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# 34-18-1881

Speaker Benjamin J.F. Cruz

MAY 15 2018
Time: 8:55 [✓] AM [ ] PM File No. 34-1919
Received By: accm

May 11, 2018

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

Re: Guahan Academy Charter School: FY 2018 May 2018 (Special #9) Allotment Request

Hafa Adai,

Upon review of the Guahan Academy Charter School Fiscal Year 2018 May 2018 (Special #9) 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 3 in its entirety.

Our Internal Audit Office was able to validate $0 of the invoiced total. Please see the attached verification report. This validation is based on actual invoices submitted to our Internal Audit Office on May 4, 2018.

Please advise my office if you have any further questions or concerns regarding this matter.

Sincerely,

Jon J.P. Fernandez
Superintendent of Education

2018 MAY 15 AM 9:44

Attachment

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

1881

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

May 11, 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: May 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 ninth special allotment request for May 2018. GDOE (IAO) is authorized by Public Law (PL) 33-185 to verify charter school invoices for accuracy and report its findings within 10 days.

On May 4, 2018, IAO received the Department of Administration's transmittal for GACS's May 2018 Special #9 Allotment Request of $12,000. The IAO was not able to validate GACS's submitted Fiscal Year (FY) 2017 invoices due to an expired contract. Since the contract was not timely renewed or extended, the contracted services should have been competitively procured per Title 5 of the Guam Code Annotated §5216.

Table 1: May 2018 Allotment Request Invoices (Special #9)

	A	B	C	(B-C) = D
Object Class	GACS Drawdown	Submitted Invoices	IAO Validation	Difference
Contractual	$ 12,000.00	$ 12,000.00	$ -	$ 12,000.00
TOTAL	$ 12,000.00	$ 12,000.00	$ -	$ 12,000.00

PL 33-185 provides $6,500 for each student up to 740 students or a total of $4,810,000. For FY 2017, IAO validated $4,759,413.94 of expenditures, leaving an unexpended balance of $50,586.06. As of September 30, 2017, 990 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	$ 134,553.71	$ 133,953.71	$ 600.00
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
September 2017 (Final)	$ 100,739.79	$ 100,739.79	$ 36,047.47	$ 64,692.32
September 2017 (2nd Final)	$ 48,499.31	$ 48,499.31	$ 17,947.24	$ 30,552.07
September 2017 (3rd Final)	$ 47,395.25	$ 47,395.25	$ 1,892.52	$ 45,502.73
May 2018 (Special #9)	$ 12,000.00	$ 12,000.00	$ -	$ 12,000.00
Total (FY 2017)	**$5,403,081.07**	**$5,401,340.09**	**$4,759,413.94**	**$ 641,926.15**

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

FY 2017 Year-to-Date	
GACS Max. Budget	$4,810,000.00
IAO's Validation	4,759,413.94
Remaining Funds	$ 50,586.06

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-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	100	101	98	79	96	92	56	47	34	30	35	70	67	990
Average	**88**	**84**	**86**	**73**	**61**	**77**	**64**	**54**	**37**	**27**	**27**	**23**	**74**	**70**	**843**

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: GACS May 2018 (Special #9) Allotment Request Invoices

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
230 Contractual	S-2.1	The Advocate	8/1/2017	7/28/2017	$ 6,000.00		$ -
230 Contractual	S-2.2	The Advocate	9/1/2017	7/31/2017	$ 6,000.00		-
						Total	$ -

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

May 4, 2018

To IAO -
Please review. 5/7/18.

