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Citizen Centric Report 2016 - Department of Admnistration

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Mon, Aug 7, 2017 at 8:28 AM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

8/7/2017	8/7/2017	Department of Administration	Citizen Centric Report for fiscal year 2016.*	34-17-827

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OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

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Speaker Benjamin J.F. Cruz

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2 attachments

DOA CCR2016.pdf
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DOA Director Memo - CCR 2016.pdf
29K

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A Citizen's Report - FY 2016

Department of Administration

Why do we exist?

Mission:

To provide support to Government of Guam agencies, to carry out their mission and responsibilities. We accomplish this by providing financial, cash management, procurement , information technology and human resource services.





Divisions:

Director's Office:

Oversees the operations and functions of all divisions.

Division of Accounts:

To provide accurate and timely financial information that demonstrates the Government's financial integrity and promoting an efficient, effective and accountable government.

Human Resources:

To provide a range of personnel services including recruitment, test development and validation, classification and compensation employee records; employee management relations and employee benefits assistance.

General Services Agency:

To provide a centralized procurement and warehousing activities for the Government of Guam.

Office of Technology

To provide support for a reliable information technology (IT) system for the Executive Branch of the government of Guam, with focus on quality in order to satisfy the support needs of our customers and our community at large.

Guam International Trade Center
590 S. Marine Corps Drive
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Table of Contents

About Us ..... .Page 1
Performance .....Page 2
Financials.....Page 3
What's next .....Page 4



Population

Director's Office	6
Office of Technology	15
Human Resources	24
General Services Agency	22
Division of Accounts	61*

Note: * includes Treasurer of Guam & Payroll



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Contact Us

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Performance



Director's Office

Major Workload Indicator	FY2016 Accomplishments	FY2015 Accomplishments
Provide general supervision for divisions within the department	7	4
Provide human resources for divisions to meet their mission	140	129
Certify funds & approve requests for Direct Payments/Journal vouchers	55	40
Certify funds & approve request for requisitions	275	220
Certify funds & approve contract payments	4	4
Process and maintain files of incoming & outgoing correspondence	3200	2900
Process request for information (Sunshine Act)	25	20

Division of Accounts

Major Workload Indicator	FY2016 Accomplishments	FY2015 Accomplishments
ASO Training Sessions	2	2
Vendor and Direct Payments	67,256	50,179
Travel Processed	6,479	4,956
Journal Vouchers	32,798	28,538
Liquidations/Adjustments	4,653	4,600
Customs and Quarantine Activity	1,656	1,610
Checks Reconciled	217,701	216,595
Payroll Checks/ EFT Processed and Issued	32,173	32,150
Federal Expenditures	$298,822,736	$294,758,573

Human Resources Division

Major Workload Indicator	FY2016 Accomplishments	FY2015 Accomplishments
Processed Application for Vacancies	11,455	11,455
Processed Personnel Actions and Verifications	3,895	2,594
Health/Life Insurance Administration	4,937	4,937
Training and Development	2,571	2,571

Office of Technology

Major Workload Indicator	FY 2016 Accomplishments	FY2015 Accomplishments
Computer Operation Services	2,000	1,590
Project Management Service (by Project)	110	100
Networking and Tech Support	3,900	3,700

General Services Agency

Major Workload Indicator	FY2016 Accomplishments	FY2015 Accomplishments
Tenda Gubetnu Supply Requisition Processed	641	704
Purchase Order	7,250	6,867
Transmitted Encumbrance Documents	8,687	6,867

Doc. No. 34GL-17-0827.*

Financials

EXPENDITURE COMPARISON	FY2016			FY2015		
	General Fund	Indirect Cost Fund	Total	General Fund	Indirect Cost Fund	Total
Director's Office *	4,925,757	14,661	**4,940,418**	3,928,823	21,034	**3,949,857**
Personnel Management	1,776,182	-	**1,776,182**	1,886,184	-	**1,886,184**
Financial Management	64,568	-	**64,568**	54,397	-	**54,397**
Data Processing	3,447,445	-	**3,447,445**	1,857,833	-	**1,857,833**
General Services Agency	1,075,598	-	**1,075,598**	1,160,678	-	**1,160,678**
Division of Accounts	2,626,058	984,417	**3,610,475**	2,565,393	1,039,627	**3,605,020**
Total	**13,915,608**	**999,078**	**14,914,686**	**11,453,308**	**1,060,661**	**12,513,969**

