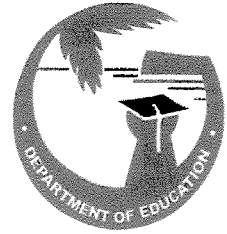




**DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT**



www.gdoe.net
500 Mariner Avenue
Barrigada, Guam 96913
Telephone: (671) 300-1547/1536 • Fax: (671) 472-5001
Email: jsanchez@gdoe.net

JOSEPH L. M. SANCHEZ
Superintendent of Education, Acting

December 7, 2016

Ms. Christine W. Baleto
Director
Department of Administration
P.O. Box 884
Hagatña, Guam 96932

33-16-2254

Re: Guahan Academy Charter School: FY 2017 November 2016 Allotment Request

Dear Director Baleto,

Upon review of the Guahan Academy Charter School Fiscal Year 2017 November 2016 Allotment Requests by our Internal Audit Office in collaboration with members of the Guahan Academy Charter School Incorporated, I am able to submit my verification of accuracy as required by Public Law 33-185, Chapter II, Section 2 in its entirety.

Our Internal Audit Office was able to validate **\$340,264.80** of the invoiced total. Please see the attached verification report. This validation is based on actual invoices submitted to our Internal Audit Office on November 30, 2016.

Please advise my office if you have any further questions or concerns regarding this matter.

Sincerely,

JOSEPH L. M. SANCHEZ
Superintendent of Education, Acting

Attachment

Cc: Chairwoman and Members, Guam Education Board
Speaker, 33rd Guam Legislature
Guahan Academy Charter School

Office of the Speaker
Judith T. Won Pat, Ed.D

2254

Date: 12-13-16
Time: 10:30 AM
Received By: [Signature]

2016 DEC 15 AM 10:38



JOSEPH L. M. SANCHEZ
Acting Superintendent of Education

**DEPARTMENT OF
EDUCATION
INTERNAL AUDIT OFFICE**

500 Mariner Avenue, Barrigada, Guam 96913
Telephone: (671) 300-1336
Fax: (671) 472-5001
Email: iao@gdoe.net

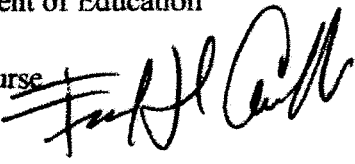


**FRANKLIN
COOPER-NURSE**
Chief Internal Auditor

December 6, 2016

MEMORANDUM

To: Joseph L.M. Sanchez
Acting Superintendent of Education

From: Franklin Cooper-Nurse
Chief Auditor 

Subject: November 2016 Review of Guahan Academy Charter School Inc. (GACS)'s
Invoices

Hafa Adai.

The Internal Audit Office (IAO) has completed its review of GACS's allotment request for the month of November 2016. Please see the attached report for IAO's complete review and results.

Should you have any questions or concerns, please contact Leana Willess at 300-3697 or lmwilless@gdoe.net, and Franklin Cooper-Nurse at 300-1336 or fitcooper-nurse@gdoe.net.

Cc: Deputy Superintendent of Finance and Administrative Services

**Guam Department of Education
 Internal Audit Office
 Review of Guahan Academy Charter School Inc. Invoices
 For the Period of November 2016**

Purpose: To validate Guahan Academy Charter School Inc. (GACS)'s invoices for November 2016.

Source: Elena Z. Juaneza, Accountant for GACS

Prepared by: Franklin Cooper-Nurse, Chief Auditor for Guam Department of Education (GDOE)
 Leana Willess, Auditor for GDOE

Results: Pursuant to Public Law 33-185, upon receipt of invoices, GDOE shall verify invoices for accuracy and report its finding to the Department of Administration (DOA) within ten (10) calendar days. Internal Audit Office (IAO)'s review focused on validation of November 2016 expenditures. The results were as follows:

