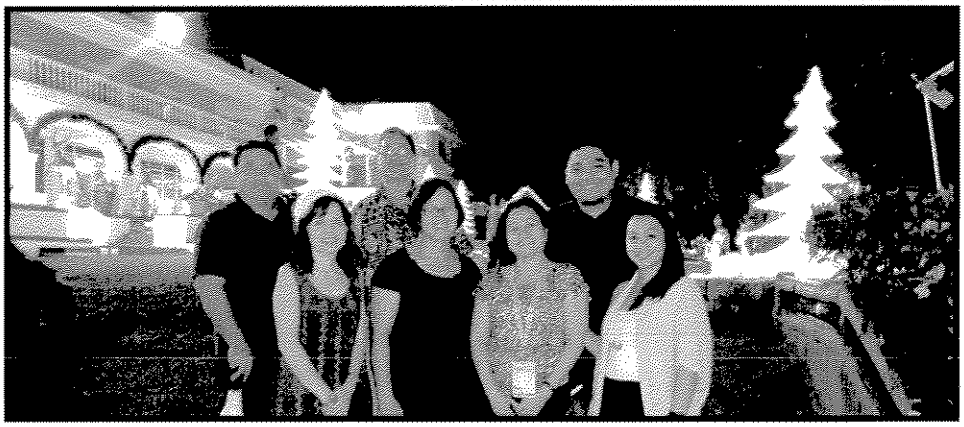
PEACE FESTIVAL

Peace Festival -- Staff from the Bureau participated as volunteers to assist in the "Guma' i Taotao Peace Festival," hosted by Governor Eddie Baza Calvo and First Lady Christine Calvo during the Christmas season to bring island families together to celebrate the holidays at the House of the People.









FUTURE OUTLOOK

CHALLENGES

The ongoing challenge of the Bureau of Budget and Management Research (BBMR) is its ability to help defray the potential General Fund (GF) deficit at the end of each fiscal year. The primary tool for this endeavor is the fifteen percent (15%) reserve applied to all Executive Branch departments and agencies. The reserves are released on an "as needed basis" with compelling justifications. These releases are normally made during the last quarter of the fiscal year. Another effective tool is the scheduling of allotment releases on a twelve (12) month basis. Should there be an urgent need to cover a deficit or potential deficit in each allotted month, advancement of the allotment months scheduled from July, August or September are advanced to those months reflecting insufficiency, rather than to release the account reserves. Lastly as the third line of defense, document reviews, such as personnel actions, contracts and travel authorizations, are made to ensure such item of purchase are necessary.

In spite of all these precautions, deficits do take place because of unfunded mandates, acts of God, and community emergencies.

Congratulations to our Retiree!

Orilda "Oreo" Guerrero

31 Years of Service





