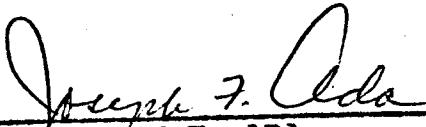


THIRTEENTH GUAM LEGISLATURE
1975 (FIRST) Regular Session


CERTIFICATION OF PASSAGE OF AN ACT TO THE GOVERNOR

This is to certify that Bill No. 461, "An Act to add new Chapters X, XI, and XII to Title VII of the Government Code of Guam relative to establishing the Central Accounting Office, Data Processing and Training & Development within the Department of Administration and for other purposes", was on the 30th day of October, 1975, duly and regularly passed.



JOSEPH F. ADA
Speaker

ATTESTED:



CONCEPCION CRUZ BARRETT
Legislative Secretary

This Act was received by the Governor this 4th day of
November, 1975 at 3:10 o'clock P.M.

/s/ Ruth F. Won-Pat

RUTH F. WON PAT
Assistant Staff Officer
Governor's Office

APPROVED:

RICARDO J. BORDALLO
Governor of Guam

DATED: _____

Public Law No. 13-96

*Speaks law without
Governor's signature.
11/15/75*

THIRTEENTH GUAM LEGISLATURE
1975 (FIRST) Regular Session

Bill No. 461

Introduced by

T. V.C. Tanaka
F. F. Blas
A. C. Sanchez
E. T. Charfauros

AN ACT TO ADD NEW CHAPTERS X, XI, AND XII TO
TITLE VII OF THE GOVERNMENT CODE OF GUAM RELATIVE
TO ESTABLISHING THE CENTRAL ACCOUNTING OFFICE,
DATA PROCESSING AND TRAINING & DEVELOPMENT
WITHIN THE DEPARTMENT OF ADMINISTRATION AND
FOR OTHER PURPOSES.

1 BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:

2 Section 1. A new Chapter X is hereby added to Title VII
3 of the Government Code of Guam to read as follows:

4 "CHAPTER X

5 CENTRAL ACCOUNTING ACT

6 Section 6800. Title. This Chapter shall be known
7 as the Central Accounting Act.

8 Section 6801. Director. The Director of Administra-
9 tion, hereinafter referred to as the 'Director', shall
10 establish and administer the central accounting office
11 of the Government of Guam, which will constitute the
12 central accounting agency for the efficient management
13 of a system of accounts.

14 Section 6802. Duties of Director. The Director
15 shall, with due regard for the function of the agencies
16 concerned organize and operate the accounting system on
17 a fund basis with a self-balancing set of accounts
18 recording cash and/or other resources together with all
19 related liabilities, obligations, reserves, and equities
20 which are segregated for the purpose of carrying on
21 specific activities or attaining certain objectives;
22 establish an accounting system which provides budgetary
23 control over general governmental revenues and expendi-
24 tures; determine fairly and with full disclosure the

1 financial position and results of financial operations;
2 show that all applicable legal provisions have been
3 complied with; establish various types of funds as are
4 necessary and as required by law; shall account in the
5 General Fund all financial transactions not properly
6 accounted for in another fund; shall account in the
7 Special Revenue Funds all proceeds of specific revenue
8 sources or to finance specified activities as required
9 by law; shall account in the capital improvement funds
10 all receipts and disbursements of moneys used for the
11 acquisition of capital facilities; shall account in
12 other funds consistent with legal and operating require-
13 ments; classify accounts to insure compliance with
14 budgetary provisions; to provide a basis for financial
15 and administrative control, to furnish data required for
16 financial statements; and to provide a basis for
17 comparison with similar data for other periods, etc.;
18 establish standards, procedures, and techniques for a
19 central accounting system; conduct continuing review of
20 all accounting operations to effect improvements in
21 accordance with current accounting practices; establish
22 standards for the preparation of financial statements and
23 other reports as are necessary; maintain all Federal
24 grant award funds including maintenance of encumbrance
25 and expenditure; and obtain reports from all departments
26 and agencies as are required for the effective administra-
27 tion of a centralized accounting system.

