DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT

www.gdoe.net
500 Mariner Avenue
Barrigada, Guam 96913
Telephone: (671) 300-1547/1536•Fax: (671)472-5001
Email: jonfernandez@gdoe.net

JON J.P. FERNANDEZ
Superintendent of Education

July 12, 2017

Ms. Christine W. Baleto
Director
Department of Administration
P.O. Box 884
Hagatña, Guam 96932

Speaker Benjamin F. Cruz
JUL 13 2017
Time 2:40 (1A)
Received By
34-644
GL#34-17-718

2017 JUL 13 PM 2:50

Re: Guahan Academy Charter School: FY 2017 June 2017 Allotment Request

Hafa Adai Director Baleto,

Upon review of the Guahan Academy Charter School Fiscal Year 2017 June 2017 Allotment Request by our Internal Audit Office in collaboration with members of the Guahan Academy Charter School Incorporated, I am unable to submit my verification of accuracy as required by Public Law 33-185, Chapter II, Section 2 in its entirety.

Our Internal Audit Office was able to validate **$304,190.11** of the invoiced total. Please see the attached verification report. This validation is based on actual invoices submitted to our Internal Audit Office on July 3, 2017.

Please advise my office if you have any further questions or concerns regarding this matter.

Sincerely,

JON J. P. FERNANDEZ
Superintendent of Education

Attachment

Cc: Chairman and Members, Guam Education Board
Speaker, 34th Guam Legislature
Guahan Academy Charter School

0718

JON J.P. FERNANDEZ
Superintendent of Education

DEPARTMENT OF EDUCATION
INTERNAL AUDIT OFFICE

500 Mariner Avenue, Barrigada, Guam 96913
Telephone: (671) 300-1336
Fax: (671) 472-5001
Email: iao@gdoe.net

FRANKLIN COOPER-NURSE
Chief Internal Auditor

July 12, 2017

MEMORANDUM

To: Jon P. Fernandez
Superintendent of Education

From: Franklin Cooper-Nurse
Chief Auditor

Subject: June 2017 Review of Guahan Academy Charter School Inc. (GACS)'s Invoices

Hafa Adai,

The Internal Audit Office (IAO) has completed its review of GACS's allotment request for the month of June 2017. Please see the attached report for IAO's complete review and results.

Should you have any questions or concerns, please contact Leana Willess at 300-3697 or lmwilless@gdoe.net, and Franklin Cooper-Nurse at 300-1336 or fjtcooper-nurse@gdoe.net.

Cc: Deputy Superintendent of Finance and Administrative Services

Guam Department of Education
Internal Audit Office
Review of Guahan Academy Charter School Inc. Invoices
For the Period of June 2017

Purpose: To validate Guahan Academy Charter School Inc. (GACS)'s invoices for June 2017

Source: Joseph Limtiaco Cabana, Finance Officer for GACS

Prepared by: Franklin Cooper-Nurse, Chief Auditor, Guam Department of Education (GDOE)
Leana Willess, Auditor, GDOE

Results: Pursuant to Public Law (PL) 33-185, upon receipt of invoices, GDOE shall verify invoices for accuracy and report its finding to the Department of Administration (DOA) within ten (10) calendar days. Internal Audit Office (IAO)'s review focused on validation of June 2017 expenditures. The results were as follows:

Table 1: June 2017 Allotment Request Invoices

June 2017 Monthly Validation

		A	B	C	(A-B) D	(B-C) E	(A-C) F
	Object Class	GACS Drawdown	Submitted Invoices	IAO's Validation	Variance	Carryover Invoices	Unsupported/ Lapses
1	Personnel Salaries	$ 220,319.86	$ 220,319.69	$ 220,319.69	$ 0.17	$ -	$ 0.17
2	Benefits	$ 33,448.16	$ 33,448.33	$ 33,448.16	$ (0.17)	$ 0.17	$ -
3	Contractual	$ 15,115.65	$ 15,115.65	$ 13,814.08	$ -	$ 1,301.57	$ 1,301.57
4	Supplies & Materials	$ 3,608.24	$ 3,608.24	$ 3,608.24	$ -	$ -	$ -
5	Student Material	$ -	$ -	$ -	$ -	$ -	$ -
6	Power	$ 8,284.95	$ 8,285.04	$ 8,284.95	$ (0.09)	$ 0.09	$ -
7	Water	$ 1,947.63	$ 1,947.63	$ 1,947.63	$ -	$ -	$ -
8	Telephone & Wireless	$ 2,086.36	$ 2,504.37	$ 2,086.36	$ (418.01)	$ 418.01	$ -
9	Miscellaneous	$ 20,681.00	$ 20,681.00	$ 20,681.00	$ -	$ -	$ -
	TOTAL	$ 305,491.85	$ 305,909.95	$ 304,190.11	$ (418.10)	$ 1,719.84	$ 1,301.74

On July 3, 2017, the IAO received DOA's transmittal for GACS's June 2017 Allotment Request of $305,491.85 and invoices from the Office of the Superintendent. ***The IAO validated $304,190.11 of GACS's submitted invoices for the month of June 2017.*** See Table 2 for the list of submitted invoices.

