

GDOE Education Financial Supervisory Commission

April 5, 2013

MEMORANDUM

To: Speaker Judith T. Won Pat Ed.D
32nd Guam Legislature

From: Mr. Chris Budasi, Vice Chairman
GDOE Education Financial Supervisory Commission

Subject: GDOE Education Financial Supervisory Commission – January 23, 2013
Reporting Requirement for Boards and Commissions.

Hafa Adai Speaker Won Pat!

Pursuant to the reporting requirements in GCA Title 5, Chapter 8, §8113.1, please find the attached electronic copy of the meeting agenda, approved minutes, and other attachments and addendums that were discussed in the GDOE Education Financial Supervisory Commission meeting held on January 23, 2013.

Should you have any questions or concerns please do not hesitate to contact me at (671) 473-4236.

Sincerely,



Chris Budasi
Vice Chairman
GDOE Education Financial Supervisory Commission

Guam Department of Education Financial Supervisory Commission (EFSC)

January 23, 2012 – August, September, October, November and December Designation Meeting
OPA Procurement and Appeals Hearing Room
Hagatna, Guam
3:00pm to 3:50pm

AGENDA

- I. Call to Order
- II. Review and approval of minutes (15 minutes)
 - a. September 21st, 2012 minutes
 - b. October 31st, 2012 minutes
 - c. December 31st, 2012 minutes
- III. Old Business (10 minutes)
 - a. BBMR Allotment update
 - b. Cash update
- IV. Status of Information for Assignment of FY12 Financial Status Designation for the months ended August and September 2012 (10 minutes)
 - i. August 2012 – Labor cost report pending
 - ii. September 2012 – Labor cost report pending
- V. Status of Information for Assignment of FY13 Financial Status Designation for the months ended October, November and December 2012 (10 minutes)
 - i. October, November and December 2012 – Financial M and Labor cost report pending
- VI. New Business (5 minutes)
 - a. Next meeting Date and Time
- VII. Adjourn

Guam Department of Education Financial Supervisory Commission (EFSC)

January 23, 2012 Meeting

OPA Procurement Appeals Hearing Room

August - November Financial Designation Status Meeting

3:00pm to 3:50pm

Sign - In Sheet

| | NAME | AGENCY | EMAIL |
|----|--------------------|--------|----------------------------------|
| 1 | JOE CERTEZA | BBMR | JOE.CERTEZA@bbmr.guam.gov |
| 2 | Analyn Eustaquio | BBMR | analyn.eustaquio@bbmr.guam.gov |
| 3 | D F BROOKS | OPA | |
| 4 | Michael Cabral | DOA | michael.cabral@doa.guam.gov |
| 5 | John AB Pangelinan | BBMR | John.Pangelinan@bbmr.guam.gov |
| 6 | Talmag Tactano | GDOE | tmtactano@gdoe.net |
| 7 | Jacqueline P. Mesa | GDOE | jpmesa@gdoe.net |
| 8 | KRIS ROMERO | GDOE | karomero@gdoe.net |
| 9 | Beckylujan | GDOE | idsalujan@gdoe.net |
| 10 | Margaret Artero | GDOE | martero@gdoe.net |
| 11 | Lou Perez | GDOE | lperez@gdoe.net |
| 12 | Ariana Villavade | OPB | avillavade@guamlegislature.org |
| 13 | Chris Budasi | OPB | chris.budasi@guamlegislature.org |
| 14 | Vincent Duenas | OPA | vduenas@guamopa.org |
| 15 | | | |

GUAM DEPARTMENT OF EDUCATION FINANCIAL SUPERVISORY COMMISSION (EFSC)

OPA Procurement Appeals Hearing Room

January 23, 2013

MEETING MINUTES

| AGENDA | DISCUSSION/TOPIC | ACTION/STATUS |
|--|--|---------------|
| <p>In Attendance</p> <p>Call to Order</p> <p>Review and Approval Minutes A, B, & C. September 21st, October 31st, & December 31st, 2012 Meeting Minutes</p> | <p>Chris Budasi-OFB Doris Flores Brooks-OPA Lou Perez-GDOE Ariana Villaverde-OFB Vincent Duenas-OPA Jacqueline P. Mesa-GDOE John Pangelinan-BBMR Michael Cabral-DOA Kris Romero-GDOE Joseph Certeza-BBMR Taling Taitano-GDOE Becky Lujan-GDOE Analyn Eustaquio-BBMR Margaret Artero-GDOE</p> <p>Called to Order by Chris B. at 3:25 p.m.</p> <p>Chris B. mentioned that the minutes had just been sent out this afternoon.</p> <p>Chris B. asked if anyone had a chance to go over the minutes</p> <p>DF Brooks stated that she had read the Sept. minutes</p> <p>Chris B. asked DF Brooks if she had any corrections to the minutes</p> <p>DF Brooks replied by saying no</p> <p>Chris B. asked if anyone would like to make a motion to table the minutes until the next meeting</p> <p>DF Brooks replied by saying no, she is ok with approving the September & October minutes subject to the corrections</p> | |

GUAM DEPARTMENT OF EDUCATION FINANCIAL SUPERVISORY COMMISSION (EFSC)