28 Section 6803. Rules and Regulations. The Director
29 of the Department of Administration together with the
30 Director of the Bureau of Budget and Management Research

1 and the Territorial Auditor subject to the approval by
2 the Governor of Guam shall prescribe rules and regulations
3 as are necessary or proper to effectuate the purposes
4 of this Chapter; provided, however, that the exercise
5 of the rule making authority herein granted shall be made
6 in accordance with the provisions of the Administrative
7 Adjudication Act. Unless otherwise found to be impractica-
8 ble, such rules and regulations shall provide that the
9 principles of the governmental accounting and reporting,
10 classification of funds and accounts, and accounting
11 terminology shall conform to those recommended by the
12 National Committee on Governmental Accounting.

13 Section 6804. Exceptions. The provisions of this
14 Act shall not apply to the accounting operations of the
15 Guam Power Authority, the Guam Telephone Authority, the
16 Guam Airport Authority, the Guam Housing and Urban Renewal
17 Authority, the Guam Housing Corporation, the Guam Economic
18 Development Authority and the Guam Transit Authority."

19 Section 2. A new Chapter XI is hereby added to Title VII
20 of the Government Code of Guam to read as follows:

21 "CHAPTER XI

22 AUTOMATIC DATA PROCESSING

23 Section 6900. Title. This Chapter shall be known
24 as the Automatic Data Processing Act.

25 Section 6901. Director. The Director of Adminis-
26 tration, hereinafter referred to as the 'Director' shall
27 establish and administer the automatic data processing
28 functions which will apply efficient and economical
29 management of data.

30 Section 6902. Duties of Director. The Director

1 shall, with due regard for the functions of the agencies
2 concerned establish standards, procedures, and techniques
3 for computer systems design, analysis, programming, and
4 operations for effective utilization of resources; review
5 and prioritize sequences for implementation of systems
6 submitted by user departments and agencies; make continuing
7 evaluations of the applicability of new technological
8 developments; make continuing performance audit of all
9 data processing activities to assure efficient maximum
10 utilization of resources and to analyze effectiveness
11 of reports generated; evaluate hardware and software
12 requirements and analyze available hardware and software
13 capabilities; solicit service needs of user departments
14 and agencies and render assistance to them as is necessary;
15 and to perform such other duties as are necessary and
16 proper to the management and operations of data processing."

17 Section 3. A new Chapter XII is hereby added to Title
18 VII of the Government Code of Guam to read as follows:

19 "CHAPTER XII

20 TRAINING AND DEVELOPMENT

21 Section 6910.1. Title: Purpose. This Chapter may
22 be cited as the Training and Development Act. It has as
23 its purpose the objective of improving the capacity of
24 officers and employees of the Government of Guam to
25 perform the duties to which they have been assigned or
26 to increase their readiness to assume broader responsi-
27 bilities.

28 Section 6910.2. Director. The Director of Adminis-
29 tration, hereinafter referred to as the 'Director', shall
30 establish and administer an effective training and

1 development program for all government employees.

2 Section 6910.3. Duties of Director. The Director,
3 shall, with due regard for the function of the agencies
4 concerned provide in-house training, education and develop-
5 mental opportunities for job advancement for all employees;
6 arrange and/or coordinate with educational institutions
7 to provide continuing education; establish and administer
8 supervisory and management development program; provide
9 on-the-job training for various skills and trades as
10 are necessary; seek and administer federally funded
11 training programs; establish committees as are necessary
12 for proper administration of all training programs;
13 analyze all training programs to determine their use-
14 fullness and revise training procedures to meet emerging
15 management needs; assist and coordinate all departments'
16 and agencies' needs in accordance with priorities;
17 insure maximum utilization of training facilities; and
18 process needs assessment study and formulate training
19 programs to meet the needs identified in this study.

20 Section 6910.14. Rules and Regulations. The
21 Director shall make such rules and regulations as are
22 necessary or proper to effectuate the purposes of this
23 Chapter."

24 Section 4. The provisions of Public Law 13-80 shall not
25 become effective until the Boxing and Wrestling Commission
26 established therein comes into being and begins operation.

27 Section 5. Sections 1, 2, and 3 of this Act shall become
28 effective July 1, 1976. Section 4 of this Act shall be
29 effective upon the enactment of this Act.