Additionally, invoices for Personnel, Benefits, and Power were miscalculated resulting in a variance of $0.17, $(0.17), and $(0.09) respectively. An invoice for Contractual and Telephone & Wireless were excluded. The invoice for Contractual is pending supporting documents for IAO's review and the Telephone & Wireless invoice was excluded because it was not included in

the amount requested from DOA. The amounts for Contractual and Telephone & Wireless may be reimbursed in the next reporting period if GACS includes the balance in its budget request and DOA approves the allotment of funds.

Table 2: GACS June 2017 Allotment Request Invoices

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
111 Personnel	J-2.1	Sanford Technology Group	183213-30H	5/31/2017	$ 72,245.06	✔	$ 72,245.06
111 Personnel	J-2.2	Sanford Technology Group	183782-30H	6/14/2017	$ 75,287.15	✔	$ 75,287.15
111 Personnel	J-2.3	Sanford Technology Group	184333-30H	6/30/2017	$ 72,787.65		$ 72,787.48
						Subtotal	$ 220,319.69
114 Personnel Benefits	J-3.1	Sanford Technology Group	183213-30H	5/31/2017	$ 4,505.41	✔	$ 4,505.41
114 Personnel Benefits	J-3.2	Sanford Technology Group	183213-30H	5/31/2017	$ 1,053.65	✔	$ 1,053.65
114 Personnel Benefits	J-3.3	Sanford Technology Group	183213-30H	5/31/2017	$ 4,023.78	✔	$ 4,023.78
114 Personnel Benefits	J-3.4	Sanford Technology Group	183213-30H	5/31/2017	$ 2,137.12	✔	$ 2,137.12
114 Personnel Benefits	J-3.5	Sanford Technology Group	183782-30H	6/14/2017	$ 4,667.77	✔	$ 4,667.77
114 Personnel Benefits	J-3.6	Sanford Technology Group	183782-30H	6/14/2017	$ 1,091.62	✔	$ 1,091.62
114 Personnel Benefits	J-3.7	Sanford Technology Group	183782-30H	6/14/2017	$ 3,979.48	✔	$ 3,979.48
114 Personnel Benefits	J-3.8	Sanford Technology Group	183782-30H	6/14/2017	$ 199.26	✔	$ 199.26
114 Personnel Benefits	J-3.9	Sanford Technology Group	184333-30H	6/28/2017	$ 4,568.65		$ 4,568.48
114 Personnel Benefits	J-3.10	Sanford Technology Group	184333-30H	6/28/2017	$ 1,068.48	✔	$ 1,068.48
114 Personnel Benefits	J-3.11	Sanford Technology Group	184333-30H	6/28/2017	$ 4,039.61	✔	$ 4,039.61
114 Personnel Benefits	J-3.12	Sanford Technology Group	184333-30H	6/28/2017	$ 2,113.50	✔	$ 2,113.50
						Subtotal	$ 33,448.16
230 Contractual	J-4.1	Sanford Technology Group	183213-30H	5/31/2017	$ 278.12	✔	$ 278.12
230 Contractual	J-4.2	Sanford Technology Group	183782-30H	6/16/2017	$ 252.12	✔	$ 252.12
230 Contractual	J-4.3	Sanford Technology Group	184333-30H	6/28/2017	$ 248.87	✔	$ 248.87
230 Contractual	J-4.4	The Advocate	06-01-2017	6/1/2017	$ 6,000.00	✔	$ 6,000.00
230 Contractual	J-4.5	The Law Office of Lenny Rapadas, P.C.	2015-001-021	6/2/2017	$ 1,301.57		$ -
230 Contractual	J-4.6	The Law Office of Lenny Rapadas, P.C.	2015-001-022	6/7/2017	$ 5,169.07	✔	$ 5,169.07
230 Contractual	J-4.7	Xerox	089388754	6/1/2017	$ 1,505.55	✔	$ 1,505.55
230 Contractual	J-4.8	Xerox	089388777	6/1/2017	$ 360.35	✔	$ 360.35
							$ 13,814.08