OPA Procurement Appeals Hearing Room

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MEETING MINUTES

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| <p>Old Business A. & B. BBMR Allotment Update & Cash Update</p> | <p>Chris B. asked if anyone had any objections</p> <p>All replied by saying no</p> <p>Chris B. stated the if there are no objections, the September & October minutes would be approved subject to corrections & we will table the December minutes until next month</p> <p>Chris B. asked Joe C. if there are any allotment updates</p> <p>Joe C. replied by saying that there are no changes to the allotment, no requests for advance allotments</p> <p>Chris B. asked Joe C. if there are any reserve updates</p> <p>Joe C. replied by saying there are no reserve updates</p> <p>Chris B. asked if there are any cash updates</p> <p>Taling T. replied by saying that Ricardo A. is usually the one who does it but he is on leave until next week</p> <p>Chris B. asked Michael C. is he can give an update</p> <p>Michael C. replied by saying that it is showing about \$53M as of December</p> <p>Taling T. asked Michael C. if it includes deposits or just straight offsets</p> | |
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MEETING MINUTES

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| | <p>Michael C. replied by saying just deposits</p> <p>Taling T. stated that the way the JFK lease was written to try to keep down the dept. ceiling, DOE is required to budget annually for the debt service & agreements</p> <p>Chris B. stated the certificates of participation which is kind of like the bond indenture packaged the additional rent which is really just maintenance and upkeep and a sinking fund for capital equipment for JFK only and that's the \$1.5M a year so far</p> <p>DF Brooks asked if the \$1.5M is part of DOE's budget</p> <p>John P. replied by saying no its part of BBMR's budget</p> <p>John P. stated that earlier in the beginning of last year when they did this debt service & certificate, we were still up in the air when we were doing the budget, so the question is what happened to the \$1.5M</p> <p>John P. stated that he believes that the legislature appropriated a separate \$1.5M</p> <p>Chris B. replied by saying, in Fiscal 12 it was part of the debt service and then in Fiscal 13 it is a misc. Appropriation to DOE, so we kept it that way</p> <p>DF Brooks stated that at the end of the day it's still counted as part of the total cost of operating the school system because it's all in DOE's budget even though the obligation is more a General Fund obligation.</p> <p>Taling T. stated that another interesting thing in the lease documents, it was contemplated initially that this will be tax exempt & subsequent to that Rev &Tax</p> | |
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| <p>Status of Information for Assignment of the FY12 Financial Status Designation for the months ended August and September 2012</p> <p>Status of Information for Assignment of the FY13 Financial Status Designation for the months ended October, November, and December 2012</p> | <p>decided that it doesn't qualify for whatever reason for the tax exemption, and we informed CAPFA to pay GRT, & so they are passing along that cost to the Government</p> <p>DF Brooks asked if IBC is still involved</p> <p>Taling T. replied by saying yes, they are still being contracted by CAPFA to maintain the facility</p> <p>Chris B. stated that we are still without reports for August and September</p> <p>Chris B. stated that all pending labor cost report issues, we were trying to work through it all month, from our end the system run reports that we are getting are adequate there was just some errors so we have payroll checks with no accounts assigned to them, so we don't know what funds their coming from</p> <p>Margaret A. stated the information is posted correctly in the GL, it's just getting the reports to work with the information that we are requesting, we put out several report incidents & they've come back, so we are still testing it. There is also somebody coming out next week to help us move along faster</p> <p>DF Brooks asked if DOE is issuing checks under the new system</p> | |
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| | <p>Taling T. replied by saying yes</p> <p>Taling T. stated that the way the new system works is that, because you worked you get a paycheck, and it's the back end, it's the posting that needs to happen, the account that is used in the HR and payroll system isn't set up appropriately and isn't matching the accounts in the GL, so it creates an error</p> <p>Margaret A. stated that the set up on the back page is the one that is creating this error</p> <p>Margaret A. stated that the GL has since been corrected, it's the reports.</p> <p>Margaret A. stated that when payroll issues checks there's like 12 steps that they must do in order, so the report that Doe is using is step #6 and in order to fix it you have to go to step #7, but you can't go back to step #6 to rerun the report, it's another report & that's the report that fixes everything and I'm not too sure what the presentation on report is.</p> <p>Chris B. asked if DOE is still getting errors from last payroll</p> <p>Margaret A. replied by saying that they have not seen any errors after December, so we had 3 payrolls that are virtually clean</p> <p>DF Brooks asked if they were posted</p> <p>Margaret A. replied by saying yes, they were posted</p> <p>DF Brooks asked which pay periods are those</p> | |
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| <p>New Business A. Next meeting Date and Time</p> <p>Adjournment</p> | <p>Margaret A. replied by saying the 2 in January & 1 in December</p> <p>Lou P. stated that with the invalid errors, I did identify those, we actually when through it ourselves, and what had happened is that at the end of the payroll run, payroll does have this error report, and part of that process is identifying invalid accounts, so that process has subsequently been corrected, and there were snap shots that we took, and you can see the account number that was actually charged, so we can send you a list of those specific accounts that were charged</p> <p>Chris B. asked how the board would like to receive the reports, if they would like to see FY12 in one email & FY13 in another email, or just send them all together</p> <p>All replied by saying to separate them</p> <p>February 27, 2013 3:00p.m. OPA Procurement and Appeals Hearing Room</p> <p>Meeting adjourned by Chris B. at 4:09p.m.</p> | |
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