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BBMR CIRCULAR 11-01

To: All Executive Line Department and Agency Heads
From: Director, Bureau of Budget and Management Research
Subject: Fiscal Year 2011 Budget Allotment Process

The Governor signed the Budget Act (Public Law 30-196) on September 1, 2010, which sets out the spending plan for the government of Guam for FY 2011. The budget mirrors the FY 2010 budget as a line item budget, which restricts spending limits by object category, and allows the Governor fifteen percent (15%) transfer authority, with some exclusions.

The Budget Act also mandates certain reporting requirements and contains several agency-specific special reports with stringent deadlines. You are encouraged to read the Budget Act in its entirety to identify those required of your agency since penalties apply for non-compliance. An electronic copy of the budget is available on BBMR website at www.bbmr.guam.gov.

Due to the continued decline in revenues, spending levels are at status quo so advance planning is highly encouraged to avoid potential shortfalls. BBMR will load most, if not all, allotments by October 1, 2010, per the following guidelines and conditions:

Object Category

111 monthly release (total appropriation levels divided by 26 pay periods) and distributed according to your agency's current master payroll listing

For agencies whose personnel are being funded in part by Special Funds for the first time this fiscal year, only the first month's allotment(s) will be released pending agency submission of the following by no later than October 20, 2010:

- a) staffing pattern identifying personnel to be moved from the General Fund to the Special Fund account
- b) GG1s to change job order number(s) from the General Fund to the Special Fund account for personnel identified under a) above. *BBMR will provide these Special Fund account numbers to agencies affected once they are provided by the Department of Administration*
- c) allotment schedule(s) and/or allotment modification(s) as may be required to accomplish a) and b) above

112 monthly release upon pre-approval of an Overtime Plan using form BBMR F-15A available under "CIRCULAR" on our website www.bbmr.guam.gov. *Overtime Plans are due ASAP to avoid delays in overtime payments*

113 *same procedure as 111 above*

220 release upon approval of each travel;

230 full release for rollover and/or fixed contractual obligations; all others subject to justification

233 full release in October 2010

240 quarterly release of total appropriation

250 zero release until written justification provided and approved by BBMR
270 full release in October 2010
271 full release in October 2010
290 full release for fixed (recurring) miscellaneous costs; all others subject to justification
363 full release in October 2010
450 zero release until written justification provided and approved by BBMR

As in FY 2010, appropriations for power, water, and health/life/dental benefits will be administered by the Department of Administration; therefore, not included above.

Please contact your assigned Analyst if you have any questions.

Your usual cooperation is appreciated.

A handwritten signature in black ink, appearing to read 'Bertha M. Duenas', enclosed within a large, loopy oval shape.

Bertha M. Duenas