



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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SEP 18 2012

BBMR CIRCULAR 13-01

To: All Executive Line Department and Agency Heads
From: Director, Bureau of Budget and Management Research
Subject: Fiscal Year 2013 Budget Allotment Process

The FY 2013 Appropriation Act (Public Law 31-233) was signed by the Governor on September 7, 2012, which sets out the spending plan for the government of Guam for FY 2013.

Your department/agency staff should review Public Law 31-233 and commence the allotment schedule preparation. Please review the FY 2013 Budget Act to determine the mandated reporting requirements of your department and any restrictions or limitation that is imposed on your department. An electronic copy of the Budget Act and budget forms are available on the BBMR website at <http://bbmr.guam.gov>.

Please be informed that the FY 2013 budget includes a government-wide reduction imposed by the *Liheslaturan Guåhan* for the Operations of the Executive Branch. Pursuant to Section 1 of Chapter XI, effective October 1, 2012; the amount of \$2,602,957 from appropriations in Chapter III and the amount of \$8,422,920 from appropriations in Chapter V are to be de-appropriated and re-appropriated to the Income Tax Refund Efficient Payment Trust Fund for income tax refund payments.

Please prepare your budget allotment schedules per the following guidelines and conditions:

- A revised Budget Allotment Schedule identified as per P.L. 31-233 should be used. (See attachment.) A request for Establishment of Account (EOA) is not necessary for existing accounts being rolled over for FY 2013. An EOA should be prepared for new program accounts accompanied with a budget allotment schedule.
- Departments/agencies receiving appropriations under Chapters III and V of P.L. 31-233, please follow the General Fund appropriation for your operations as referenced on Attachment 1 to this circular. The attachment provides the following information required for preparation of your budget allotment schedules.: 1) Percentage (%) reduction amount for de-appropriation pursuant to Sections 1(a)(1) and 1(a)(2) of Chapter XI of P.L. 31-233; and 2) the fifteen percent (15%) reserve amount imposed on your revised General Fund appropriation for operation.
- A fifteen (15%) reserve is imposed on all appropriations funded by the General Fund and all Special Funds (including for operations).

- For FY 2013, be advised that there are no separate Cost Accounts for utility power and water; nor for health, dental and life benefits. Also, there are no Vacancy Pool Cost Accounts.

Object Category

111 - monthly releases (total appropriation levels divided by 26 pay periods – months of March and August have 3 pay days) and distributed according to your agency's current master payroll listing.

112 - monthly release upon pre-approval of an Overtime Plan using form BBMR F-15A available under "Circular" on our website <http://bbmr.guam.gov>. Overtime Plans are due as soon as possible to avoid delays in overtime payments and should be planned for the full year.

113 - same process as 111 above. This should include cost requirements for health, dental and life benefits as there are no separate Health Benefits Cost Account for FY2013.

220 - release upon approval of each travel

230 - full release for rollover and/or fixed contractual obligations

233 - full release in October 2012

240 - quarterly release of appropriation

250 - zero release unit written justification provided and approved by BBMR

270 - full release in October 2012

271 - full release in October 2012

290 - full release for fixed (recurring) miscellaneous costs

361 - full release in October 2012

362 - full release in October 2012

363 - full release in October 2012

450 - zero release until written justification provided and approved by BBMR

Your FY 2013 departmental allotment schedules are due to BBMR no later than **Monday, September 24, 2012**, at the close of business.

Failure to comply to this circular will result in BBMR completing the budget allotment schedules for your department.


JOHN A. RIOS

BBMR Circular No. 13-01 - Attachment 1

FY 2013 - Executive Branch Departments De-Appropriation and Fifteen (15%) Reserve Amounts

Pursuant to Section 1(a) thru 1(g) of Chapter XI of P.L. 31-233 (General Fund De-appropriation Total = \$14,000,501)

