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# 34-18-1806

Speaker Benjamin J.F. Cruz

APR 2 7 2018
Time: 8:34 [X] AM [ ] PM File No. 34-1841
Received By:

April 26, 2018

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

Re: iLearn Academy Charter School: Fiscal Year 2018 May 2018 Allotment Request

Hafa Adai,

Upon review of the iLearn Academy Charter School (iLearn) Fiscal Year 2018 May 2018 Allotment Request by our Internal Audit Office (IAO) in collaboration with members of the iLearn, I am able to submit my verification of accuracy as required by Public Law 34 - 42, Chapter II, Part I, in its entirety.

Our IAO was able to validate **$276,039.80** of the invoiced total. Please see the attached verification report. This validation is based on actual invoices submitted to the IAO on April 20, 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: Chairman and Members, Guam Education Board
Speaker, 34th Guam Legislature
iLearn Academy Charter School

2018 APR 27 PM 2:00

1806

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 Auditor

April 26, 2018

MEMORANDUM

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

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

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

SUBJECT: May 2018 Review of iLearn Academy Charter School's Invoices

Hafa Adai,

The Guam Department of Education (GDOE) Internal Audit Office (IAO) has completed its review of iLearn Academy Charter School (iLearn)'s allotment request for May 2018. The 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 April 20, 2018, IAO received the Department of Administration's transmittal for iLearn's May 2018 Allotment Request of $276,039.80. The IAO validated **$276,039.80** of the submitted invoices. See Table 1 and Appendix 1 for details.

Table 1: May 2018 Allotment Request

8th Drawdown	[A]	[B]	[C]
Object Class	iLearn's Drawdown	Submitted Invoices	IAO's Validation
Personnel Salaries	$ 94,975.60	$ 94,975.60	$ 94,975.60
Benefits	9,024.20	9,024.20	9,024.20
Classroom Space and Office Rental	170,000.00	170,000.00	170,000.00
Miscellaneous	2,040.00	2,040.00	2,040.00
Totals	$ 276,039.80	$ 276,039.80	$ 276,039.80

PL 34 – 42 provides $6,500 for each student up to 500 students or a total of $3,250,000. However, due to revenue shortfalls from tax cuts, iLearn's Fiscal Year (FY) 2018 appropriations were reduced by $281,567[1] for a revised appropriation of $2,968,433. For FY 2018, IAO validated

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

$2,267,985.59 of expenditures, leaving an unexpended balance of $700,447.41. As of April 19, 2018, 501 students were enrolled in iLearn. See Tables 2, 3, and 4 for details.

Table 2: FY 18 Validation Summary

Month	iLearn's Drawdown	Submitted Invoices	IAO's Validation
October	$ 282,077.74	$ 282,077.74	$ 282,077.74
November	278,941.58	278,941.58	278,941.58
December	277.722.76	277.722.76	277.722.76
January	334,059.11	334,059.11	334,059.11
February	278,623.43	278,623.43	278,623.43
March	268,828.48	268,828.48	268,828.48
April	271,692.69	271,692.69	271,692.69
May	276,039.80	276,039.80	276,039.80
Total (FY 18)	**$ 2,267,985.59**	**$ 2,267,985.59**	**$ 2,267,985.59**

Table 3: FY 18 General Fund Appropriation Reduction

Remaining Funds	
P.L. 34-42 Funding Per Student ($6,500 x 500 Students)	$ 3,250,000.00
Less: Appropriations Reduction (BBMR Circular 18-04)	(281,567.00)
Revised Budget	2,968,433.00
Less: IAO's Validation	(2,267,985.59)
Unexpended Balance	**$ 700,447.41**

Table 4: FY 18 Enrollment Summary

SY	Month	Grade Level K	1	2	3	4	5	Total
17-18	October 2017	107	101	99	65	68	60	500
17-18	November 2017	107	101	99	65	68	60	500
17-18	December 2017	107	101	99	65	68	60	500
17-18	January 2018	107	101	99	65	68	60	500
17-18	February 2018	108	99	99	67	68	59	500
17-18	March 2018	108	99	99	67	68	59	500
17-18	April 2018	108	99	99	67	68	59	500
17-18	May 2018	109	99	99	67	68	59	501
SY 17-18 Average		**108**	**100**	**99**	**66**	**68**	**60**	**500**

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 1: iLearn May Invoice Details

Month	Type of Request	Object Code & Class	Ref	Vendor	Description	Invoice Number	Invoice Date	Invoice Amount	Validated Amount
May	Monthly	111 Personnel	H-2.1	Sanford Technology Group LLC	PPE 05/04/18	196408-04J	4/18/2018	47,288.91	47,288.91
May	Monthly	111 Personnel	H-2.2	Sanford Technology Group LLC	PPE 05/18/18	196485-04J	4/19/2018	47,686.69	47,686.69
May	Monthly	112 Benefits	H-3.1	Sanford Technology Group LLC	PPE 05/04/18	196408-04J	4/18/2018	4,512.10	4,512.10
May	Monthly	112 Benefits	H-3.2	Sanford Technology Group LLC	PPE 05/18/18	196485-04J	4/19/2018	4,512.10	4,512.10
May	Monthly	233 Classroom Space and Office Rental	H-4.1	Saint Paul Christian School	A+ Ed. Infrastructure	-	May 2018	170,000.00	170,000.00
May	Monthly	290 Miscellaneous	H-5.1	iLearn Academy Charter School	Extended Learning	-	May 2018	2,040.00	2,040.00
							Total	**276,039.80**	**276,039.80**

