# 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

GR# 34-17-1119
Speaker Benjamin J.F. Cruz

OCT 23 2017
Time: 909 (AM) PM File No. 34-1069
Received By

October 20, 2017

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

**Re: Guahan Academy Charter School: FY 2017 September 2017 (Partial) Allotment Request**

Hafa Adai Director Baleto,

Upon review of the Guahan Academy Charter School Fiscal Year 2017 September 2017 (Partial) 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 **$151,425.35** of the invoiced total. Please see the attached verification report. This validation is based on actual invoices submitted to our Internal Audit Office on October 14, 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

2017 OCT 23 AM 9:37 O.S.

1119

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

October 20, 2017

**MEMORANDUM**

TO: Jon J.P. Fernandez, Superintendent of Education

CC: Taling M. Taitano, Deputy Superintendent of Finance and Administrative Services

FROM: Franklin J.T. Cooper-Nurse, Chief Auditor, Internal Audit Office

SUBJECT: September 2017 Review of Guahan Academy Charter School Inc.'s Invoices

Hafa Adai,

The Guam Department of Education (GDOE) Internal Audit Office (IAO) has completed its review of Guahan Academy Charter School (GACS)'s partial allotment request for September 2017. IAO is authorized by Public Law (PL) 33-185 to verify charter school invoices for accuracy and report its findings within 10 days.

On October 14, 2017, IAO received the Department of Administration's transmittal for GACS's September 2017 Partial Allotment Request of $164,926.45. The IAO validated **$151,425.35** of GACS submitted invoices and identified a difference of $13,808.14. The difference is primarily due to a duplicate invoice of $10,985 from B&G Pacific, LLC. Additionally, documentation evidencing competitive procurement was not provided for a $2,515.60 invoice from East West Rental. Both invoices were not validated.

**Table 1: September 2017 Allotment Request Invoices (Partial)**

| | A | B | C | (B-C) = D |
|---|---|---|---|---|
| Object Class | GACS Drawdown | Submitted Invoices | IAO's Validation | Difference |
| 1 Personnel Salaries | $ 97,554.51 | $ 97,554.51 | $ 97,554.51 | $ - |
| 2 Benefits | $ 12,954.24 | $ 12,954.24 | $ 12,954.24 | $ - |
| 3 Contractual | $ 37,924.38 | $ 37,924.38 | $ 24,423.28 | $ 13,501.10 |
| 4 Supplies & Materials | $ 824.98 | $ 832.01 | $ 824.98 | $ 7.03 |
| 5 Student Material | $ - | $ - | $ - | $ - |
| 6 Power | $ 8,677.27 | $ 8,677.27 | $ 8,677.27 | $ - |
| 7 Water | $ 2,249.67 | $ 2,549.67 | $ 2,249.67 | $ 300.00 |
| 8 Telephone & Wireless | $ 4,352.37 | $ 4,352.37 | $ 4,352.37 | $ - |
| 9 Miscellaneous | $ 389.03 | $ 389.04 | $ 389.03 | $ 0.01 |
| TOTAL | $ 164,926.45 | $ 165,233.49 | $ 151,425.35 | $ 13,808.14 |

PL 33-185 provides $6,500 for each student up to 740 students or a total of $4,810,000. For Fiscal Year (FY) 2017, IAO validated $4,703,526.71 of expenditures, leaving a balance of $106,473.29 of unexpended funds. As of September 15, 2017, 983 students were enrolled in GACS. See Tables 2 and 3.