Table 1: November 2016 Allotment Request Invoices

Object Class	A	B	C	(A-B) D	(B-C) E
	GACS Drawdown	Submitted Invoices	IAO's Validation	Variance	Carryover Invoices
1 Personnel Salaries	\$ 156,472.64	\$ 156,472.64	\$ 156,472.64	\$ -	\$ -
2 Benefits	\$ 24,953.56	\$ 24,953.56	\$ 24,953.56	\$ -	\$ -
3 Contractual	\$ 113,613.98	\$ 113,613.98	\$ 113,613.98	\$ -	\$ -
4 Supplies & Materials	\$ 25,114.92	\$ 25,114.92	\$ 25,114.92	\$ -	\$ -
5 Student Material	\$ -	\$ -	\$ -	\$ -	\$ -
6 Power	\$ 7,359.18	\$ 7,359.18	\$ 7,359.18	\$ -	\$ -
7 Water	\$ 1,998.90	\$ 1,998.90	\$ 1,998.90	\$ -	\$ -
8 Telephone & Wireless	\$ 2,172.22	\$ 2,172.22	\$ 2,172.22	\$ -	\$ -
9 Miscellaneous	\$ 8,579.40	\$ 8,579.40	\$ 8,579.40	\$ -	\$ -
TOTAL	\$ 340,264.80	\$ 340,264.80	\$ 340,264.80	\$ -	\$ -

On November 30, 2016, the IAO received DOA's transmittal for GACS's November 2016 allotment request of \$340,264.80 and invoices, from the Office of the Superintendent. *The IAO validated \$ 340,264.80 of GACS's submitted invoices for the month of November 2016.* See Tables 2 for the list of submitted invoices.

Table 2: GACS November 2016 Allotment Request Invoices

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
111 Personnel	B-2.1	Sanford Technology Group	174475-30H	11/3/2016	\$ 76,969.20	✓	\$ 76,969.20
111 Personnel	B-2.2	Sanford Technology Group	174986-30H	11/17/2016	\$ 77,710.39	✓	\$ 77,710.39
111 Personnel	B-2.3	Sanford Technology Group	174018-30H	10/21/2016	\$ 760.00	✓	\$ 760.00
111 Personnel	B-2.4	Guahan Academy Charter School		11/17/2016	\$ 332.46	✓	\$ 332.46
111 Personnel	B-2.5	Guahan Academy Charter School		10/31/2016	\$ 460.94	✓	\$ 460.94
111 Personnel	B-2.6	Guahan Academy Charter School		11/14/2016	\$ 239.65	✓	\$ 239.65
						Subtotal	\$ 156,472.64
112/114 Personnel Benefits	B-3.1	Sanford Technology Group	174475-30H	11/3/2016	\$ 4,815.62	✓	\$ 4,815.62
112/114 Personnel Benefits	B-3.2	Sanford Technology Group	174475-30H	11/3/2016	\$ 1,126.19	✓	\$ 1,126.19
112/114 Personnel Benefits	B-3.3	Sanford Technology Group	174475-30H	11/3/2016	\$ 4,303.16	✓	\$ 4,303.16
112/114 Personnel Benefits	B-3.4	Sanford Technology Group	174986-30H	11/17/2016	\$ 4,827.80	✓	\$ 4,827.80
112/114 Personnel Benefits	B-3.5	Sanford Technology Group	174986-30H	11/17/2016	\$ 1,129.11	✓	\$ 1,129.11
112/114 Personnel Benefits	B-3.6	Sanford Technology Group	174986-30H	11/17/2016	\$ 4,433.50	✓	\$ 4,433.50
112/114 Personnel Benefits	B-3.7	Sanford Technology Group	174018-30H	10/21/2016	\$ 47.12	✓	\$ 47.12
112/114 Personnel Benefits	B-3.8	Sanford Technology Group	174018-30H	10/21/2016	\$ 11.02	✓	\$ 11.02
112/114 Personnel Benefits	B-3.9	Stay Well Health Plan	6331736	11/9/2016	\$ 2,130.02	✓	\$ 2,130.02
112/114 Personnel Benefits	B-3.10	Stay Well Health Plan	6331737	11/9/2016	\$ 2,130.02	✓	\$ 2,130.02
						Subtotal	\$ 24,953.56
230 Contractual	B-4.1	Sanford Technology Group	174475-30H	11/3/2016	\$ 387.87	✓	\$ 387.87
230 Contractual	B-4.2	Sanford Technology Group	174986-30H	11/17/2016	\$ 294.37	✓	\$ 294.37
230 Contractual	B-4.3	Sanford Technology Group	174018-30H	10/21/2016	\$ 10.00	✓	\$ 10.00
230 Contractual	B-4.4	The Advocate	11-01-2016	11/1/2016	\$ 6,000.00	✓	\$ 6,000.00
230 Contractual	B-4.5	De Villa Resort Development	1835	10/1/2016	\$ 3,520.00	✓	\$ 3,520.00
230 Contractual	B-4.6	De Villa Resort Development	1845	11/1/2016	\$ 3,520.00	✓	\$ 3,520.00
230 Contractual	B-4.7	The Law Office of Lenny Rapadas, P.C.	2015-001-014	11/17/2016	\$ 2,990.00	✓	\$ 2,990.00
230 Contractual	B-4.8	Trades Academy	10413	10/31/2016	\$ 10,500.00	✓	\$ 10,500.00
230 Contractual	B-4.9	Pacedit	70315	10/15/2016	\$ 555.00	✓	\$ 555.00
230 Contractual	B-4.10	Pacedit	70316	11/15/2016	\$ 555.00	✓	\$ 555.00