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

RE: Guahan Academy Charter School – May 2018 The Advocate FY17 Professional Services Allotment Request (Special No#9)

Buenas yan Hafa Adai:

Pursuant to Public Law 33-42, Chapter II, Part I, we are submitting Guahan Academy Charter School's special allotment request for the month of May 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,

Edward Birn
Acting Director

Department of Education
Office of the Superintendent
DATE: 5/4/18 TIME: 4:50p
Rec'd By: Mary 8050461
Print Name Signature

Attachments

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:
Guahan Academy Charter School P.O. Box CS Hagatna, GU 96932	G0016588

PURPOSE:

May 2018 - Special Allotment Request # 9 - THE ADVOCATE
(FY17 Professional Services)

TRAN CODE	ACCOUNT NUMBER	AMOUNT	Invoices
190	5639A179964GA201-290	$ 12,000.00	May 2018 - Special Allotment Request # 9 - THE ADVOCATE (FY17 Professional Services)
	TOTAL	$ 12,000.00	

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

Department of Administration
Division of Accounts

PREPARED BY: _____

MAY 04 2018
2:35

_____ Signature _____ Date

APPROVING OFFICIAL: Customer Service

Badette Lacap, Senior Accountant
FINANCE & PROCUREMENT COMMITTEE

_____ Signature May 1, 2018 Date

CERTIFICATION OF FUNDS AVAILABLE:

VICTOR A. PEREZ, COMMITTEE CHAIR
FINANCE & PROCUREMENT COMMITTEE

_____ Signature May 1, 2018 Date

Department of Administration
Division of Accounts
MAY 04 2018
Customer Service

GUAHAN ACADEMY CHARTER SCHOOL

PROCUREMENT/ALLOTMENT MEMORANDUM

GACS NO. 5-2018-009

RE: SPECIAL ALLOTMENT REQUEST FOR
THE ADVOCATE
FY17 PROFESSIONAL SERVICES

Date: May 1, 2018

To: Mr. Franklin Cooper-Nurse, Chief Auditor
Internal Audit Office, Guam Department of Education

Re: No. 9 – Special Allotment Request
The Advocate – FY 17 Services

Via: Ms. Bernadette Lacap, Accountant

Fr: Victor A. Perez, Chairman of Finance & Procurement Committee
Board of Trustees, Guahan Academy Charter School VAP

Dear Mr. Cooper-Nurse:

It is the intent and desire of Guahan Academy Charter School to follow up on pending allotment requests that were not validated by your office for payment, particularly for the services rendered by our board liaison for the months of August and September, 2017.

I. **AUTHORITY:**
Contract (November 1, 2014 – September 30, 2015) (Exhibit 1); First Extension of Contract (Exhibit 2); Second Extension (Exhibit 3); Board Ratification GACS 7-2016-116 (Exhibit 4), and Final Extension (Exhibit 5).

II. **PROCUREMENT CHRONOLOGY:**

DATE	TRANSACTION	COMMENT
2/20/2013	Task Specific Contract to Prepare the Bid for GACS facility	Exhibit 6
4/23/2013	Board Resolution GACS 4-2013-008 – *Authorizing the Appointment of an Interim Management Officer* Executed by: Dr. Juan Flores, Monty McDowell, Kosimy Rudolph, David M. Blas and Robert Hoffman	Exhibit 7
5/10/2013	Retainer Contract as continuing Interim Management Officer and Board Consultant (May 1, 2013 – September 30, 2013)	Exhibit 8

DATE	TRANSACTION	COMMENT
9/14/2013	Board Resolution GACS 8-2013-026A – *Authorizing the Continuing Services of the Board Consultant and the CEO-Principal* Executed by Robert Hofmann, Kosimy Rudolph, Arthur Taimanglo and Kosimy Rudolph for Rose Rios Overstreet	Exhibit 9
10/1/2013	Retainer Contract for continuing Board Consultant (October 1, 2013 – September 30, 2014) Addendum to Contract – as Development Director (October 1, 2013 – September 30, 2014)	Exhibit 10 Exhibit 11
10/1/2014	Extension of Contract (October 1, 2014 – October 31, 2014)	Exhibit 12
11/2/2014	Retainer Contract as Board Liaison and Development Director (November 1, 2014 – September 30, 2015)	*Ref: Exhibit 1
10/1/2015	Extension of Contract (October 1, 2015 – October 31, 2015)	*Ref: Exhibit 2
10/28/2015	Additional Extension of Contract (November 1, 2015-November 30, 2015) Executed by: Fe Valencia-Ovalles, Victor Perez, Dr. Jacqui Cyrus and Hentrick M. Eveluck	*Ref: Exhibit 3
7/6/2016	Board Resolution GACS 7-2016-116 – Authorizing Continuing Services	*Ref: Exhibit 4
7/6/2016	Final Extension of Contract (December 1, 2015 – September 30, 2017)	*Ref: Exhibit 5

