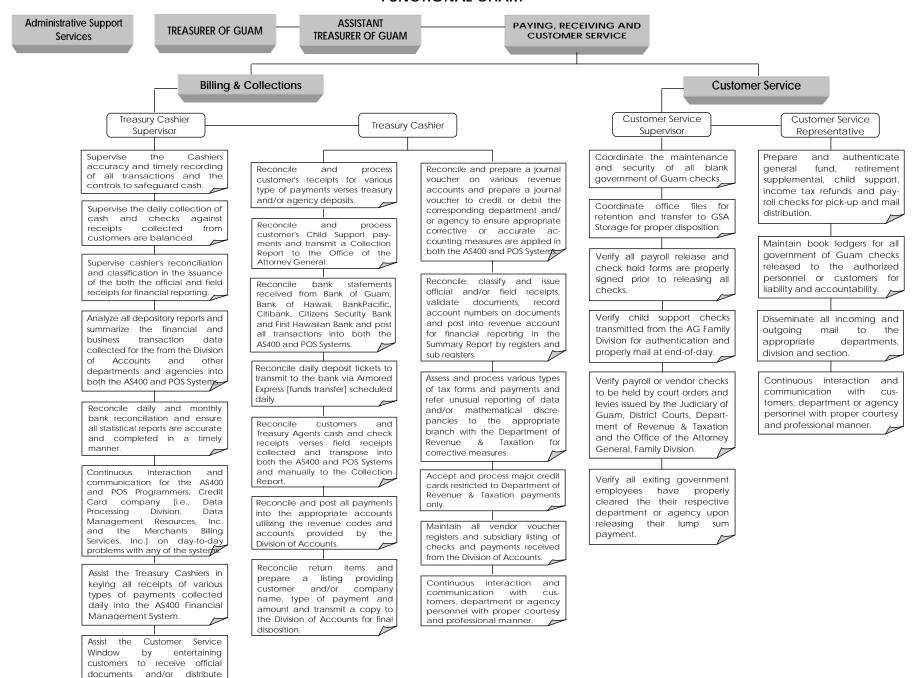
## FINANCIAL MANAGEMENT DIVISION FISCAL YEAR 2007

## **FUNCTIONAL CHART** Administrative Support ASSISTANT PAYING, RECEIVING AND TREASURER OF GUAM TREASURER OF GUAM **CUSTOMER SERVICE** Services Plan, assign, coordinate, Develop, update and revise supervise and review work of Administrative Financial Management's Stan-Supervisor **Billing & Collections Customer Service** Treasury and Officer dard Operating Procedures. Cashiers. Plan and prepare the Financial Formulate and execute a Organize and coordinate Management Division's annual sound investment strategy of deposit slips by Cashiers to the Budget Request in a Propose funds held as investments. prospective accounts held by and Final format, ie., update various banks. staffing pattern, organizational Examine all public and function charts within executive orders and legal BBMR's established guidelines Coordinate bank deposits for opinions relevant and requirements. collections made by various government cash collections government of Guam deand banking investments and partments and agencies. transactions. Coordinate, develop, update and implement FMD's Standard Operating Procedures re-Maintain security of all Verify the Daily Cash Collection levant to government functions certificates of bank col-Reports submitted by the and operations. lateralization of all government Cashier Supervisor against the deposits for funds held by the Revenue Cash Register, sign Treasurer of Guam. and distribute to the respective Prepare appropriation and department or agency. allotment schedules required for accounts or funds Maintain register of all securities maintained. held under the banking, Verify Cashier's deposit slips on insurance and regulation various government accounts, industries laws of Guam. cash and check balances with Prepare direct payments, total deposit bags. personnel action (GG-1) and for procurement requisition Provide updates purposes. acceptable procedures and Verify Daily Revenue Reports practices relevant to secured for any discrepancies, signs deposits to all banking and designate Cashiers for Maintain accountability for the institutions. distribution of reports. division's revolving accounts. Provide sufficient and concise Control discrepancies and identification of investments for Maintain and secure logbooks diligently follow through until the purpose of satisfying legal of various types of bonding differences are accounted for restrictions on funds and ensure relevant to the Department of adjustments Revenue & Taxation and the audit trail to satisfy compliance completed. Department of Labor. requirements. Assure daily window schedules Assist the Treasury Cashiers in for both the Treasury Cashiers keying all receipts of various at the satellite stations located type of payments collected at the Department of Revenue daily into the AS400 System. & Taxation in Hagatna, Tiyan and One-Stop, DPW. Formulate various type of forms to report daily collections, payments and deposits for accurate financial reporting

mandated by law.

## FINANCIAL MANAGEMENT DIVISION FISCAL YEAR 2007 FUNCTIONAL CHART



FMD FY'2007 Page 1 of 2

government checks, i.e., child support, income tax refund, and the general fund for vendors.