



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

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BBMR CIRCULAR 10-02

To: All Department and Agency Heads

From: Director, Bureau of Budget and Management Research 

Subject: Fiscal Year 2011 Budget Call

Please begin preparation of your Fiscal Year 2011 budget based on status quo levels per the following general guidelines:

1. Regular salaries for warm bodies and approved vacancies only, plus increments.
2. Overtime, not to exceed 10% of regular salaries.
3. Benefits for regular salaries and overtime as dictated by FY 2011 contribution requirements (see instructions).
4. Local matching for federal matching programs as dictated by percentage (%) of required local match per most recent grant award.
5. Zero for equipment and capital outlay, unless critical to education, health, and safety.
6. All other categories, not to exceed FY 2010 levels.

Updated forms with appropriate instructions for the budget preparation will be available this week on the BBMR website www.bbmr.guam.gov. All required forms must be thoroughly filled out and where information is not applicable; please indicate so as "N/A".

SPECIAL NOTATION: *Staffing patterns must be presented exactly as provided on the standard form available on the website. No variation or substitution to that format, both in presentation and content, will be acceptable. For departments / agencies with multiple divisions / programs, an overall department summary page, using the same staffing pattern format, must be included.*

IMPORTANT DATES TO REMEMBER:

- **January 8, 2010** - BBMR will issue budget ceilings.
- **February 5, 2010** - detail budget requests are due to BBMR (46 working days from today). *This deadline is **FINAL; no extensions, no exception!** Failure to submit by the deadline will cause BBMR to prepare your budget for transmittal to the Legislature.*

Please contact your assigned Analyst directly should you need further clarification or assistance at any time during the budget process. Thank you.