A Citizen's Report - FY 2017

Department of Administration

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Speaker Benjamin J.F. Cruz

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Who we are

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Guam ITC Building
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Tamuning, Guam
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Divisions

Director's Office:

Oversees the operation and function of all divisions.

Division of Accounts:

To provide accurate and timely financial information and control, thus ensuring the Government's financial integrity and promoting an efficient, effective and accountable government.

Human Resources:

To provide an effective and efficient Human Resources program for Government personnel who are servicing our customers.

General Services Agency:

To support the Government of Guam department/ agencies effectively and efficiently through the procurement process by continuously developing and using sound procurement policies and practices

Office of Technology:

To provide cost-effective, effective, and reliable information technology (IT) support for the Executive Branch of the government of Guam, with focus on quality in order to satisfy the support needs of our customers and our community at large.

Mission

To provide support to Government of Guam agencies, to assist them as they effectively and responsibly carry out their mission and responsibilities. We accomplish this by providing financial, cash management, procurement , information technology and human resource service.

To maximize the efficiency and effectiveness of the Government of Guam by providing administrative, fiscal, and policy direction for the execution of a variety of government-wide support services.



CITIZEN-CENTRIC REPORTING
CCR
AGA

Personnel Count

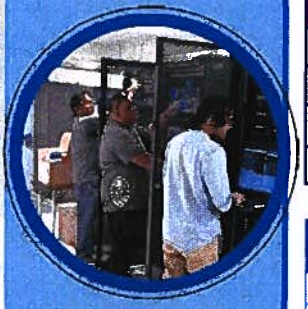
Director's Office 05	General Services Agency 23
Office of Technology 15	Division of Accounts 67*
Human Resources 23	* includes Treasurer of Guam & Payroll

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Performance

Accountabilty
Accomplishments

Director's Office: Major Workload Indicators	FY17	FY16	FY15
Provide general supervision for divisions within the department	8	7	4
Provide human resources for divisions to meet their mission	145	140	129
Certify funds & approve requests for Direct Payments/Journal vouchers	60	55	40
Certify funds & approve request s for requisitions	280	275	220
Certify funds & approve contract payments	4	4	4
Process and maintain files of incoming & outgoing correspondence	3,300	3,200	2,900
Process requests for information (Sunshine Act)	25	25	20

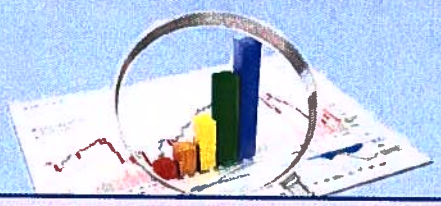
Division of Accounts: Major Workload Indicators	FY17	FY16	FY15
Accounting Training Sessions for Agencies	2	2	2
Vendor and Direct Payments Processed	55,204	67,256	50,179
Travel Authorizations Processed	1,072	1,117	880
Liquidations/Adjustments	6,263	4,653	4,600
Checks Reconciled	154,129	217,701	216,595
Payroll Checks/ EFT Processed and Issued	32,285	32,173	32,150
Federal Expenditures	$288,800,695	$298,822,736	$294,758,573

Human Resources: Major Workload Indicators	FY17	FY16	FY15
Processed Applications for Vacancies	10,000	11,455	11,455
Personnel Actions and Verifications Processed	3,700	3,895	2,594
Forms Received for Health & Life Insurance Programs	5,091	4,937	4,937
Training and Development	2,700	2,571	2,571

Office of Technology: Major Workload Indicators	FY17	FY16	FY15
Computer Operation Services	2,500	2,000	1,590
Project Management Service (by Project)	120	110	100
Networking and Tech Support	4,100	3,900	3,700

General Services Agency: Major Workload Indicators	FY17	FY16	FY15
Tenda Gubetnu Supply Requisitions Processed	660	641	704
Purchase Orders Processed	8,947	7,250	6,867
Transmitted Encumbrance Documents	8,947	8,687	6,867

