



# A Citizen's Report - 2011

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## The Department of Administration

### ABOUT US

#### Why Does Department of Administration Exist?

Primarily to provide various support services to the Government of Guam agencies, in order to assist them in the execution of their respective missions. This department is essentially responsible for the effective administration of the internal business of the Government of Guam.

#### Our Mission:

To maximize the efficiency and effectiveness, with which the department's various responsibilities, are achieved by providing administrative, fiscal, technical and policy direction to the Government of Guam agencies for the execution of a variety of government-wide support services.

#### Divisions:

##### **Director's Office:**

Oversees the operation and function of all divisions.

##### **Division of Accounts:**

Accounting and reporting of all financial activities of the Government of Guam; administration and operation of the employees' payroll.

##### **Treasurer of Guam:**

Receiving and accounting for all monies; safekeeping of cash, bonds, and securities; administer the disbursement of government funds.

##### **Human Resources:**

Human resources recruitment; management and administration of personnel rules and regulations and employee benefit programs.

##### **General Services Agency:**

Solicitation and procurement of required products and services for the delivery of government services; and administration of the records management program for the government of Guam.

##### **Data Processing**

Administration of the planning, implementation, utilization and standards of information technology and provide information technology support and services.

For more information, you may also visit our website at: <http://www.doa.guam.gov/>

Treasurer of Guam

| Major Workload Indicator | FY2011 Accomplishments | FY2010 Accomplishments | FY2009 Accomplishments |
|--------------------------|------------------------|------------------------|------------------------|
| Collection Activity      | 683,044                | 716,505                | 682,386                |
| Revenue Collection       | \$ 657,302,289         | \$ 631,947,926         | \$ 601,855,168         |
| Bank Collection Activity | 7,940                  | 19,763                 | 18,822                 |
| Bank Deposits            | \$ 17,587,425          | \$ 37,402,135          | \$ 35,621,081          |

Human Resources Division

| Major Workload Indicator                      | FY2011 Accomplishments | FY2010 Accomplishments | FY2009 Accomplishments |
|---|------------------------|------------------------|------------------------|
| Processed Application for Vacancies           | 9,367                  | 9,493                  | 8,009                  |
| Processed GG1's/ Classification Activities    | 2,084                  | 3,951                  | 3,220                  |
| Test Administration and Validation            | 6,229                  | 4,355                  | 652                    |
| Processed Personnel Actions and Verifications | 14,308                 | 1,1000                 | 9,039                  |
| Health/Life Insurance Administration          | 7,786                  | 1,0000                 | 9,961                  |
| Training and Development                      | 1,011                  | 1,700                  | 1,545                  |

Division of Accounts

| Major Workload Indicator            | FY2011 Accomplishments | FY2010 Accomplishments | FY2009 Accomplishments |
|-------------------------------------|------------------------|------------------------|------------------------|
| Contract Processed                  | 1162                   | 1,162                  | 1,315                  |
| Vendor and Direct Payments          | 62,408                 | 46,293                 | 65,439                 |
| Travel Processed                    | 4,026                  | 4,524                  | 6,844                  |
| Journal Vouchers                    | 25,135                 | 35,981                 | 54,732                 |
| Liquidations/Adjustments            | 5,638                  | 4,016                  | 3,608                  |
| Customs and Quarantine Activity     | 71,796                 | 85,362                 | 95,912                 |
| Checks Reconciled                   | 370,917                | 421,966                | 504,307                |
| Payroll Checks Processed and Issued | 110,148                | 110,000                | 110,360                |
| Federal Expenditures                | \$ 369,688,324         | \$ 286,439,758         | \$ 232,352,843         |

General Service Agency

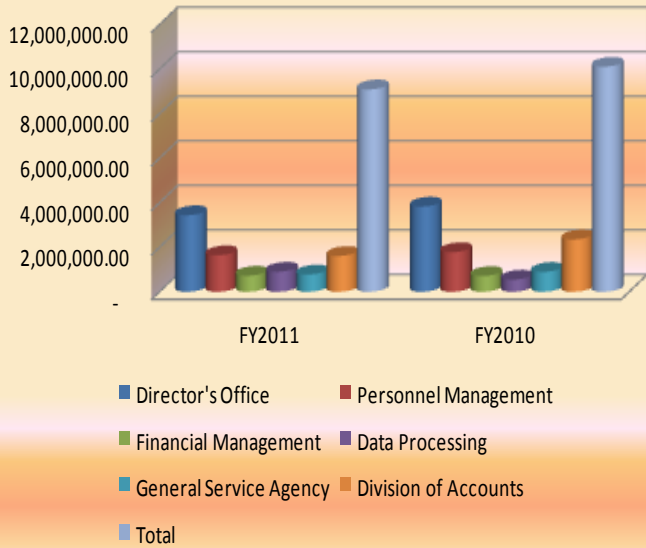
| Major Workload                             | FY2011 | FY2010 | FY2009 |
|--|--------|--------|--------|
| Tenda Gubetnu Supply Requisition Processed | 538    | 645    | 782    |
| Purchase Order                             | 7598   | 8124   | 8253   |
| Transmitted Encumbrance Documents          | 7598   | 8124   | 8253   |

Data Processing Division

| Major Workload Indicator                | FY2011 Accomplishments | FY2010 Accomplishments | FY2009 Accomplishments |
|---|------------------------|------------------------|------------------------|
| Computer Operation Services             | 1413                   | 1276                   | 1250                   |
| Project Management Service (by Project) | 80                     | 71                     | 70                     |
| Networking and Tech Support             | 3187                   | 2600                   | 2500                   |