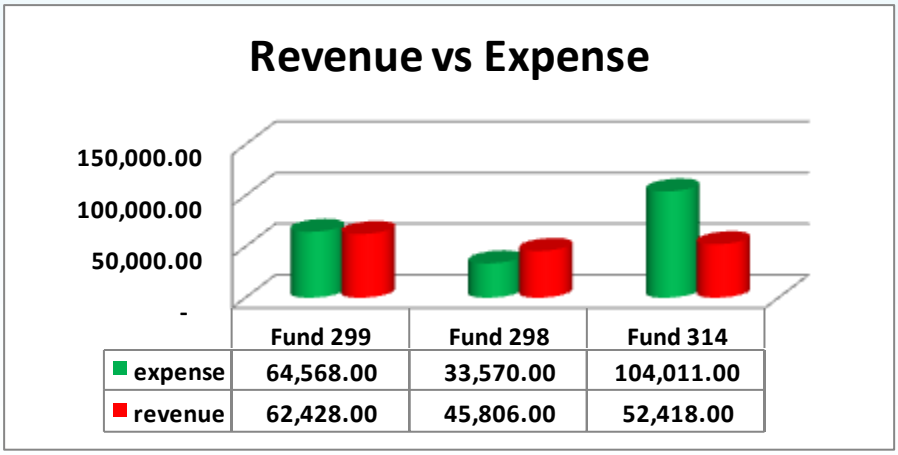
** All contractual services for the Department of Administration were categorized under the Director's Office account.*

The Department of Administration oversees 182 active funds including three Special Revenue Funds: The State Agency for Surplus Property Fund (314), Financial Management Revolving Fund (299), and Human Resource Services Revolving Fund (298). The State Agency for Surplus Property Fund was created for the disposal of salvage and surplus personal property from GovGuam agencies and departments. The Financial Management Revolving Fund was created by Executive Order No. 2002-12 for cost associated with the handling and accounting for monies and deposits to be charged for treasury services to the Financial Management Division. The Human Resource Services Revolving Fund was created by Executive Order No. 2002-01 for administrative costs and supplies and equipment costs associated within the areas of classification and pay, recruitment, records, employee benefits, test development, employee management relations, training and development, as well as the Drug-Free Work program of Human Resources Division. Below shows the comparison data between revenues and expenditure for Fiscal Year 2015. A complete financial information can be found on our website at http://www.doa.guam.gov/









All financial activities of DOA are in line with the Mission, Vision and Goals established by law. DOA was instrumental in the receipt of the "Certificate of Excellence in Financial Reporting" for the 2012 and 2013 Comprehensive Annual Financial Report (CAFR). The CAFRs may be viewed online at www.http://da.doa.guam.gov/reports/comprehensive-annual-financial-reports/

Whats Next?

The Government of Guam is in the process of completing the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending September 30, 2016. This will mark the Department of Administration's fifth CAFR. The Division of Accounts, Department of Administration, prepares the CAFR in conformance with the principles and standards for financial reporting set forth by the Governmental Accounting Standards Board (GASB). The report is a thorough and detailed presentation of the Government's activities. It shows the government's statistical information that spans 10 years.





WWW.PITIVITI.ORG /
Executive Leadership Development Program

Five of our Department of Administration employees have participated and completed the Executive Leadership Development Program (ELDP) training in the last eight years.

The ELDP training has been designed to respond to the emerging personnel needs the insular governments continue to face by providing customized leadership training to insular government employees. Program participants will meet four times over the course of one year to develop skills in leadership, management, government finance, procurement, and auditing. The program comprises four week-long classroom sessions and a series of developmental and career enhancement assignments between classes. The program is administered by the Graduate School's Pacific and Virgin Islands Training Initiatives, with funding support from the United States Department of the Interior's Office of Insular Affairs.

Additional Reporting

Department of Administration is in the process of adopting a new report called Popular Annual Financial Reporting (PAFR).

The Government Finance Officers Association (GFOA) established the Popular Annual Financial Reporting Awards Program (PAFR Program) in 1991 to encourage and assist state and local governments to extract information from their comprehensive annual financial report to produce high quality popular annual financial reports specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance and then to recognize individual governments that are successful in achieving that goal.





Deloitte and Touché, LLP. (2015–2016) *Financial Statements and Additional Information and Independent Auditor's Report.* From http://www.guamopa.org/docs

Deloitte and Touché, LLP. (2015–2016) *Government-Wide Single Audit Report.* From http://www.guamopa.org/docs

Guam Office of the Public Accountability (2016) *Government-Wide Compliance Highlights.* From http://www.guamopa.org/docs

Guam Office of the Public Accountability (2016) *Government-Wide Management Letter.* From http://www.guamopa.org/docs

Department of Administration (2016-2018) *Mission, Activity Description, and Objective*. From http://www.doa.guam.gov/

Department of Administration (2014–2016) *DOA budget digest report.* From Department of Administration Director's Office

Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Department of Administration
(DIPATTAMENTON ATEMENSTRASION)
DIRECTOR'S OFFICE
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Christine W. Baleto
Director
Vincent P. Arriola
Deputy Director

August 3, 2017

The Honorable Benjamin J.F. Cruz
Speaker
I Mina Trentai Kuattro Na Liheslaturan Guahan
163 Chalan Santo Papa
Hagatna, Guam 96910

RE: Citizen Centric Report – Department of Administration

Buenas yan Hafa Adai Mr. Speaker:

Pursuant to Public Law 30-127, we are submitting the Citizen Centric Report for the Department of Administration for fiscal year 2016.

Should you have any further questions or concerns, please contact the Department of Administration's Financial Manager, Kathrine Kakigi at 475-1211/1169

Si Yu'os Maase!

Sensaramente,

Christine Baleto
Director

Attachment