



EDWARD M. BIRN
Director (Direktot)

EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE
(Ufisinan Direktot)

Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'hågo)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

January 26, 2021

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2021-011

To: All Line Agency and Department Heads

From: Director of Administration

Subject: **Federal Financial Reports**

Buenas yan Hafa Adai!

Periodic submission of Federal Financial Reports (Form SF425) is a vital part of the Federal Funding process. These must be completed timely and accurately by agencies/departments to ensure that we receive these funds quickly and in full. Most departments have experienced increases in federal receivables for FY 2020 and every compliance requirement should be fulfilled to turn these receivables into cash.

It is a vital step in this compliance task that these FFRs agree with the financial records, both appropriation accounts and receivable balances. Accordingly, all agencies/departments are required to submit FFR's for their agency/department to DOA/Division of Accounts/Federal Branch Section for their review. If journal entries are required, these should be submitted at the same time to support the numbers submitted in the FFR. The FFRs should be submitted at least three (3) days before the FFR reporting date.

Si Yu'os Ma'ase,



EDWARD M. BIRN

Copy to: Chief of Staff
Deputy Chief of Staff
Adjutant General
Stephanie G. Flores
Recovery Administrator
Deputy Financial Manager