



Department of Administration—FY 2010

A Citizen's Report



www.doa.guam.gov

Manuel F.L. Guerrero
Building
212 Aspinal Avenue
Hagåtña, Guam 96910

T: (671) 475-1101
T: (671) 475-1250
F: (671) 477-6788

Table of Contents

About us	1
Performance	2
Financial Status	3
Future Outlook	4

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.



Performance

General Service Agency

Major Workload Indicator	FY2008 Accomplishments	FY2009 Accomplishments	FY2010 Accomplishments
Tenda Gubetnu Supply Requisition Processed	752	782	645
Purchase Order	7240	8253	8124
Transmitted Encumbrance Documents	7240	8253	8124

Treasurer of Guam

Major Workload Indicator	FY2008 Accomplishments	FY2009 Accomplishments	FY2010 Accomplishments
Collection Activity	645,324	682,386	716,505
Revenue Collection	\$ 619,673,594	\$ 601,855,168	\$ 631,947,926
Bank Collection Activity	28,607	18,822	19,763
Bank Deposits	\$ 49,964,213	\$ 35,621,081	\$ 37,402,135

Data Processing Division

Major Workload Indicator	FY2008 Accomplishments	FY2009 Accomplishments	FY2010 Accomplishments
Computer Operation Services	1276	1250	1276
Project Management Service (by Project)	51	70	71
Networking and Tech Support	1599	2500	2600

Human Resources Division

Major Workload Indicator	FY2008 Accomplishments	FY2009 Accomplishments	FY2010 Accomplishments
Processed Application for Vacancies	4285	8009	9493
Processed GG1's/ Classification Activities	1006	3220	3951
Test Administration and Validation	1583	652	4355
Processed Personnel Actions and Verifications	3999	9039	11000
Health/Life Insurance Administration	32167	9961	10000
Training and Development	727	1545	1700

Division of Accounts

Major Workload Indicator	FY2008 Accomplishments	FY2009 Accomplishments	FY2010 Accomplishments
Contract Processed	950	1,315	1,162
Vendor and Direct Payments	62,408	65,439	46,293
Travel Processed	7,247	6,844	4,524
Journal Vouchers	54,613	54,732	35,981
Liquidations/Adjustments	5,754	3,608	4,016
Customs and Quarantine Activity	102,583	95,912	85,362
Checks Reconciled	568,791	504,307	421,966
Payroll Checks Processed and Issued	110,360	110,360	110,000
Federal Expenditures	\$ 200,636,583	\$ 232,352,843	\$ 286,439,758



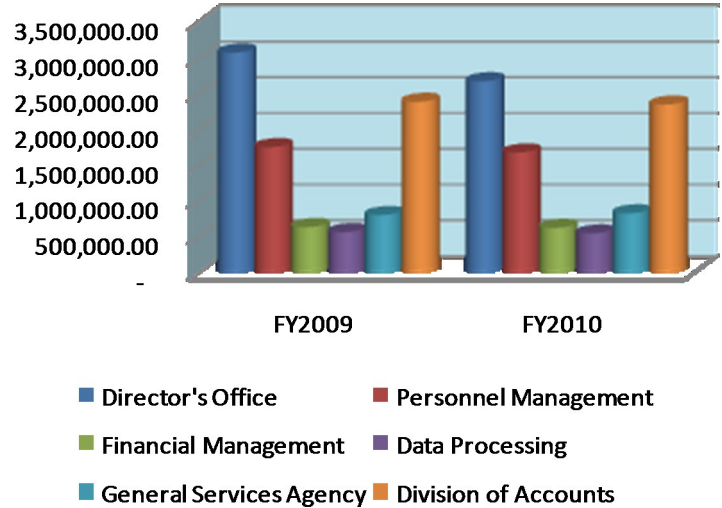
For the fourth consecutive year, independent auditor Deloitte & Touche, LLP issued an unqualified or “clean” opinion on Gov-Guam’s FY 2010 financial statements. Twenty three audit adjustments were made for the Government Wide financial statements, accounting for almost 100 funds. These adjustments increased Net Assets by \$47.5M primarily due to capitalizing construction in progress costs of the Layon Landfill, Southern Regional Health Center and Federal Highway Administration roads. The number of findings decreased slightly, from 10 in FY2009 to 9 in FY 2010, but questioned costs rose slightly from \$0 to \$3,734 due to a noncompliance with the Child Care Development program.

The Department of Administration has been working diligently to maintain and improve the accountability of the Government to the stakeholders, mainly to the people of Guam.