IAO Memorandum – GACS November 2016 Validation
 December 6, 2016

Page 4 of 7

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount	
230 Contractual	B-4.11	Xerox	086857371	11/1/2016	\$ 1,762.74	✓	\$ 1,762.74	
230 Contractual	B-4.12	B&G Pacific LLC	GUAHAN9162	8/1/2016	\$ 9,741.00	✓	\$ 9,741.00	
230 Contractual	B-4.13	B&G Pacific LLC	GUAHAN9164	9/23/2016	\$ 11,791.50	✓	\$ 11,791.50	
230 Contractual	B-4.14	B&G Pacific LLC	GUAHAN9165	9/30/2016	\$ 10,194.00	✓	\$ 10,194.00	
230 Contractual	B-4.15	B&G Pacific LLC	GUAHAN10165	10/28/2016	\$ 12,269.00	✓	\$ 12,269.00	
230 Contractual	B-4.16	B&G Pacific LLC	GUAHAN11161	11/4/2016	\$ 12,599.75	✓	\$ 12,599.75	
230 Contractual	B-4.17	B&G Pacific LLC	GUAHAN11162	11/11/2016	\$ 7,390.00	✓	\$ 7,390.00	
230 Contractual	B-4.18	B&G Pacific LLC	GUAHAN11163	11/18/2016	\$ 11,688.75	✓	\$ 11,688.75	
230 Contractual	B-4.19	B&G Pacific LLC	GUAHAN11164	11/23/2016	\$ 7,125.00	✓	\$ 7,125.00	
230 Contractual	B-4.20	Marianas Electronics	T82030	10/6/2016	\$ 720.00	✓	\$ 720.00	
							Subtotal	\$ 113,613.98
290 Miscellaneous	B-5.1	Guahan Academy Charter School	29	10/30/2016	\$ 2,950.00	✓	\$ 2,950.00	
290 Miscellaneous	B-5.2	Guahan Academy Charter School		10/10/2016	\$ 1,890.00	✓	\$ 1,890.00	
290 Miscellaneous	B-5.3	Guahan Academy Charter School		11/3/2016	\$ 1,970.00	✓	\$ 1,970.00	
290 Miscellaneous	B-5.4	The Guam Daily Post	A39640	11/7/2016	\$ 350.00	✓	\$ 350.00	
290 Miscellaneous	B-5.5	The Guam Daily Post	A39335	10/18/2016	\$ 500.00	✓	\$ 500.00	
290 Miscellaneous	B-5.6	The Guam Daily Post	A39834	11/23/2016	\$ 705.00	✓	\$ 705.00	
290 Miscellaneous	B-5.7	Fast Copy Factory	19431	8/18/2016	\$ 69.24	✓	\$ 69.24	
290 Miscellaneous	B-5.8	Fast Copy Factory	19433	8/18/2016	\$ 40.16	✓	\$ 40.16	
290 Miscellaneous	B-5.9	Marie Janine Bermudez		11/14/2016	\$ 105.00	✓	\$ 105.00	
							Subtotal	\$ 8,579.40
240 Supplies and Materials	B-6.1	Guahan Academy Charter School	PCRAAdmin2017-001	10/18/2016	\$ 207.23	✓	\$ 207.23	
240 Supplies and Materials	B-6.2	Marianas Electronics	T82030	10/6/2016	\$ 5,750.00	✓	\$ 5,750.00	
240 Supplies and Materials	B-6.3	Xerox		10/14/2016	\$ 1,006.95	✓	\$ 1,006.95	
240 Supplies and Materials	B-6.4	VMB International	40886	11/17/2016	\$ 1,657.20	✓	\$ 1,657.20	
240 Supplies and Materials	B-6.5	Ecolab Guam LLC	53063 R1	8/15/2016	\$ 94.00	✓	\$ 94.00	
240 Supplies and Materials	B-6.6	Ecolab Guam LLC	54298 R1	9/27/2016	\$ 94.00	✓	\$ 94.00	
240 Supplies and Materials	B-6.7	Micronesia Guam Inc.	34	9/6/2016	\$ 797.32	✓	\$ 797.32	

