



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

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BBMR CIRCULAR NO.08-02

To: All Department/ Agency Heads

From: Director, Bureau of Budget and Management Research

Subject: Fiscal Year 2009 Budget Request

All Executive Departments and Agencies are requested to begin preparation of its Fiscal Year 2009 budget request per the attached forms, but in the electronic (excel) format provided on the BBMR website: <http://bbmr.guam.gov>. All required budgetary forms must be completed and where information requested is not applicable, please indicate "N/A."

Please note that the current Budget Act (P.L. 29-19) provides that the following agencies shall develop and implement Performance Based Budgeting by September 30, 2009.

1. Bureau of Budget and Management Research (BBMR)
2. Bureau of Statistics and Plans
3. Department of Administration
4. Department of Revenue & Taxation
5. Department of Public Works
6. Department of Parks & Recreation
7. Department of Agriculture
8. Department of Land Management

Accordingly, Performance Based Budgeting form [BBMR PBB-01] is included and must be completed only by the above-listed agencies, in addition to all other routine budget forms. I have appointed Steve Guerrero the BBMR Project Director for Performance Based Budgeting. In the coming months he will be contacting affected agencies to set the direction to the process. Your cooperation with Mr. Guerrero who graciously accepted this challenge will be greatly appreciated.

Departmental budget ceilings will be provided on or before December 31, 2007.

BBMR department / agency budget markup meetings will commence January 8, 2008, (schedule to be provided by BBMR no later than January 4, 2008).

Deadline for departments / agencies final detail budget requests to BBMR is
February 15, 2008.

Again, all requests must be submitted in both hard copy and electronic format to BBMR by the February 15, 2008 deadline. Failure to do so will compel BBMR to develop and transmit one to the Legislature on your agency's behalf.

Please contact your assigned BBMR Budget Analyst directly should you need any clarification or assistance at any time during the budget process. We look forward to a smooth budget cycle with your cooperation.

A handwritten signature in black ink, appearing to read 'Bertha M. Duenas', enclosed within a hand-drawn oval.

Bertha M. Duenas