



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

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BBMR CIRCULAR NO. 09-01

To: All Department/Agency Heads
From: Director, Bureau of Budget and Management Research
Subject: Fiscal Year 2010 Budget Request

The time is upon us again to begin the preparation of next fiscal year's budget (FY 2010). The budget forms for this purpose are provided in electronic version on the BBMR website <http://bbmr.guam.gov>, except that some Performance-Based Budgeting (PBB) forms will be provided at the Seminar scheduled for next week. Please note that all required budget forms must be completed in full and where information is not applicable, please indicate 'N/A.'

Also, please be reminded that Public Law 29-19 provides for Performance-Based Budgeting (PBB) for the following agencies by FY 2010.

1. Bureau of Budget and Management Research (BBMR)
2. Bureau of Statistics and Plans
3. Department of Administration
4. Department of Revenue & Taxation
5. Department of Public Works
6. Department of Parks & Recreation
7. Department of Agriculture
8. Department of Land Management

Accordingly, appropriate PBB budget forms are included and must be completed *only* by the above-listed agencies, in addition to all other budget forms. BBMR will be conducting a mandatory PBB Seminar for PBB-mandated agencies on **Wednesday, November 5, 2008, at 9:30 a.m. at the BBMR office.** Additional PBB budget forms will be provided at the Seminar. Also attached is a copy of Chapter IV, Section 63, P.L. 29-113, which provides for penalties for non-compliance with PBB requirements.

Budget ceilings for non-PBB agencies will be provided **on or before Wednesday, December 31, 2008.** Deadline for all agencies' final detail budget requests to BBMR is **Friday, February 13, 2009.** Failure to meet this deadline will result in BBMR transmitting one on your agency's behalf with the exception of PBB-mandated agencies.

Please contact your assigned BBMR Budget Analyst directly at 475-9412 / 9106 should you need any clarification or assistance at any time during the budget process. We look forward to a smooth budget cycle with your usual cooperation.

Bertha M. Duenas

Attachments – PBB Penalty Provision

All Budget Forms available @ www.bbmr.guam.gov

P.L. 29-113

22 → Section 63. §4119 of Chapter 4 of Title 5 of the Guam Code Annotated is
23 hereby *amended* to read:

24 “§4119. Development and Implementation of Performance Based
25 Budgeting. (a) The heads of the Department of Administration, the Bureau of
26 Budget and Management Research, the Department of Revenue and Taxation,
1 the Department of Public Works, the Department of Parks and Recreation, the
2 Department of Land Management, the Department of Agriculture, and the
3 Bureau of Statistics and Plans *shall* develop and implement Performance Based
4 Budgeting *no later than* September 30, 2009. Appropriate employees of said
5 agencies *shall* attend all workshops and training opportunities regarding
6 Performance Based Budgeting offered by the Department of Administration.

7 (b) Non-compliance of the heads of the departments and agencies noted
8 in subsection (a) of this Section to the deadlines as established by the Bureau of
9 Budget and Management Research to meet the Performance Based Budgeting
10 implementation deadline of September 30, 2009 *shall* cause a penalty to be
11 applied against the current salaries of the heads of the departments and agencies
12 equal to a twenty percent (20%) reduction in salary. The Directors of both the
13 Bureau of Budget and Management Research and the Department of
14 Administration *shall* ensure the application of this penalty.”