



# BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

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## BBMR CIRCULAR 09-03

MAR 11 2009

TO: All Executive (Line) Department and Agency Heads

FROM: Director, Bureau of Budget and Management Research

SUBJECT: FY 2010 Budget Requirements & Deadlines

*Buenas!* By now you should have received a memorandum dated March 4, 2009, (copy attached) from Senator Ben Pangelinan, Chairman, Committee on Appropriations, Taxation, Banking, Insurance, Retirement, and Land, requesting that the detailed budget requests be presented in various forms.

All the forms listed in that memorandum are traditional (BBMR) budget forms, except that they have added a “modified” version of the budget digest in which they request for a monthly break down of each appropriation item (by object category). Personnel Services costs are excluded from this required breakdown.

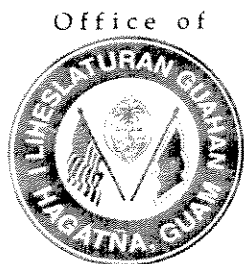
BBMR is currently reviewing all agency budget requests for transmittal this Friday, March 13, 2009, to the Legislature. Adjustments may be occurring for your agency if you failed to comply with the Governor’s ceiling or for other reasons deemed necessary. Therefore, you will be receiving your BBMR approved budgets this Friday simultaneous with the mass transmittal to the Legislature so you may do the following:

- 1) make 20 copies of the approved budget for transmittal to the Legislature on the same day, Friday March 13, 2009, and
- 2) prepare the “modified” monthly digest based on the BBMR-approved digests for transmittal to the Legislature no later than Friday, March 20, 2009.

BBMR will be providing an electronic copy of the approved budget digests via each agency director’s official email address for use in preparing the “modified” monthly digests. You will use the same file to add monthly columns on the excel format to fulfill the OFB required presentation. Should you have any questions, please contact your assigned Analyst. Once completed, please email back to BBMR, directly to your assigned Analyst or to [director@bbmr.guam.gov](mailto:director@bbmr.guam.gov), for one final review and approval before transmittal to the Legislature. Please note the Committee Chairman’s notation that “Budgets not meeting all the requirements will be rejected and considered non-compliant.”

Please contact our office should you have any questions.

Bertha Duenas



The People

Chairman  
Committee on  
Appropriations, Taxation,  
Banking, Insurance, and  
Land

Member  
Committee on Education

Member  
Committee on  
Municipal Affairs,  
Aviation, Housing, and  
Recreation

Member  
Committee on Labor, the  
Public Structure,  
Public Libraries, and  
Technology

# Mina'Trenta Na Liheslaturan Guåhan

Senator vicente (ben) c. pangelinan (D)

March 4, 2009

From: Chairman, Committee on Appropriations, Taxation, Banking, Insurance, Retirement, and Land

To: All Heads of Departments, Agencies and Instrumentalities

cc: Governor of Guam  
Director, Bureau of Budget and Management Research

## Subject: FY2010 Departmental Detailed Budgets

Governor Camacho has recently transmitted the Fiscal Year 2010 Executive Budget document containing the budget ceiling for each executive branch department/agency.

In preparation for the adoption phase of the fiscal year 2010 budget process, the Committee on Appropriations, Taxation, Banking, Insurance, Retirement and Land is requesting for your detailed departmental budget documents from all entities requesting for legislative appropriations.

For your convenience we have included a CD with the following files to be completed and returned to my office by March 15, 2009:

Table 1

FY 2010 BBMR AN-N1 FORM (Agency Narrative).doc
FY 2010 BBMR DP-1 FORM (Decision Package).xls
FY 2010 OFB BD-1 FORM (Monthly Budget Digest).xls
FY 2010 BBMR TA-1 FORM (Off-Island Travel) (Schedule A).xls
FY 2010 BBMR 96A FORM (Schedules B ~ F for Operations).xls
FY 2010 BBMR SP-1 FORM (FY09 CURRENT).xls
FY 2010 BBMR SP-1 FORM (FY10 PROPOSED).xls
FY 2010 BBMR FP-1 FORM (Federal Program Inventory).xls
FY 2010 BBMR EL-1 FORM (Equipment Listing).xls
FY 2010 BBMR PBB-02 (PBB Strategic Planning).doc

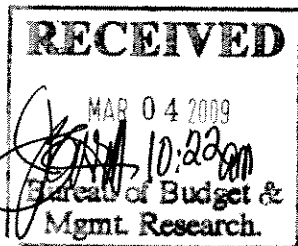
In addition to delivering all the requested information in Table 1 electronically please **submit an original detailed budget document and twenty (20) hard copies.**

Prior to delivery, Departments/Agencies requiring clearance by BBMR must secure such clearance **prior** to transmitting such budget.

Please be advised that all of the aforementioned requirements must be met and received by my office by the deadline imposed herein. Budgets not meeting all the requirements will be rejected and considered non-compliant.

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Tel: (671) 473-(4BEN) 4236 - Fax: (671) 473-4238 - Email: senbenp@guam.net



**Special instructions for completing FY 2010 OFB BD-1 FORM (Budget Digest).xls**

The **FY 2010 OFB BD-1 FORM (Budget Digest).xls** workbook has been modified from the BBMR Budget Digest to allow the input of expenditures by appropriation classification by month for each **Division** tab. Only the **OPERATIONS** and **UTILITIES** categories should be budgeted in detail by month within each division tab.

The attached example shows expenditures entered in each anticipated month that funds will be paid to vendors. The total amount of column W must equal the amount in the same row in column I (cells shaded yellow must match on the same row.)

If you have any questions regarding these instructions please contact the Office of Finance and Budget at 473-4236/7 or email [ofb@guamlegislature.org](mailto:ofb@guamlegislature.org)