



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR Circular No: 18-06

TO: Acting Director, Bureau of Budget and Management Research
FROM: Acting Director, Bureau of Budget and Management Research
SUBJECT: FY 2019 Department Ceilings

The Governor's FY 2019 Executive Budget Request was transmitted to the *I Liheslaturan Guåhan* on January 31, 2018. Because of the recent passage of the U.S. Tax Cuts and Job Acts of 2017, the presentation of the FY 2019 Executive Budget Request reflects two funding options for the next fiscal year. Option 1 presents General Fund revenues augmented with a two percent (2%) increase in Business Privilege Tax. Option 2 presents a General Fund revenue estimate reflecting the reduction attributed to the new tax plan. Accordingly, all line departments and agencies are required to submit two budget requests, one for each Option as presented in the FY 2019 Executive Budget Request.

Delineated below are your department/agency ceiling levels by fund source, as may be annotated. Please prepare your FY 2019 Budget Request based on each ceiling amount using the format and guidelines provided by the Bureau per BBMR Circular No. 18-03 dated December 1, 2017. Each ceiling amount is for operational requirements, inclusive of local match requirements for federal programs:

	Option 1	Option 2
General Fund	\$1,287,508	\$1,127,502
Special Fund¹	\$331,862	\$331,862
Total	\$1,619,370	\$1,459,364

¹ Indirect Cost Fund

Recurring or routine miscellaneous appropriations should not be included in your agency detail budget requests, as such appropriations are not part of the budget ceiling level(s).

The Bureau emphasizes the importance of following the guidelines provided in order to facilitate the budget process. It is imperative that we work together to produce a complete and accurate budget within the prescribed timeframe.

For each of the Options noted, please submit one original agency budget request, one copy, and one Compact Disc (CD) copy of the electronic format (Excel for spreadsheets and Word for narratives). Upon review and clearance by the Bureau, you will be notified to reproduce the required number of copies for transmittal to *I Liheslaturan Guåhan* for their disposition.

Your department/agency budget request is due to the Bureau no later than Friday, February 23, 2018. This deadline must be met to ensure timely submittal to *I Liheslaturan Guåhan*.

Your usual cooperation is appreciated.


LESTER CARLSON, JR.