



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR CIRCULAR 10-01

To: All Executive Line Department and Agency Heads
From: Director, Bureau of Budget and Management Research
Subject: Fiscal Year 2010 Budget Allotment Process

As you know, Public Law 30-55 (FY 2010 Budget Act) was signed into law on September 4, 2009, providing the spending plan for the government of Guam. Unlike previous years' budgets, the FY 2010 budget is a line item budget. This means the spending plan is broken down by object category and spending is limited to those specific allocations. Only the Governor can approve expenditures beyond those levels through his transfer authority and that transfer authority is limited to fifteen percent (15%).

BBMR will load all appropriations and corresponding scheduled releases by object category for both General Fund and Special Fund appropriations by October 1, 2009, per the following guidelines and conditions:

Object Category

- 111 monthly release, based on staffing patterns agencies provide per BBMR Circular 09-07 which **was due Wednesday, 9/16/09**
- 112 monthly release, but only upon BBMR's pre-approval of an Overtime Plan which must be within the appropriation level provided in the budget for your agency. Form BBMR F-15A (OT Plan) is available under "CIRCULAR" on our website www.bbmr.guam.gov for this purpose. This Overtime Plan for agencies with overtime appropriations are due **no later than Friday, 9/25/09**. Late submissions may cause a delay in overtime payments. *(Please see PL 30-55 provided to you earlier to see if your agency received **Overtime** funding and the amount.)*
- 113 monthly release, based on staffing patterns agencies provide per BBMR Circular 09-07 which **was due Wednesday, 9/16/09**
- 220 quarterly release, net of 3% reserve for General Fund appropriations
- 230 full release in October 2009, net of 3% reserve for General Fund appropriations

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- 233** full release in October 2009, net of 3% reserve for General Fund appropriations
- 240** quarterly release, net of 3% reserve for General Fund appropriations
- 250** zero release until written justification provided and approved by BBMR
- 270** full release in October 2009, net of 3% reserve for General Fund appropriations
- 271** full release in October 2009, net of 3% reserve for General Fund appropriations
- 290** zero release until written justification provided and approved by BBMR
- 363** full release in October 2009, net of 3% reserve for General Fund appropriations
- 450** zero release until written justification provided and approved by BBMR

This fiscal year, appropriations for Power, Water, and Health/Life/Dental Benefits will be administered by the Department of Administration, therefore, they are not included above.

To provide further assistance and to answer all the questions you may have on this fiscal year's budget, BBMR will be conducting budget seminars (divided into small groups) during the month of October 2009. Agency heads and designated POCs will be asked to attend. The schedule for these seminars will be released at a later date.

Meantime, if you have any questions on this Circular, please contact your assigned Analyst at 475-9429.

Thank you for your usual cooperation.



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