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DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
DIRECTOR'S OFFICE

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Edward M. Birn
Director
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October 6, 2018

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR: 2019-001

To: Agencies under DOA Budget Allotment Purview
From: Director, Department of Administration
Subject: Fiscal Year 2019 Budget Allotment Process

Buenas yan Håfa Adai! This circular is related to the BBMR Circular 19-01 dated September 05, 2018 regarding the Budget Allotment Process for those agencies listed below who fall under the purview of the Department of Administration per Subsection 1303.1 of Article 3 of Chapter 1 of Title 5 of the Guam Code Annotated (5 GCA 1 §1303.1).

Dept No.	Department or Agency
01	Unified Judiciary of Guam
11	Office of Attorney General
28	Mayors Council of Guam
59	Office of Public Accountability
60	Guam Legislature / Office of Finance and Budget
66	Guam Memorial Hospital Authority
70	Guam Visitors Bureau
73	University of Guam
80	Public Defender
81	Guam Community College

Your department/agency staff should review Public Law 34-116 and prepare the required Establishment of Account (EOA) and Budget Allotment Schedule for submission. Please ensure all applicable sections have been meticulously reviewed for mandated reporting requirements, restrictions and additions related to your department/agency. You may request for electronic copies from Anita Arile, Management Analyst at Anita.Arile@doa.guam.gov or by calling 475-1115.


A. As per established BBMR budget allotment schedule preparation guidelines:

1. Use the attached Request for Establishment of Account (EOA) version July-2017 and the Budget Allotment Schedule. Note that a request for EOA *not* necessary for existing accounts that will roll over in the FIRM400 (formerly AS400) for FY2019. The EOAs and Budget Allotment Schedules should be prepared for new program accounts only.
2. In order to continue fiscal restraint, a fifteen percent (15%) reserve is imposed on all appropriations funded by the General Fund and all Special Funds (including operations). The departments/agencies with specific exemptions per P.L. 34-116 are the only exemptions.

3. Departments/agencies are reminded to utilize the recommended order of priority within their respective budget ceilings as follows:
 - a. Personnel requirements for filled positions (*excluding* increments and certification pay differential) – Fund at 100%; please include Overtime requirements:
 - Pursuant to P.L. 34-116, Chapter XIII, Part I, Section 3: a freeze on all salary increments, promotions, reclassifications, merit bonuses and any other upward pay adjustment from October 1, 2018 to September 30, 2019.
 - P.L. 34-116, Chapter XIII, Part I, Section 6 suspends the Certification Pay Differential from October 1, 2018 to September 30, 2019.
 - b. Utility Costs (Power, Water and Telephone) – Fund at 100%; and,
 - c. Essential operational costs (i.e. contractual services for copiers leases, office space rental agreements, and similar).

Your FY2019 Budget Allotment Schedules are **due to DOA no later than 4:00pm Friday, October 26, 2018** at the close of business

Failure to comply to this circular will result in your department/agency's inability to expend funds for operational requirements, such as for continuing contracts, utilities, and etcetera. Additionally, your entity's allotment control will be returned to BBMR. As such, it is equally vital that your completed Budget Allotment Schedules be submitted by the above deadline to enable DOA to load all appropriations and allotments by October 31, 2018.


EDWARD M. BIRN
10/21/2018

Attachments

REQUEST FOR ESTABLISHMENT/MODIFICATION OF ACCOUNT

TO: DEPARTMENT OF ADMINISTRATION - DIVISION OF ACCOUNTS
 VIA: BUREAU OF BUDGET & MANAGEMENT RESEARCH
 FROM: _____

* Agency Grant Manager: _____ Contact Number: _____

ACCOUNT TITLE (Max 30 characters): _____

PURPOSE:

- | | | |
|--|---|---|
| <input type="checkbox"/> Grant Award [Original] - Federal | <input type="checkbox"/> Catalog Number Change - Federal | <input type="checkbox"/> Appropriation [Original] - Local |
| <input type="checkbox"/> Grant Award [Supplement] - Federal | <input type="checkbox"/> Appropriation Type Change | <input type="checkbox"/> Appropriation [Supplemental] - Local |
| <input type="checkbox"/> Grant Period Modification - Federal | <input type="checkbox"/> Object Class(es) - Add/ Delete | <input type="checkbox"/> Appropriation Period Modification |
| <input type="checkbox"/> Grant Number Change - Federal | <input type="checkbox"/> Local/Federal Participation Ratio Modification | <input type="checkbox"/> Other [specify]: _____ |