### Expenditure Comparison

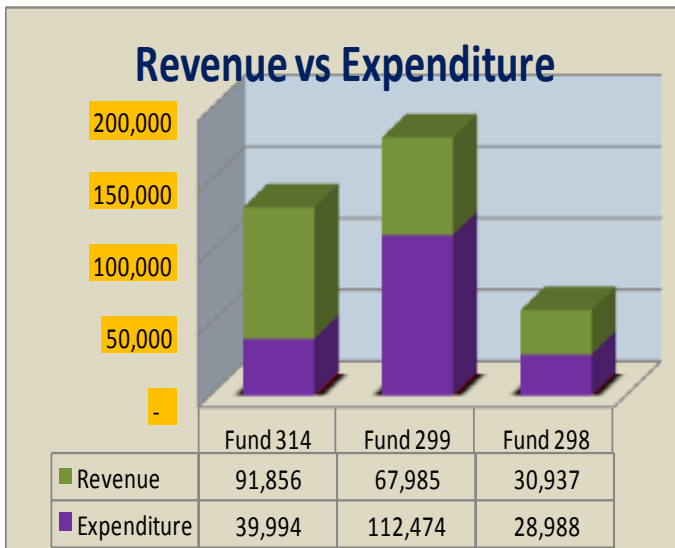


| DIVISION                | FY2011           | FY2010            |
|-------------------------|------------------|-------------------|
| Director's Office *     | 3,438,591        | 3,828,609         |
| Personnel Management    | 1,641,975        | 1,777,975         |
| Financial Management    | 724,382          | 709,487           |
| Data Processing         | 899,873          | 545,066           |
| General Services Agency | 777,404          | 892,979           |
| Division of Accounts    | 1,607,972        | 2,350,842         |
| <b>Total</b>            | <b>9,090,197</b> | <b>10,104,962</b> |

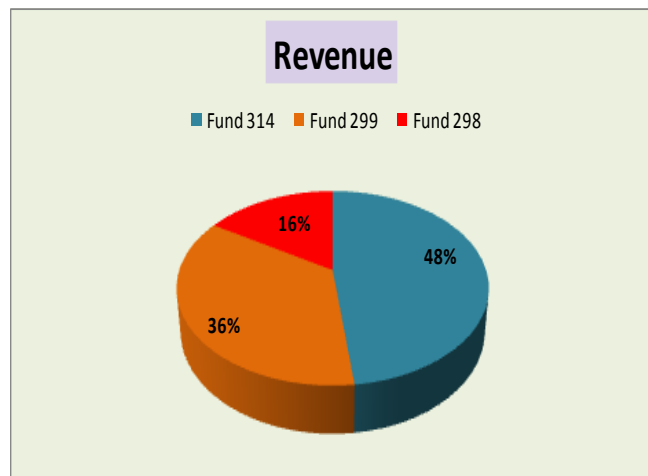
\* All contractual services for the Department of Administration were categorized under the Director's Office account.

The Department of Administration oversees 121 active funds and out of the 121 funds, the department administers three Special Revenue Funds: State Agency for Surplus Property Fund (314), Financial Management Revolving Fund (299), and Human Resource Services Revolving Fund (298). The State Agency for Surplus Property Fund was created for the disposal of salvage and surplus personal property from GovGuam agencies and departments. The Financial Management Revolving Fund was created by Executive Order No. 2002-12 for cost associated with the handling and accounting for monies and deposits to be charged for treasury services to the Financial Management Division. The Human Resource Services Revolving Fund was created by Executive Order No. 2002-01 for administrative costs and supplies and equipment costs associated within the areas of classification and pay, recruitment, records, employee benefits, test development, employee management relations, training and development, as well as the Drug-Free Work program of Human Resources Division. Below shows the comparison data between revenues and expenditure for Fiscal Year 2010. A complete financial information can be found on our website at <http://www.doa.guam.gov/>

### Revenue vs Expenditure



### Revenue



Note: Although the Funds' expenditures are higher than the revenue in Fiscal Year 2011, The FY2011's expenditures were supported by prior year's cumulative revenues.

**New Leadership:**

In March of 2012, the Department of Administration welcomed its new Deputy Director, Mr. Anthony C. Blaz.

Mr. Blaz's experience in the Government of Guam spans over 20 years. He was a 5-term Senator in the 21st through the 25th Guam Legislature holding the position of Vice Speaker in the 24th legislature and as Chairman of the Committee on Finance & Taxation. Prior to becoming a Senator, he has also held various management positions within the government of Guam including assignments as the Chief Officer from 1987-1990 for the Public Utilities Agency of Guam, the predecessor for the Guam Waterworks Authority. He was involved and held Executive Board level positions as Chairman for the Guam Election Commission and as board of Director for the Government of Guam Retirement Fund.



On 2007, Mr. Blaz was appointed by the Governor of Guam to the position of Acting Administrator for the Guam Economic Development and Commerce Authority where he oversees the agency's various programs and activities focused on developing new and emerging industry's in order to diversify and foster growth in Guam's economic base.

Mr. Blaz earned his Bachelors of Administration degree in accountancy with a minor in management in 1980 from the University of Notre Dame, South Bend, Indiana and holds a Masters in Public Administration from the University of Guam.

**Government of Guam:**

In Fiscal Year 2012, the Government of Guam received an A rating for a revenue bond. It is the highest rating the government has achieved. With this, long over due tax refunds were paid., hoping to see a higher revenue collections from these cash infusion. In addition, Japan's tsunami and earthquake recovery is well underway. The Russian visa waiver program could open new horizons to the market. We foresee a rebound in the tourism industry in the coming years.



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