Department	P.L. 31-233 Chapter	Note	Purpose	TOTAL GF Appropriation	(%) of GF Reduction	REVISED GF Appropriation	15% Reserve Amount
Section 1 (a) (1)	Chapter XI		Reductions to Executive Branch		\$2,602,957		
Guam Memorial Hospital Authority	III; Pt I; Sec 3 & 5		Operations (includes \$125k for computers)	2,413,495	(188,080)	2,225,415	(333,812)
Public Health and Social Services	III; Pt II; Sec 2 & 3		Operations	10,519,673	(819,783)	9,699,890	(1,454,983)
Public Health and Social Services	III; Pt II; Sec 4 (a)	1/	MIP Payment Revolving Fund for MIP	15,822,907		0	(2,373,436)
Public Health and Social Services	III; Pt II; Sec 4 (b)	1/	For MIP for Cancer Screening, Treatment, SS	351,549		0	(52,732)
Public Health and Social Services	III; Pt II; Sec 5	1/	Local Match Rqmt. For Medicaid Program	11,183,191		0	(1,677,479)
Public Health and Social Services	III; Pt II; Sec 6	1/	Local Match Rqmt. For CHIP Program	2,004,504		0	(300,676)
Public Health and Social Services	III; Pt II; Sec 7	1/	Local Match Rqmt. For Senior Citizens Division	7,590,333		0	(1,138,550)
Public Health and Social Services	III; Pt II; Sec 8		Local Match Rqmt. For Public Asst. Payments	3,506,214	(273,234)	3,232,980	(484,947)
Public Health and Social Services	III; Pt II; Sec 10		Local Match Rqmt. For Enhance Allot. Plan	653,697	(50,942)	602,755	(90,413)
Mental Health and Substance Abuse	III; Pt III; Sec 2		Operations	14,183,926	(1,105,335)	13,078,591	(1,961,789)
Mental Health and Substance Abuse	III; Pt III; Sec 4		Outsource Drug & Alcohol Detox, Rehab,Prev	839,040	(65,385)	773,655	(116,048)
Mental Health and Substance Abuse	III; Pt III; Sec 5		Oasis Empowerment Center	50,000	(3,896)	46,104	(6,916)
Integrated Services for Individuals with Disabilities	III; Pt IV;		Operations	1,235,770	(96,302)	1,139,468	(170,920)
			Subtotal - Chapter III	\$33,401,815	(\$2,602,957)	\$30,798,857	(\$10,162,701)
Section 1 (a)(2)	Chapter XI		Reductions to Executive Branch		\$8,422,920		
Office of I Maga'lahaen Guahan	V; Sec 1(a)(2)		Operations	6,233,688	(395,322)	5,838,366	(875,755)
Commission on Decolonization	V; Sec 1(b)(2)		Operations	239,613	(15,196)	224,417	(33,663)
Guam Ancestral Lands Commission	V; Sec 1(c)(2)		Operations	103,957	(6,593)	97,364	(14,605)
Veterans Affairs Office	V; Sec 1(d)(2)		Operations	322,229	(20,435)	301,794	(45,269)
Veterans Affairs Office	V; Sec 1(d)(4)	1/	Guam Veterans Cemetary Expansion Match	390,000	0	0	(58,500)
BBMR	V; Sec 1(e)(2)		Operations	1,058,320	(67,116)	991,204	(148,681)
Civil Service Commission	V; Sec 1(f)(2)		Operations	844,902	(53,581)	791,321	(118,698)
Administration	V; Sec 1(g)(2)		Operations	7,756,778	(491,912)	7,264,866	(1,089,730)
Administration	V; Sec 1(g)(4)	1/	Support of Child in Custody	649,962	0	0	(97,494)
Administration	V; Sec 1(g)(5)	1/	Residential Treatment Fund	1,100,000	0	0	(165,000)
Administration	V; Sec 1(g)(6)	1/	Government Claims Fund	100,000	0	0	(15,000)
Administration	V; Sec 1(g)(7)	1/	GOG General Purpose Finan St & Single Audit	377,000	0	0	(56,550)
Revenue and Taxation	V; Sec 1(h)(2)		Operations	9,784,697	(620,517)	9,164,180	(1,374,627)
Bureau of Statistics and Plans	V; Sec 1(i)(2)		Operations	1,155,643	(73,287)	1,082,356	(162,353)
Public Works	V; Sec 1(j)(2)		Operations	10,436,028	(661,822)	9,774,206	(1,466,131)
Contractors License Board	V; Sec 1(k)(2)		Operations	0	0	0	0
PEALS Board	V; Sec 1(l)(2)		Operations	0	0	0	0
Guam Police	V; Sec 1(m)(2)		Operations	27,803,761	(1,763,232)	26,040,529	(3,906,079)
Corrections	V; Sec 1(n)(2)		Operations	20,776,981	(1,317,615)	19,459,366	(2,918,905)
Corrections	V; Sec 1(n)(4)		Cost of Care & Custody for Prisoners Confined	696,000	(44,138)	651,862	(97,779)
Agriculture	V; Sec 1(o)(2)		Operations	2,520,287	(159,829)	2,360,458	(354,069)
Agriculture	V; Sec 1(o)(4)		Animal Shelter	98,083	(6,220)	91,863	(13,779)
Agriculture	V; Sec 1(o)(5)		Veterinarian & Animal Control Services	173,522	(11,004)	162,518	(24,378)
Guam Public Library System	V; Sec 1(p)(2)		Operations	1,255,728	(79,635)	1,176,093	(176,414)
Youth Affairs	V; Sec 1(q)(2)		Operations	4,646,400	(294,661)	4,351,739	(652,761)
Youth Affairs	V; Sec 1(q)(4)		Youth Program Appropriation	332,150	(21,064)	311,086	(46,663)
GEPA	V; Sec 1(r)(2)		Operations	0	0	0	0
GEPA	V; Sec 1(r)(4)		Closure, Monitoring of Island's Landfill	0	0	0	0
GEPA	V; Sec 1(r)(5)		Beach Monitoring	0	0	0	0
Labor	V; Sec 1(s)(2)		Operations	1,055,385	(66,929)	988,456	(148,268)
Labor	V; Sec 1(s)(4)		Worker's Compensation Fund	798,593	(50,644)	747,949	(112,192)
Parks & Recreation	V; Sec 1(t)(2)		Operations	3,264,707	(207,038)	3,057,669	(458,650)
Parks & Recreation	V; Sec 1(t)(4)		Maintenance and Repair of Public Restrooms	0	0	0	0
Parks & Recreation	V; Sec 1(t)(5)		Maintenance of Pool Facilities	0	0	0	0
Land Management	V; Sec 1(u)(2)		Operations	405,818	(25,736)	380,082	(57,012)
Chief Medical Examiner	V; Sec 1(v)(2)		Operations	426,599	(27,054)	399,545	(59,932)

