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

GL# 34-17-1263

Speaker Benjamin J.F. Cruz

NOV 27 2017
Time: 9:49 [ ] AM [ ] PM File No. 34-1242
Received By:

November 22, 2017

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

Re: Guahan Academy Charter School: FY 2018 November 2017 (2nd Partial) Allotment Request

Hafa Adai Director Baleto,

Upon review of the Guahan Academy Charter School Fiscal Year 2018 November 2017 (2nd Partial) Allotment Request by our Internal Audit Office in collaboration with members of the Guahan Academy Charter School Incorporated, I am able to submit my verification of accuracy as required by Public Law 34-42, Chapter II, Section 3 in its entirety.

Our Internal Audit Office was able to validate $110,662.47 of the invoiced total. Please see the attached verification report. This validation is based on actual invoices submitted to our Internal Audit Office on November 21, 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 NOV 27 PM 1:18

1263

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

November 22, 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: November 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 second partial allotment request for November 2017. GDOE (IAO) is authorized by Public Law (PL) 34-42 to verify charter school invoices for accuracy and report its findings within 10 days.

On November 21, 2017, IAO received the Department of Administration's transmittal for GACS's November 2017 Second Partial Allotment Request of $110,662.47. The IAO validated $110,662.47 of GACS submitted invoices.

Table 1: November 2017 Allotment Request Invoices (2nd Partial)

	A	B	C	(B-C) = D
Object Class	GACS Drawdown	Submitted Invoices	IAO's Validation	Difference
1 Personnel Salaries	$ 97,912.92	$ 97,912.92	$ 97,912.92	$ -
2 Benefits	$ 12,749.55	$ 12,749.55	$ 12,749.55	$ -
3 Contractual	$ -	$ -	$ -	$ -
4 Supplies & Materials	$ -	$ -	$ -	$ -
5 Student Material	$ -	$ -	$ -	$ -
6 Power	$ -	$ -	$ -	$ -
7 Water	$ -	$ -	$ -	$ -
8 Telephone & Wireless	$ -	$ -	$ -	$ -
9 Miscellaneous	$ -	$ -	$ -	$ -
TOTAL	$110,662.47	$110,662.47	$110,662.47	$ -

PL 34-42 provides $6,500 for each student up to 740 students or a total of $4,810,000. For Fiscal Year (FY) 2018, IAO validated $560,514.87 of expenditures, leaving a balance of $4,249,485.13 of unexpended funds. As of November 20, 2017, 946 students were enrolled in GACS. See Tables 2 and 3.

Table 2: FY 2018 Validation Summary

	A	B	C	(B-C) = D
Month	GACS Drawdown	Submitted Invoices	IAO's Validation	Difference
Oct 2017 (Partial)	$ 223,949.48	$ 223,949.48	$ 223,949.48	$ -
Oct 2017 (Partial #2)	$ 181,025.77	$ 181,025.77	$ 116,189.14	$ 64,836.63
Nov 2017 (Partial)	$ 109,713.81	$ 109,713.78	$ 109,713.78	$ -
Nov 2017 (Partial #2)	$ 110,662.47	$ 110,662.47	$ 110,662.47	
Total (FY 2018)	**$625,351.53**	**$625,351.50**	**$ 560,514.87**	**$64,836.63**

Per PL 34-42 (FY 2018; SY 2018-2019)		Year-to-Date	
Funding Per Student	$ 6,500	GACS Max. Budget	$4,810,000.00
Maximum Enrollment	740	IAO's Validation	$ 560,514.87
GACS Maximum Budget	$ 4,810,000	Remaining Funds	$4,249,485.13

Table 3: FY 2018 GACS Enrollment

	Grade Level														
Months	1	2	3	4	5	6	7	8	9	10	11	12	K	PK	Total
Oct-17	82	97	99	94	77	91	87	56	42	33	31	34	69	65	957
Nov-17	81	96	97	94	75	91	85	56	42	33	30	34	67	65	946
Average	**82**	**97**	**98**	**94**	**76**	**91**	**86**	**56**	**42**	**33**	**31**	**34**	**68**	**65**	**952**

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 November 2017 (2nd Partial) Allotment Request Invoices

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
111 Personnel Salaries	D-2.1	Sanford Technology Group	189765-30H	11/17/2017	$ 97,912.92	✔	$ 97,912.92
						Subtotal	$ 97,912.92
114 Personnel Benefits	D-3.1	Sanford Technology Group	189765-30H	11/17/2017	$ 6,070.61	✔	$ 6,070.61
114 Personnel Benefits	D-3.2	Sanford Technology Group	189765-30H	11/17/2017	$ 1,419.78	✔	$ 1,419.78
114 Personnel Benefits	D-3.3	Sanford Technology Group	189765-30H	11/17/2017	$ 3,462.40	✔	$ 3,462.40
114 Personnel Benefits	D-3.4	Sanford Technology Group	189765-30H	11/17/2017	$ 1,796.76	✔	$ 1,796.76
						Subtotal	$ 12,749.55
						Total	**$ 110,662.47**

Doc. No. 34GL-17-1263.

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

November 20, 2017

Forward to IAO.
11/21/17

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

RE: Guahan Academy Charter School – November 2017 (Partial#2) Allotment Request

Buenas yan Hafa Adai:

Pursuant to Public Law 34-42, Chapter II, Part I, we are submitting Guahan Academy Charter School's partial allotment request for the month of November for Fiscal Year 2018. 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

Department of Education
Office of the Superintendent
Date: 11/21/17 Time: 7:19:04
Rec'd By: _____
Print Name Signature

RECEIVED
By Internal Audit Office
11/21/2017

GUAHAN ACADEMY CHARTER SCHOOL

BOARD OF TRUSTEES

OFFICERS AND MEMBERS

Fe Valencia-Ovalles
Chairwoman

Hentrick M. Eveluck
Vice Chairman

Rowena S. Zacarias
Secretary

Victor A. Perez
Treasurer

Dr. Jacqui D. Cyrus
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

FUNCTION: Guahan Academy Charter School, Inc.

NOV. 30
~~October 15~~, 2017 - PARTIAL ALLOTMENT REQUEST

INVOICE: GACS FY 2017-2018-11-2017-02

AUTHORITY: Public Law 34-42

Department of Administration
Division of Accounts
NOV 20 2017
Customer Service

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. Section 2 of Part 1, Chapter II of Public Law 34-42, is hereby *amended to read*:

Section2. Notwithstanding any provision of law, for the School Year 2017-2018, 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

BOARD OF TRUSTEES

OFFICERS AND MEMBERS

Fe Valencia-Ovalles
Chairwoman

Hentrick M. Eveluck
Vice Chairman

Rowena S. Zacarias
Secretary

Victor A. Perez
Treasurer

Dr. Jacqui D. Cyrus
Member

Richard P. Quiambao
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.gacsboard@gmail.com

DATE: November 20, 2017

TO: Christine Won Pat Baleto
Director,
Department of Administration

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

RE: November 2017 - Allotment Request #11-2017-02

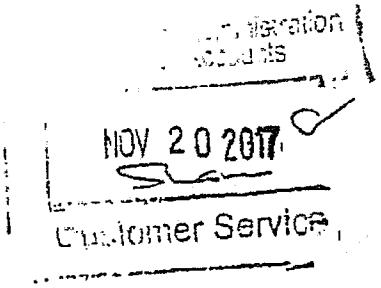
Attached are all relevant documents to support the November Allotment Request #11-2017-02 for Guahan Academy Charter School Incorporated.

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



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:

Nov 2017 - Partial Allotment Request #11-2017-02

TRAN CODE	ACCOUNT NUMBER	AMOUNT	Invoices
190	5639A179964GA201-290	$ 110,662.47	Nov 17 Partial Request #2
TOTAL		$ 110,662.47	

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

Department of Administration
Division of Accounts
NOV 20 2017
Customer Service

☒ I CERTIFY THAT GOODS/SERVICES SPECIFIED HAVE BEEN RECEIVED AND THAT PAYMENT IS PROPER AS PER THE ATTACHED DOCUMENTS.

☐ 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 November 20, 2017 Date

FINANCE & PROCUREMENT COMMITTEE

CERTIFICATION OF FUNDS AVAILABLE:

VICTOR A. PEREZ, COMMITTEE CHAIR _____ Signature November 20, 2017 Date

FINANCE & PROCUREMENT COMMITTEE

GUAHAN ACADEMY CHARTER SCHOOL
Allotment Summary
November 2017 - Request 11-2017-02

CLASSIFICATION	ACCOUNT CODE	TOTAL REQUESTED
PERSONNEL SALARIES	111	$ 97,912.92
PERSONNEL BENEFITS	114	$ 12,749.55
CONTRACTUAL	230	$ -
MATERIALS & SUPPLIES	240	$ -
WORKMAN'S COMP & GEN LIAB	270	$ -
DRUG TESTING	271	$ -
MISCELLANEOUS	290	$ -
POWER	361	$ -
WATER	362	$ -
TELEPHONE & WIRELESS	363	$ -
	TOTAL:	$ 110,662.47

Doc. No. 34GL-17-1263.