



## BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR Circular: 13-02

To: All Department and Agency Heads  
From: Director, Bureau of Budget and Management Research  
Subject: Fiscal Year 2014 Budget Call

*Hafa Adai yan Saludas!* Once again, we are at that crossroad where we begin the annual preparation of the Government of Guam's financial plan for 2014. In this regard, all Executive Departments and Agencies are requested to prepare their FY 2014 Budget, using the attached forms presented in this Budget Call. In the preparation of your FY 2014 Budget, general budgetary guidelines are presented as follows:

- a) All required budgetary forms must be completed.
- b) Where information requested is not applicable, indicate "N/A".
- c) All personnel costs, utilities and fixed costs must be fully covered as a priority.
- d) All contractual requirements, equipment and supplies should be listed in order of priority.
- e) Personnel costs should be for currently filled positions and approved vacancies only.
- f) Overtime, not to exceed 10% of regular salaries with justification.
- g) Departments and agencies affected by any Reorganization Advisories issued are to prepare their Budgets in consonance with the Budget Call package guidelines and in line with the reorganization.
- h) A departmental organization chart must be submitted with the budget submission.
- i) See FY 2014 Budget Call package for additional guidelines.

As in the previous fiscal year, it is imperative that all budget submissions be presented at a maintenance level of requirement for the coming new fiscal year, and for all departments and agencies to exercise budgetary and fiscal discipline in the expenditure of funds while maintaining critical service needs.

The Budget Call package to include updated forms with appropriate instructions for the budget preparation will be available this week on the BBMR website <http://bbmr.guam.gov/>.

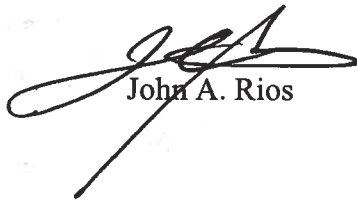
Tentatively, the submission date for all preliminary departmental budgets to BBMR for review is January 7, 2013. This budget submission is to include one hard copy and two disk copies of the electronic format (Excel for spreadsheets and Word for narratives) of your departmental budget. BBMR will review all such submissions with the understanding, that most if not all budget submissions may be adjusted, based on the level of funding projected for FY 2014, resulting in the final issuance of all departmental budget ceilings.

As a reminder, the department's budget must be presented exactly as provided on the standard forms available on the website. No variation or substitution on the format, both in presentation and content will be acceptable. Note that the staffing patterns for departments/agencies with multiple divisions/programs, an overall department summary page, using the same staffing pattern format must be included.

Lastly, for those nine departments which have been assigned to submit the Performance Based Management System and Budgeting (PBMSB) in FY 2014, please continue to prepare and to complete your department's traditional budget format in accordance with this FY 2014 Budget Call. A separate BBMR circular will be issued to these departments on the required preparation of PBMSB.

Should you have any questions or require assistance at any time during the budget process, please contact your assigned Budget Analyst at 475-9412 / 9106.

Thank you for your cooperation and support.



John A. Rios

Attachments