BBMR Circular No. 13-01 - Attachment 1

FY 2013 - Executive Branch Departments De-Appropriation and Fifteen (15%) Reserve Amounts

Pursuant to Section 1(a) thru 1(g) of Chapter XI of P.L. 31-233 (General Fund De-appropriation Total = \$14,000,501)

Department	P.L. 31-233 Chapter	Note	Purpose	TOTAL GF Appropriation	(%) of GF Reduction	REVISED GF Appropriation	15% Reserve Amount
Customs and Quarantine Agency	V; Sec 1(w)(2)		Operations	0	0	0	0
Chamorro Affairs	V; Sec 1(x)(2)		Operations	991,750	(62,894)	928,856	(139,328)
Military Affairs	V; Sec 1(y)(2)		Operations	702,054	(44,522)	657,532	(98,630)
Guam Council on the Arts & Humanities	V; Sec 1(z)(2)		Operations	307,500	(19,501)	287,999	(43,200)
Guam Council on the Arts & Humanities	V; Sec 1(z)(4)		Guam Territorial Band	0	0	0	0
Guam Fire	V; Sec 1(aa)(2)		Operations	27,989,678	(1,775,023)	26,214,655	(3,932,198)
GETC (PBS Guam)	V; Sec 1(bb)(2)		Operations	637,072	(40,401)	596,671	(89,501)
Chamorro Land Trust Commission	V; Sec 1(cc)(2)		Operations	0	0	0	0
			Subtotal - Chapter V	\$132,817,923	(\$8,422,920)	\$124,395,003	(\$19,051,795)
			TOTAL FOR EXECUTIVE BRANCH	\$166,219,738	(\$11,025,877)	\$155,193,860	(\$29,214,496)
Section 1 (b)(1) & 1(b)(2)	Chapter XI		Reductions to Guam Legislature				
I Liheslaturan Guahan	VI; Sec 1	2/	Operations	7,446,635	(383,502)	7,063,133	0
I Liheslaturan Guahan	VI; Sec 2	2/	Office of Finance and Budget Operations	378,737	(19,505)	359,232	0
			Subtotal - Chapter VI	\$7,825,372	(\$403,007)	\$7,422,365	\$0
Section 1 (c)	Chapter XI		Reductions to United Judiciary				
United Judiciary of Guam	IV; Sec 1	2/	Operations	23,341,886	(1,274,038)	22,067,848	0
			Subtotal - Chapter IV	\$23,341,886	(\$1,274,038)	\$22,067,848	\$0
Section 1 (d)	Chapter XI		Reductions to Office of the Attorney General				
Office of the Attorney General	VII; Pt I; Sec 2	2/	Operations	11,479,560	(591,197)	10,888,363	0
			Subtotal - Chapter VII; Pt I	\$11,479,560	(\$591,197)	\$10,888,363	\$0
Section 1 (e)	Chapter XI		Reductions to Public Defender Svc. Corp.				
Public Defender Service Corp.	VII; Pt II; Sec 1	2/	Operations	3,796,755	(195,533)	3,601,222	0
			Subtotal - Chapter VII; Pt II	\$3,796,755	(\$195,533)	\$3,601,222	\$0
Section 1 (f)	Chapter XI		Reductions to Mayors' Council of Guam				
Mayors' Council of Guam	VIII; Sec 1	2/	Operations	7,578,761	(443,776)	7,134,985	0
			Subtotal - Chapter VIII	\$7,578,761	(\$443,776)	\$7,134,985	\$0
Section 1 (g)	Chapter XI		Reductions to Office of Public Accountability				
Office of Public Accountability	IX; Pt I; Sec 1		Operations	1,302,388	(67,073)	1,235,315	(185,297)
			Subtotal - Chapter IX	\$1,302,388	(\$67,073)	\$1,235,315	(\$185,297)
			TOTAL - Other Branches/Exempt Depts.	\$221,544,460	(\$14,000,501)	\$207,543,958	(\$29,399,793)
Section 1	Chapter XI		Income Tax Refund Appropriations				
Income Tax Refund Efficient Payment Trust Fund	XI; Sec 1		Income Tax Refund Payments	0	14,000,501	14,000,501	
			TOTAL	\$0	\$14,000,501	\$14,000,501	\$0
Note: 1/ Appropriation exempted.							
2/ Exempt from BBMR Allotment Control.							