**Table 2: FY 2017 Validation Summary**

| Month | A GACS Drawdown | B Submitted Invoices | C IAO's Validation | (B-C) = D Difference |
|---|---|---|---|---|
| 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 |
| March 2017 | $ 304,482.97 | $ 304,482.97 | $ 295,460.97 | $ 9,022.00 |
| April 2017 (Partial) | $ 333,691.59 | $ 330,624.81 | $ 329,099.31 | $ 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 | $ 1,719.84 |
| July 2017 (Partial) | $ 448,231.17 | $ 448,231.17 | $ 115,406.17 | $ 332,825.00 |
| July 2017 (Final) | $ 341,828.53 | $ 341,828.53 | $ 316,828.53 | $ 25,000.00 |
| August 2017 (Partial) | $ 160,177.71 | $ 160,177.71 | $ 148,867.19 | $ 11,310.52 |
| August 2017 (Final) | $ 346,065.61 | $ 346,066.27 | $ 267,366.71 | $ 78,699.56 |
| September 2017 (Partial) | $ 164,926.45 | $ 165,233.49 | $ 151,425.35 | $ 13,808.14 |
| **Total (FY 2017)** | **$5,194,446.72** | **$ 5,192,705.54** | **$ 4,703,526.71** | **$489,178.83** |

| **Per PL 33-185 (FY 2017; SY 2016-2017)** | |
|---|---|
| Funding Per Student | $ 6,500 |
| Maximum Enrollment | 740 |
| GACS Maximum Budget | $ 4,810,000 |

| **Year-to-Date** | |
|---|---|
| GACS Max. Budget | $ 4,810,000.00 |
| IAO's Validation | $ 4,703,526.71 |
| Remaining Funds | $ 106,473.29 |

**Table 3: FY 2017 GACS Enrollment**

| Months | Grade Level 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | K | PK | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 |
| Jul-17 | 92 | 100 | 100 | 98 | 79 | 92 | 90 | 55 | 53 | 36 | 28 | 34 | 52 | 71 | 980 |
| Aug-17 | 90 | 104 | 104 | 102 | 83 | 105 | 93 | 58 | 50 | 36 | 30 | 35 | 64 | 71 | 1,025 |
| Sep-17 | 85 | 99 | 102 | 96 | 79 | 92 | 91 | 56 | 47 | 34 | 30 | 36 | 70 | 66 | 983 |
| **Average** | **88** | **84** | **86** | **73** | **61** | **76** | **63** | **54** | **37** | **27** | **27** | **23** | **74** | **69** | **842** |

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.