Financial Status

DIVISION	FY2009	FY2010
Director's Office *	3,073,970	2,672,290
Personnel Management	1,753,016	1,676,903
Financial Management	633,807	624,296
Data Processing	563,840	545,066
General Services Agency	802,001	825,939
Division of Accounts	2,386,350	2,348,469
Total	9,212,984	8,692,963

Expenditure Comparison

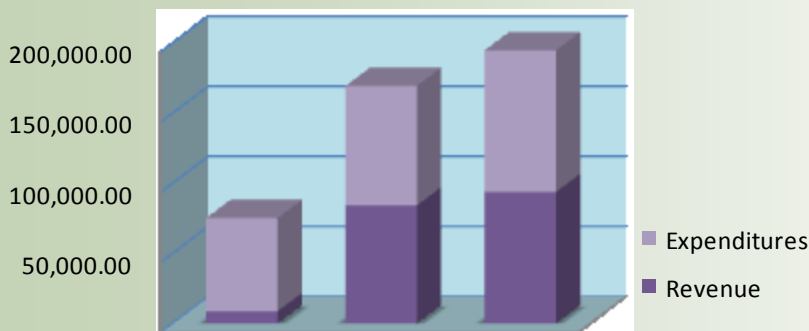


* All contractual services for the Department of Administration were categorized under the Director's Office account.

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/>

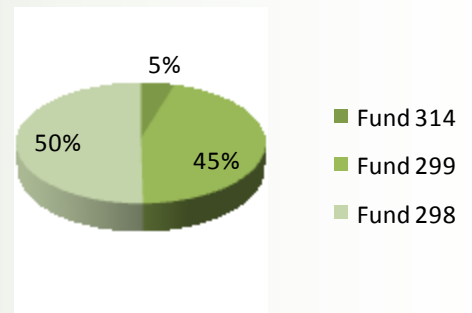
Note: Although the Funds' expenditures are higher than the revenue in Fiscal Year 2010, The FY2010's expenditures were supported by prior year's cumulative revenues.

Revenue vs Expenditures



	Fund 314	Fund 299	Fund 298
Expenditures	66,518.0	85,191.0	101,076.
Revenue	8,766.00	84,270.0	93,896.0

Revenue Comparison



Future Outlook

Military Build up

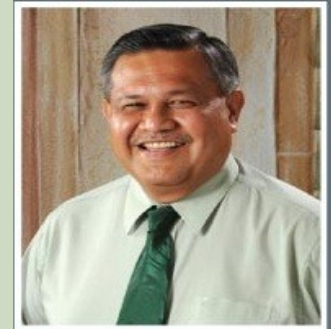
The long anticipated relocation of 8,000 military forces from Okinawa, Japan to Guam was delayed. Due to political controversy, the plan to transition over 40,000 military support and families did not proceed as expeditious as foreseen. As a result, the economic growth associated with the military build up did not happen. However, we are hopeful that the military build up will gain momentum in the future.

New Leadership

Governor Edward J.B. Calvo took office in the beginning of the year 2011. In light of this, Department of Administration is now under a new Director and Deputy Director.

Our new Director who was recently confirmed is Ms. Benita Manglona. She is a licensed Certified Public Accountant and has a Masters in Taxation. She has over 30 years of experience in the fields of accounting and taxation, with 17 of those years in the government. She was first confirmed as the director for Bureau of Budget and Management Resources, then later confirmed as DOA's director.

DOA's new Deputy Director is Mr. George A. Santos. Mr. Santos has a wide variety of experiences in the public sector, private sector, and elected positions. He currently serves as an elected board member for the Government of Guam Employees Federal Credit Union where he served as Chairman for 4 terms. He is also an elected active member for the Government of Guam Retirement Fund since 2004.



References

- Deloitte and Touché, LLP. (2005—2010) *Financial Statements and Additional Information and Independent Auditor's Report*. From <http://www.guamopa.org/docs>
- Deloitte and Touché, LLP. (2005—2010) *Government-Wide Single Audit Report*. From <http://www.guamopa.org/docs>
- Guam Office of the Public Accountability (2010) *Government-Wide Compliance Highlights*. From <http://www.guamopa.org/docs>
- Guam Office of the Public Accountability (2010) *Government-Wide Management Letter*. From <http://www.guamopa.org/docs>
- Department of Administration (2010) *Mission, Activity Description, and Objective*. From <http://www.doa.guam.gov/>
- Department of Administration (2009—2011) *DOA budget digest report*. From Department of Administration Director's Office