Department / Division:	
Program Title:	SUMMARY
Public Law/Section:	
AS400 Account Number:	-----

**FY 2013
BUDGET ALLOTMENT
SCHEDULE
P.L. 31-233 APPROPRIATIONS**

Sign Requestor:		Date:	
Dept. Head:		Date:	
Sign Approved:		Date:	
BBMR Director:	John A. Rios	Date:	
Sign Loaded:		Date:	
Analyst:		Date:	

		A	B	C	D	E
		ORIGINAL APPROPRIATION (P.L. 31-233)	DE-APPROPRIATION [P.L. 31-233, Ch.XI, Sec.1(a) ~ (g)] 1/	REVISED APPROPRIATION (A + B)	RESERVE REQUIREMENT 2/	ALLOTMENT (C + D)
111	Regular Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
112	Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
113	Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
220	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
230	Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
233	Office Space Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
240	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
270	Workers Comp.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
	\$0.00		\$0.00		\$0.00		\$0.00
Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00

		A	B	C	D	E								
		ORIGINAL APPROPRIATION (P.L. 31-233)	DE-APPROPRIATION [P.L. 31-233, Ch.XI, Sec.1(a) ~ (g)] 1/	REVISED APPROPRIATION (A + B)	RESERVE REQUIREMENT 2/	ALLOTMENT (C + D)								
271	Drug Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
							Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
							Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
280	Sub-Recipient / Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
							Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
							Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
290	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
							Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
							Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Sub		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
361	Power	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
							Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
							Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
362	Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
							Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
							Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
363	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
							Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
							Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Sub		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
450	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
							Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
							Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Sub		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
701	Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Oct.	\$0.00	Jan.	\$0.00	April	\$0.00	July	\$0.00
							Nov.	\$0.00	Feb.	\$0.00	May	\$0.00	Aug.	\$0.00
							Dec.	\$0.00	Mar.	\$0.00	June	\$0.00	Sept.	\$0.00
Sub		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
GRAND TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00

FOOTNOTES:

1/: Executive Branch Department De-Appropriation / Re-Appropriation to Income Tax Refund Efficient Payment Trust Fund pursuant to P.L. 31-233, Ch.XI, Sec.1(a) ~ 1(g); Amounts should be *negative* numbers.

2/: Inclusive of 15% General Fund Reserve Requirement & funds which require prior-BBMR approval for allotment / release; Amounts should be *negative* numbers.