Speaker's Office <speaker@guamlegislature.org>

M&C Fwd: 2018 CCR (Department of Administration)

1 message

Speaker's Office <speaker@guamlegislature.org> Tue, Aug 6, 2019 at 8:55 AM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>
Bcc: Tina Muna Barnes <tinamunabarnes@gmail.com>

08-06-19	8:16 AM	08-06-19	FY2018 Citizen Centric Report.*	Department of Administration	35GL-19-0861

Sinseru yan Minagâhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

35GL-19-0861
Speaker Tina Rose Muña Barnes

AUG 0 6 2019
Time 8:16 (✓)AM ( )PM
Received By: Matt

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Gumai pribilehu yan konfedensia este siha na mensâhi. Solo espesiâtmente para hâgu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespâtcha. Yanggen lachi rinisibu-mu nu este na mensâhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensâhi. Si Yu'os ma'âse'.

---------- Forwarded message ---------
From: **Anita Arile** <Anita.Arile@doa.guam.gov>
Date: Tue, Aug 6, 2019 at 8:16 AM
Subject: 2018 CCR (Department of Administration)
To: Jerrick Hernandez (jhernandez@guamopa.com) <jhernandez@guamopa.com>
Cc: Speaker - Guam Legislature <speaker@guamlegislature.org>, Michele Brillante (mbrillante@guamopa.com) <mbrillante@guamopa.com>, Clerks - Guam Legislature <clerks@guamlegislature.org>, Edward M. Birn <Edward.Birn@doa.guam.gov>, Edith C. Pangelinan <Edith.Pangelinan@doa.guam.gov>, Gaudencio A Rosario <Gaudencio.Rosario@doa.guam.gov>

2019 AUG -6 AM 9:18 RPT

Hafa adai,

In compliance with Public Law #30-127, attached is the FY2018 Citizen Centric Report for the Department of Administration.

If you have any questions, please feel free to contact our office.

Regards,
Anita Arile
Mgmt Analyst, DOA Div Of Accts
P: 671-475-1115 Fax: 671-472-8483
***alternate email*: govguam.acctg@gmail.com**

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION

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CCR18 DOA 2019-08-06.pdf
565K

0861

FY 2018 Citizen Centric Report

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION

Location

Guam ITC Building
590 S. Marine Corps Dr.
2nd Floor, Suite 224
Tamuning, Guam 96913

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Who we are

Divisions

Director's Office:
To provide administrative policy, direction and coordination of efforts for all divisions.

Human Resources:
To provide effective and efficient recruitment, employee / employer services and training programs for Government personnel who are servicing our customers.

General Services Agency:
To support the Government of Guam departments / agencies effectively and efficiently through the procurement process by continuously developing and using sound procurement policies and practices with value for money.



Division of Accounts:
To provide accurate and timely financial information and control, effective collection and investment of all revenues, and perform mandated reporting for various federal and local funds/ programs thus ensuring the Government's financial integrity and promoting an efficient, effective and accountable government.

Mission

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

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

Personnel Count

Director's Office 5	General Services Agency..... 26
Human Resources 28	Division of Accounts* 62

**includes Treasury Office*

How We Are Doing



ADMINISTRATION

Director's Office: Major Workload Indicators	FY18	FY17	FY16
Provide general supervision for divisions within the department	8	8	7
Provide human resources for divisions to meet their mission	152	145	140
Certify funds & approve requests for Direct Payments/Journal vouchers	82	60	55
Certify funds & approve request for requisitions	288	280	275
Certify funds & approve contract payments	4	4	4
Process and maintain files of incoming & outgoing correspondence	6,213	3,300	3,200
Process requests for information (Sunshine Act)	19	25	25

PERSONNEL

Human Resources: Major Workload Indicators	FY18	FY17	FY16
Processed Applications for Vacancies	10,723	10,000	11,455
Personnel Actions and Verifications Processed	7,714	3,700	3,895
Health & Life Insurance Benefit Administration	5,937	5,091	4,937
Training and Development	3,312	2,700	2,571

PROCURMENT

General Services Agency: Major Workload Indicators	FY18	FY17	FY16
Tenda Gubetnu Supply Requisitions Processed	602	581	527
Requisitions Processed	5,855	6,697	6,834
Purchase Orders Processed	5,353	6,152	6,782

