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

Rec'd 34-18-1560
Speaker Benjamin J.F. Cruz

FEB 2 2 2018
Time: 8:50 AM File No. 34-1567
Received By

February 20, 2018

Mr. Edward Birn
Acting Director
Department of Administration
P.O. Box 884
Hagatña, Guam 96932

Re: Guahan Academy Charter School: FY 2018 February 2018 (Partial #1) Allotment Request

Hafa Adai,

Upon review of the Guahan Academy Charter School Fiscal Year 2018 February 2018 (Partial #1) 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 **$124,744.17** of the invoiced total. Please see the attached verification report. This validation is based on actual invoices submitted to our Internal Audit Office on February 16, 2018.

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

2018 FEB 22 AM 8:50

1560

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

February 20, 2018

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: February 2018 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 first partial allotment request for February 2018. 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 February 16, 2018, IAO received the Department of Administration's transmittal for GACS's February 2018 Partial #1 Allotment Request of $124,744.17. The IAO validated **$124,744.17** of GACS's submitted invoices.

Table 1: February 2018 Allotment Request Invoices (Partial #1)

	A	B	C	(B-C) = D
Object Class	GACS Drawdown	Submitted Invoices	IAO's Validation	Difference
1 Personnel Salaries	$ 96,287.53	$ 96,287.53	$ 96,287.53	$ -
2 Benefits	$ 9,985.81	$ 9,985.81	$ 9,985.81	$ -
3 Contractual	$ 5,327.50	$ 5,327.50	$ 5,327.50	$ -
4 Supplies & Materials	$ -	$ -	$ -	$ -
5 Student Material	$ -	$ -	$ -	$ -
6 Power	$ 11,036.58	$ 11,036.58	$ 11,036.58	$ -
7 Water	$ 2,106.75	$ 2,106.75	$ 2,106.75	$ -
8 Telephone & Wireless	$ -	$ -	$ -	$ -
9 Miscellaneous	$ -	$ -	$ -	$ -
TOTAL	$ 124,744.17	$ 124,744.17	$ 124,744.17	$ -

PL 34-42 provides $6,500 for each student up to 740 students or a total of $4,810,000. However, due to revenue shortfalls from tax cuts, GACS's Fiscal Year (FY) 2018 appropriations were reduced by $416,719[1] for a revised appropriation of $4,393,281. For FY 2018, IAO validated $1,709,772.85 of expenditures, leaving a balance of $2,683,508.15 of unexpended funds. As of February 15, 2018, 911 students were enrolled in GACS. See Tables 2 and 3.

Table 2: FY 2018 Validation Summary

Month	A GACS Drawdown	B Submitted Invoices	C IAO's Validation	(B-C) = D 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	$ -
Dec 2017 (Partial)	$ 125,065.99	$ 125,065.99	$ 125,065.99	$ -
Dec 2017 (Partial #2)	$ 113,142.58	$ 113,142.58	$ 105,782.74	$ 7,359.84
Dec 2017 (Partial #3)	$ 468,515.60	$ 468,515.60	$ -	$ 468,515.60
Dec 2017 (Partial #4)	$ 179,258.25	$ 179,258.25	$ 179,258.25	$ -
Jan 2018 (Partial #1)	$ 146,654.61	$ 146,654.61	$ 122,064.36	$ 24,590.25
Dec 2017 (Final)	$ 182,255.86	$ 182,255.56	$ 178,264.76	$ 3,990.80
Jan 2018 (Partial #2)	$ 350,000.00	$ 350,000.00	$ -	$ 350,000.00
Jan 2018 (Partial #3)	$ 107,998.48	$ 107,998.48	$ 107,998.48	$ -
Jan 2018 (Partial #4)	$ 206,542.11	$ 206,288.83	$ 206,079.23	$ 209.60
Feb 2018 (Partial #1)	$ 124,744.17	$ 124,744.17	$ 124,744.17	$ -
Total (FY 2018)	$ 2,629,529.18	$ 2,629,275.57	$ 1,709,772.85	$ 919,502.72

Funding Per Student	$ 6,500
Maximum Enrollment	740
GACS Maximum Budget	$4,810,000

GACS Max. Budget	$ 4,810,000.00
Less: Appropriations reduction	(416,719.00)
Revised Budget	$ 4,393,281.00
Less: IAO's Validations	(1,709,772.85)
Remaining Funds	$ 2,683,508.15

Table 3: FY 2018 GACS Enrollment

Months	Grade Level 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
Dec-17	81	96	96	93	75	90	84	55	41	31	30	35	67	64	938
Jan-18	77	95	95	92	74	89	84	54	41	31	29	31	67	64	923
Feb-18	77	93	93	91	72	88	82	54	41	30	29	31	66	64	911
Average	80	95	96	93	75	90	84	55	41	32	30	33	67	64	935

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.

