



## BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR Circular No. 07-03

Memorandum

To: Director,  
From: Director, Bureau of Budget and Management Research  
Subject: Fiscal Year 2008 Budget Call

All Executive Departments and Agencies are requested to prepare their FY 2008 budget using the attached forms in this budget call. In preparing your FY 2008 budget, the following guidelines are noted:

1. All required budgetary forms must be completed.
2. Where information requested is not applicable, indicate, "N/A."
3. Personnel costs should only be for filled positions and all other operational costs (utilities, contractual services, supplies, etc.) should be budgeted in order of priority within the established ceiling.
4. A departmental organizational chart must be submitted with the budget submission.

For FY 2008, your department's budget ceiling(s) is/are as follows:

- General Fund: \$
- Special Fund: \$

The deadline for submission of department and agency budgets is March 16, 2007 to the Bureau. An electronic file copy of the budget call package is available through our website: <http://guamgovernor.net/BBMR/>.

Lastly, please identify a point-of-contact for the Bureau to work collaboratively in the completion of this project.

  
Carlos P. Bordallo