IAO Memorandum – GACS November 2016 Validation
 December 6, 2016

Page 5 of 7

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
240 Supplies and Materials	B-6.8	Micronesia Guam Inc.	35	9/30/2016	\$ 63.90	✓	\$ 63.90
240 Supplies and Materials	B-6.9	Pepsi Cola Bottling Co.	740826	9/26/2016	\$ 265.62	✓	\$ 265.62
240 Supplies and Materials	B-6.10	Pepsi Cola Bottling Co.	740982	9/28/2016	\$ 746.17	✓	\$ 746.17
240 Supplies and Materials	B-6.11	Pacific Guam	014290	9/13/2016	\$ 408.00	✓	\$ 408.00
240 Supplies and Materials	B-6.12	Pacific Guam	014409	9/28/2016	\$ 68.00	✓	\$ 68.00
240 Supplies and Materials	B-6.13	Pacific Guam	014519	10/14/2016	\$ 234.00	✓	\$ 234.00
240 Supplies and Materials	B-6.14	MEGabyte	40817	9/15/2016	\$ 119.00	✓	\$ 119.00
240 Supplies and Materials	B-6.15	MEGabyte	41253	10/12/2016	\$ 838.00	✓	\$ 838.00
240 Supplies and Materials	B-6.16	MEGabyte	41511	10/31/2016	\$ 367.75	✓	\$ 367.75
240 Supplies and Materials	B-6.17	COMPacific	653497	9/15/2016	\$ 550.00	✓	\$ 550.00
240 Supplies and Materials	B-6.18	COMPacific	653852	10/4/2016	\$ 479.00	✓	\$ 479.00
240 Supplies and Materials	B-6.19	COMPacific	654265	10/24/2016	\$ 220.00	✓	\$ 220.00
240 Supplies and Materials	B-6.20	COMPacific	654615	11/14/2016	\$ 120.00	✓	\$ 120.00
240 Supplies and Materials	B-6.21	COMPacific	654682	11/17/2016	\$ 230.00	✓	\$ 230.00
240 Supplies and Materials	B-6.22	COMPacific	654748	11/22/2016	\$ 435.00	✓	\$ 435.00
240 Supplies and Materials	B-6.23	School Essentials	10087	10/3/2016	\$ 55.90	✓	\$ 55.90
240 Supplies and Materials	B-6.24	School Essentials	10092	10/3/2016	\$ 573.00	✓	\$ 573.00
240 Supplies and Materials	B-6.25	School Essentials	10093	10/3/2016	\$ 132.00	✓	\$ 132.00
240 Supplies and Materials	B-6.26	School Essentials	10112	10/10/2016	\$ 440.00	✓	\$ 440.00
240 Supplies and Materials	B-6.27	School Essentials	10146	10/18/2016	\$ 483.90	✓	\$ 483.90
240 Supplies and Materials	B-6.28	School Essentials	10199	11/4/2016	\$ 576.03	✓	\$ 576.03
240 Supplies and Materials	B-6.29	National Office Supply	70643	8/29/2016	\$ 3,805.68	✓	\$ 3,805.68
240 Supplies and Materials	B-6.30	National Office Supply	003326	9/3/2016	\$ 28.80	✓	\$ 28.80
240 Supplies and Materials	B-6.31	National Office Supply	70645	9/7/2016	\$ 999.80	✓	\$ 999.80
240 Supplies and Materials	B-6.32	National Office Supply	70644	9/17/2016	\$ 730.00	✓	\$ 730.00
240 Supplies and Materials	B-6.33	National Office Supply	166817	9/15/2016	\$ 230.60	✓	\$ 230.60
240 Supplies and Materials	B-6.34	National Office Supply	167206	9/24/2016	\$ 41.08	✓	\$ 41.08
240 Supplies and Materials	B-6.35	National Office Supply	167834	10/12/2016	\$ 43.27	✓	\$ 43.27