APPROPRIATION TYPE:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Local Operation [A] | <input type="checkbox"/> Federal 101 [E] | <input type="checkbox"/> Subgrants [J] | <small>F DAUSE ONLY</small>
CIP - Yes No |
| <input type="checkbox"/> Federal Local Match [B] | <input type="checkbox"/> Federal CIP [F] | <input type="checkbox"/> Reimbursable Appropriations [X] | |
| <input type="checkbox"/> Local Continuing [C] | <input type="checkbox"/> Federal Match Continuing [G] | <input type="checkbox"/> Work Request [Z] | |
| <input type="checkbox"/> Local CIP [D] | <input type="checkbox"/> Federal 101 Continuing [H] | <input type="checkbox"/> Other _____ | |

OBJECT CLASS(ES) REQUIRED:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> 111 Salary | <input type="checkbox"/> 233 Office Space Rental | <input type="checkbox"/> 280 Sub-Recipient/Grants | <input type="checkbox"/> 450 Capital Outlay |
| <input type="checkbox"/> 112 Overtime/Premium Pay | <input type="checkbox"/> 240 Materials / Supplies | <input type="checkbox"/> 290 Miscellaneous | <input type="checkbox"/> 700 Indirect - Local |
| <input type="checkbox"/> 113 Benefits | <input type="checkbox"/> 250 Equipment | <input type="checkbox"/> 361 Utilities - Power | <input type="checkbox"/> 701 Indirect - Federal |
| <input type="checkbox"/> 220 Travel | <input type="checkbox"/> 270 Worker's Comp Benefits | <input type="checkbox"/> 362 Utilities - Water | <input type="checkbox"/> 800 Expense Reimb. |
| <input type="checkbox"/> 230 Contractual | <input type="checkbox"/> 271 Drug Testing | <input type="checkbox"/> 363 Utilities- Telephone | <input type="checkbox"/> other _____ |

AUTHORITY / * GRANT NO / PL NO	CATALOG NUMBER (Category Code)	START DATE	EXPIRATION DATE
* FEDERAL SHARE PERCENTAGE	* LOCAL SHARE PERCENTAGE	OBLIGATION END DATE	EXPENDITURE ENDDATE
1			
APPROPRIATION (GL or REV) ACCOUNT NUMBER	TOTAL FUNDS		
	LOCAL	FEDERAL - AUTHORIZED (Cumulative)	FEDERAL - AWARDED
JOB ORDER ASSIGNED	* LOCAL MATCH ACCOUNT NUMBER	* NOTE	
		IF LOCAL MATCH ACCOUNT DOES NOT EXIST, PLEASE ATTACH SEPARATE E O A REQUEST.	
REQUESTOR	BBMR	DIVISION OF ACCOUNTS	
REQUESTED BY	DATE	APPROVED BY	DATE
DIVISION OF ACCOUNTS - FEDERAL BRANCH USE ONLY			
DRAW TYPE	DRAW ACCT	SUB-ACCT	REVIEWED BY
DOCUMENT NUMBER	REPORTING REQUIREMENT	REVENUE ACCOUNT	DATE

NOTES _____

				FY 2019 BUDGET ALLOTMENT SCHEDULE				Sign Requestor:		Date:		
Department / Division:								Dept. Head:				
Program Title: SUMMARY								Sign Approved:		Date:		
Public Law/Section:								BBMR Deputy Director: Lester L. Carlson, Jr.				
AS400 Account Number: ---								Sign Loaded:		Date:		
								Analyst:				
		Appropriation	Reserve	Release								
111	Regular Salaries	\$1.00	\$1.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
112	Overtime	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
113	Benefits	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Sub		\$1.00	\$1.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
220	Travel	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
230	Contractual	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
233	Office Space Rental	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
240	Supplies	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
250	Equipment	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
270	Workers Comp.	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
271	Drug Testing	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00

		Appropriation	Reserve	Release								
280	Sub-Recipient / Grants	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
290	Miscellaneous	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Sub		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
361	Power	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
362	Water	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
363	Telephone	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Sub		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
450	Capital Outlay	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Sub		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
701	Indirect Cost	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
					Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
					Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Sub		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
GRAND TOTAL		\$1.00	\$1.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00

FOOTNOTE: