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BBMR Circular 12-01

To: All Executive Line Departments and Agency Heads
From: Acting Director, Bureau of Budget and Management Research
Subject: Fiscal Year 2012 Budget Allotment Process

The FY 2012 Appropriation Act (Public Law 31-77) was signed by the Governor on September 20, 2011, and for Guam Department of Education FY 2012 Appropriations (Public Law 31-75) on August 4, 2011, which are the expenditure plans for the Government of Guam in FY 2012. These budgets mirror the FY 2011 budget as a line item budget, which restricts spending limits by object category.

Your department/agency staff should have reviewed P.L. 31-77 and commenced the allotment schedule preparation. Please review the FY12 Budget Act to determine the mandated reporting requirements of your department and any restrictions or limitation that is imposed on your department. An electronic copy of the budget is available on the BBMR website at www.bbmr.guam.gov.

Please prepare your budget allotment schedules per the following guidelines and conditions:

- A 15% reserve is imposed on all appropriations funded by the General Fund and all Special Funds with the exception of local match accounts for federal grants.
- Object Category

111 Monthly releases (total appropriation level divided by 26 pay periods) and distributed in accordance with your agency's current master payroll listing.

112 Monthly release upon pre-approval of an Overtime Plan, using form BBMR F-15A available under "Circular" on the BBMR website www.bbmr.guam.gov. Overtime plan are due as soon as possible to avoid delays in payment and should be planned for the full fiscal year.

113 Same process as 111 above.

220 Released based on your planned travel.

230 Full release for rollover and/or fixed contractual obligations; all others subject to justification.

240 Quarterly release of total appropriation.

250 Placed in reserve until written justification is provided and approved by BBMR.

270 Full release in October 2011.

271 Full release in October 2011.

290 Full release for fixed (recurring) miscellaneous costs; all others subject to justification.

363 Full release in October 2011.

450 Placed in reserve until written justification is provided and approved by BBMR.

As in FY 2011, appropriations for utility power and water, and health, life and dental benefits will be administered by the Department of Administration. BBMR will administer the Vacancy Pool Cost Accounts. Please exclude these appropriations from the allotment requirements noted above.

Your FY 2012 departmental allotment schedules are due to BBMR no later than this Friday, September 30, 2011, at the close of business.

Failure to comply to this circular will result in BBMR completing the budget allotment schedules for your department.


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