## Appendix: GACS September 2017 (Partial) Allotment Request Invoices

| Object Code and Class | Reference | Vendor | Invoice # | Invoice Date | Invoice Amount | Validated | Validated Amount |
|---|---|---|---|---|---|---|---|
| 111 Personnel | O-2.1 | Sanford Technology Group | 187550-30H | 9/21/17 | $ 97,554.51 | ✓ | $ 97,554.51 |
| | | | | | | Subtotal | $ 97,554.51 |
| 114 Personnel Benefits | O-3.1 | Sanford Technology Group | 187550-30H | 9/21/17 | $ 6,062.21 | ✓ | $ 6,062.21 |
| 114 Personnel Benefits | O-3.2 | Sanford Technology Group | 187550-30H | 9/21/17 | $ 1,417.68 | ✓ | $ 1,417.68 |
| 114 Personnel Benefits | O-3.3 | Sanford Technology Group | 187550-30H | 9/21/17 | $ 3,677.59 | ✓ | $ 3,677.59 |
| 114 Personnel Benefits | O-3.4 | Sanford Technology Group | 187550-30H | 9/21/17 | $ 1,796.76 | ✓ | $ 1,796.76 |
| | | | | | | Subtotal | $ 12,954.24 |
| 230 Contractual | O-4.1 | Sanford Technology Group | 187550-30H | 9/21/17 | $ 346.37 | ✓ | $ 346.37 |
| 230 Contractual | O-4.2 | B&G Pacific LLC | GUAHAN9171 | 9/8/17 | $ 10,985.50 | | $ - |
| 230 Contractual | O-4.3 | B&G Pacific LLC | GUAHAN9174 | 9/29/17 | $ 22,086.25 | ✓ | $ 22,086.25 |
| 230 Contractual | O-4.4 | Pacedit | 70884 | 9/5/17 | $ 555.00 | ✓ | $ 555.00 |
| 230 Contractual | O-4.5 | Xerox | 90484944 | 9/1/17 | $ 1,016.14 | ✓ | $ 1,016.14 |
| 230 Contractual | O-4.6 | Xerox | 90484971 | 9/1/17 | $ 419.52 | ✓ | $ 419.52 |
| 230 Contractual | O-4.7 | East West Rental Center, Inc. | 547011 | 9/8/17 | $ 2,515.60 | | $ - |
| | | | | | | Subtotal | $ 24,423.28 |
| 290 Miscellaneous | O-5.1 | Fast Copy Factory | 20147 | 9/12/17 | $ 373.65 | | $ 373.64 |
| 290 Miscellaneous | O-5.2 | Fast Copy Factory | 20131 | 9/6/17 | $ 11.39 | ✓ | $ 11.39 |
| 290 Miscellaneous | O-5.3 | Fast Copy Factory | 20152 | 9/14/17 | $ 4.00 | ✓ | $ 4.00 |
| | | | | | | Subtotal | $ 389.03 |
| 240 Supplies and Materials | O-6.1 | Micronesia Guam Inc. | 49 | 9/13/17 | $ 340.00 | ✓ | $ 340.00 |
| 240 Supplies and Materials | O-6.2 | National Office Supply | S-177860 | 9/19/17 | $ 167.72 | ✓ | $ 167.72 |
| 240 Supplies and Materials | O-6.3 | MedPharm | SV-17085338 | 8/25/17 | $ 49.49 | | $ 42.46 |
| 240 Supplies and Materials | O-6.4 | MedPharm | SV-17085449 | 9/1/17 | $ 31.96 | ✓ | $ 31.96 |
| 240 Supplies and Materials | O-6.5 | MD Wholesale | SI-17-47590 | 9/12/17 | $ 27.93 | ✓ | $ 27.93 |
| 240 Supplies and Materials | O-6.6 | MD Wholesale | SI-17-47589 | 9/12/17 | $ 7.99 | ✓ | $ 7.99 |
| 240 Supplies and Materials | O-6.7 | Pepsi Cola Bottling Co. | 777808 | 9/22/17 | $ 206.92 | ✓ | $ 206.92 |
| | | | | | | Subtotal | $ 824.98 |
| 361 Power | O-7.1 | Guam Power Authority | | 9/11/17 | $ 1,224.25 | ✓ | $ 1,224.25 |
| 361 Power | O-7.2 | Guam Power Authority | | 9/11/17 | $ 6,078.37 | ✓ | $ 6,078.37 |
| 361 Power | O-7.3 | Guam Power Authority | 629 362756678249 | 9/14/17 | $ 982.56 | ✓ | $ 982.56 |
| 361 Power | O-7.4 | Guam Power Authority | 629 262756676885 | 9/14/17 | $ 392.09 | ✓ | $ 392.09 |
| | | | | | | Subtotal | $ 8,677.27 |
| 362 Water | O-8.1 | Guam Waterworks Authority | 533978915750 | 9/6/17 | $ 589.19 | | $ 289.19 |
| 362 Water | O-8.2 | Guam Waterworks Authority | 29536744701 | 9/6/17 | $ 1,960.48 | ✓ | $ 1,960.48 |
| | | | | | | Subtotal | $ 2,249.67 |
| 363 Telephone and Wireless | O-9.1 | GTA | GACS001 | | $ 4,352.37 | ✓ | $ 4,352.37 |
| | | | | | | Subtotal | $ 4,352.37 |
| | | | | | | Total | $ 151,425.35 |

Doc. No. 34GL-17-1119.