Financials

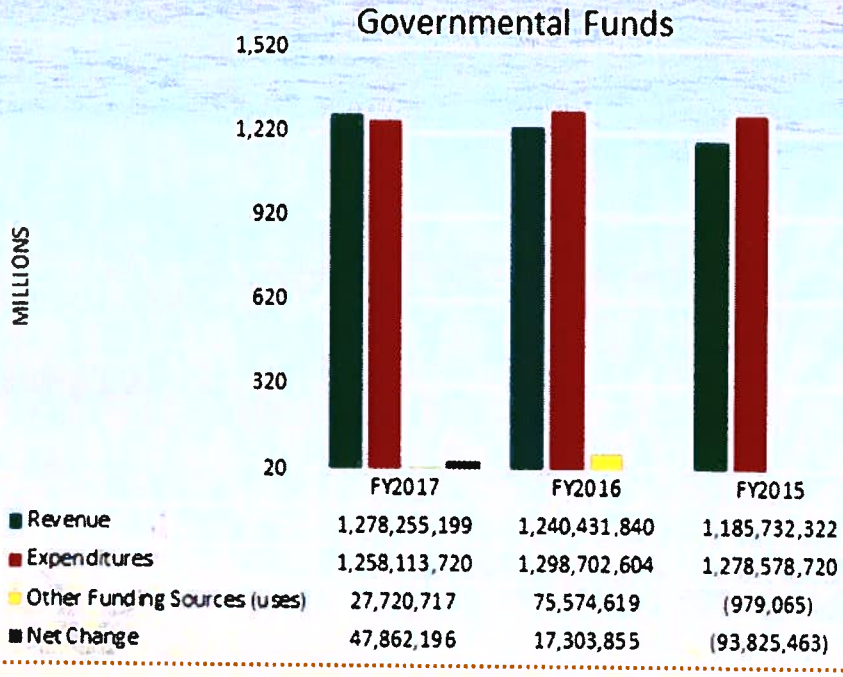


EXPENDITURE COMPARISON	FY2017			
	General Fund	Indirect Cost	Limited Gaming	Total
Director's Office	1,525,921	14,613	16,217	1,556,751
Contractual Services	2,790,606			2,790,606
Personnel Management	1,732,389	-	-	1,732,389
Data Processing	2,868,340	-	-	2,868,340
General Services Agency	1,113,453	-	-	1,113,453
Division of Accounts	2,738,863	980,528	-	3,719,391
Total	12,769,572	995,141	16,217	13,780,930

EXPENDITURE COMPARISON	FY2016			FY2015		
	General Fund	Indirect Cost	Total	General Fund	Indirect Cost	Total
Director's Office	2,011,302	14,661	2,025,963	1,866,893	21,034	1,887,927
Contractual Services	2,914,454		2,914,454	2,061,930		2,061,930
Personnel Management	1,742,612	-	1,776,182	1,886,184	-	1,886,184
Data Processing	3,447,445	-	3,447,445	1,857,833	-	1,857,833
General Services Agency	1,075,598	-	1,075,598	1,160,678	-	1,160,678
Division of Accounts	2,690,626	984,417	3,675,043	2,619,790	1,039,627	3,659,417
Total	13,915,608	999,078	14,914,686	11,453,308	1,060,661	12,513,969



The Department of Administration manages $1.3 BD in funds annually. These funds keep the government's daily operations running smoothly.



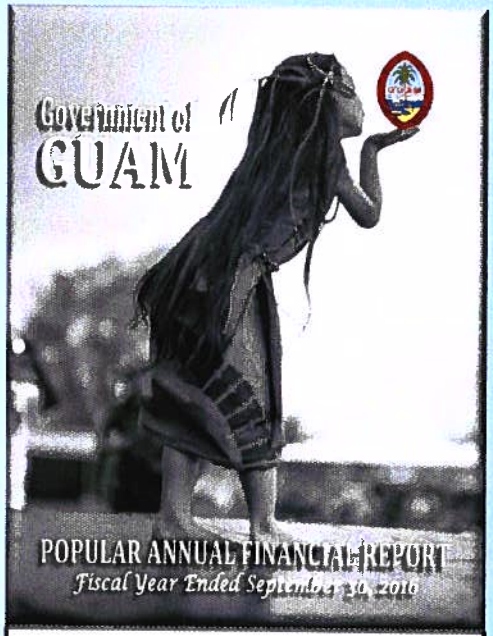
All financial activities of DOA are in line with the Mission, Vision and Goals established by law. The 2016 Comprehensive Annual Financial Report (CAFR) may be viewed and/or downloaded at http://da.doa.guam.gov/cafrs-updated/

What's Next?



Fixed Assets Software and Hardware Upgrade

DOA's Division of Accounts recently received a Department of Interior (DOI) - Office of Insular Affairs (OIA) Technical Assistance Program Grant which will provide funding for fixed assets software and hardware upgrade. This will help eliminate audit findings related to fixed assets.



After finalizing the first **Popular Annual Financial Reporting (PAFR)** for FY2016, the Department of Administration is working to complete the FY2017 report.

Download the FY2016 PAFR here:
http://da.doa.guam.gov/pafrs-updated/

Future Training Opportunities

DOA is coordinating with The Graduate School USA to provide financial training opportunities for the Government of Guam staff.

Future trainings include:

- Government Accounting—Basic level
- Government Accounting—Advanced level
- Governmental Year-end Closing Process
- Corrective Action Plans

.. and many others..

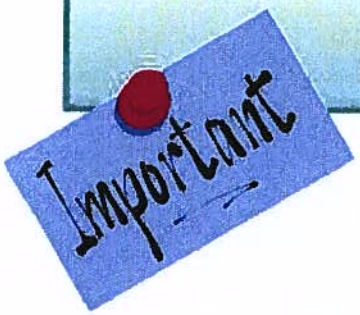
Graduate School USA

Financial Systems Upgrade & Paperwork Efficiencies

The DOA's Division of Accounts goal is to streamline and reduce administrative workforce inefficiencies to maintain financial integrity and current unmodified audit status. The Division of Accounts expects this project to:

- Develop and improve work process efficiencies and standard operating procedures
- Identify processes and tasks that can be streamlined or eliminated
- Increase all administrative staff knowledge of and capabilities with using and managing digital documents
- Electronic documentation to decrease the costs associated with the supplies, maintenance, management and storage of hard copy documents.





Did We Miss Something? Let Us Know!

671-475-1101/1250

http://doa.guam.gov/contact-us/