ACCOUNTING

Division of Accounts: Major Workload Indicators	FY18	FY17	FY16
Accounting Training Sessions for Agencies	1	2	2
Vendor and Direct Payments Processed	60,302	67,547	68,870
Travel Authorizations Processed	808	1,020	1,020
Liquidations/Adjustments	3,651	4,412	2,418
Checks Reconciled	152,385	154,129	217,701
Payroll Net Checks—Paper	15,757	14,765	20,296
Payroll Net Checks—EFT	82,257	81,504	82,438
Federal Expenditures	$314,414,914	$288,800,695	$298,822,736

Our Finances

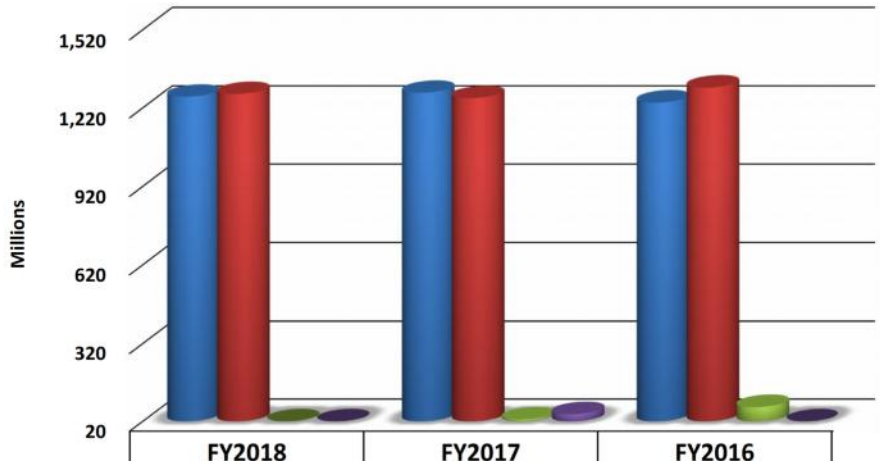


EXPENDITURE COMPARISON	FY2018			
	GENERAL FUND	INDIRECT COST	LIMITED GAMING	TOTAL
DIRECTOR'S OFFICE	2,521,717	14,605	3,746	2,540,068
CONTRACTUAL SERVICES	1,388,155	-	-	1,388,155
PERSONNEL MANAGEMENT	1,942,975	-	-	1,942,975
GENERAL SERVICE AGENCY	996,322	-	-	996,322
DIVISION OF ACCOUNTS	2,837,191	970,373	-	3,807,564
TOTAL	9,686,360	984,978	3,746	10,675,084

EXPENDITURE	FY2017				FY2016		
	General Fund	Indirect Cost	Limited Gaming	Total	General Fund	Indirect Cost	Total
Director's Office	1,525,921	14,613	16,217	2,025,963	2,011,302	14,661	2,025,963
Contractual Service	2,790,606	-	-	2,914,454	2,914,454		2,914,454
Personnel Management	1,732,389	-	-	1,776,182	1,776,612	-	1,776,182
General Service Agency	1,113,453	-	-	1,075,598	1,075,598	-	1,075,598
Division of Accounts	2,738,863	980,528	-	3,675,043	2,690,626	984,417	3,675,043
Total	9,901,232	995,141	16,217	10,912,590	10,468,163	999,078	11,467,241



Governmental Funds



	FY2018	FY2017	FY2016
Revenue	1,263,189,487	1,278,255,199	1,240,431,840
Expenditures	1,273,804,811	1,258,113,720	1,298,702,604
Other Fund Srcs (uses)	709,652	27,720,717	75,574,619
Net Change	(9,905,672)	47,862,196	17,303,855



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

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Opportunities and Future Challenges



Future Training Opportunities

DOA is coordinating with The Graduate School USA to provide financial training opportunities for employees of various Government of Guam agencies and department.

Future trainings include:

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

.. and many others..

What's Next?

DIGITIZING TRANSACTION PROCESSES

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.

Content Management and Work Flow Process

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 content management solution and work flow process improvement software. This will help reduce need for storage and use of paper. Also improve the work flow of invoice processing and tracking.

All financial activities of DOA are in line with the Mission, Vision and Goals established by law. The Government of Guam Fiscal Year 2018 Financial Statements may be viewed and/or downloaded at http://da.doa.guam.gov/independent-auditors-reports/



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