IAO Memorandum – GACS November 2016 Validation

December 6, 2016

Page 6 of 7

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
240 Supplies and Materials	B-6.36	National Office Supply	167836	10/12/2016	\$ 368.76	✓	\$ 368.76
240 Supplies and Materials	B-6.37	National Office Supply	71311	10/14/2016	\$ 1,460.00	✓	\$ 1,460.00
240 Supplies and Materials	B-6.38	National Office Supply	167902	10/14/2016	\$ 270.96	✓	\$ 270.96
240 Supplies and Materials	B-6.39	National Office Supply	167933	10/15/2016	\$ 53.12	✓	\$ 53.12
240 Supplies and Materials	B-6.40	National Office Supply	168204	10/24/2016	\$ 70.88	✓	\$ 70.88
						Subtotal	\$ 25,114.92
361 Power	B-7.1	Guam Power Authority	346145643659	11/9/2016	\$ 6,461.62	✓	\$ 6,461.62
361 Power	B-7.2	Guam Power Authority	262758396953	11/16/2016	\$ 134.95	✓	\$ 134.95
361 Power	B-7.3	Guam Power Authority	362753364301	11/16/2016	\$ 426.72	✓	\$ 426.72
361 Power	B-7.4	Guam Power Authority	562759619457	11/16/2016	\$ 335.89	✓	\$ 335.89
						Subtotal	\$ 7,359.18
362 Water	B-8.1	Guam Waterworks Authority	029531670880	11/7/2016	\$ 1,998.90	✓	\$ 1,998.90
						Subtotal	\$ 1,998.90
363 Telephone and Wireless	B-9.1	GTA	9949187	11/1/2016	\$ 2,055.72	✓	\$ 2,055.72
363 Telephone and Wireless	B-9.2	IT&E	00000003312439	10/31/2016	\$ 116.50	✓	\$ 116.50
						Subtotal	\$ 2,172.22

Per PL 33-185, IAO validated \$2,179,749.46 for School Year (SY) 2016 – 2017. The law provides \$6,500 for each student up to 740 students or a total of \$4,810,000. As of November 25, 2016, 716 students were enrolled in GACS. See Tables 4 and 5.

Table 3: SY 2016-2017 Validation Summary

Month	GACS Drawdown	Submitted Invoices	IAO's Validation	Variance	Carryover Invoices
July 2016 (Partial)	\$ 143,772.78	\$ 143,772.78	\$ 143,772.78	\$ -	\$ -
July 2016 (Final)	\$ 229,600.76	\$ 229,600.76	\$ 229,600.76	\$ -	\$ -
August 2016	\$ 308,098.66	\$ 302,136.14	\$ 302,136.14	\$ 5,962.52	\$ -
September 2016	\$ 363,891.77	\$ 363,891.97	\$ 363,891.77	\$ (0.20)	\$ 0.20
SY 2016-2017; FY 2016 Subtotal	\$ 1,045,363.97	\$ 1,039,401.65	\$ 1,039,401.45	\$ 5,962.32	\$ 0.20
October 2016 (Partial and Final)	\$ 801,410.41	\$ 801,410.41	\$ 800,983.21	\$ -	\$ 1,327.20
November 2016	\$ 340,264.80	\$ 340,264.80	\$ 340,264.80	\$ -	\$ -
SY 2016-2017; FY 2017 Subtotal	\$ 1,141,675.21	\$ 1,141,675.21	\$ 1,140,348.01	\$ -	\$ 1,327.20
Grand Total (SY 2016-2017)	\$ 2,187,039.18	\$ 2,181,076.86	\$ 2,179,749.46	\$ 5,962.32	\$ 1,327.40