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
Acting Director
Vincent P. Arriola
Deputy Director

April 19, 2018

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

RE: iLearn Academy Charter School – May 2018 Allotment Request

Buenas yan Hafa Adai:

Pursuant to Public Law 34-42, Chapter II, Part I, we are submitting iLearn Academy Charter School's allotment request for the month of May for Fiscal Year 2018. Herewith are the supporting documents provided by iLearn 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,

Edward Birn
Acting Director

To LA

4/20/18

Department of Education
Office of the Superintendent
DATE: 4/20/18 TIME: 11:25 AM
Rec'd By: Christie GN
Print Name Signature

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:	VENDOR NUMBER:
iLearn Academy Charter School PO BOX 8445 TAMUNING, GUAM 96913	I0012226

PURPOSE:

Allotment Request for MAY 2018

TRAN CODE	ACCOUNT NUMBER	AMOUNT	Remarks
190	5639A189964GA202-290	276,039.80	
	TOTAL	276,039.80	

CHECK APPROPRIATE BOX BELOW:

☒ ACCOUNT NUMBER IS CORRECT ☒ JOB ORDER NUMBER IS CORRECT ☐ INSUFF CIENT FUNDS

☒ PRIOR REFERENCE IS CORRECT ☒ VENDOR NUMBER IS CORRECT

☐ OVERRIDE IS AUTHORIZED ☐ SUFF CIENT 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:

NINA D. FIELD - BUSINESS MANAGER _____ Signature April 20, 2018 Date

APPROVING OFFICIAL:

HELEN NISHIHIRA - AUTHORIZED BOARD MEMBER _____ Signature April 20, 2018 Date

CERTIFICATION OF FUNDS AVAILABLE

HELEN NISHIHIRA - AUTHORIZED BOARD MEMBER _____ Signature April 20, 2018 Date

_____ _____ Signature _____ Date

1

iLearn
ACADEMY CHARTER SCHOOL

256 Chalan Pale, Ramon Haya, Yigo Guam

April 20, 2018

Mr. Jon Fernandez
Superintendent, GDOE
P.O. Box DE
Hagatna, Guam 96932

Dear Mr. Fernandez,

Attached is a copy of the Allotment Request submitted to the Department of Administration for May 2018 and corresponding invoices for the drawdown of funds under the FY2018 budget approved by the Legislature.

Sincerely,

Helen Nishihira
iLearn Academy Charter School
Authorized Board Member

Department of Administration
Division of Accounts
APR 19 2018
Customer Service

iLearn
ACADEMY CHARTER SCHOOL

256 Chalan Pale, Ramon Haya, Yigo Guam

FUNCTION: iLearn Academy Charter School
MAY 2018 Allotment Request

INVOICE: ILACS FY 2018-05-2018

AUTHORITY: P.L. 34-42, Chapter II, Section 3

Section 3. Guam Academy Charter Schools. Notwithstanding any provision of law, pursuant to § 12116(e) of Chapter 12, Title 17 GCA, the Department of Administration (DOA) is hereby authorized and directed to deduct, in proportion to the ratio of cash received from the total Fiscal Year 2018 General and Special Fund appropriations in Section 1 of this Part of this Chapter to the GDOE, Six Thousand Five Hundred Dollars ($6,500) per enrollee of the Academy Charter Schools chartered by the Guam Academy Charter Schools Council not to exceed seven hundred forty (740) students for the Guåhan Academy Charter School and five hundred (500) students for the iLearn Academy Charter School from the total Fiscal Year 2018 General and Special Fund appropriations in Section 1 of this Part of this Chapter to GDOE based on the actual enrollment at the time multiplied by the per pupil cost as established by this Section. Each Academy Charter School shall submit a monthly invoice to DOA. Upon receipt of said invoice, DOA shall remit it to 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 GDOE fails to report its findings, the invoiced amount received by DOA *shall* be automatically transmitted to each Academy Charter School.

CLASSIFICATION	ACCOUNT CODE	TOTAL REQUESTED
TOTAL FUNDING AVAILABLE: $6,500 X 500 Students		
Personnel	111	$ 94,975.60
Employee Benefits		$ 9,024.20
Extended Learning		$ 2,040
A+ Contract	233	$ 170,000

MAY 2018 ALLOTMENT REQUEST: $ 276,039.8

iLearn
ACADEMY CHARTER SCHOOL

256 Chalan Pale, Ramon Haya, Yigo Guam
1671-989-3789 or 1671-989-3799

April 20, 2018

To: Mr. Jon Fernandez
Superintendent, GDOE

Mr. Franklin Cooper-Nurse
Chief Auditor (IAO), GDOE

Ms. Leana Willess
Audit Staff, GDOE

From: Mrs. Helen Nishihira
Authorized Board Member, iLearn Academy Charter School

Mrs. Nina Doromal Field
Business Manager, iLearn Academy Charter School

Re: INVOICES

Please see attached copy of the invoices:

1) A+ Invoice (May 2018)
2) Personnel Salaries: PPE 5/4/18, 5/18/18
3) Employee Benefits: PPE 5/4/18, 5/18/18
4) Extended Learning May 2018

If you have any questions, please contact us via email at hnishihira@ilearnguam.org or nfield@ilearnguam.org

Sincerely,

Mrs. Helen Nishihira
Authorized Board Member, iLearn Academy Charter School

Mrs. Nina Doromal Field
Business Manager, iLearn Academy Charter School