290 Miscellaneous	J-5.1	De Villa Resort Development	1922	6/1/2017	$	2,200.00	✔	$ 2,200.00
290 Miscellaneous	J-5.2	Guam Community College	98674	6/21/2017	$	180.00	✔	$ 180.00
290 Miscellaneous	J-5.3	The Guam Daily Post	A42750	6/12/2017	$	350.00	✔	$ 350.00
290 Miscellaneous	J-5.4	Pacific Charlie Apparel	18520	6/7/2017	$	761.00	✔	$ 761.00
290 Miscellaneous	J-5.5	Smart Copy	002000	6/6/2017	$	190.00	✔	$ 190.00
290 Miscellaneous	J-5.6	Trades Academy	10675	4/30/2017	$	7,000.00	✔	$ 7,000.00
290 Miscellaneous	J-5.7	Trades Academy	10713	5/31/2017	$	10,000.00	✔	$ 10,000.00
								$ 20,681.00
240 Supplies and Materials	J-6.1	Compacific	657895	6/5/2017	$	224.00	✔	$ 224.00
240 Supplies and Materials	J-6.2	Compacific	658223	6/26/2017	$	680.00	✔	$ 680.00
240 Supplies and Materials	J-6.3	Micronesia Guam Inc.	46	6/26/2017	$	68.00	✔	$ 68.00
240 Supplies and Materials	J-6.4	National Office Supply	175434	6/22/2017	$	41.92	✔	$ 41.92
240 Supplies and Materials	J-6.5	National Office Supply	175563	6/26/2017	$	159.87	✔	$ 159.87
240 Supplies and Materials	J-6.6	School Essentials	10327	6/20/2017	$	451.22	✔	$ 451.22
240 Supplies and Materials	J-6.7	School Essentials	10328	6/20/2017	$	542.73	✔	$ 542.73
240 Supplies and Materials	J-6.8	VMB International	41850	6/7/2017	$	1,440.50	✔	$ 1,440.50
								$ 3,608.24
361 Power	J-7.1	Guam Power Authority		6/8/2017	$	7,539.36	✔	$ 7,539.36
361 Power	J-7.2	Guam Power Authority		6/13/2017	$	253.22	✔	$ 253.22
361 Power	J-7.3	Guam Power Authority		6/13/2017	$	426.79	✔	$ 426.79
361 Power	J-7.4	Guam Power Authority		6/12/2017	$	65.67		$ 65.58
								$ 8,284.95
362 Water	J-8.1	Guam Waterworks Authority	29539698078	6/5/2017	$	1,947.63	✔	$ 1,947.63
								$ 1,947.63
363 Telephone and Wireless	J-9.1	GTA	10466883	6/1/2017	$	2,086.36	✔	$ 2,086.36
363 Telephone and Wireless	J-9.2	IT&E		5/31/2017	$	418.01		$ -
								$ 2,086.36

Per PL 33-185, IAO validated $4,743,034.21 for School Year (SY) 2016 – 2017. The law provides $6,500 for each student up to 740 students or a total of $4,810,000. As of June 29, 2017, 752 students were enrolled in GACS, exceeding the 740 student cap. See Tables 3 and 4.