*Eddie Baza Calvo*
*Governor*
***Ray Tenorio***
*Lieutenant Governor*

**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

***Christine W. Baleto***
*Director*
***Vincent P. Arriola***
*Deputy Director*

October 6, 2017

Department of Education
Office of the Superintendent
Date: 10/13/17 Time: _____
Rec'd By: 710308
Print Name Signature

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

To IAO for review.
10/13/17

**RE: Guahan Academy Charter School – September 2017 (Partial) Allotment Request**

*Buenas yan Hafa Adai*:

Pursuant to Public Law 33-185, Chapter II, Part I, we are submitting Guahan Academy Charter School's partial allotment request for the month of Septemeber 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!*

*Sensaramente,*

Christine W. Baleto
Director

RECEIVED
By Internal Audit Office
10/16/17 L.U.

**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<br>P.O. Box CS<br>Hagatna, GU 96932 | G0016588 |

PURPOSE:

**Sept 2017 - Partial Allotment Request**

| TRAN CODE | ACCOUNT NUMBER | AMOUNT | Invoices |
|---|---|---|---|
| | | | |
| 190 | 5639A179964GA201-290 | $ 164,926.45 | Sept 2017 - Partial Allotment Request |
| | | | |
| | | | |
| | | | |
| TOTAL | | $ 164,926.45 | |

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 DOCU

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

PREPARED BY:

_____ _____ Signature _____ Date

APPROVING OFFICIAL:

JOSEPH L. CABANA, FINANCE OFFICER — Signature — 10/062017 Date

FINANCE & PROCUREMENT COMMITTEE

CERTIFICATION OF FUNDS AVAILABLE:

VICTOR A. PEREZ, COMMITTEE CHAIR — Signature — 10/062017 Date

FINANCE & PROCUREMENT COMMITTEE

# GUAHAN ACADEMY CHARTER SCHOOL

RECEIVED
OCT 06 2017
DEPT OF ADMIN
ACCTG
REV BRANCH

BOARD OF TRUSTEES

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Chairwoman

Hentrick M. Eveluck
Vice Chairman

Rowena S. Zacarias
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Victor A. Perez
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Member

Richard P. Quiambao
Member

Hentrick M. Eveluck
Member

Mary B. Mafnas, Principal
Ex-Officio Member

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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 *a* gmail.com

DATE: October 6, 2017

TO: Christine Won Pat Baleto
Director,
Department of Administration

FROM: Joseph Limtiaco Cabana
Finance Officer
Guahan Academy Charter School Incorporated

RE: September 2017 - Partial Allotment Request

Attached are all relevant documents to support the September 2017 Partial Allotment Request for Guahan Academy Charter School Incorporated.

A copy of these materials will also be submitted to the GDOE IAO.

Thank you for your time and consideration.

CC: Board of Trustees

GDOE IAO

GUAHAN
ACADEMY
CHARTER SCHOOL

BOARD OF TRUSTEES

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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

FUNCTION: Guahan Academy Charter School, Inc.
**SEPTEMBER 2017 - PARTIAL ALLOTMENT REQUEST**

INVOICE: GACS FY 2016-2017-08-2017-02

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.

# GUAHAN ACADEMY CHARTER SCHOOL
## Allotment Summary
## September 2017 - Partial

| CLASSIFICATION | ACCOUNT CODE | TOTAL REQUESTED |
|---|---|---|
| PERSONNEL SALARIES | 111 | $ 97,554.51 |
| PERSONNEL BENEFITS | 114 | $ 12,954.24 |
| CONTRACTUAL | 230 | $ 37,924.38 |
| MATERIALS & SUPPLIES | 240 | $ 824.98 |
| WORKMAN'S COMP & GEN LIAB | 270 | $ - |
| DRUG TESTING | 271 | $ - |
| MISCELLANEOUS | 290 | $ 389.03 |
| POWER | 361 | $ 8,677.27 |
| WATER | 362 | $ 2,249.67 |
| TELEPHONE & WIRELESS | 363 | $ 4,352.37 |
| | **TOTAL:** | **$ 164,926.45** |

Doc. No. 34GL-17-1119.