III. **ALLOTMENT REQUEST AMOUNT:** **FY17 Services: $12,000.00**

INVOICE	DATE OF INVOICE	AMOUNT	ALLOTMENT DATE	DOE/IAO VALIDATED	TOTAL
2016-10-03	10/1/2016	$6,000.00	10/27/2016	11/8/2016	$6,000.00
2016-11-01	11/1/2016	$6,000.00	11/25/2016	12/6/2016	$6,000.00
2016-12-01	12/1/2016	$6,000.00	12/29/2016	1/11/2017	$6,000.00
2017-01-01	1/1/2017	$6,000.00	1/30/2017	2/9/2017	$6,000.00
2017-02-01	2/2/2017	$6,000.00	2/27/2017	3/15/2017	$6,000.00
2017-03-01	3/2/2017	$6,000.00	3/28/2017	4/10/2017	$6,000.00
2017-04-01	3/3/2017	$6,000.00	4/21/2017	5/4/2017	$6,000.00
2017-05-01	4/28/2017	$6,000.00	5/10/2017	5/25/2017	$6,000.00

INVOICE	DATE OF INVOICE	AMOUNT	ALLOTMENT DATE	DOE/IAO VALIDATED	TOTAL
2017-06-01	6/1/2017	$6,000.00	6/29/2017	7/12/2017	$6,000.00
2017-07-01	6/30/2017	$6,000.00	7/24/2017	8/4/2017	$6,000.00
2017-08-01	7/28/2017	$6,000.00	8/24/2017	9/6/2017 Not Validated	$6,000.00
2017-09-01	9/1/2017	$6,000.00	11/17/2017	11/28/2017 Not Validated	$6,000.00

The last communication on this matter was a request for a copy of the 2013 contract and the Addendum to the Contract for the Development Director compensation at the additional $1,000 monthly retainer which commenced in October 2013.

Our accounting office took some time to gather all the documents and provide a thorough report. We hope that the chronology of contracts and extensions will complete your file for The Advocate for Fiscal Year 2017, and that your office will facilitate the validation of August and September, 2017, invoices for the total amount of $12,000.00.

This vendor has been a dedicated and hardworking professional and her services are valuable to the school. We hope to hear from you regarding resolution.

If you should need additional information or documentation or have any questions, please feel free to contact our accountant, Ms. Bernadette Lacap. Thank you.

cc: DOA Director
DOE Superintendent

GUAHAN ACADEMY CHARTER SCHOOL
Allotment Summary
May 2018 - Special Allotment Request # 9 - THE ADVOCATE
(FY17 Professional Services)

CLASSIFICATION	ACCOUNT CODE	TOTAL REQUESTED
PERSONNEL SALARIES	111	$ -
PERSONNEL BENEFITS	114	$ -
CONTRACTUAL	230	$ 12,000.00
MATERIALS & SUPPLIES	240	$ -
WORKMAN'S COMP & GEN LIAB	270	$ -
DRUG TESTING	271	$ -
MISCELLANEOUS	290	$ -
POWER	361	$ -
WATER	362	$ -
TELEPHONE & WIRELESS	363	$ -
	TOTAL:	$ 12,000.00

Department of Administration
Division of Accounts
MAY 04 2018
2:35
Customer Service