Table 3: SY 2016-2017 Validation Summary

	Month	GACS Drawdown	Submitted Invoices	IAO's Validation	Variance	Carryover Invoices
SY 2016 - 2017	July 2016 (Partial)	$ 143,772.78	$ 143,772.78	$ 143,772.78	$ -	$ -
	July 2016 (Final)	$ 229,600.76	$ 229,600.76	$ 229,600.76	$ -	$ -
	August 2016	$ 308,098.66	$ 302,136.14	$ 302,136.14	$ 5,962.52	$ -
	September 2016	$ 363,891.77	$ 363,891.97	$ 363,891.77	$ (0.20)	$ 0.20
	SY 2016-2017; FY 2016 Subtotal	**$1,045,363.97**	**$ 1,039,401.65**	**$1,039,401.45**	**$ 5,962.32**	**$ 0.20**
	October 2016 (Partial and Final)	$ 801,410.41	$ 801,410.41	$ 800,083.21	$ -	$ 1,327.20
	November 2016	$ 340,264.80	$ 340,264.80	$ 340,264.80	$ -	$ -
	December 2016	$ 358,117.00	$ 358,117.00	$ 358,117.00	$ -	$ -
	January 2017	$ 466,237.42	$ 466,237.42	$ 466,237.42	$ -	$ -
	February 2017	$ 440,597.67	$ 440,597.67	$ 427,256.40	$ 13,341.27	$ 13,341.27
	March 2017	$ 304,482.97	$ 304,482.97	$ 295,460.97	$ 9,022.00	$ 9,022.00
	April 2017 (Partial)	$ 333,691.59	$ 330,624.81	$ 329,099.31	$ 4,592.28	$ 1,525.50
	April 2017 (Final)	$ 133,953.71	$ 134,553.51	$ 133,953.71	$ -	$ 599.80
	May 2017	$ 248,969.83	$ 248,969.83	$ 248,969.83	$ -	$ -
	June 2017	$ 305,491.85	$ 305,909.95	$ 304,190.11	$ 1,301.74	$ 1,719.84
	SY 2016-2017; FY 2017 Subtotal	**$3,733,217.25**	**$ 3,731,168.37**	**$3,703,632.76**	**$ 28,257.29**	**$ 27,535.61**
	Grand Total (SY 2016-2017)	**$4,778,581.22**	**$ 4,770,570.02**	**$4,743,034.21**	**$ 34,219.61**	**$ 27,535.81**

Table 4: SY 2016-2017 GACS Enrollment

	Grade Level													
Months	1	2	3	4	5	6	7	8	9	10	11	12	K	Grand Total
Jul-16	79	77	76	57	46	56	48	57	38	21	31	18	52	656
Aug-16	85	73	77	50	47	76	49	50	28	21	29	16	94	695
Sep-16	83	73	75	50	47	75	49	52	24	20	27	15	97	687
SY 2016-2017; FY 2016 Average	**82**	**74**	**76**	**52**	**47**	**69**	**49**	**53**	**30**	**21**	**29**	**16**	**81**	**679**
Oct-16	87	75	81	57	49	76	53	55	25	23	27	16	102	726
Nov-16	84	75	81	57	51	73	49	55	26	24	27	16	98	716
Dec-16	85	76	81	57	51	71	48	55	25	22	29	16	98	714
Jan-17	85	76	81	60	50	72	48	55	25	21	27	15	97	712
Feb-17	85	76	81	61	52	70	45	55	25	22	27	16	95	710
Mar-17	85	76	81	62	53	71	47	55	25	22	27	16	94	714
Apr-17	87	77	81	61	53	71	48	55	26	22	26	15	93	715
May-17	97	87	78	81	64	58	74	50	58	28	22	32	5	734
Jun-17	90	88	78	85	67	65	75	49	56	28	23	30	18	752
SY 2016-2017; FY 2017 Average	**87**	**78**	**80**	**65**	**54**	**70**	**54**	**54**	**32**	**24**	**26**	**19**	**78**	**721**
Grand Average (SY 2016-2017)	**85**	**76**	**78**	**58**	**51**	**69**	**51**	**53**	**31**	**22**	**28**	**18**	**79**	**700**

Department of Administration
(DIPATTAMENTON ATEMENSTRASION)
DIRECTOR'S OFFICE
(UFISINAN DIREKTOT)
Post Office Box 884 Hagatña, Guam 96932
Tel: (671) 475-1101/1250 Fax: (671) 477-6788

Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Christine W. Baleto
Director
Vincent P. Arriola
Deputy Director

June 29, 2017

To IAO.
7/3/17

Mr. Jon J.P. Fernandez
Superintendent
Guam Department of Education
500 Mariner Avenue
Barrigada, Guam 96913-1608

RE: Guahan Academy Charter School – June 2017 Allotment Request

Buenas yan Hafa Adai:

Pursuant to Public Law 33-185, Chapter II, Part I, we are submitting Guahan Academy Charter School's allotment request for the month of June for Fiscal Year 2017. Herewith are the supporting documents provided by Guahan Academy Charter School for your review and immediate action.

Should you have any further questions or concerns, please contact, Mary Grace Edrosa at 475-1283

Si Yu'os Maase!

Department of Education
Office of the Superintendent
Date: 6/30 Time:
Rec'd By: Print Name Signature

Sensaramente,

Christine W. Baleto
Director

RECEIVED
By IAO 7/03/17
L.N.

GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT SYSTEM

REQUEST FOR DIRECT PAYMENT

DOCUMENT NO.: _____

■ URGENT - EXPEDITE PAYMENT ☐ KEY & RELEASE -

PAYEE:	VENDOR NUMBER:
Guahan Academy Charter School P.O. Box CS Hagatna, GU 96932	G0016588

PURPOSE:

June 2017 Allotment Request

Code			
190	5639A179964GA201-290	$ 305,491.85	June 2017 Allotment Request
		$ 305,491.85	

CHECK APPROPRIATE BOX BELOW:

■ ACCOUNT NUMBER IS CORRECT ■ JOB ORDER NUMBER IS CORRECT ☐ INSUFFICIENT FUNDS

■ PRIOR REFERENCE IS CORRECT ■ VENDOR NUMBER IS CORRECT

☐ OVERRIDE IS AUTHORIZED ☐ SUFFICIENT FUNDS

■ I CERTIFY THAT GOODS/SERVICES SPECIFIED HAVE BEEN RECEIVED AND THAT PAYMENT IS PROPER AS PER THE ATTACHED DO

☐ I CERTIFY THAT A VALID LIABILITY EXIST BY REASON OF WITHHOLDING, OVERPAYMENT AND THAT PAYMENT IS PROPER AS PER ATTACHED DOCUMENTS.

Department of Administration
Division of Accounts
JUN 29 2017
Customer Service

PREPARED BY: _____ Signature _____ Date

APPROVING OFFICIAL:

JOSEPH L. CABANA, FINANCE OFFICER _____ June 29, 2017
FINANCE & PROCUREMENT COMMITTEE Signature Date

CERTIFICATION OF FUNDS AVAILABLE:

VICTOR A. PEREZ, COMMITTEE CHAIR _____ June 29, 2017
FINANCE & PROCUREMENT COMMITTEE Signature Date

GUAHAN ACADEMY CHARTER SCHOOL

BOARD OF TRUSTEES

OFFICERS AND MEMBERS

Fe Valencia-Ovalles
Chairwoman

Terry M. DeBold
Vice Chairman

Rowena S. Zacarias
Secretary

Victor A. Perez
Treasurer

Dr. Jacqui D. Cyrus
Member

Hentrick M. Eveluck
Member

Mary B. Mafnas, Principal
Ex-Officio Member

COMMITTEES
Executive
Board Governance and Policy
Finance and Procurement
Grants and Development
Government and Public Affairs
Human Resources
Special Education
Technology

P.O. Box CS
Hagatna, Guam 96932
(671) 979-1065/6
info.gacsbot@gmail.com

Department of Administration
Division of Accounts
JUN 29 2017
Customer Service

FUNCTION: Guahan Academy Charter School, Inc.
~~FEBRUARY 2017~~ ALLOTMENT REQUEST
Jun 2017

INVOICE: GACS FY 2016-2017-02-2017-01

AUTHORITY: Public Law 33-185

BE IT ENACTED BY THE PEOPLE OF GUAM

Section 1. Section 2 of Part 1, Chapter II of Public Law 33-185, is hereby *amended to read*:

Section2. Notwithstanding any provision of law, for the School Year 2016-2017, pursuant to § 12116(e), Chapter 12 Title 17 GCA, the Department of Administration (DOA) is hereby authorized and directed to deduct Six Thousand Five Hundred Dollars ($6,500) per enrollee of Academy Charter Schools chartered by the Guam Academy Charter Schools Council, *not to exceed* seven hundred forty (740) students for the *Guahan* Academy Charter School and five hundred (500) students for the *iLearn* Academy Charter School, as recommended by the Guam Academy Charter School Council from the total General Fund appropriation in Section 1 of this Part of this Chapter to the GDOE, based on the actual enrollment at the time, multiplied by the per pupil cost, as established in this Section. Each Academy Charter School *shall* submit a monthly invoice to the DOA. Upon receipt of said invoice, the DOA *shall* remit it to the GDOE. Upon receipt of the remitted invoice, GDOE shall verify the invoice for accuracy and report its findings within ten (10) days of receipt of said invoice to DOA prior to the release of funds. If the GDOE fails to reports its findings, the invoiced amount received by DOA shall be automatically transmitted to each Academy Charter School.

June 2017 Allotment Summary

CLASSIFICATION	ACCOUNT CODE	TOTAL REQUESTED
PERSONNEL SALARIES	111	$ 220,319.86
PERSONNEL BENEFITS	114	$ 33,448.16
CONTRACTUAL	230	$ 15,115.65
MATERIALS & SUPPLIES	240	$ 3,608.24
DRUG TESTING	271	$ -
MISCELLANEOUS	290	$ 20,681.00
POWER	361	$ 8,284.95
WATER	362	$ 1,947.63
TELEPHONE & WIRELESS	363	$ 2,504.37
TOTAL		[illegible]