Table 4: SY 2016-2017 GACS Enrollment

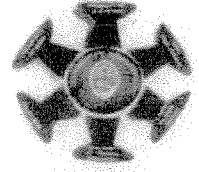
Months	Grade Level													Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	K	
Jul-16	79	77	76	57	46	56	48	57	38	21	31	18	52	656
Aug-16	85	73	77	50	47	76	49	50	28	21	29	16	94	695
Sep-16	83	73	75	50	47	75	49	52	24	20	27	15	97	687
Oct-16	87	75	81	57	49	76	53	55	25	23	27	16	102	726
Nov-16	84	75	81	57	51	73	49	55	26	24	27	16	98	716
SY 2016-2017; FY 2017 Average	84	75	78	54	48	71	50	54	28	22	28	16	89	696



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

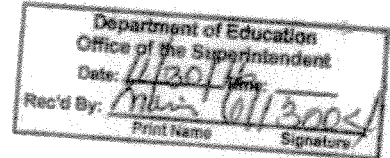
Department of Administration
(DIPATTAMENTON ATEMENSTRASION)
DIRECTOR'S OFFICE
(UFISINAN DIREKTOT)

Post Office Box 884 Hagatña, Guam 96932
Tel: (671) 475-1101/1250 Fax: (671) 477-6788



Christine W. Baletto
Director

October 28, 2016



Mr. Joe Sanchez
Acting Superintendent
Guam Department of Education
500 Mariner Avenue
Barrigada, Guam 96913-1608

RE: Guahan Academy Charter School – November 2016 Allotment Request

Buenas yan Hafa Adai:

Pursuant to Public Law 33-185, Chapter II, Part I, we are submitting Guahan Academy Charter School's (GACS) allotment request for the month of November for Fiscal Year 2017. We are transmitting the payment request together with the allotment request breakdown provided by GACS for your review and immediate action.

Should you have any further questions or concerns, please contact, Mary Grace Edrossa at 475-1283

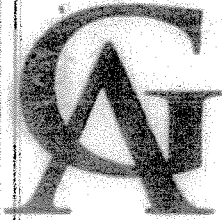
Si Yu'os Maase!

Sensaramente,

Christine W. Baletto
Director

RECEIVED
LW. 11/30/16

Attachment



GUAHAN ACADEMY CHARTER SCHOOL

BOARD OF TRUSTEES

OFFICERS AND MEMBERS

Fe Valencia-Ovalles
Chairwoman

Terry M. DeBold
Vice Chairman

Rowena S. Zacarias
Secretary

Victor A. Perez
Treasurer

Dr. Jacquelyn D. Cyrus
Member

Richard P. Quiambao
Member

Hentrick M. Eveluck
Member

Mary B. Mafnas, Principal
Ex-Officio Member

COMMITTEES

Executive

- Board Governance and Policy
- Finance and Procurement
- Grants and Development
- Government and Public Affairs
- Human Resources
- Special Education
- Technology

P.O. Box CS
Hagama, Guam 96932
(671) 979-1065/6
info.gacsbot@gmail.com

FUNCTION: Guahan Academy Charter School, Inc.
NOVEMBER 2016 ALLOTMENT REQUEST

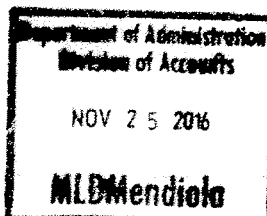
INVOICE: GACS FY 2016-2017-11-2016-01

AUTHORITY: Public Law 33-185

BE IT ENACTED BY THE PEOPLE OF GUAM

Section 1. Section 2 of Part 1, Chapter II of Public Law 33-185, is hereby amended to read:

Section 2. Notwithstanding any provision of law, for the School Year 2016-2017, pursuant to § 12116(e), Chapter 12 Title 17 GCA, the Department of Administration (DOA) is hereby authorized and directed to deduct Six Thousand Five Hundred Dollars (\$6,500) per enrollee of Academy Charter Schools chartered by the Guam Academy Charter Schools Council, *not to exceed* seven hundred forty (740) students for the Guahan Academy Charter School and five hundred (500) students for the iLearn Academy Charter School, as recommended by the Guam Academy Charter School Council from the total General Fund appropriation in Section 1 of this Part of this Chapter to the GDOE, based on the actual enrollment at the time, multiplied by the per pupil cost, as established in this Section. Each Academy Charter School shall submit a monthly invoice to the DOA. Upon receipt of said invoice, the DOA shall remit it to the GDOE. Upon receipt of the remitted invoice, GDOE shall verify the invoice for accuracy and report its findings within ten (10) days of receipt of said invoice to DOA prior to the release of funds. If the GDOE fails to reports its findings, the invoiced amount received by DOA shall be automatically transmitted to each Academy Charter School.





