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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-013

To: All Line Agency and Department Heads
From: Director of Administration
Subject: **Revenues in Excess of Adopted Levels**

Buenas yan Hafa Adai!

For the first two (2) months of FY 2024 revenues collected have exceeded the adopted levels. This is clearly an advantageous situation for us.

We should use these circumstances to continue to strengthen our financial position. Please make sure that your agency is not holding any invoices on other obligations. These should be forwarded to DOA Accounting so that they can be posted. If such obligations have not been posted, it is likely that the additional revenues will be appropriated or allocated for other purposes and the obligation remain unfunded.

DOA will not pay for an obligation or expense without associating it with the legislated appropriation. However, timely recording all obligations will enable DOA to prepare an audit ready set of financial statements and accurately match obligations with appropriations.

Your cooperation is appreciated.

Si Yu'os Ma'ase.

EDWARD M. BIRN