[1] Bureau of Budget and Management Research (2018, January 24). *FY 2018 general fund appropriation reductions-tax cuts and jobs act of 2017*

Appendix 1: GACS February 2018 (Partial #1) Allotment Request Invoices

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
111 Personnel Salaries	N-2.1	Sanford Technology Group	193553-30H	2/7/2018	$95,842.17	✔	$ 95,842.17
111 Personnel Salaries	N-2.2	Guahan Academy Charter School	Manual Ck #2975		$ 192.08	✔	$ 192.08
111 Personnel Salaries	N-2.3	Guahan Academy Charter School	Manual Ck #2950		$ 253.28	✔	$ 253.28
						Subtotal	$ 96,287.53
114 Personnel Benefits	N-3.1	Sanford Technology Group	193553-30H	2/7/2018	$ 5,954.23	✔	$ 5,954.23
114 Personnel Benefits	N-3.2	Sanford Technology Group	193553-30H	2/7/2018	$ 1,392.42	✔	$ 1,392.42
114 Personnel Benefits	N-3.3	Sanford Technology Group	193553-30H	2/7/2018	$ 2,639.16	✔	$ 2,639.16
						Subtotal	$ 9,985.81
230 Contractual	N-4.1	Sanford Technology Group	193553-30H	2/7/2018	$ 443.12	✔	$ 443.12
230 Contractual	N-4.2	Pacific Waste Systems, LLC	116041	2/1/2018	$ 743.78	✔	$ 743.78
230 Contractual	N-4.3	Xerox	092160358	2/1/2018	$ 1,261.11	✔	$ 1,261.11
230 Contractual	N-4.4	Xerox	091494060	12/1/2017	$ 1,450.94	✔	$ 1,450.94
230 Contractual	N--4.5	Xerox	091828626	1/1/2018	$ 1,428.55	✔	$ 1,428.55
						Subtotal	$ 5,327.50
361 Power	N-5.1	Guam Power Authority		2/7/2018	$ 3,694.12	✔	$ 3,694.12
361 Power	N-5.2	Guam Power Authority	725 346148087409	2/7/2018	$ 7,262.71	✔	$ 7,262.71
361 Power	N-5.3	Guam Power Authority		1/8/2018	$ 25.89	✔	$ 25.89
361 Power	N-5.4	Guam Power Authority	704 346147687114	1/8/2018	$ 53.86	✔	$ 53.86
						Subtotal	$ 11,036.58
362 Water	N-6.1	Guam Waterworks Authority	533977937682	2/5/2018	$ 409.69	✔	$ 409.69
362 Water	N-6.2	Guam Waterworks Authority	029538633433	2/5/2018	$ 1,697.06	✔	$ 1,697.06
						Subtotal	$ 2,106.75
						Total	**$ 124,744.17**

Doc. No. 34GL-18-1560.

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

Edward Birn
Director
Vincent P. Arriola
Deputy Director

February 15, 2018

Forward to IAO.
2/16/18

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

RE: Guahan Academy Charter School – February 2018 (Partial#1) Allotment Request

Buenas yan Hafa Adai:

Pursuant to Public Law 33-42, Chapter II, Part I, we are submitting Guahan Academy Charter School's partial allotment request for the month of February 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 Ma'ase!

2/21/18
Department of Education
Office of the Superintendent
Date/Time: 2/16/18
Rec'd By: [illegible]
Signature

Senseramente,

Edward Birn
Director

GUAHAN ACADEMY CHARTER SCHOOL

BOARD OF TRUSTEES

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P.O. Box CS
Hagatna, Guam 96932
(671) 979-1065/6
Board Liaison
Cell: (671) 483-3044
info.gacsbot@gmail.com

DATE: February 14, 2018

TO: Edward Birn
Director,
Department of Administration

FROM: Al Erguiza
Procurement & Audit Manager
Guahan Academy Charter School Incorporated

RE: February 2018 - Allotment Request (Partial #1)

Attached are all relevant documents to support the February 2018 Allotment Request (Partial #1) 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 - A S A P

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

VENDOR NUMBER:
G0016588

PURPOSE:

Feb 2018 - Allotment Request (Partial #1)

TRAN CODE	ACCOUNT NUMBER	AMOUNT	Invoice
190	5639A179964GA201-290	$ 124,744.17	Feb 2018 - Allotment Request (Partial #1)
	TOTAL	$ 124,744.17	

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 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:

Al Erguiza, Procurement & Audit Manager
FINANCE & PROCUREMENT COMMITTEE
Signature February 14, 2018
Date

CERTIFICATION OF FUNDS AVAILABLE:

VICTOR A. PEREZ, COMMITTEE CHAIR
FINANCE & PROCUREMENT COMMITTEE
Signature February 14, 2018
Date

GUAHAN ACADEMY CHARTER SCHOOL

Allotment Summary

February 2018 - Partial #1

CLASSIFICATION	ACCOUNT CODE	TOTAL REQUESTED
PERSONNEL SALARIES	111	$ 96,287.53
PERSONNEL BENEFITS	114	$ 9,985.81
CONTRACTUAL	230	$ 5,327.50
MATERIALS & SUPPLIES	240	$ -
WORKMAN'S COMP & GEN LIAB	270	$ -
DRUG TESTING	271	$ -
MISCELLANEOUS	290	$ -
POWER	361	$ 11,036.58
WATER	362	$ 2,106.75
TELEPHONE & WIRELESS	363	$ -
	TOTAL:	$ 124,744.17

Doc. No. 34GL-18-1560.

GUAHAN ACADEMY CHARTER SCHOOL

BOARD OF TRUSTEES

OFFICERS:
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Chairwoman

Hentrick M. Eveluck
Vice Chairman

Jacqui Cyrus, MA, MEd, EdD
Acting Secretary

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Technology

P.O. Box CS
Hagatna, Guam 96932
(671) 979-1065/6
Board Liaison
Cell: (671) 483-3044
info.gacsbot@gmail.com

FUNCTION: Guahan Academy Charter School, Inc.
FEBRUARY 2018 -ALLOTMENT REQUEST
(Partial #1)

INVOICE: GACS FY 2017-2018-01-2018-04

AUTHORITY: Public Law 34-42

Department of Administration
Division of Accounts
FEB 15 2018
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 20167-2018, 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.