**GUAHAN
ACADEMY
CHARTER SCHOOL**

BOARD OF TRUSTEES

OFFICERS AND MEMBERS

Fe Valencia-Ovalles
Chairwoman

Terry M. DeBold
Vice Chairman

Rowena S. Zacarias
Secretary

Victor A. Perez
Treasurer

Dr. Jacquelyn D. Cyrus
Member

Richard P. Quiambao
Member

Hentrick M. Eveluck
Member

Mary B. Mafnas, Principal
Ex-Officio Member

COMMITTEES

Executive
Board Governance and Policy
Finance and Procurement
Grants and Development
Government and Public Affairs
Human Resources
Special Education
Technology

P.O. Box CS
Hagatna, Guam 96932
(671) 979-1065/6
info.gacsbot@gmail.com

DATE: NOVEMBER 25, 2016

TO: Christine Won Pat Baleto
Director,
Department of Administration

FROM: Elena Z. Juaneza
Accountant
Guahan Academy Charter School Incorporated

RE: November 2016 Allotment Request

Attached are all relevant documents to support the November 2016 Allotment Request for Guahan Academy Charter School Incorporated.

A copy of these materials will also be submitted to the GDOE IAO.

Thank you for your time and consideration.

CC: Board of Trustees
GDOE IAO



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT SYSTEM

**REQUEST FOR
DIRECT PAYMENT**

DOCUMENT NO: _____

URGENT - EXPEDITE PAYMENT

KEY & RELEASE - A S A P

PAYEE: Guahan Academy Charter School P.O. Box CS Maganza, GU 96932	VENDOR NUMBER: G0016588
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PURPOSE: NOVEMBER 2016 ALLOTMENT REQUEST

TRAN CODE	ACCOUNT NUMBER	AMOUNT	Invoices
190	5639A179964GA201-290	\$340,264.80	NOVEMBER 2016 ALLOTMENT REQUEST
TOTAL		\$ 340,264.80	

CHECK APPROPRIATE BOX BELOW:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> ACCOUNT NUMBER IS CORRECT | <input checked="" type="checkbox"/> JOB ORDER NUMBER IS CORRECT | <input type="checkbox"/> INSUFFICIENT FUNDS |
| <input checked="" type="checkbox"/> PRIOR REFERENCE IS CORRECT | <input checked="" type="checkbox"/> VENDOR NUMBER IS CORRECT | |
| <input type="checkbox"/> OVERRIDE IS AUTHORIZED | <input type="checkbox"/> SUFFICIENT FUNDS | |

- I CERTIFY THAT GOODS/SERVICES SPECIFIED HAVE BEEN RECEIVED AND THAT PAYMENT IS PROPER AS PER THE ATTACHED DOCUMENTS.
- I CERTIFY THAT A VALID LIABILITY EXIST BY REASON OF WITH-HOLDING, OVERPAYMENT AND THAT PAYMENT IS PROPER AS PER THE ATTACHED DOCUMENTS.

PREPARED BY:

Charlene Biliaoi, Accounting Assistant

Signature

November 25, 2016

Date

APPROVING OFFICIAL:

Elena Z. Juaneza, Accountant
FINANCE & PROCUREMENT COMMITTEE

Signature

November 25, 2016

Date

CERTIFICATION OF FUNDS AVAILABLE:

VICTOR A. PEREZ - CHAIRMAN
FINANCE & PROCUREMENT COMMITTEE

Signature

November 25, 2016

Date

November 2016 Allotment Request Breakdown

CLASSIFICATION	ACCOUNT CODE	TOTAL REQUESTED
PERSONNEL SALARIES	111	\$156,472.64
PERSONNEL BENEFITS	114	\$24,953.56
CONTRACTUAL	230	\$113,613.98
MATERIALS & SUPPLIES	240	\$25,114.92
MISCELLANEOUS	290	\$8,579.40
POWER	361	\$7,359.18
WATER	362	\$1,998.90
TELEPHONE & WIRELESS	363	\$2,172.22
TOTAL:		\$340,264.80