



## BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR  
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JUN 21 2006

### **BBMR Circular No: 06-06**

To: All Departments & Agencies

From: Director, Bureau of Budget and Management Research

Subject: Compliance with Reporting Requirements

Please be advised that BBMR Circular No. 06-05 gave a deadline of June 9<sup>th</sup> for your department / agency to have a link to your financial reports on your website (copy attached). The Bureau has received updated information from the Bureau of Information Technology that new links (domain names) have been established to facilitate access to your agency's quarterly expenditure and contract information reports. If you have not executed the placement of the links in your website per BBMR 06-05, you are to instead utilize the links below and post them as soon as possible:

- Budget Appropriations, Expenditures & Encumbrance info. - <http://budget.guam.gov>
- Contract information – <http://contracts.guam.gov>

If your department / agency already posted the links per Circular No. 06-05, please update them accordingly.

In addition, agencies are required to adhere to the following steps needed to fulfill the mandate required under P.L. 28-57 and P.L. 28-68:

- To print out their departments' quarterly expenditure and contractual listing from the above listed links on the 15<sup>th</sup> day subsequent to end of each quarter.
- To certify, utilizing a separate cover letter, the information contained in the quarterly reporting for expenditures and contracts are true and correct, with a copy of this certification to accompany your hard copy reports.
- To transmit your department's certified quarterly financial and contractual report to the Speaker of I Liheslatura within 30 days of the close of each quarter of the fiscal year.

For those departments that have yet to establish a website, you are reminded of P.L. 28-57 mandates to do so as well as P.L. 28-68 (Ch.V, Sec.2) which requires all departments to post their financial reports on their respective websites. In the interim, those without websites may obtain the quarterly reports using BBMR's Report link with the Governor's Office (<http://guamgovernor.net/BBMR/Reports.html>).

Please submit a status report to BBMR by Friday, June 23, 2006 on whether the links listed above have been made accessible on your website. If not please state the reason(s) and projected date when it will be made available. Be apprised that your agency may be subject to de-appropriation should certain reporting requirements not be met.

As previously stated in Circular No. 06-05, Jim Lacson, Chief Information Officer of the Bureau of Information and Technology, can be contacted for assistance. He can be reached at 475-1113 or via e-mail at [jlacson@mail.gov.gu](mailto:jlacson@mail.gov.gu).

Thank you for your continued cooperation.

  
CARLOS P. BORDALLO

Attachment

Cc: Governor  
Office of the Public Auditor  
Office of the Attorney General  
Speaker, I Liheslaturan Guahan  
Bureau of Information & Technology



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JUN 02 2006

### BBMR Circular No.: 06-05

To: All Departments & Agencies

From: Director, Bureau of Budget and Management Research

Subject: Compliance with Reporting Requirements in P.L. 28-57 / P.L. 28-68

Hafa Adai! In an effort to provide financial information in compliance with P.L. 28-57 and P.L. 28-68, the Bureau had developed required financial reports on behalf of all line departments / agencies of the executive branch. As required by law, these reports had been remitted to I Liheslaturan Guahan and have also been made available on the Bureau's website. However, in order to address issues relating to direct accessibility of such financial information, each department / agency will be required to post the following links on their respective website(s):

- <http://202.128.88.188:9080/gateway/retrievegovguambudget.do> - This link contains appropriation, expenditure & encumbrance information by fund source for all line departments & agencies of the executive branch.
- <http://202.128.88.188:9080/gateway/retrievegovguamcontracts.do> - This link contains contractual information for all line departments & agencies of the executive branch.

It should be noted that the *name* of the link posted on your website can be changed (i.e., "Department of Agriculture's Financial / Contractual Reports - Mandated by P.L.28-57 / P.L. 28-68," etc.). However, the (exact) hyperlinks above must be used to access the said reports.

Access to either one of these links can be made via the Bureau's website as well (<http://guamgovernor.net/BBMR/Reports.html>). However, the Bureau is currently working on developing and deploying its own dedicated web page and the link provided to the Bureau's web site may change at a later date. As such, it is highly recommended that the first two (2) links be used as the primary source to access the reports.

These links will remain accessible for the duration of FY2006 or as mandated by law. All affected departments / agencies will be informed of any issues affecting access to the reports. Again, please be reminded that disclosure of this information is required by P.L. 28-68 and P.L. 28-57.

Please ensure that the links provided are posted immediately on your websites but no later than June 9<sup>th</sup>, 2006. Mr. Jim Lacson of the Bureau of Information and Technology is available to assist your department / agency in meeting this deadline.

If you have questions, please feel free to contact the Bureau at 475-9412.

Thank you for your continued cooperation.

  
CARLOS P. BORDALLO

Cc: Governor  
Office of the Public Auditor  
Office of the Attorney General  
Speaker, I Liheslaturan Guahan  
Bureau of Information & Technology