



# BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR  
Post Office Box 2950, Hagåtña Guam 96932

**EDDIE BAZA CALVO**  
GOVERNOR

**JOSE S. CALVO**  
DIRECTOR

**RAY TENORIO**  
LIEUTENANT GOVERNOR

**LESTER L. CARLSON, JR.**  
DEPUTY DIRECTOR

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BBMR Circular No.: 16-04

To: Director, Bureau of Budget and Management Research

From: Director, Bureau of Budget and Management Research

Subject: FY2017 Budget Ceiling

The Governor transmitted the FY2017 Executive Budget on January 31, 2016 to *Liheslaturan Guåhan*. It includes revenue projections, funding allocations to the various departments/agencies, and others. Accordingly, your ceiling level by fund source is part of the Governor's submittal.

Delineated below is your department/agency ceiling level by fund source, as may be annotated. Please prepare your FY2017 Budget Request based on each ceiling amount using the format and guidelines provided by the Bureau on per our BBMR Circular No. 16-03 dated December 17, 2015. Each ceiling amount is for operational requirements, inclusive of local match requirements for federal programs

General Fund:	\$
Special Fund:	\$

Recurring or routine miscellaneous appropriations should not be included in your agency detail budget request, as such appropriations are not part of the budget ceiling level(s).

The Bureau emphasizes the importance of following the guidelines provided in order to facilitate the budget process. It is imperative that we work together to produce a complete and accurate budget within the prescribed timeframe.

Please submit one original agency budget request, one copy, and one Compact Disc (CD) copy of the electronic format (Excel for spreadsheets and Word for narratives). Upon review and clearance by the Bureau, you will be notified to reproduce the required number of copies for transmittal to *Liheslaturan Guåhan* for their disposition.

Your department/agency budget request is due to the Bureau no later than **Friday, February 19, 2016**. This deadline must be met to ensure timely submittal to *Liheslaturan Guåhan*.

Your usual cooperation is appreciated.

  
JOSE S. CALVO

<sup>1/</sup> Indirect Cost Fund