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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2022-001

To: All Line Agency and Department Heads
From: Director
Subject: **Fiscal Year 2021 DOA Financial Statements
Reporting & Audit Bulletin #1**

Buenas yan Hafa Adail

In connection with the preparation of an audit of the Annual Financial Statements for the Year Ended September 30, 2021, DOA has signed and transmitted the signed copy of the letter of engagement for the Government of Guam audit with Deloitte & Touche.

For line agencies, staff who are responsible for reporting to audit inquiries are required to respond and, if necessary, attach responding information, through the Deloitte Connect interface. Responses should not be emailed directly to Deloitte staff. Information uploaded should be responsive and complete. Protected information such as tax or HIPAA protected information should have identifying information redacted.

Component units will be requested to complete a schedule, which will help to facilitate inclusion of complete financial information in the audited statements and in any other financial reporting, which may be requested or required.

As we did for Fiscal Year 2021, DOA will arrange for a virtual meeting of agency financial executives to review programs and establish guidelines. It is anticipated that the first such meeting will be held at the end of November 2021.

DOA-Division of Accounts is ready to respond to any questions regarding the financial statements and single audit.

Si Yu'os Ma'ase.

EDWARD M. BIRN